



CR NEWS

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CJIS SECURITY TEAM UPDATE

Hope everyone had a good Easter. April has been a busy month here with in-person FBI audit visits, process changes, rolling out updates and preparing presentations for various groups. Throughout the processes, we have experienced heightened instances involving Ransomware and malicious attacks targeting Law Enforcement (LE) systems throughout the State. These are especially dangerous to the LE systems and designed in a manner to propagate quickly throughout networks. With this in mind, we wanted to take an opportunity to reinforce the need for prompt reporting of incidents and provide the top incident types being reported.

Incident Reporting for Calendar Year 2018 included:

- Malware/Trojans and worms, which had been introduced into LE agencies.
- Lost or Stolen devices.
- Command and Control Root Kits.
- Ransomware.

Within only the first few months of 2019, we have already seen four incidents involving Ransomware impacting our LE community. At least two of these can be considered critical and continue to impact services in the local communities they were introduced into.

Remediation of this type of malware can be costly, and the effects are long lasting. Please consider this and remember to practice good security at all times.

- Ensure you know who the agency's contacts are in the event of a computer Virus or Malware breakout
- Ensure your agency has an up to date Incident Response Plan and where it is located
- Ensure your connected device(s) are updated, firewalled and have anti-virus and current malware detection software installed.

Helpful Links:

To report a virus incident to OIC, call 1-800-638-5387 (1-800-63-TLETS)

DPS CJIS Security Office Home Page <https://www.dps.texas.gov/securityreview/>

Documents Page <https://www.dps.texas.gov/SecurityReview/documents.htm>

FBI CJIS Security Policy

<https://www.dps.texas.gov/SecurityReview/documents/cjisSecurityPolicy.pdf>

Incident Response Plan Sample

<https://www.dps.texas.gov/SecurityReview/documents/incidentResponsePlanSample.doc>

Questions? Email us at Security.Committee@dps.texas.gov

Stay safe, and thank you for your help every day in protecting our critical systems,
The CJIS Technical Audit Team

Access and Dissemination Bureau (ADB)

Recognizing Ashley Baker

Ashley Baker began her career with the Department as a field representative in the TDEx Bureau for the N-DEX system in 2015. In this position, she traveled across the state performing trainings on N-DEX to a variety of criminal justice agencies. After two and a half years working with N-DEX, she promoted to Rap Back Program Specialist within the Access and Dissemination Bureau. Half a year later, she promoted to Rap Back Program Supervisor and after consolidation of two units, she is now the Fingerprint Services Unit Supervisor. In this position, Ashley is responsible for maintaining and improving the FACT Clearinghouse and has been instrumental in implementing both the new FBI Civil Rap Back Program and the Criminal Justice Rap Back Program of Texas.

Biometric Services Bureau

Electronic Arrest Reporting (EAR)/Livescan

When using a livescan to submit arrest data to Texas DPS it is important to remember the following dos and don'ts.

Livescan DOs and DON'Ts:

DOs

- **Do** check all return messages.
- **Do** review reject messages, correct transaction, and resubmit.
- **Do** use current offense codes (version 16).
- **Do** transmit adult class C offenses.
- **Do** use corresponding ADN for class C **(233)** and federal **(234)** offenses.

DON'Ts

- **Do not** transmit out of state probation and paroles via livescan.
- **Do not** resubmit any transactions; verify with DPS first (Call 512-424-5248). For corrections or added charges, use the CJIS site: <https://cch.dps.texas.gov> or fax to 512-424-2476.
- **Do not** use offense code 99999999.
- **Do not** submit Juvenile class C offenses.
- **Do not** populate an arrest record with identification data found on a name search from the Driver License database .

CJIS Security Compliance

We have recently added an additional step for an agency to be approved to connect to DPS, which is to ensure compliance with CJIS Security Policy. The agency will contact the Biometric Coordinator to start the approval process, as before, and will receive the necessary paperwork to fill out and email back. Once the livescan paperwork is received, the additional step is to receive approval from our CJIS Security team. This step will include communication with DPS' CJIS Security Team to ensure that the agency is compliant and once the approval has been given, we can move forward with installation. If you are interested in reviewing the CJIS Security Policy, it can be found at the following link. <https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center>

If you have any questions or concerns about electronic arrest reporting or livescan, please contact the Biometric Coordinator, Chrystal Davila, at 512-424-7026 or email livescan@dps.texas.gov. If you have any questions or concerns about the CJIS Security Policy, you may reach the CJIS Technical Audit Team at 512-424-5686 or email them at security.committee@dps.texas.gov.

Crime Information Bureau

TCIC/TLETS Updates

Database Descriptions:

➤ **OpenFox Configurator**

OpenFox Configurator will be accessed through a Messenger terminal and used by the agency TAC with TAC_Config certification to modify user information and disable users.

➤ **nexTEST**

nexTEST can be accessed through an internet connection and used by Associate Trainers to set up classroom training, register students and close out scheduled classes. There will also be access to test activity, certification expiration and completed training reports.

An agency TAC will have access to sign up agency users for classroom training, view user certification expiration dates and training/test history. All system users will have access to nexTEST to view current certifications, take certification/recertification tests, complete online training, and register for classroom training and access test/training history.

If you cannot access nexTEST, please contact your IT personnel and refer back to Appendix A given in messenger upgrade to verify all ports are open and receiving data.

➤ **MyTrain**

TCIC/TLETS Associate Trainers will be required to set up an Instructor Profile on the DPS Academy's training management system, MyTrain. It includes a bio, personal and academic details, instructor subject expertise, instructor association, education, and employment. Completed Instructor Profiles must be approved prior to teaching any classes that will be submitted to TCOLE, so please allow sufficient time for the approval process.

➤ **Password Portal**

The Password Portal will make resetting user passwords easy and efficient. Each user will need to sign onto the Password Portal using their user ID and current password to set up their security questions. Once that is complete, users will be able to use the Password Portal to change or reset their password by answering their security questions.

CJIS Security Awareness:

CJIS Security Awareness Training will not be offered through nexTEST, the new training program replacing OMNIXX Trainer. The agency TAC will need to add the user accounts through the CJIS Online Security Awareness Training portal or contact Security.Committee@dps.texas.gov to request access to the CJIS Online Portal, for users to complete the CJIS Security Awareness Training.

Certifications/Roles:

Changes to the Texas Law Enforcement Telecommunication System (TLETS) will prompt a change in certifications that control what a user can access within the system. The previous certifications of TCIC YNY/YNN or YYN/YYY and TLETS Certification LE/Mobile, have been replaced with a single certification ROLE that will regulate the transactions the user can access. In addition to the ROLE, users could have Add-Ons such as access to Criminal History and/or Continuity of Care. There are still two non-access ROLES, Criminal Justice Practitioner and Peace Officer plus the three access ROLES. The new user request form and instructions are in the TCIC Training link on the left-hand side. Roles are listed below.

Crime Information Bureau continued

ROLE	Allows Access to:	User Examples	Equivalency	Possible Add-Ons
TCIC/TLETS Mobile Access Operator	Vehicle Registration Financial Responsibility Nlets Registration NCIC/TCIC Inquiry Driver License Databases Computerized Criminal History Files	Officers with MDT Court/DA/CA, etc. CSCD	TCIC YNY TCIC YNN TLETS Mobile	Criminal History Access
TCIC/TLETS Less Than Full Access Operator	Vehicle Registration Financial Responsibility Nlets Registration NCIC/TCIC Inquiry Driver License Databases Computerized Criminal History Files Combination Forms Hit Confirmation Forms Nlets/TLETS Inquiries Interpol Administrative Messages	Non-Entering Dispatch Jailers	TCIC YNY TCIC YNN TLETS LE	Criminal History Access Continuity of Care
TCIC/TLETS Full Access Operator	Vehicle Registration Financial Responsibility Nlets Registration NCIC/TCIC Inquiry Driver License Databases Computerized Criminal History Files Combination Forms Hit Confirmation Forms Nlets/TLETS Inquiries Interpol Administrative Messages Property File Entry Person File Entry Originating Agency Identifier Files	Entering Dispatch Record Clerks	TCIC YYY TCIC YYN TLETS LE	Criminal History Access Continuity of Care

Criminal Justice Information System (CJIS) Field Support

CJIS Website Portal

The 'Request Access' link on the login page has been changed to 'Application – New User'. This is a link to an application for the CJIS Site for individuals that do not have existing CJIS Site accounts.

When a New User is filling out an application, enter your full First and Last Names. Do not enter your title in one of the name fields. In the Office field, enter the full name of your office, i.e. Smith County District Attorney's Office. Do not enter just the county.

If you have requested a Password Reset, please be patient. The Password Reset process is a manual function in the DPS office and the request will be responded to as soon as possible. Do not click on the 'Password Reset' link multiple times.

All Password Resets and Reactivations of accounts will result in an email being sent to the User ID associated with the account. In that email will be a link, please use that link to complete the password reset or reactivation of the account. The link will automatically go to the Security Profile Setup page for the account where a new password or other updated information, like new email addresses, can be entered. Once you have entered a password and any other changes, click on 'Save Changes' and the page will redirect to the Login screen. Login using the new password that was entered in the Profile setup.

If a user's email address has changed, the user can go to the Security Profile Setup (dropdown arrow next to the name in the upper right of the page) and enter the new email address. Click on 'Save Changes' and use the new email address as the User ID the next time logging on to the site.

If an incorrect or invalid User ID or Password is entered three times or more in a short time span, the account will be automatically locked. The lock will last 20-30 minutes. After the time has passed, the user will be able to attempt logging on again.

Permissions and accesses on the CJIS Site are agency specific. I.e. if you are an Arresting agency, users can have access to Add/Modify Arrests, if you are a Prosecutor or Court agency, users can have access to Add Prosecutor/Court data. If a user would like to have access to a different office's permissions and data, then a document from that agency allowing the access needs to be sent to GRP_CJIS_SITE@dps.texas.gov. I.e. if a Prosecutor would like to have the ability to Add/Modify Arrests, a signed documented agreement from the arresting agencies in the county allowing the Prosecutor that access will need to be emailed to CJIS.

Juvenile Referral Dates information

A reminder that in order for the CR-43J to be input into the CCH database on new custody events there are three mandatory dates:

1. Date of Arrest
2. Referral Date (cannot be greater than 10 days from Date of Arrest)
3. Offense Date

Juvenile Sealing Worklist

Please note that the list you receive is not an "automatic sealing", this is a list of "scheduled sealing". This means that DPS is not automatically sealing records; DPS will not seal a record without a signed sealing order.

Make sure that DPS legal address is on the list of agencies to notify for sealing a juvenile record.

Texas Department of Public Safety, PO Box 4143, Austin, TX 78765-4143, Attn: Expunctions/Sealings.

Fax number - 512 424 5666

CJIS Field Support Continued

Domestic Violence (DMV) Reporting

During a recent audit of our criminal history database, we noticed over 8,000 offenses that had the DMV field filled out incorrectly. The CJIS Field Auditors have been working with the counties to get these corrected.

The Domestic Violence field on the reporting form is only to be used if the offense for that particular TRS meets the statutory definition of Domestic Violence. It is not to be on all offenses that an individual was arrested for, even if other offenses in the arrest event meet the definition.

For example, if you arrest an individual for Assault Family Violence and Interfering with Emergency Request for Assistance, you would enter a "Y" in the DMV field for the Assault Family Violence offense. Interfering with Emergency Request for Assistance does not meet the definition of Family Violence and should not have a "Y" entered in the DMV field.

Age of Victim Reporting

The Age of Victim field is only to be used in cases defined in Chapter 66.102 (h)(1-8) of the Code of Criminal Procedures. Please do not report a Victims Age if the offense does not meet the statutory requirements.

Incident Based Reporting Bureau (IBRB) Uniform Crime Reporting (UCR)

NIBRS Transition

As we approach the HB 11 goal of September 2019 for all Texas Law Enforcement Agencies to be reporting via the National Incident-Based Reporting System (NIBRS), DPS has made great strides towards the NIBRS Transition. Over the past year, DPS has partnered with Agencies across the state to raise the percentage of NIBRS reporting agencies to 49%.

If you are one of the Agencies still working out your NIBRS Transition plans, we want to partner with you to help you get there. Contact your Field Representative, or reach out to the DPS UCR Program, by phone (512) 424-2091 or email NIBRS@dps.texas.gov for assistance.

Segment 8 & 9 for NIBRS

Many Agencies reporting via NIBRS have asked for an update on when DPS will update Segment 8 & 9, which includes Sexual Assault and Family Violence reporting. DPS has begun testing with our vendor, ahead of rolling this out into Production. We will send out updates, once we have confirmed dates for deployment and post the related updated documentation.

NIBRS Training

DPS worked with the FBI to host NIBRS Regional Training sessions in March and April located in El Paso, Denton (Dallas area), Conroe (Houston area), Edinburg, Austin, and Lubbock. Classes filled up quickly, with Agencies eager for training and we received great feedback from participants. UCR Field Representatives are working on scheduling follow up training sessions throughout the state to continue supporting Reporting Agencies and help others with their NIBRS Transition.

Contact the DPS UCR Program by phone (512) 424-2091 or email NIBRS@dps.texas.gov for more information or assistance.

New IBR Staff

In February, IBR hired a new Program Manager, Brian Isaac, who has been with the Department for the past 10 years. He will be working with our Field Reps, Verification Clerks, QC Analysts, and other staff to continue to make improvements to the UCR program and building relationships with our Partnering Agencies.

Incident Based Reporting Bureau (IBRB) Texas Data Exchange (T-DEx)

Web-Based N-DEx Workshops

As the number of National Data Exchange (N-DEx) users grows, the FBI seeks new ways to provide more learning resources. To that end, the FBI's N-DEx Office is now offering online workshops to its user community.

Current workshops include:

- **N-DEx System Overview** – This presentation provides a high-level overview and tour of the N-DEx System and its functionality.
- **Batch Search** – This session covers how to create a Batch Search template, create a Batch Search, view results, and edit and share a Batch Search.
- **Search** – In-depth demonstration of performing searches on the N-DEx System, outlining the usage of filters, and providing best practices when performing searches.

A listing of workshop dates and times, along with a registration form, can be found at https://www.surveymonkey.com/r/N-DEx_General_Registration

After registering for a session, the N-DEx Program Office will send an invitation with more information about how to attend the session.

Incident Based Reporting Bureau (IBRB) Use of Force (UoF)

National Use-of-Force Data Collection

National organizations and other law enforcement representatives who have partnered with the FBI to develop the National Use-of-Force Data Collection Task Force include:

- Local, tribal, and federal agency representatives
- Association of State Criminal Investigative Agencies
- Association of State Uniform Crime Reporting Programs
- International Association of Chiefs of Police
- Major Cities Chiefs Association
- Major County Sheriffs' Association
- National Organization of Black Law Enforcement Executives
- National Sheriffs' Association
- Police Executive Research Forum

Representatives have been involved in many hours of discussions and decision-making. They have been instrumental in conceiving reporting requirements, data elements, and publication concepts. Other entities have also been involved, including the Department of Justice's Community Oriented Policing Services, the Office of the Deputy Attorney General, and the Bureau of Justice Statistics.

The FBI created a [two-page flyer](#) explaining the data collection.

New Position

In April, IBR hired a Program Specialist, Maggie Walker, to lead up this new program. Maggie previously worked in the UCR program and has been with DPS for around 20 years. Her knowledge and experience with UCR will help guide the setup of the Texas Use of Force program.

DPS will send out more information as we set up a web portal and contact information for this program. In the interim, if you have questions about the national UoF data collection, please contact the DPS UCR Program by phone (512) 424-2091 or email NIBRS@dps.texas.gov, and they will connect you with our UoF team.

Sex Offender Registration (SOR)

86th Texas Legislature: Proposed Amendments to the Sex Offender Registration Program

The Texas Legislature is in session this year and lawmakers have filed bills that propose changes to the Sex Offender Registration Program. Crime Records has been monitoring several bills this session and the following seek, in part, to amend Chapter 62 of the Code of Criminal Procedure (CCP). Chapter 62, CCP is the law that governs registration in Texas. We are providing this information so that personnel involved with registered sex offenders can have a glimpse on what legislators seek to change this legislative session.

House Bills are prefixed with "HB". Senate Bills are prefixed with "SB". You can view each bill in its entirety, monitor its status, or search for other bills affecting sex offenders by using the Texas Legislature Online web site at:

<https://capitol.texas.gov/>.

- HB 344, HB 658 and HB 2314 seek to raise the age of criminal responsibility for juveniles. To conform, the age within the definition of a "sexually violent offense" within Chapter 62 CCP will raise from 17 to 18 years of age or older.
- HB 15 and SB 20 propose to change the statutory reference of Prostitution within Chapter 62 CCP. It will also require a person to register for the offense of Trafficking Of Persons if the offender trafficked another person to engage in conduct prohibited by Online Promotion of Prostitution or Aggravated Online Promotion of Prostitution.
- HB 3590 and SB 1802 wish to add Aggravated Promotion of Prostitution to the listing of offenses that require registration.
- HB 4590 seeks to change the number of days on which a person must register or verify with a local law enforcement authority. It would reduce the number of days to report such events from 7 days to same day.
- SB 2227 wants to prohibit a registrant from residing within 10 miles of a residence of a victim of any offense requiring registration.
- HB 3177 wishes to expand the Penal Code offense of Continuous Sexual Abuse of Young Child or Children to include "disabled individuals" as victims. The new offense would be titled "Continuous Sexual Abuse of Young Child or Disabled Individual" and makes conforming changes within Chapter 62 CCP when referencing this offense.
- HB 3561 wants to create a new Penal Code offense of "Continuous Sexual Assault" and adds this offense to the listing of offenses requiring registration.
- SB 2403 makes a conforming change to the statutory reference of Aggravated Kidnapping used within Chapter 62.

Those not familiar with the legislative process should understand that all bills go through a legislative procedure to determine whether they will eventually become laws. In addition, the language or requirements of a bill can change at various stages in the process. Persons interested in specific legislation should monitor each bill's progress to determine whether the proposals become law, and then determine who is affected by the change and when the bill will go into effect.

Monday, May 27th is the last day of the 86th Legislature, Regular Session. Following final adjournment, the governor has 20 days to sign or veto bills passed during the regular session. Shortly after the conclusion of this legislative session, Crime Records will be compiling and publishing Legislative Updates to advise agencies of the bills that have successfully become laws and summarize the associated changes.

DPS IDENTIFICATION SUPPLIES ORDER FORM

CR-12 (Rev.11/16)



TO: CRIME RECORDS SERVICE
 TEXAS DEPARTMENT OF PUBLIC SAFETY
 PO BOX 4143
 AUSTIN TX 78765-4143

Date: _____

Website address for FBI supply order: <https://forms.fbi.gov/cjis-fingerprinting-supply-requisition-form>

Please furnish the following supplies:

FORM NUMBER	DESCRIPTION	COUNT PER PKG	QUANTITY ORDERED
CR-6	DPS Applicant Fingerprint Card*	250 p/pkg	
CR-12	DPS Identification Supplies Order Form	100 p/pad	
CR-23	Out of State Probation/Parole Supervision Fingerprint Card	Single cards	
CR-26	Death Notice Form	100 p/pad	
CR-42	Request for Criminal History Check	100 p/pad	
CR-43	Adult Criminal History Reporting Form with Preprinted TRN and Fingerprint Card Attached*	100 p/pkg	
CR-43	Adult Criminal History Reporting Form with Fingerprint Card Attached*	100 p/pkg	
CR-43J	Juvenile Criminal History Reporting Form with Preprinted TRN and Fingerprint Card Attached*	100 p/pkg	
CR-43J	Juvenile Criminal History Reporting Form with Fingerprint Card Attached*	100 p/pkg	
CR-43P	Adult Probation Supervision Reporting Form with Preprinted TRN and Fingerprint Card Attached*	200 p/pkg	
CR-43P	Adult Probation Supervision Reporting Form with Fingerprint Card Attached*	200 p/pkg	
CR-44	Adult Supplemental Reporting Form	100 p/pkg	
CR-44J	Juvenile Supplemental Reporting Form	100 p/pkg	
CR-44S	Adult Supplemental Court Reporting Form	100 p/pad	
CR-45	Adult DPS Fingerprint Card*	250 p/pkg	
CR-45J	Juvenile DPS Fingerprint Card*	250 p/pkg	
	Fingerprint Card Return Envelopes (For arresting agencies Only)	100 p/box	

***DPS does not pre-stamp the agency ORI on any fingerprint card. +Overnight services are available at ordering agency's expense.**

NOTE: Please order minimum of three months' supply.
Please submit order at least 4 weeks prior to depletion of your supplies.

Direct questions concerning supply orders to (512) 424-2367
 Fax# (512) 424-5599 • crssupplyorder@dps.texas.gov

AGENCY _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

CRS DIRECTORY

CRS MANAGEMENT

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Amanda Horelica	CRS Billing Clerk	amanda.horelica@dps.texas.gov	512-424-2936
Assistance Line	Record Checks		512-424-5079
Assistance Line	Secure Site		512-424-2474
Tierra Heine	CJIS/JJIS Forms and Fingerprint Card Supplies	tierra.heine@dps.texas.gov	512-424-2367
Eliza Garcia	CJIS/JJIS Forms and Fingerprint Card Supplies	eliza.garcia@dps.texas.gov	512-424-2367

crssupplyorder@dps.texas.gov
Fax order form to: 512-424-5599

CRIMINAL HISTORY RECORD INFORMATION PROCESSING BUREAU

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Error Resolution Assistance Line			512-424-7256
CJIS Auditor Assistance Line			512-424-2478

BIOMETRIC SERVICES BUREAU

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VACANT	Assistant Biometric Coordinator	@dps.texas.gov	512-424-7173
Cathleen McClain	AFIS Coordinator	cathleen.mcclain@dps.texas.gov	512-424-2456
VACANT	Assistant AFIS Coordinator	@dps.texas.gov	512-424-2089
24 hour Fingerprint Assistance Line			512-424-5248

CRIME INFORMATION BUREAU

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TCIC/TLETS Audit Assistance		TCIC.audit@dps.texas.gov	512-424-2809
TCIC/TLETS Training Assistance		TCIC.training@dps.texas.gov	512-424-2832
24 hour TCIC Control Room- ORI Requests/Updates, Offline Requests & TxGang		TCIC.operations@dps.texas.gov	512-424-2088

INCIDENT BASED REPORTING BUREAU

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Esteban Perez	IBR Information Specialist	esteban.perez@dps.texas.gov	512-424-2307
Maggie Walker	Use of Force Program Specialist	maggie.walker@dps.texas.gov	512-424-0334
Rafael Martinez	Supervisor, Field Reps	rafael.martinez@dps.texas.gov	512-424-2522
Elisa Hood-Waddle	Supervisor, IBR	elisa.hood-waddle@dps.texas.gov	512-424-2091
Assistance Line			

SEX OFFENDER REGISTRATION BUREAU

Sheila Vasquez	Manager	sheila.vasquez@dps.texas.gov	512-424-2279
Sex Offender Registration Assistance Line		txsor@dps.texas.gov	512-424-2800