



CR NEWS

Volume 25, Number 3
JUL.— SEP. 2020



HIGHLIGHTS:

CJIS Technical Security Team
Page 1 - 2

Access and Dissemination Bureau (ADB)
Page 2

Biometric Services Bureau
Page 3

Crime Information Bureau
Page 3 - 4

Criminal History Record Information Processing
Bureau
Page 5 - 9

Incident Based Reporting Bureau
Page 10 - 12

Sex Offender Registration Bureau
Page 13

CRS Auditor/Field Rep Listing
Page 14

Identification Supplies Order Form
Page 15

CRS Directory
Page 16

CR NEWS is published by the Texas Department of Public Safety. Comments, suggestions and mailing list updates are welcome.

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Texas Department of Public Safety Website Rewrite Project

The Department has been working to modernize our external and internal websites, migrating the old website to a new friendly format making it easier for the general public to view and navigate. The new website is expected to Go Live January 2021.

Virus, Malware & Ransomware Reporting And Why It Is Critical

You discover your TLETS workstation, laptop or handheld is infected with a virus or possibly even ransomware. How do you respond? Do you ignore it? Of course not! You take action such as isolating the affected device(s) by disconnecting the network cable, disabling the air card/mobile hot spot, etc., then immediately reporting the incident to your agency's designated contact and the TLETS Operations Intelligence Center (OIC). You don't know who the agency's contacts or the OIC are? They should be listed in the agency's Incident Response Plan. You're not sure if the agency even has an Incident Response Plan? It should have one because procedures are required to be established and time is of the essence in responding to a security incident.

Section 5.3 Policy Area 3: Incident Response of the current FBI CJIS Security Policy states "The security risk of both accidental and malicious attacks against government and private agencies, remains persistent in both physical and logical environments. To ensure protection of CJI, agencies shall: (i) establish operational incident handling procedures that include adequate preparation, detection, analysis, containment, recovery, and user response activities; (ii) track, document, and report incidents to appropriate agency officials and/or authorities."

What is the risk in a delayed response? Whether by malicious intent or accident, a virus or ransomware can wreak havoc not only on your TLETS machine, but on the agency's network as well. It could spread into the TLETS system rendering it inoperable and possibly exposing other agencies that connect into it. An infected single standalone workstation is capable of endangering the entire TLETS system. The results can be catastrophic as officer and public safety are in jeopardy. With ransomware, it could include extensive monetary costs in containing and/or eradicating it altogether, in addition to the possible loss of critical and sensitive data, reports and information.

Virus, Malware & Ransomware Reporting And Why It Is Critical continued

What can you do? Speak with your Terminal Agency Coordinator or Local Area Security Officer to see what the agency's response plan is and who needs to be contacted. If you don't have a plan or it requires updating, a sample can be downloaded from our website; it already has the OIC's phone number listed. The OIC is responsible for logging the incident and notifying the CJIS Security Office on-call person who will be your DPS contact throughout the incident and its resolution. Edit the plan for your agency's use, then ensure personnel know where to find it and how to use it.

To help protect your agency, ensure anti-virus software is installed on devices that access TLETS and kept up to date. Ensure the Operating System is still supported by the vendor and it is being updated with the latest patches. Also, periodically remind the agency's users to not automatically download attachments or click on web links; if possible, look at the sender's email domain address to ensure it is displaying an authentic address and sender.

An example of this would be any messages coming from a State system or sender should always reflect a (.texas.gov) ending. When replying to a message it should always reflect that it is going to a known entity or expected delivery address. Email is commonly used by bad actors to re-direct and mislead recipients such as the one shown here: John.doe<joe.public@groupepujol47.com>

If you are replying to John Doe and it reflects a different address as indicated here it is likely a phishing attempt.

Our systems are a lifeline for all of us, remember to stay safe and thank you for the continued vigilance in keeping our data and our systems secure.

Helpful Links

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

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

FBI CJIS Security Policy http://www.dps.texas.gov/SecurityReview/cjisSecurityPolicyV5_6.pdf

Incident Response Plan Sample

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

Sign up for the CJIS ListServ <https://www.dps.texas.gov/securityreview/AlertRegistration/default.aspx>

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

Access and Dissemination Bureau (ADB)

Denson Lobby (Austin, TX) Update:

As of November 1, 2020, the Denson Lobby is closed and is no longer a fingerprinting location. To maintain appointment availability IdentoGo has increased capacity at two other locations in Austin, 6448 E Highway 290, Ste. E-101, Austin, TX 78723-1041 and 7010 W Highway 71 Ste. 160, Austin, TX 78735-8335. The additional Austin locations will not accept walk-ins.

COVID Related Updates:

Due to the COVID-19 precautions applicants are experiencing longer than normal wait times for fingerprinting appointments around the state. We are working with our vendor to address the current situation, keeping in mind that the health and safety of the public and staff are our priority.

Please note that a photo is required to complete a fingerprinting appointment. It has come to our attention that applicants are refusing to remove their mask during the photo portion of the appointment, which has led to some photos being taken with the applicants wearing a mask. DPS has requested that IdentoGo maintain a 6' distance when possible and that they inform the applicant of the photo requirement prior to starting the appointment. If the applicant chooses not to remove their mask, the appointment cannot be completed and the applicant will be asked to reschedule their appointment for a later date.

We ask that agencies keep this information in mind and would like to request your assistance in relaying this information to applicants as we work with our vendor to address complications caused by the COVID-19 virus.

Biometric Services Bureau (BSB)

Electronic Arrest Reporting (EAR)/Livescan

LIVESCAN CRIMINAL JUSTICE APPLICANT TRANSACTIONS

DPS has been accepting Criminal Justice Applicant submissions from law enforcement agencies over the past few years. When using your livescan to submit your criminal justice applicants to Texas DPS, it is important to remember the following:

- We understand that errors happen, and we are here to assist with resolving any errors that occur. For example, if your agency realizes that a criminal arrest was submitted as an applicant transaction, please get with our Error Resolution (ER) unit (512-424-7256) as soon as possible, in order for our ER team to correct the submission and update the Criminal History database.
- Also, when your agency decides to submit applicant transactions, please ensure to check your Clearinghouse account for your responses. It will take between 24 to 48 hours for the responses to reach your Clearinghouse account. The return messages will not go back to the livescan device due to personal identifiable information (PII). If your agency has any issues with your Clearinghouse account or retrieving your applicant responses, please contact 512-424-2365, option 6.
- Lastly, please do not transmit applicant fingerprints via livescan for outside agencies or the public. The applicant transactions coming from your agency are associated with your agency ORI and are for your agency's hires only.

If you have any questions or concerns, please contact the Biometric Coordinator at livescan@dps.texas.gov.

Crime Information Bureau (CIB)

License Plate Reader (LPR)

A license plate reader (LPR) is a camera used to capture license plate data, including the date, time, and location of the capture. The DPS repository that stores this captured data can be searched by law enforcement agencies to investigate locating subjects and vehicles. Agencies can also download the Hotlist, which will show stolen/flagged cars. Agencies can participate in the LPR program in two ways. First, if agencies do not have cameras or cameras do not store data, they can only obtain access to the Hotlist for investigation purposes. Once the Memorandum of Understanding (MOU) is received, the agency can participate by accessing the Hotlist as they capture license plate data to check for stolen and wanted vehicles. Secondly, agencies with cameras that store data will contribute their reads to the DPS repository for later searches by all agencies who have access.

There are two types of LPR cameras: in-car cameras that do not store data (LPR) and any camera that stores data, including in-car, pole, and trailer cameras (ALPR). In-car cameras are attached to vehicles operated by a driver. Pole and trailer cameras automatically take pictures and are attached to traffic lights, electric poles, etc.

An automated license plate reader may be on a Texas Department of Transportation (TxDOT) owned structure (street sign, highway pole, etc.) or an LPR trailer in a TxDOT easement. Law Enforcement agencies must get permission from both DPS and TxDOT to place and use these cameras.

Crime Information Bureau (CIB) continued

Contributing reads to the DPS LPR file involves completing and submitting the contributing MOU, followed by successful testing that records are actively being received. When the agency submits reads, a statement on agency letterhead must document the agencies' use of reads and retention policy they would like DPS to set for reads submitted.

The agency must provide the following:

- Written policies for its ALPR (automated license plate reader) deployment, use, and data retention.
- A detailed statement of law enforcement purpose for any deployed cameras.

Once all criteria have been met, DPS will provide your agency a letter to send to TxDOT to complete their approval process if needed. Then agencies will be given user credentials to access the Hotlist. If agencies are already using any of the above devices or plan to, they should contact DPS at TCIC.Operations@dps.texas.gov to request information on how to begin the participation process.

What is a TLETS Agency Terminal Connection Report (TCR)?

The TCR shows all agency information and definitions for your agency, connecting through a satellite connection or circuit connection in the TLETS system. This report helps each agency keep accurate information and allows the agency to send a request to update the information with TLETS Operations should changes occur within the department.

The agency administrator or TAC (Terminal Agency Coordinator) listed on the agency's TCR must submit a TAC-Admin form by visiting the TCIC project 2000 website to update contact information.

<https://www.dps.texas.gov/tcic2000project/TCIC-TrainingMaterials/index.htm>

For each contact, please provide their office, fax, mobile/cell telephone numbers, TLETS user ID, and e-mail address. If someone should no longer be listed as a contact on the TCR, please select REMOVE on the form and include the new contact person's information. Please send forms for revisions or requests for your current TCR to TLETS@dps.texas.gov. You can request a current TCR to TLETS @dps.texas.gov to confirm your agency's contact information is correct.

Other ORIs – Agencies are responsible: (is this statement incomplete?) Agencies are responsible for.... Agencies needing access to run information for other agencies must submit a request via e-mail to TLETS@dps.texas.gov. The request must include the mnemonics that need access and the agency's ORI.

Agencies with an asterisk (*) will remain on a TCR for NLETS routing purposes and so DPS may identify the appropriate agency to route unsolicited message from NLETS. The ORIs listed do not indicate the ability to use these ORIs for queries, only to document the use of the ORI for the delivery of unsolicited messages.

Terminal definitions/updates:

If you need to request a new connection, location changes, or disable a terminal, requests must be submitted to the CJIS Security Office at Security.Committee@dps.texas.gov for approval. You can also contact them at 512-424-5686. Once approved, the CJIS Security office will submit an e-mail to TLETS Operations to process your request.

Agency Satellite moves:

A request must be submitted to the CJIS Security Office at Security.Committee@dps.texas.gov for approval.

If an agency has any questions about TCR Reports, please contact TLETS Operations at TLETS@dps.texas.gov or 512-424-3656.

Criminal History Record Information Processing (CHRIP) Bureau

CJIS Field Support Unit

Even though we are currently not traveling to visit agencies in person, your CJIS Field Support Auditors are still here to assist you with your reporting process. Please call your CJIS Field Support Auditor with any questions you have on the reporting process.

Arrest Reporting during COVID-19

Reminder, it is the responsibility of the Law Enforcement and Judicial Agencies to ensure that the criminal history reporting process continues during the COVID-19 pandemic.

The Code of Criminal Procedure requires agencies to report criminal offense information to the DPS.

The law enforcement agency shall fingerprint and complete a CR-43 (or livescan submission) for all offenders charged with Class B or higher offenses for Adults and Juveniles (and Class C family violence offenses for Adults). The prosecutor shall report their action for all offenders charged with Class B or higher offenses for Adults and Juveniles.

The court shall report the disposition information for all offenders charged with Class B or higher offenses for Adults and Juveniles (and Class C family violence offense for Adults).

Code of Criminal Procedures

Art. 66.252. REPORTING OF INFORMATION BY LOCAL ENTITIES. (a) The Department of Public Safety and the Texas Department of Criminal Justice by rule shall develop reporting procedures that:

(1) ensure that the offender processing data is reported from the time an offender is arrested until the time an offender is released; and

(2) provide measures and policies designed to identify and eliminate redundant reporting of information to the criminal justice information system.

(d) Except as provided by Subsection (e) or as otherwise required by applicable state law or rule, information or data required by this chapter to be reported to the Department of Public Safety or

(2) the name and address of the person charged;

(3) the offense charged;

(4) information regarding the alternatives to the full payment of any fine or costs assessed against the person, if the person is convicted of the offense and is unable to pay that amount; and

(5) the following admonishment, in boldfaced or underlined type or in capital letters:

"If you are convicted of a misdemeanor offense involving violence where you are or were a spouse, intimate partner, parent, or guardian of the victim or are or were involved in another, similar relationship with the victim, it may be unlawful for you to possess or purchase a firearm, including a handgun or long gun, or ammunition, pursuant to federal law under 18 U.S.C. Section 922(g)(9) or Section 46.04(b), Texas Penal Code. If you have any questions whether these laws make it illegal for you to possess or purchase a firearm, you should consult an attorney."

(c) If the person resides in the county where the offense occurred, a peace officer who is charging a person with committing an offense that is a Class A or B misdemeanor may, instead of taking the person before a magistrate, issue a citation to the person that contains written notice of the time and place the person must appear before a magistrate of this state as described by Subsection (a), the name and address of the person charged, and the offense charged.

(d) Subsection (c) applies only to a person charged with committing an offense under:

(1) Section 481.121, Health and Safety Code, if the offense is punishable under Subsection (b)(1) or (2) of that section;

Criminal History Record Information Processing (CHRIP) Bureau continued

- (1-a) Section 481.1161, Health and Safety Code, if the offense is punishable under Subsection (b)(1) or (2) of that section;*
- (2) Section 28.03, Penal Code, if the offense is punishable under Subsection (b)(2) of that section;*
- (3) Section 28.08, Penal Code, if the offense is punishable under Subsection (b)(2) or (3) of that section;*
- (4) Section 31.03, Penal Code, if the offense is punishable under Subsection (e)(2)(A) of that section;*
- (5) Section 31.04, Penal Code, if the offense is punishable under Subsection (e)(2) of that section;*
- (6) Section 38.114, Penal Code, if the offense is punishable as a Class B misdemeanor; or*
- (7) Section 521.457, Transportation Code.*

A new Adult Court Provision Numeric (CPN) and Juvenile Disposition Numeric (JDN) have been created to document the courts findings of participation in a criminal street gang as outlined in the Code of Criminal Procedures Chapter 67.054

CPN - 405 - Judgment/Self-Admission of participation in a criminal street gang as defined by 71.01 PC

JDN - 702 – Judgment/Self-Admission of participation in a criminal street gang as defined by 71.01 PC

If there is a CPN or JDN that has a higher reporting priority, enter “Judgment in Gang CCP 67.054” or “Self-Admission in Gang CCP 67.054” into the Court Provision Literal (CPL/JDL) field.

Code of Criminal Procedures – Article 67.054(b)(2)

- (A) a judgment under any law that includes, as a finding or as an element of a criminal offense, participation in a criminal street gang;
- (B) a self-admission by an individual of criminal street gang membership that is made during a judicial proceeding;

These new codes will be able to be used in conjunction with any Court Disposition Numeric (CDN) or Juvenile Adjudication Numeric (JAN) code when appropriate. See cross reference table, https://www.dps.texas.gov/administration/crime_records/pages/cjisRptngCodes.htm.

House Bill 1528 (Class C – Family Violence)

House Bill (H.B.) 1528 went into effect on September 1, 2019. This bill amended chapter 66 of the Code of Criminal Procedure to require information in the computerized criminal history (CCH), relating to sentencing, to include for each sentence whether the judgment imposing the sentence reflects an affirmative finding of family violence. H.B. 1528 includes an offender charged with a Misdemeanor punishable by fine only that involves family violence, as defined in Section 71.004 of the Family Code, among the offenders for whom an arresting law enforcement agency is required to prepare a uniform incident fingerprint card and to initiate the reporting process of applicable offender data. This bill requires the clerk of the court exercising jurisdiction over the case to report the disposition (not just convictions) of all Class C offenses that the offender is charged for Class C, Family Violence, in accordance with H.B. 1528.

A new arrest disposition code was created and published for reporting these specific Class C offenses. The new arrest disposition numeric is 235. The 233 will still be used for all other Class C charges, the new 235 is only to be used on charges reported in accordance with H.B. 1528.

Criminal History Record Information Processing (CHRIP) Bureau continued

90% Completeness Reporting

It is never too early to start looking at your completeness percentage for adult and juvenile reporting during the 2015 through 2019 reporting years. If you have any questions or need help with running reports to find the offenses that are affecting your completeness percentage, please contact your CJIS Field Auditor directly or the main CJIS office at 512-424-2478 or cjisjjs@dps.texas.gov.

If you have access to the CJIS Site <https://cch.dps.texas.gov>, you can run the Combined Disposition Completeness Report at any time to find out your county's Completeness Percentages.

Average Days to Report Dispositions

On September 5, 2019, the Governor issued an executive order to improve disposition reporting timeframe. Beginning January 1, 2020, all future grant awards from the Office of the Governor to counties shall require a commitment that the county will report at least 90 percent of convictions within seven business days to the Criminal Justice Information System at the Department of Public Safety. By January 1, 2021, such reporting must take place within five business days.

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.

You can send your order to the DPS in the following methods.

- E-mail - Expunctions@dps.texas.gov
- Mail - Texas Department of Public Safety
PO Box 4143
Austin, TX 78765-4143
Attn: Expunctions/Sealings
- Fax - 512 424 5666.

Domestic Violence (DMV) Reporting

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 input 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

Criminal History Record Information Processing (CHRIP) Bureau continued

CJIS Website Portal

The Crime Records Service is in the process of modernizing the CJIS Website Portal. This modernization effort is aimed at increasing the efficiency and user friendliness of the CJIS Site. The new CJIS Site will only support the following browsers: Microsoft Edge, Chrome, Safari, and Firefox. Due to end of life of Internet Explorer 11, this browser is not recommended and will not be supported by the modernized CJIS Site. The implementation will be completed in phases, prioritized by CJIS Site functions. Currently NICS Indices Entry Reporting, the Juvenile Sealing Worklist, and Latent Reporting have been converted to the new portal interface.

If you are using one of the applications on the new portal, it is important that you continue to log into the CJIS Site through the legacy portal. Use the tabs/links at the top of the page to get to the new portal. Do Not log directly into the new portal.

If you have an existing CJIS Website Portal Account, do not complete an Application for a New User for any purpose. Contact GRP_CJIS_SITE@dps.texas.gov with the question or update to the existing account.

ACCOUNT REACTIVATION:

- Send an email to GRP_CJIS_SITE@dps.texas.gov with a request to Reactivate the account.
- The request is manually processed by a person at DPS.
- The User receives an email from cjis@dps.texas.gov that includes a link to reactivate the account. *The email is sent to the User ID (email address) associated with the account.
- **Use the link in that email.**
- The link will take the user to the Security Profile page of the account. On that page, verify the Site Image, Site Phrase, and the Security Questions and Answers. If the link takes you to any other web page, contact your local IT.
- Create/Enter a New Password, confirm the New Password.
- Click on 'Save Changes'.
- The page will then navigate to the Login page.
- Login with the User ID and the newly created Password.

TIPS:

- Deactivation after 30 days of Inactivity is an automatic process to stay in compliance with CJIS Security Policy. It cannot be stopped or delayed by anyone at DPS.
- Log into the account every two to three weeks, even if you do not complete any actions. This is the only way to reset the 30 day time clock.

PASSWORD RESET:

- Enter the User ID (email address) on the Login page, click 'Login'.
- Click on 'Forgot Password' under the password field.
- Answer the Security Question. Enter a New Password, Confirm the New Password.
- Page will navigate to the Login page. Login using the new password.

If you do not remember the answer to the security question:

- Click on 'Forgot your Answer?'
- This will generate an email to the Entity Administrator of your agency.
- The Entity Administrator will open the email and click on the link in that email.
- That will take the Entity Administrator to the CJIS Site, where they will click on 'Reset Now' in the upper right corner.
- The User receives an email from cjis@dps.texas.gov that includes a link to reactivate the account. *The email is sent to the User ID (email address) associated with the account.
- **Use the link in that email.**
- The link will take the user to the Security Profile page of the account. On that page, verify the Site Image, Site Phrase, and the Security Questions and Answers. If the link takes you to any other web page, contact your local IT.
- Create/Enter a New Password, confirm the New Password.
- Click on 'Save Changes'.
- The page will then navigate to the Login page.
- Login with the User ID and the newly created Password.
- If there is not an Entity Administrator for your agency, the Password Reset request will be sent to the Website Administrator at DPS.

Criminal History Record Information Processing (CHRIP) Bureau continued

- The request is manually processed by a person at DPS.
- The User receives an email from cjis@dps.texas.gov that includes a link to reactivate the account. *The email is sent to the User ID (email address) associated with the account.
- **Use the link in that email.**
- The link will take the user to the Security Profile page of the account. On that page, verify the Site Image, Site Phrase, and the Security Questions and Answers. If the link takes you to any other web page, contact your local IT.
- Create/Enter a New Password, confirm the New Password.
- Click on 'Save Changes'.
- The page will then navigate to the Login page.
- Login with the User ID and the newly created Password.

If you do not receive the email from cjis@dps.texas.gov, check your junk/spam email folder. If the email is not there, contact your local IT Department to add cjis@dps.texas.gov to the safe/allowed sender email list for your local network.

PASSWORDS MUST:

- Not be the same as any of your previous 10 passwords.
- Be at least 8 characters long.
- Contain a number and a special character.
- Password are Case Sensitive. Make sure to not have CAPS LOCK on when entering your password.

AUTHENTICATION CODE ENTRY:

Browser Authentication is required after every time internet cookies are cleared/deleted. If your browser settings are set to clear cookies at a regular interval (every time browser is closed, once a week, etc.) the Authentication is required the next time you access the CJIS Site.

It is important that you follow the steps below exactly when Authenticating a browser:

- Go to the login page, type in your User ID/email address.
- Page navigates to the Authentication page or opens it in a new tab.
- Important: **Leave that page open. Do Not close the Authentication page.** - If this page is closed before receiving and entering the PIN, then a new PIN will be generated and sent every time the page is opened. The data tables will not keep up with repeated PIN requests.
- Receive the Auth PIN code via email.
- Enter that Auth PIN and your password into the Authentication page.
- It should then navigate back to the Login page and/or give a message that the browser has been successfully authenticated.

ACCOUNTS:

- Do not share your password with anyone at any time, not even Entity or Website Administrators.
- Do not share an account with multiple users. To stay in compliance with CJIS Security Policy, accounts are single user specific.
- There is no limit to the number of users from an agency that can have an account on the CJIS Website.

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

NIBRS Training

Field Reps will be scheduling external trainings in September with agencies that have requested trainings. Training staff are adding more detailed training presentations:

1. Intro to NIBRS
2. Texas Mandates
3. Error/Warning Resolution
4. Understanding the NIBRS Flat File

FBI Sunset of SRS

The UCR program continues to strive on reaching out to Law Enforcement Agencies who submit data through the Summary Reporting System (SRS). The FBI has announced that it will discontinue its support of its Summary Reporting System (SRS) for crime statistics and will fully transition to the data-rich NIBRS data collection methodology by January 1, 2021.

- As of today, there are 708 approved IBR agencies representing 77.01% of the Texas population.

NIBRS Transition

UCR staff are coordinating with Agencies to identify transition plans, including those having issues or concerns with transitioning to NIBRS.

- 288 agencies are still needing to transition to NIBRS reporting.
- Currently 17 agencies are in testing phase.
- All NCSx agencies report being on track with transitioning prior to deadline.

DPS is working with agencies/vendors to assist with any issues during the transition process.

For more information about the UCR program, call (512) 424-2091 or email UCR@dps.texas.gov

Quality Control Issues

To properly conduct quality control checks on crime data reported to the UCR Program, it is essential for agencies to follow timely reporting guidelines. Quality Control Analysts from the FBI and DPS perform a variety of data quality verifications. Timely reporting allows time for DPS to follow up on data quality concerns and respond to the FBI ahead of Quarterly Reports and the yearly publications. Timely submission of corrections and responses will help prevent an agency's data from being left out of the FBI publications and will ensure accurate data is available on the DPS Public Portal and the FBI Crime Data Explorer. Agencies should submit each month's data, by the 10th of the following month. Errors and warning, as well as data quality concerns, should be addressed in the following month's submission.

The most common errors are as follows: (a comprehensive list of errors can be found in the [NIBRS Technical Specifications 2019.1](#))

- | | |
|---------------------|--|
| • Error Code 056 | DUPLICATE INCIDENT – PREVIOUSLY ADDED |
| • Error code 095 | PRE-NIBRS SEGMENTS CANNOT BE DELETED IN THIS WAY |
| • Error Code 720 | ARREST DATE CANNOT PREDATE BASE DATE |
| • Error code 173 | INCIDENT DATE CANNOT BE BEFORE DATE ORI WENT IBR |
| • Warning code 1306 | WARNING – LARCENY THEFT – STOLEN STRUCTURES |
| • Warning code 1427 | WARNING – INCIDENT REPORTED WITH SOCIETY AS A VICTIM OF HATE CRIME |

Incident Based Reporting (IBR) Bureau Uniform Crime Reporting (UCR) continued

Specifically for SRS agencies, please remember to click Save and Submit to avoid the data being left in working items (please contact your field representative or reference available SRS resources).

Furthermore, the purpose of the FBI quarterly schedule/deadlines consists of a requirement of the Law Enforcement Agencies to submit data (including edits or corrections), by given deadline date, to be included in their publication. Quality Control Analysts request all data be submitted prior to the stated deadlines below. If law enforcement agencies do not meet FBI deadline(s), DPS encourages each agency to verify and update the master records (our system and the FBI's) as soon as possible in order to reflect the most current information.

FBI Deadlines

The FBI has provided their quarterly report schedule through early 2021:

- November 2, 2020- Deadline for January to September 2020 data to be included in Quarterly III Publication
- November 16, 2020- Deadline for January to September 2020 corrections
- February 1, 2021- Deadline for January to December 2020 data to be included in Quarterly IV Publication
- February 16, 2021- Deadline for January to December 2020 corrections
- The Annual release of data will continue in addition to the four Quarterly Publications.

Zero/Low Data Agency Wavier Test

A zero or low data reporting agency is any agency that has zero to less than five incidents to report each month. These agencies will still be required to test to gain NIBRS Certification but the process will vary slightly from the NIBRS testing larger agencies undergo.

A zero to low data agency will be asked to agree to enter test scenarios provided by Uniform Crime Reporting in order to produce a NIBRS test file that will contain key components such as Family Violence, Drug Seized, Sexual Assaults and delete segment/files to use for NIBRS testing purposes only.

Once Certification is obtained, a delete file will then be generated to remove the data out of the UCR system. If an agency's RMS is unable to accept test data or the agency elects to not use the test scenarios, a Liability Waiver will then be sent to review and sign.

This waiver will free Texas Department of Public Safety from all liability relating to errors that may occur **{during uploads of monthly crime reports following NIBRS certification}**, including technical responsibility for calibrating errors or warnings that may come up in the foreseeable future.

All test files will be submitted to the NIBRS inbox, nibrs@dps.texas.gov along with the name of the vendor, the month that is being tested and the version of the Tech Specs the RMS is running.

Any questions or concerns regarding testing can be email to nibrs@dps.texas.gov or directed to a UCR representative at (512) 424-2091.

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

A New Way Forward

The start of a new fiscal year also brings a start to a new way to submit data for inclusion in the Texas Data Exchange (TDEX). This change will not affect how the users view the data. That will still be available to law enforcement and criminal justice agencies through the FBI's National Data Exchange (N-DEX).

Gone are the days of needing to have hardware shipped to contributing agencies and having them connected directly to the Records/Jail Management Systems. Instead, agencies will be given an Interface Control Document (ICD) that will provide direction to contributing agencies on how to accomplish the sharing of data. Agencies will need to have the ability to provide their data in the FBI's new N-DEX IEPD (Information Exchange Package Documentation) 4.0 format. The Texas Department of Public Safety will be working with three pilot agencies to test the ICD and the new data contribution format. Once successful, the ICD will be made available to all agencies who wish to participate as contributors of data. The N-DEX IEPD 4.0 is available on the FBI's website.

To access the N-DEX 4.0 IEPD:

- N-DEX Website at <https://www.fbi.gov/services/cjis/ndex>
- N-DEX Helpdesk at ndex@leo.gov (request via e-mail)

Questions, comments, and/or concerns can be sent to:

JC Villanueva
TDEX Program Specialist
512-424-7167
jc.villanueva@dps.texas.gov

Incident Based Reporting (IBR) Bureau Use of Force (UoF) Program

Texas UoF Pilot Portal

DPS is working with our vendor to setup the state program's Pilot Portal. More information will be sent out once we have the active Pilot in place.

National UoF Publication

DPS has seen an increase in Agencies contributing UoF data through LEEP. The FBI recently released their National UoF Publication.

For more information about the UoF Program, call (512) 424-2091 or email UoF@dps.texas.gov

Violent Criminal Apprehension Program (ViCAP)

FBI and DPS Combined Trainings:

The FBI and DPS recently hosted two virtual trainings, covering Molly Jane's Law and the FBI ViCAP program.

Molly Jane's Law and Texas Requirements:

Starting in September 2020, DPS will be scheduling web-based training sessions. These courses will cover the requirements for Texas law enforcement agencies and the basics of entering incidents into ViCAP database.

For more information related to the DPS training, call (512) 424-2091 or email ViCAP@dps.texas.gov

Sex Offender Registration (SOR) Bureau continued

Did you know?

The SOR Bureau Field Representatives are still conducting training throughout Texas. Even though we continue to have travel restrictions due to COVID-19, we have evolved and expanded our resources for conducting training using online platforms and telecommunications.

A little history

On March 13th, 2020, Governor Abbott issued a disaster declaration for all counties in Texas in response to the coronavirus outbreak. The Department's leadership determined that to abide by the Governor's order, CRS staff would delay traveling to limit the exposure and spread of COVID-19. Before this order, SOR Field Representatives (Rep) were regularly conducting in-person classes of all sizes, from as little as one to as many as fifty people, throughout all parts of Texas. The classes were often hosted by a law enforcement agency based in an area where there was a regional demand for training. By the end of each class, attendees would achieve a fundamental knowledge-base of the Texas SOR Registration Program, applicable forms, and navigation of the SOR Secure Website.

The spread of COVID-19 forced law enforcement agencies across Texas, including our own, to rethink and change the way we interact with people and conduct business while preventing the spread of COVID-19. While these restrictions and social distancing practices may have stopped most traditional activities, technology has allowed us to fill the gaps and expand our training resources in a new way.

What we're doing

The SOR Field Reps are utilizing WebEx to assist our agencies with their training needs. WebEx is a secure online meeting platform that allows us to host meetings with video, audio, and screen sharing to maximize the training experience. We can now conduct a class while students remotely listen-in and observe the material displayed on their computer screen through a secure internet connection. PowerPoint presentations can still be viewed just as if you were in a classroom setting. It's easy to use and offers multiple options for connecting with video and audio based on your equipment. We will assess your options over the phone and then walk you through the process of getting connected to WebEx so that you can attend online training regardless of your technology deficits. Embracing this technology has helped DPS bridge the training gap when SOR Field Reps are not able to travel.

Our Success

In our current situation, it is imperative to continue to deliver training to our agencies even though we cannot be there in person. After conducting well over a hundred online classes in the last four months, we have found that virtual training is not as difficult as it may seem. Even those with limited technology or software experience have commented positively on how easy and useful it has been. With all the knowledge gained through troubleshooting various issues, we have established best practices for getting connected to users and have been able to expand our training options. Not only are we hosting online classes, but we have also been able to utilize the WebEx software to share screens with users to offer instant support as a troubleshooting option. For example, we often receive calls from agencies with difficult questions that are better-handled face-to-face. We are now able to conduct on-the-spot training by sharing our screen or allow the user to share their screen to help us provide direct support to our customers. What would typically be a thirty to a forty-five-minute phone conversation, walking a user through the process of completing a form, can be done in much less time utilizing this shared-screen option. When fielding these types of calls, we strive to make it as easy as possible for the agency.

We understand that the Sex Offender Registration material and procedures, at times, can be slightly complicated. If an agency reaches out to us seeking assistance, we seize on the opportunity to offer help and provide training to the benefit of all. So while the disruption caused by COVID-19 has forced us to adapt to how we deliver excellent customer service, it has also helped us become more proficient in our training. While we look forward to the day of conducting in-person training again, the implementation of these new online resources has helped us overcome this disruption and allowed us to expand our reach in supporting our agencies significantly.

If you are interested in training or have any questions, please contact your regional SOR Field Representative. Or contact us through the SOR Bureau main assistance line:

TxSOR@dps.texas.gov

SORB Mainline: (512)424-2800

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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 _____

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Lisa Garcia	CRS Billing Clerk	lisa.garcia@dps.texas.gov	512-424-2912
Vacant	CRS Billing Clerk		512-424-2936
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Assistance Line	Secure Site		512-424-2474
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Fax order form to:

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24 hour TCIC Control Room- ORI Requests/Updates, Offline Requests & TxGang		TCIC.operations@dps.texas.gov	512-424-2088
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