CR NEWS

HIGHLIGHTS:

Crime Records Re-Organization and Bureau Name Change

In November 2022 the Bureau formerly known as the Criminal History Record Information Processing (CHRIP) Bureau achieved many goals and experienced reorganization. With the reorganization, the CHRIP Bureau became the Criminal History Record Information Services (CHRIS) Bureau. The Imaging and Archival Unit was formerly part of the CHRIP Bureau, however, with the reorganization they are now a part of the Access and Dissemination Bureau. With the adoption of the new CHRIS Bureau name came the adoption of the Sex Offender Registration Program into the bureau. Former CHRIP Bureau Manager Holly Morris retired on October 31, 2022. We are pleased to announce that the first-ever manager of the CHRIS Bureau is Sheila Vasquez. Sheila was formerly the Sex Offender Registration (SOR) Bureau Manager, however, with the migration of the Sex Offender Registration Program to the CHRIS Bureau the SOR Bureau went away.

Criminal History Record Information Services (CHRIS) Bureau
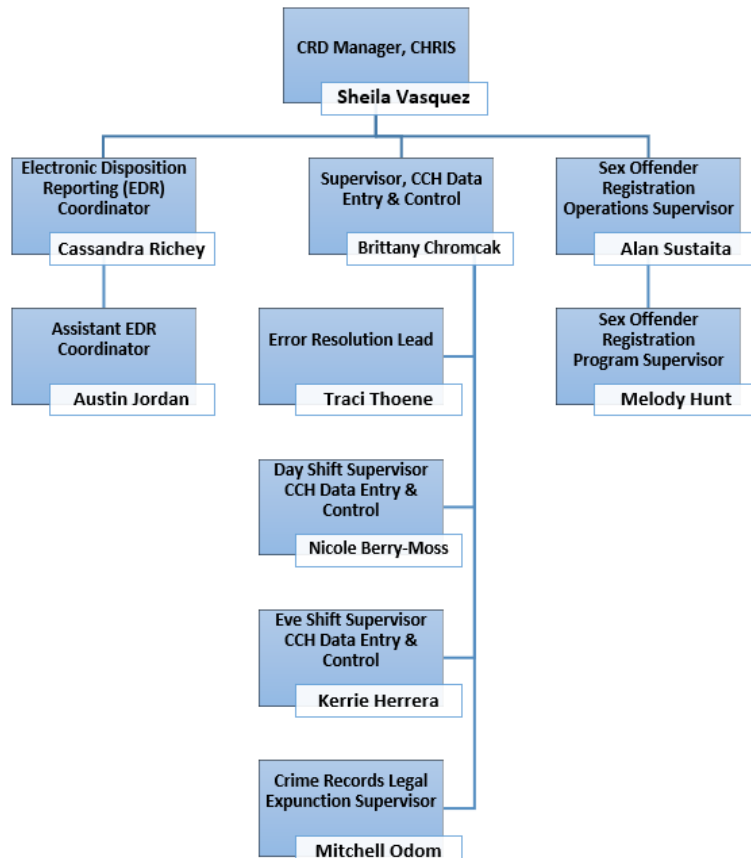
CRD Manager, CHRIS
Sheila Vasquez

Electronic Disposition Reporting (EDR) Coordinator
Cassandra Richey

Assistant EDR Coordinator
Austin Jordan

Supervisor, CCH Data Entry & Control
Brittany Chromcak

Error Resolution Lead
Traci Thoene

Day Shift Supervisor CCH Data Entry & Control
Nicole Berry-Moss

Eve Shift Supervisor CCH Data Entry & Control
Kerrie Herrera

Crime Records Legal Expunction Supervisor
Mitchell Odom

Sex Offender Registration Operations Supervisor
Alan Sustaita

Sex Offender Registration Program Supervisor
Melody Hunt

Criminal History Record Information Services (CHRIS) Bureau

CHRIS 2022 Year in Review

While there were major reorganization efforts taking place this year with the Bureaus, the units serving in the CHRIS Bureau continued to excel and achieve many goals to aid in keeping Texas safe. On November 4th, 2022, Crime Records Division received praise from the FBI regarding work completed on the Correlation report from March 2021 to March 2022. Texas' percentage of pseudo-pointer records fell from 6% to 5%.

Quality Assurance Unit (QAU) Year in Review

Throughout the year, QAU assisted counties by manually entering dismissals on historical records to ensure accuracy between County, State, and Federal records. Over 5,000 dismissals were manually processed within the 35-day period designated by the Governors Executive Order 8, issued September 5, 2019. The QAU underwent an internal audit of older records in 2022. This led to locating records that had invalid subsequent court reporting. The QAU researched and corrected records to maintain the integrity of the information maintained in the Computerized Criminal History (CCH) database. Through the implementation of new forms by the FBI to streamline and clarify the correction and/or deletion of records from all participating states, the QAU has improved its rate of document entry and reconciliation. The Crime Records Division continues to work to improve and modify record intake from manual submissions to electronic processes. This movement has led to the QAU implementing electronic processing of deceased records which allows for quicker entry and more complete records. In keeping with the digital movement in 2022, the QAU has identified better methods of keeping all of their staff updated and trained through virtual means like Microsoft Teams allowing all staff to be knowledgeable and successful regardless of their work location.

Sex Offender Registration Unit (SOR) Year in Review

SOR underwent changes of its own in 2022 before the operational side of the unit merged into the CHRIS Bureau in November 2022. The initial SOR reorganization involved the movement of the SOR field to the new Compliance and Training Bureau. Promotional announcements for the unit include the promotion of Alan Sustaita on November 17, 2022, to SOR Operations Supervisor and the promotion of Melody Hunt on December 7, 2022, to SOR Program Supervisor. In July 2022 the unit created a Share Point Discussion Board as a "One Stop Shop" for major updates and the sharing of good news among the staff. Major updates this year for the unit included:

- Department of Public Safety (DPS) Legal advised the removal of all Colorado Statutes and subsections for 18-3-404 Unlawful Sexual Contact and 18-3-404 Sexual Assault in the third degree as these sections are no longer substantially similar to a Texas Offense.
- Substantially Similar (SS) Federal Offenses, Military Offenses, and Extra Jurisdictional Offenses (EJO) were re-determined by the DPS Legal Department for all Sex Offenders, and new determination was needed for offenses dated after July 2022.
- The unit was approved to access FUGINET to be able to log in to the Texas Department of Criminal Justice (TDCJ) data stored within their FUGINET Application.

Electronic Disposition Reporting (EDR) Unit Year in Review

Both the EDR unit and the CJIS Field Auditors work closely together in assisting agencies with the CJIS website. The CJIS Field Auditors were moved into the Compliance and Training Bureau throughout the reorganization. This has not impacted our ability to successfully assist users of the CJIS website. The EDR unit spent a great part of the year handling cleanup projects pertaining to the National Instant Criminal Background Check System (NICS) and NICS Indices Entries (NIE). Two of these major cleanup projects included processing NIE submissions that were rejected by agencies. This is a lengthy cleanup project that is still going to be taking place into 2023. Some of the errors that were identified have led to website programming updates to avoid similar errors in the future. In 2022, more than 1,000 error submissions were processed and cleaned up. Two additional cleanup projects relating to NIE submissions included an invalid date of birth cleanup and a John/Jane Doe cleanup that were both tasked to us by the FBI. We worked closely with our agencies to get the records cleaned up to allow for entities to be identified by having complete and valid NICS entries. These cleanup processes also allowed us to increase reporting awareness with agencies to ensure only complete and accurate information is being reported for valid identification of individuals on NICS background checks. One last major update again pertains to the NIE entries. As of August 2022, the clerk of the courts are required to submit mental health commitments on juvenile cases to NICS. Juvenile Guardianship cases are not to be reported to NICS.

Error Resolution (ER) Unit Year in Review

Along with the major reorganization of the Bureau, the ER Unit experienced staffing changes throughout the year. In 2022 the bureau welcomed Lydia Perez to the team. This year the unit also gained a Lead Technician position. Traci Thoene was promoted to the Lead Technician position to aid the ER Unit Supervisor Brittany Chromcak. One more shoutout to Deborah Maldonado, Traci Thoene, and Betsy Post for the kudos they received in the DPS Newsletter for providing excellent customer service to agencies. Congratulations and job well done! While the pandemic had many negative aspects, it brought a drive to the digital age including making records digital. The ER Unit is currently in the process of converting its processes to be fully electronic allowing more staff members the opportunity to telecommute. This is a slow process especially when it comes to gathering and archiving individual records for future use if needed. One major accomplishment regarding the process of getting everything digital in the unit included converting the Daily Reports. This process required close communication and coordination between the Biometrics Unit, Imaging and Archival Unit, Quality Assurance Unit, and Error Resolution Unit. This change with the daily reports has been successful and running smoothly. The next big task for the ER Unit going into 2023 is finalizing the Declaration's process. In addition to major processing changes in the ER Unit, the FBI has also created new forms to use that streamline the process of corrections, expunctions, and updating records making these tasks easier on the Unit. For 2023 the ER unit will move forward on updating its processes to be streamlined through electronic means. The team will continue to develop and expound the relationships with stakeholders both inside and outside of DPS.

2022 brought many accomplishments and changes. Moving forward into 2023 the CHRIS Bureau will continue to set and achieve goals that align with the Department's vision to seek continuous improvement in our operations, relationships, and the safety and security of all Texans.

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

The FBI released the deadlines for the 4th quarter and closeout of 2022 data:
1. NEW DATA and any missing submissions for 2022 incidents were due by Tuesday, January 10, 2023. (12 am CST)
2. UPDATES to 2022 data were due by Friday, March 10, 2023.

NOTICE - Uploads to the UCR system were:
1. TAKEN OFFLINE at 12:01am on Saturday, March 11, 2023 to allow DPS to send the final 2022 submissions to the FBI and create copy of the database for the Crime in Texas publication.
2. RESTORED by 8:00am on Tuesday, March 14, 2023 so local agencies can resume their 2023 submissions and general updates.
   a. Updates submitted after the 2022 closeout (3/10/2023) will NOT be included in the 2022 Crime in Texas publication.
   b. However, updates made after the deadline will be reflected on the Public Portal, so agencies are encouraged to continue to update their data.

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

Reminders:
1. Per the Office of the Governor (OOG), failure to submit all 2022 UCR data (JAN - DEC) by the publication deadline may affect an agency's grant eligibility status. Please follow up with the OOG or your Council of Governments (COG) pertaining to more specific information on grants.
2. Per the FBI, failure to submit timely reports, respond to data quality requests, and/or anomalies in data can result in:
    a. Data NOT being published in the FBI's Quarterly and/or Yearly publication(s).
    b. Data being inaccurate in the Crime in Texas (CIT) publication.

XML Specifications
In 2023, the Department will deploy functionality to receive XML submissions for the UCR Program. These specifications are listed under the UCR > NIBRS Technical Documentation page.

Upcoming changes to NIBRS Guidelines
The FBI plans to update the NIBRS guidelines in mid-2023. Once the FBI publishes the new version, DPS will provide analysis and update our state-level documentation.

New UCR Staff
Please help us welcome our new staff:
1. Cruzita Rodriguez, Customer Service Representative

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

What's new with the National Use of Force Program?
The National UoF Program has launched updates to the UoF Portal via LEEP for incidents and monthly zero report submissions. Some of the changes include a new look and upgrades to enhance the user experience. The upgrades will ensure that the portal has the same look and feel as other data collection portals, which will decrease the learning curve for users.

Due to Program expansion efforts, the UoF state portal will not launch in 2022. We will continue to work with our vendor to complete UoF system enhancement goals. This portal will replace the FBI's UoF submissions via LEEP and allow DPS to manage the state's data submissions.

Incident Based Reporting (IBR) Bureau

Upcoming Law Enforcement Public Data Collection (LEPC)

In December 2017, the FBI's Criminal Justice Information Services (CJIS) Division Advisory Policy Board (APB) recommended collecting law enforcement public contact data (LEPC). As of 2023, the FBI CJIS Program would like to begin the collection of the aforementioned information.

Law Enforcement agencies are to collect law enforcement public contact data using either actual numbers, counts, OR estimated numbers.

The LEPC numbers are yearly counts after the 2023 calendar year closes. Reporting would begin in 2024.

Purpose: To provide context with other data collections, such as Use of Force (UoF) and Law Enforcement Officers Killed & Assaulted (LEOKA).

The data collection will focus on three categories of contacts:

- Citizen Calls for Service
- Unit/Officer-Initiated Contacts
- Court/Bailiff Activities

An incident is defined as a contact occurrence where a law enforcement officer(s) is called to respond to a scene by a citizen(s) or initiates an activity which results in contact with a citizen(s). Additionally, an incident/occurrence is based off the concept of Same Time and Place. Same Time and Place presupposes that if the same person or group of persons committed more than one crime and the time and space intervals separating them were insignificant, all the crimes make up a single incident.

Agencies are encouraged to use their computer-aided dispatch systems to obtain counts for police contacts with the public.

For additional information about LEPC, send an e-mail to LEPC@fbi.gov.

Law Enforcement Suicide Data Collection (LESDC)

FBI launched its Law Enforcement Suicide Data Collection (LESDC) on January 1, 2022. The data collection is the result of the President of the United States signing the LESDC Act into law in June 2020.

Purpose: To better understand and prevent suicides amount current and former law enforcement officers at the federal, state, local and tribal levels. For additional information visit their website https://www.fbi.gov/services/cjis/ucr/law-enforcement-suicide-data-collection.

The data collection will contain information on suicides and attempted suicides based on:

- The circumstances and events that occurred before each suicide or attempted suicide.
- The general location of each suicide or attempted suicide.
- The demographic information of each law enforcement officer who commits or attempts suicide.
- The method used in each suicide or attempted suicide.
- The occupational category—including criminal investigator, corrections officer, line-of-duty officer, or 911 dispatch officer—of each law enforcement officer who commits or attempts suicide.
- Health and wellness resources and training available at the submitting agency.

The occupational categories collected under the act are more expansive than the definition of law enforcement officer for the LEOKA Data Collection.

The LESDC Act defines a law enforcement officer as "any current or former officer (including a correctional officer), agent, or employee of the United States, a State, Indian Tribe, or a political subdivision of a State authorized by law to engage in or supervise the prevention, detection, investigation, or prosecution of any violation of the criminal laws of the United States, a State, Indian Tribe, or a political subdivision of a State."

Obtaining a LEEP account:

To apply for a LEEP account, check if your agency has a LEEP Agency Administrator (AA) by going to Agency Administrators – LEEP. You will be able to search for your AA by entering your agency ORI or agency name.

If your agency has an AA, contact the AA and request that they create a LEEP account for you.

If your agency does not have an AA, email our office at LEEP@dps.texas.gov.

In your email:

1. Advise that you do not have a LEEP Agency Administrator
2. Provide agency's name
3. Provide agency's ORI

LESDC Application:

1. Once an agency has applied for a LEEP account, please e-mail the LESDC staff at LESDC@fbi.gov.

2. After obtaining a LEEP account, log in and click on the LESDC application icon.
3. Apply for access to the LESDC application.

Submissions:

1. The law enforcement agency identifies an incident of death by suicide or attempted suicide.
2. The agency submits information about the incident; (If follow-up is needed, the FBI's UCR staff will contact the agency for clarification).

For additional information about LESDC, send an e-mail to LESDC@fbi.gov.

Incident Based Reporting (IBR) Bureau
National Data Exchange (N-Dex) Program

XML Submission Options through the Data Broker

First, there was the National Data Exchange (N-DEx). Then there was the Uniform Crime Reporting (UCR) National Incident-Based Reporting System (NIBRS). Now, there is a third database that will be able to accept data coming from our Data Broker. The Use of Force (UoF) Data Collection Program.

The intent for the Data Broker is to allow agencies to submit their data one time and have any number of databases populated with that submission. The N-DEx portion of that functionality is now available. The NIBRS portion is in the latter stages of testing and will be available in March of 2023. The UoF portion will be configured and tested in 2023.

Though some of the databases are not fully integrated with the Data Broker yet, agencies can start mapping their data and push it to N-DEx while waiting for the other database connections to be functional. Doing so would have an agency ready to submit XML to all three programs.

If you would like more information on how to get started, reach out to our office at:

TDEx Program

512.424.2629

tdex@dps.texas.gov

leep@dps.texas.gov

Access & Dissemination Bureau (ADB)

New Fingerprint Program Specialist – Alexandra Oyervides (Alex)

Alex began her employment with the Department in April 2016 after graduating from Sul Ross University with a Master's in Public Administration and a Master's in Criminal Justice. She obtained a career with ADB as a Non-Criminal Justice Auditor II with the hopes of using her degrees there. After a year, she was promoted to Auditor III. Alex assisted with the training of agencies in her assigned region and new auditors over the course of her time in the unit. She served as a researcher temporarily assigned to the Operational Medicine Unit from March 2020 to February 2021 to assist with efforts to gather the most recent data on safety precautions and exposure patterns during the COVID epidemic. Alex accepted the position of Fingerprint Program Specialist III in the Fingerprint Service Unit in December 2022 and plans to put her skills to use in her new position. She aspires to a lengthy career and advancement within the Department. She enjoys traveling, continuing her education, and spending time with her family when she has the chance.

New Image Archival Technician – Loris-Jade Jomok

Loris-Jade moved to Texas from California two weeks after getting married in late September 2022. She joined DPS in October 2022. Loris-Jade is a huge fan of Star Wars and Harry Potter. She is also a huge foodie (currently taking recommendations).

New Image Archival Technician – Steven Page

Steven Page joined DPS in September 2022. He recently graduated from Sam Houston State University. A fun fact about Steven, he is a twin, and his mother is also a twin. Two of his hobbies are reading and hiking!

New Image Archival Technician – Xochitl Solis

Xochitl Solis joined ADB in December 2022 and is happy to join the Imaging Section to be a part of a team helping the department process criminal records. She has been with the state for over 13 years. Xochitl likes to spend time with her family which includes 3 dogs.

Access & Dissemination Bureau (ADB) continued

Non-Criminal Justice Fingerprint Submissions for the Fiscal Year 2022
The Access & Dissemination Bureau (ADB) provides services for agencies with statutory authority to receive fingerprint criminal history record information from Texas and the FBI. The fingerprint submissions are processed through our Fingerprint Applicant Services of Texas (FAST) program, CJ Livescans for applicant purposes, and CJ agencies and legal name change hard cards submitted to TX DPS.

ADB processed the following fingerprint submissions for the Fiscal Year 2022:

FAST	912,613
Livescan	14,592
Hard Cards	26,740
Total	**953,045**

Biometric Services Bureau (BSB)
Electronic Arrest Reporting (EAR)/Livescan

Electronic Arrest Reporting (EAR)/Livescan and Resubmissions
For agencies submitting livescan transactions, please do not resubmit an arrest transaction on the livescan if information was submitted in error and the arrest has been applied to the Computerized Criminal History (CCH), OR you have submitted a TRN that has applied to CCH and need additional charges added. You can access the CJIS Site if you need to determine if an arrest has applied to CCH.

The resubmission of a Livescan transaction for corrections or supplemental information using the same TRN number goes to the FBI and is retained/added as a completely new arrest to the subject's record. Data in the FBI's criminal history file must be researched by DPS to ensure the FBI record does not reflect duplicate arrests. The resubmission also hits an error report at DPS, and the modified data gets rejected so the information is not applied to CCH. Since the resubmission is not kept by DPS, the agency must either fax or utilize the CJIS Site if a correction is needed.

To make corrections or add additional charges to an arrest, which has been applied to CCH, should be done through the CJIS Site or by faxing 512-424-2476. For questions or concerns about electronic arrest reporting, please contact your DPS Field Support (general support line: 512-424-2478) or the Biometric Coordinator at livescan@dps.texas.gov.

Compliance And Training (CAT) Bureau
Non-Criminal Justice Audit

It has been a bustling year in the Non-Criminal Justice Unit. Due to organizational changes within the Crime Records Division, our unit moved into the Compliance and Training (CAT) Bureau along with other audit and training units. This move has proven beneficial and opened up major lines of communication amongst the audit and training groups. We have cross-shared information and resources to help CAT teams understand what each unit is responsible for and in turn, this allows us to help get our agencies to the right unit much faster.

The following new hires joined our team in 2022: Anabel Patino, Scott McKee, Nicole Cheeks, Austin Gludt, and Kari Fletcher. Welcome to the team!!

We increased and improved our new hire training program to include mock audits. This addition is a precursor to shadowing auditors in the field and helps get new auditors familiar with the entire audit process from beginning to end. As we trained our new auditors, we maintained focus on auditing and training agencies. For our unit, our goal is to ensure excellence in customer service and professionalism as we meet with agencies and their representatives. And this year, the Criminal Justice Rap Back agencies were audited for the first time and placed into a 3-year audit cycle. A special thanks to all of the auditors for getting this project completed and for a successful year.

Questions?

Please reach out to your auditor or contact us at CJIS.Audit@dps.texas.gov or call 512-424-2474, option 3.

Do you have questions about Texas Sex Offender Registration laws or procedures?
We understand that Texas Sex Offender Registration laws and procedures can seem overwhelming and we're here to help. Whether it's a simple question or more in-depth training, we have resources available to support you.

Training available
Whether you have simple questions or you want to improve your knowledgebase of the Texas SOR Program, applicable forms and/or navigation of the SOR Secure Website, our regional field representatives are available. We can travel to your agency and provide training tailored to your needs and/or are available to conduct online training using web-based meeting software. We are scheduling and beginning to conduct our 8-hr TCOLE accredited Sex Offender Registration and the Secure Site classes for 2023. If you are interested in any of these training options and/or interested in hosting an SOR regional training class, please contact us.

Who To Contact
Please see the map below and the contact information provided:
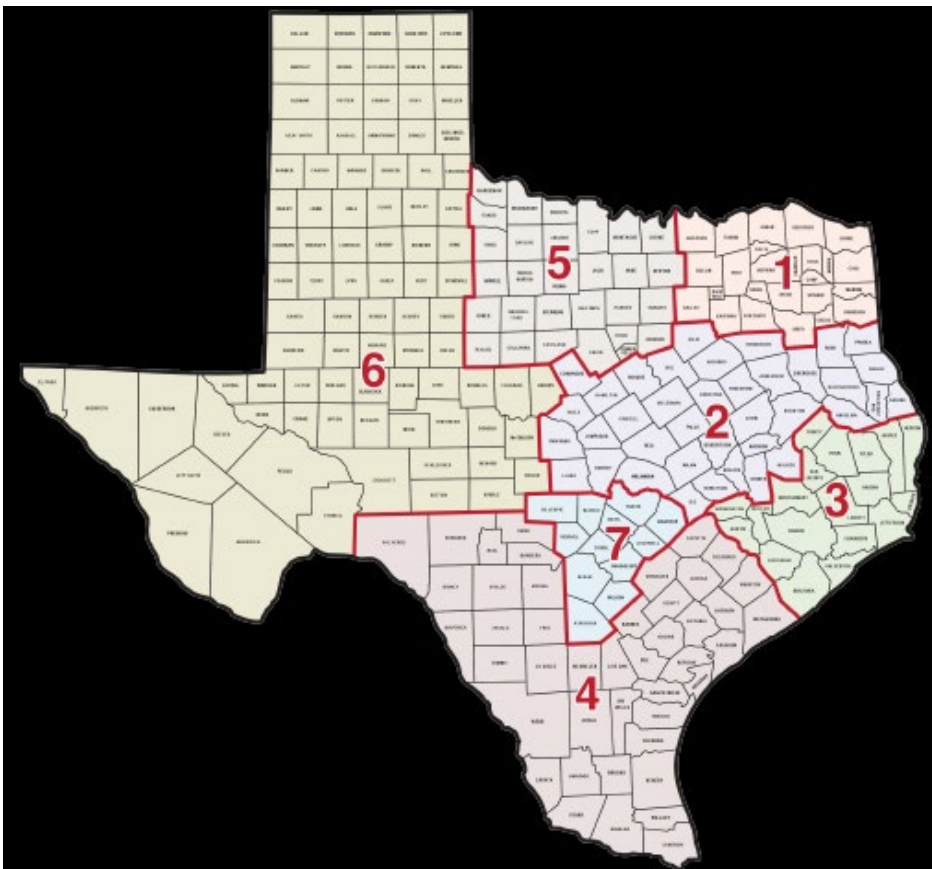
Region 1: Tyon Cooper, (512)424-7615, Tyon.Cooper@dps.texas.gov
Region 2: Charles Francis, (512)424-2343, Charles.Francis@dps.texas.gov
Region 3: Barry Ives, (512)424-5835, Barry.Ives@dps.texas.gov
Region 4: Todd Hittner, (512)424-7885 , Todd.Hittner@dps.texas.gov
Region 5: Irene Munoz, (512)424-7650, Irene.Munoz@dps.texas.gov
Region 6: Mike Holm, (512)424-7892, Michael.Holm@dps.texas.gov
Region 7: Rafael Martinez, (512)424-5578, Rafael.Martinez@dps.texas.gov

We can also be contacted through our main assistance line or email:
TxSOR@dps.texas.gov
SORB Main Line: (512)424-2800

Year in Review

The Incident Based Reporting Training and Compliance team had some exciting training news for 2022. The team has started our virtual trainings in June 2022 and has continued to build on those trainings.

Our team strives to bring the best training experience and knowledge possible. Our goal is to be able to assist with all your training needs.

Here is the list of trainings the IBR Training and Compliance team is currently providing virtually (in no particular order):

1. **Cargo Theft** – The presentation will provide an overview of Cargo Theft including offenses, scenarios and quality control checks.
2. **Group A Offenses: Crimes Against Persons** - This class is for participants to gain a greater understanding of Crimes Against Persons whose victims are always individuals along with which data elements are mandatory when reporting these offenses
3. **Group A Offenses: Crimes Against Property -** This class is for participants to gain a greater understanding of Crimes Against Property where the object of the offense is to obtain money, property, or some other benefit along with which data elements are mandatory when reporting these offenses including types of victims required.
4. **Hate Crimes** – This course will assist Law Enforcement agencies in the types of bias crimes to be reported, how to identify a hate crime and guidelines to reporting a hate crime.
5. **How to Read a Flat File** - This in-depth presentation highlights segments and data elements found in each NIBRS Flat File segment, the data elements, and values within the segments, and how to read and interpret a NIBRS Incident from a flat file.
6. **Molly Jane's Law and ViCAP** – This presentation will help you understand the basics of House Bill 3106 Molly Jane's Law, and the Texas requirements for law enforcement agencies on reporting incidents that apply to Molly Jane's Law.
7. **NIBRS Errors and How to Fix Them** – This in-depth presentation highlights NIBRS errors, warnings, where to locate errors in the DPS system, and how to correct them.
8. **Texas Specific or "T" Errors** - This course will introduce and inform Law Enforcement Agencies about the Texas Mandated Reports' Texas Specific Errors that they face in their Uniform Crime Reporting.
9. **Texas Mandated Reporting** - This course will introduce and inform Law Enforcement Agencies about the Texas Mandated Reports and Texas specific errors that they face in their Uniform Crime Reporting reports.
10. **Group B Offenses** - This class highlights the seven NIBRS Group B offenses that are not Group A offenses for Texas NIBRS reporting agencies. Students will learn which offenses are no longer reportable, when to report Group B offenses, and learn examples of various Group B offenses.

Here are a few more trainings to look forward to in the future:

- Use of Force
- Crimes Against Society
- LEEP (How to gain access)
- NDEx/TDEx
- Human Trafficking
- Lifecycle of a NIBRS Incident

If you would like information on any of the trainings we currently provide, please email us at IBR.Training@dps.texas.gov with any questions or requested information about these trainings.

For any other NIBRS assistance, please email NIBRS@dps.texas.gov with any questions or concerns **OR** call our main office number at (512) 424-2091.

We would like to welcome Jennifer Bushee as our new Lead Coordinator for the IBR Training and Compliance team.

Jennifer has been with DPS for 9 years however, she has promoted to the Lead Coordinator. She still is a Region 1 trainer assisting Veronica Terrazas.

Compliance And Training (CAT) Bureau
Incident Based Reporting (IBR) Training continued

Each regional training and compliance trainer has been traveling and meeting agencies within their perspective regions. If yours has not been out to meet you, don't worry, they will be reaching out to visit and meet each of their agencies within their region.

Region 1 (North Texas)
> Jennifer Bushee – (512) 217 - 9784
> Veronica Terrazas (512) 424 - 0346

Region 2 (East Texas)
> Shawna Goerlitz (512) 424 - 2502

Region 3 (South Texas)
> Jaimee Mayes (512) 424- 2460

Region 4 (West Texas)
> Laurie Connally (512) 424- 2025

Region 5 (Panhandle Texas)
> Alison Padula (512) 424 – 0076

Region 6 (Central Texas)
> Alejandra "Alex" Martinez (512) 424 - 2911

If you are not sure who your regional training and compliance trainer is, please send an email to NIBRS@dps.texas.gov and someone can assist you with that information.

Compliance And Training (CAT) Bureau
TCIC Audit

State Identification Number Fields

Earlier this year, State Identification Number (SID) fields were added to the Wanted Person, Missing Person, Conditions of Bond, Identify Theft, and Violent Person files in addition to the Protection Order file. This allows entries to contain one SID number included in the base record and an additional nine in supplemental fields. With the availability of these specified fields, agencies are now required to include all available SIDs in these TCIC/NCIC records, in accordance with the packing a record policy. While not required, it is recommended that the Texas SID number be entered into the base record's SID field, with any additional out-of-state SID numbers entered into the Supplemental SID fields.

When the new SID fields became available, TCIC auditors began instructing agencies to modify their records to utilize all new SID fields in the Missing, Wanted Person and Protective Order File records without any related error scores in the subsequent audit report, except for the Protective Order File base record SID field. However, going forward in the next audit cycle, improper use will be notated for any SIDs located in incorrect fields (to include the MNU field and the MIS field when supplemental SID fields are available), incorrect SID numbers, and the omission of available SID numbers. Providing a more serious error does not exist in a record, SID errors will be notated as follows: an incorrect SID number requiring modification – Key error; a SID number entered in the wrong field – Non Key error; and, an available SID number omitted from the record – Incomplete error.

For any questions, please contact your auditor or our office at TCIC.Audit@dps.texas.gov or 512-424-2809.

New TCIC Audit Members:

Charles Folger

Charles Folger began his career with the Department as a License Specialist in the Driver License Division South Austin DL Office in 2020. After nearly two years working in the contact center, Charles accepted the position as a Texas Crime Information Center (TCIC) Auditor within the Compliance and Training Bureau in August 2022. Because of his previous experience, attention to detail, and professionalism, Charles is an excellent addition to the TCIC Audit team.

Yolanda Ortiz-Garcia

In 2014, Yolanda Ortiz-Garcia began her career with the Department as a Customer Service Representative in the Driver License Division. After 5 years working in DLD, she was promoted to License Specialist. In August of 2022, Yolanda accepted a position of Texas Crime Information Center (TCIC) Auditor within the Compliance and Training Bureau. Yolanda's enthusiasm and tenacity are valuable assets to the team.

Compliance And Training (CAT) Bureau
CJIS Field Support

NICS Link and Pin Communication
FYI, from the FBI NICS Business Relations Team
In support of the Bipartisan Safer Communities Act of 2022 (hereinafter "Act"), public law 117-159, the National Instant Criminal Background Check System (NICS) Section is conducting additional outreach for NICS background checks initiated at a federal firearms licensee when the potential firearm transferee is under the age of 21. The additional outreach is to determine if the person has juvenile criminal/delinquency information or juvenile mental health adjudications or commitments that may be disqualifying for the receipt or possession of firearms under subsection (d) of Title 18, United States Code, section 922. The Act directs NICS to immediately contact the criminal history repository or juvenile justice information system, as well as the appropriate state custodian of mental health adjudication information where the person resides. In addition, the legislation requires NICS to contact local law enforcement agencies of the jurisdiction in which the person resides.

In order to meet security requirements and simplify the process for agencies responding to U21 requests, NICS is implementing a "link and pin" method that will be deployed by early January 2023. A few states will see this method ahead of schedule during the testing stage of implementation. This method will provide agencies with a secure link and access pin that will be embedded within the contact preference chosen by the respective agency for receiving U21 requests (generally NCIC $.H notification for law enforcement and email for juvenile and mental health points of contact). If the agency's terminal supports browser access, the user will simply click on the link. If not, the link will need to be copied into a web browser.

Once the link is accessed, the user will need to enter the pin provided in the body of the initial request. The user will then be taken directly into a secure section of the NICS application, where they will be prompted to enter a response. If potential disqualifying information is available for the subject in question, the "Records/Information found" button should be selected. Comments may be entered into the text box and documentation may be added as an attachment to support any information found. Additional options are available to the user for providing an immediate response, including indication that another agency should be contacted. In addition, there are separate options to indicate a response cannot be provided due to state law prohibiting the sharing of juvenile data and that a search was conducted for the subject and there was no record found.

CJIS and JJIS Completeness Percentages
Beginning January 1, 2023, the granting agencies will be looking at the 2017 through 2021 reporting years for the 90% Completeness Percentages.

It is never too early to start looking at your completeness percentage for adult and juvenile reporting during the 2017 through 2021 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 cjisjjis@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.

If you are currently below 90% completeness in either Adult or Juvenile for the 5 year average then please contact your CJIS Field Support Auditor or the CJIS main line for information and assistance.

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."

Contact your CJIS Field Auditor if you have questions.

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.

Compliance And Training (CAT) Bureau
CJIS Technical Audit

Year in Review

The 2022 year contained several changes for the DPS Crime Records Division. The CJIS Technical Audit Team made a few changes to the auditing process and procedures. The Crime Records Division internal reorganization united parallel roles for the auditing and training areas. Our business processes led the way to better understanding how our staff can provide better services to our customers. With the formation of the Compliance and Training Bureau, we have set into place the foundation to better support the services our community needs. 2022 was only the beginning, we have numerous goals and hurdles to accomplish to be able to provide the best solutions possible.

2022 became quite bumpy throughout the year. Several agencies reported ransomware attacks and missing devices. In the meantime, we need to strive to work together to help prevent ransomware from happening. It can be a difficult task at times due to the security protocols needing to be always one hundred percent effective, while the hackers only need to be effective once. Continue to fight the good battle by applying as many security levels as possible and always, always remember the human factor. Maintain and monitor the security awareness trainings for personnel. Various ransomware attacks and bots can enter the network through an individual clicking on an email link or downloading an infected file from the internet. Educate and reinforce how personnel interact with the network is a good start. Second, keep good backups off-site and secured when something does go haywire. Having a security defense in layers approach can help lessen the severity. There is no magic wand to set up security to cover all circumstances which may arise. The combined effort of people, processes, procedures, policies along with network security controls can bring security full circle.

After two years with no major changes to the CJIS Security Policy, in 2022 the FBI CJIS Division, approved and posted an updated CJIS Security Policy. The FBI CJIS Security Policy updates will be more aligned with the NIST 800-53 and NIST 800-63 security, privacy, and identity controls. To keep up with the CJIS policy changes and CJIS technical, visit our web page at https://www.dps.texas.gov/securityreview for documents and consider joining the Technical listserv on the homepage.

Questions?

We're here to help! Contact your CJIS Technical Auditor or the CJIS Security Committee at Security.Committee@dps.texas.gov

- To report incidents, remember to first contact the agency's Terminal Agency Coordinator, Local Agency Security Officer & IT Support staff.

Notify the TLETS Operations Intelligence Center (OIC) at 1-888-DPS-OIC0 (1-888-377-6420). The OIC Team will contact the designated on-call CJIS Technical Auditor to assist you.

Crime Information Bureau (CIB)
TLETS Operations

TLETS New User Request Process-

TLETS Operations is now processing all TCIC New User Requests. The name for this form has changed to TLETS New User Request. The most current user request form and instructions can now be found on the TLETS Operations website or Texas CJIS Launch Pad.

TLETS will only accept a New User Request Form from a TAC (Terminal Agency Coordinator), Alternate TAC, or Agency Administrator (The head of the agency). The request must come from an official government law enforcement or criminal justice email. Requests from a commercial email address (Yahoo, Gmail, Hotmail etc.) will not be processed. Please submit New User Request Forms to TLETS@dps.texas.gov

For any questions about the instructions or how to submit a TLETS user request, please send an email to: TLETS@dps.texas.gov

The most current TLETS User Form and Instructions:

Texas Law Enforcement Telecommunications System Website: https://www.dps.texas.gov/section/crime-records/texas-law-enforcement-telecommunications-system

Texas CJIS Launch Pad – CJIS Training Documents- TAC Information
https://txletstraining.dps.texas.gov/launchpad/

NICS Denial Notification ACT – NDNA
Attention to Law Enforcement Agencies with TLETS Terminals or CADs

$.H.NDN – NICS Notification
National Instant Criminal Background Check System (NICS) Denial Notification Act (NDNA) was passed in March 2022 as part of the Appropriations Act. The NDNA requires the National Instant Criminal Background Check System (NICS) to report denied attempts to purchase a firearm within 24 hours to local authorities based on where the firearm dealer is located and, if different, where the subject resides. This unsolicited message notification $.H.NDN will include the date and time of the denial, the reason for the denial, the location of the federal firearms licensee, and the identity of the person.

Notifications are sent through NCIC/TLETS sent based upon national zip code, county, and city analyses. Law enforcement agencies will receive NICS denial notifications through their NCIC connection. The notification will contain a wide variety of information but of most importance, details related to the subject and the attempted purchase. The notification also includes other agencies that have been notified of the denial to help facilitate collaboration and to ensure deconfliction.

$.H.U21 – NICS Notification
If the individual is under the age of 21 an agency could also receive a $.H.U21 Notification. Per the Act, when an individual under the age of 21 seeks the transfer of a firearm through a federal firearms licensee, NICS must contact the local law enforcement agencies of the jurisdiction in which the person resides, requesting any information on the individual to assist in making a firearm eligibility determination.

 If the agency has knowledge of or possesses any information that could impact the subject's eligibility to receive a firearm, NICS requests the agency to provide such information or make them aware by emailing nics_u21@fbi.gov.

In order to meet security requirements and simplify the process for agencies responding to the $.H.U21 requests, NICS is implementing a "link and pin" method that will be deployed by early January 2023.

TLETS has sent out a Listserv for both of these notifications. If you have any questions concerning these notifications, please send us an email TLETS@DPS.Texas.gov.

Crime Information Bureau (CIB)
TCIC Control

Record Entries Into TCIC/NCIC
It is crucial to ensure that record entries are made into NCIC/TCIC by an agency ORI that is maintained 24 hours a day in order to swiftly respond to hit confirmation requests and avoid second and third HIT requests. Often, second HIT requests are sent since the initial request was sent to unmonitored terminals. Record entries have a time-saving function when submitting an HIT confirmation request; this is accomplished by selecting the "YQ" option found near the top of records. When this option is selected, the user is presented with a prefilled HIT request; however, this frequently results in the request being sent to an unmanned terminal. The primary issue is record entries defaulting to a terminal ORI rather than the main agency ORI, which must be monitored 24 hours a day. Whenever the autofill option "YQ" is clicked on record entries, it will default to the ORI listed on the entry. This issue can be avoided in a number of ways. Agencies can set OpenFox user preferences to automatically override the ORI field for all future entries made into the NCIC/TCIC system by having users default all future entries made into the system. By submitting a modify form and updating the ORI field, agencies can retroactively alter any record entries generated under terminal ORIs that are unmanned 24 hours a day. In situations where agencies may not wish to override all future entries

Crime Information Bureau (CIB)
TCIC Control continued

automatically, another way to prevent terminal ORIs from being utilized is to require record entering users to confirm that the "ORI" field of record entries is set to the primary agency ORI (this is crucial for agencies that have permissions to multiple ORIs). Agencies, as previously indicated, must be available to answer to HIT requests on a 24-hour basis. However, system outages may occur due to unforeseen circumstances. As a precaution, it is advised that agencies have agreements in place with backup agencies that can take over their incoming NCIC/TCIC traffic during outages. All agreements are available on the TCIC 2000 website. If your agency requires further assistance or has any questions, please contact the TCIC Control Room at 512-424-2088 or TCIC.Operations@dps.texas.gov. We are available 24 hours a day, seven days a week, and are happy to assist any questions you may have.

- **Override default station ORI**: Click on "Tools" in OpenFox, Click "User Preferences", Click "Messenger", Click "Forms", Click "Form Options", Scroll to the bottom of the page and check off the box "Use Different ORI", fill in the empty box with your agencies 24 hour ORI, Check off "Apply to all forms", Click "OK" to save settings.

- **Hit Priority**:
When an agency is sending a YQ, (Hit Request) the Hit's priority should be determined from the Officer's safety point of view. For instance, if an officer has a wanted person on side of the road, this should be **Urgent**, 10 minutes; whereas, **Routine**, 1 hour hit, when a subject is actually in custody at the police station. Some agencies would send in a 1st hit request as urgent, then later send in a 2nd as routine due to various reasons.

- **Agency's Contact Information:**
Agencies should ensure that their contact information is correct and up to date as this could help avoid 2nd & 3rd hits. Although entering agencies phone numbers are included on a record, the numbers listed may not be the best way to contact the area where hit confirmation is processed. Agencies should provide correct contact number(s) for the correct area in the miscellaneous field of their record. In some instances, the YQ (Hit Request) form is not completely filled out. Agencies must include all of the Requesting Agency's contact information along with the Requestor's Information (officer/dispatcher/etc.).

CRD Auditors and Trainers

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Stephaine Feliz	CJIS Technical Auditor		stephaine.feliz@dps.texas.gov	512-424-7910
Sonya Stell	CJIS Technical Auditor		sonya.stell@dps.texas.gov	512-424-2450
Daniel Ramos	CJIS Technical Auditor		daniel.ramos@dps.texas.gov	512-424-7914

CJIS FIELD SUPPORT

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Anna Gay	CJIS Auditor	Region 7	anna.gay@dps.texas.gov	512-424-7552
Christopher Fiest	CJIS Auditor	Region 8	christopher.fiest@dps.texas.gov	512-424-7792
Kelsey Freeman	CJIS Auditor	Region 9	kelsey.freeman@dps.texas.gov	512-424-7953
CJIS Auditor Assistant Line				512-424-2478

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TCIC AUDIT

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Melanie McDermott	TCIC Auditor	melanie.mcdermott@dps.texas.gov	512-424-2252
Charles Folger	TCIC Auditor	charles.folger@dps.texas.gov	512-424-5390
Shelly Ramsey	TCIC Auditor	shelly.ramsey@dps.texas.gov	512-424-2260
Vacant	TCIC Auditor	@dps.texas.gov	512-424-2246

TCIC TRAINING

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Susan Whisenhunt	TCIC/TLETS Training & Development	susan.whisenhunt@dps.texas.gov	512-424-2233

INCIDENT BASED REPORTING TRAINING

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Vacant	Training & Development	Region 4	@dps.texas.gov	512-424-2025
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SEX OFFENDER REGISTRATION TRAINING

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Barry Ives	Training & Development	Region 3	barry.ives@dps.texas.gov	512-424-5835
Todd Hittner	Training & Development	Region 4	todd.hittner@dps.texas.gov	512-424-7885
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Michael Holm	Training & Development	Region 6	michael.holm@dps.texas.gov	512-424-7892
Rafael Martinez	Training & Development	Region 7	rafael.martinez@dps.texas.gov	512-424-5578

DPS IDENTIFICATION SUPPLIES ORDER FORM

CR-12 (Rev. 1/2021)

TO: CRIME RECORDS DIVISION
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	#PER PACKAGE	QUANTITY
CR-6	DPS Applicant Fingerprint Card*	250 per package	
CR-12	DPS Identification Supplies Order Form	100 per pad	
CR-23	Out of State Probation; Parole Supervision Fingerprint Card	single cards	
CR-26	Death Notice Form	100 per pad	
CR-42	Request for Criminal History Check	100 per pad	
CR-43	Adult Criminal History Reporting Form With Preprinted TRN and Fingerprint Card Attached*	100 per package	
CR-43	Adult Criminal History Reporting Form With Fingerprint Card Attached*	100 per package	
CR-43J	Juvenile Criminal History Reporting Form With Preprinted TRN and Fingerprint Card Attached*	100 per package	
CR-43J	Juvenile Criminal History Reporting Form With Fingerprint Card Attached*	100 per package	
CR-43P	Adult Probation Supervision Reporting Form With Preprinted TRN and Fingerprint Card Attached*	200 per package	
CR-43P	Adult Probation Supervision Reporting Form With Fingerprint Card Attached*	200 per package	
CR-44	Adult Supplemental Reporting Form	100 per package	
CR-44J	Juvenile Supplemental Reporting Form	100 per package	
CR-44S	Adult Supplemental Court Reporting Form	100 per pad	
CR-45	Adult DPS Fingerprint Card*	250 per package	
CR-45J	Juvenile DPS Fingerprint Card*	250 per package	
	Fingerprint Card Return Envelopes (For arresting agencies only)	100 per 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 your order at least 4 weeks prior to depletion of your supplies.

NOTICE: Provide a complete shipping address.
PO Boxes are acceptable.

AGENCY _____

STREET ADDRESS _____

CITY_____ STATE_____ ZIP _____

ATTENTION _____

PHONE # (___) _____

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

CRD DIRECTORY

CRD MANAGEMENT
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CRD Billing Unit
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Lisa Garcia	CRS Billing Clerk	lisa.garcia@dps.texas.gov	512-424-2912
Onnesty Harewood	CRS Billing Clerk	onnesty.harewood@dps.texas.gov	512-424-5580
Tierra Heine	CJIS/JJIS Forms and Fingerprint Card Supplies	tierra.heine@dps.texas.gov	512-424-2367
	crssupplyorder@dps.texas.gov	**Fax order form to:**	**512-424-5599**

COMPLIANCE AND TRAINING BUREAU
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NCJU Assistance (opt.3)		CJIS.Audit@dps.texas.gov	512-424-2474
TCIC/TLETS Audit Assistance		TCIC.audit@dps.texas.gov	512-424-2809
TCIC/TLETS Training Assistance		TCIC.training@dps.texas.gov	512-424-2832
IBR Training Assistance		IBR.compliance@dps.texas.gov	512-424-2091
SOR Training Assistance		SOR.compliance@dps.texas.gov	512-424-2800

ACCESS & DISSEMINATION BUREAU
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Linda "Michelle" Hammonds	Fingerprint Services Supervisor	michelle.hammonds@dps.texas.gov	512-424-5019
Assistance Line	Record Checks		512-424-5079
Assistance Line	Secure Site		512-424-2474

CRIMINAL HISTORY RECORD INFORMATION SERVICES BUREAU
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Melody Hunt	SOR Program Supervisor	melody.hunt@dps.texas.gov	512-424-2714
Sex Offender Registration Assistance Line		txsor@dps.texas.gov	512-424-2800
Error Resolution Assistance Line			512-424-7256

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Cathleen McClain	MBIS Coordinator	cathleen.mcclain@dps.texas.gov	512-424-2456
Chiquta Ruffin	Assistant MBIS Coordinator	chiquta.ruffin @dps.texas.gov	512-424-7404
24-hour Fingerprint Assistance Line			512-424-5248

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Sarah Bates	TCIC Control Room Supervisor	sarah.bates@dps.texas.gov	512-424-2152
24 hour TCIC Control Room- ORI Requests/Updates, Offline Requests & TxGang		TCIC.operations@dps.texas.gov	512-424-2088
Operations Information Center (OIC)		OIC@dps.texas.gov	512-424-2139

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