

# Texas Department of Public Safety

# CRNEWS



CRIME RECORDS DIVISION, Fourth Quarter (October-December) 2024

## INSIDE:

Compliance and Training Bureau (CAT), Page 2

Crime Information Bureau (CIB), Page 10

Computer History Records Information System Bureau (CHRIS), Page 12

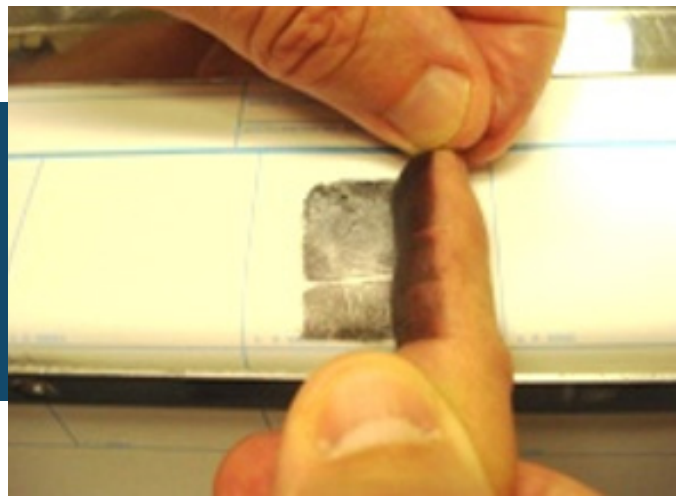
Access & Dissemination Bureau (ADB), Page 13

Cover story: Spotlight on Biometric Services Bureau (BSB), continues, Page 15

CR News is Published by Texas DPS. Send comments, suggestions, and mailing list updates to Taylor Mohel, [anne.mohel@DPS.texas.gov](mailto:anne.mohel@DPS.texas.gov).

## SPOTLIGHT:

### BIOMETRIC SERVICES BUREAU (BSB) TRAINING AVAILABLE



The Biometric Services Bureau (BSB) team has traveled to several of Texas' 254 counties to provide fingerprint training on capturing high-quality prints. With advancements in technology and evolving standards since 2022, obtaining clear and accurate fingerprints is more important than ever for law enforcement agencies at both the state and federal levels.

The BSB serves as the custodian and repository of fingerprint records. We travel throughout Texas, providing law enforcement agencies with practical instruction on proper techniques, error identification, human factors, and communication skills.

Since the Crime Records Division training conferences in recent years, we have found

**Cont., Page 15**

**Promotions:** Congratulations to Alison Padula, who was promoted to Incident-Based Reporting (IBR) Program Supervisor!

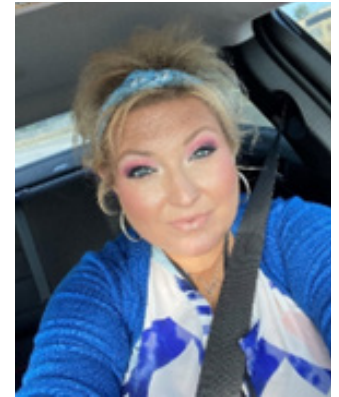
# COMPLIANCE & TRAINING BUREAU (CATB)

## Welcome to the CATB Team!

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### Auditor Lynsey Nelson

Hello all! I began my career with DPS in January 2018 in the Capitol Region, moved to Region 2 in September 2019 to work in CLD, and have now happily moved into CRD. I spend my free time with my husband, two grown sons, and our two pups—a three-year-old corgi named Dutch and a two-year-old, blue-eyed augi named Saracen Riggins. I am an avid true crime fan, obsessed with Discovery Plus, audiobooks, ALL THINGS makeup, and cooking. I am also working towards completing my bachelor's degree—fingers crossed, this will be achieved in December 2025. Really stoked to be a part of this team and learning this new role.

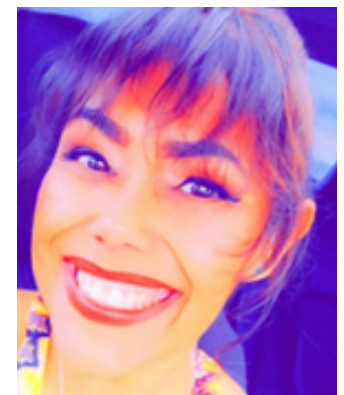


### Auditor Patrick Toomey

I was born and raised just outside of Boston, MA—naturally, a die-hard Tom Brady fan. I have been with DPS for over four years in the Regulatory Services Division as a Program Investigator. I am a health and fitness enthusiast and enjoy running, lifting weights, and yoga. I am a lifelong learner and enjoy podcasts, outdoor activities, and stand-up comedy. I was told I need to buy a truck, boots, a large belt buckle, and learn to two-step before I can call myself a Texan... WORK IN PROGRESS, Y'ALL...

### Auditor Vanessa Quinones

One of my favorite quotes: “Failing to prepare is preparing to fail.” —Benjamin Franklin. Vanessa has been in public safety since the age of 19. Beginning her service at Corpus Christi Police Department as a 911 Dispatcher, Vanessa then branched out to work inside the Nueces County Sheriff's Office as an identification clerk. During her time in public service, Vanessa attended various schooling to further her education in Computer Science, Criminal Justice of the Courts, and then completed her Emergency Management and Homeland Security degree at San Antonio College.



Vanessa's career and education led her to begin working for the State of Texas in the Critical Infrastructure Division (CID) of the Railroad Commission of Texas. Vanessa began working for DPS Crime Records Division as a TCIC Auditor in July 2024, where she is proud to be part of a team where she can continue becoming a better version of herself by advancing her skills.

Outside of work, you can find Vanessa lifting weights, in Zumba Dance Fit, roller skating, serving her community in various organizations, and loving hanging with her grandkids at the beach!

## New CATB Team Members (Cont.)

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### CJIS Technical Auditor Patrick Hogan

Patrick Hogan is a CJIS Technical Auditor with the Texas Department of Public Safety, Crime Records Division. Prior to this, he spent just over four years as a police officer with the City of Harker Heights and 10-plus years as an electronics technician and mechanic with various DOD contractors. Patrick holds a bachelor's degree in Criminal Justice and an associate degree in Network Systems Administration.



### CJIS Technical Auditor Dontrell Haynes

Dontrell Haynes, a New Orleans native, is an experienced IT professional with a background in cybersecurity and compliance. He earned his degree in Computer Information Systems from Grambling State University and has worked for multiple organizations, gaining expertise in technical auditing and information security. Currently, he serves as a CJIS Technical Auditor for the Texas Department of Public Safety, where he ensures compliance with criminal justice information security standards. Dontrell is committed to using technology to strengthen security and improve system integrity within law enforcement agencies.



### CJIS Technical Auditor Cheyenne Westbrook

I am from San Antonio, Texas, and currently live in Bryan/College Station. I worked at Bath & Body Works for eight years right out of high school and collected too many candles. I transitioned to Target as a remote employee for four years while working part-time for the city I live in as a cybersecurity technician. I recently graduated with a Bachelor of Science in Cybersecurity Technology. For fun, I love to build Lego sets and watch scary movies.



### CJIS Technical Auditor Jorge Alfaro

Born in the city of Reynosa, Tamaulipas, Mexico. Currently living in McAllen, TX. Graduated from McAllen High School, where I participated in R.O.T.C., vocational business, and technology classes. Continued my education at Texas State Technical College in Harlingen, TX. My passion for technology led me to graduate in the Computer Maintenance Technology field.

I started my technology career in 1994 at Centauri Computer Systems, LLC in McAllen. A few years later, I moved up and worked for the Hidalgo County Courthouse, served as a technology instructor for San Antonio College



## New CATB Team Members (Cont.)

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of Medical Assistants in the IT Department, and held roles at UT Pan American, Gruma Corporation, Regency Healthcare Systems, and TCEQ Harlingen.

I'm married to Lucia Alfaro, an ex-computer lab teacher. We have two children who are thriving at the local university in their respective fields of study.

### **CJIS Technical Auditor Jeff Hansen**

I am a Technical Auditor II for the Crime Records Division. I conduct technical audits of DPS agencies and respond to support phone calls and emails. I have a bachelor's degree in Computer Information Systems and 20 years of experience in the private sector, working for software companies in roles ranging from technical support to technical training and project management. I hope to use my experience to assist agencies in coming into compliance with the FBI CJIS Security Policy,

### **TCIC/TLETS Trainer Juanita (Janie) Castro**

Juanita has over 22 years of experience as a public safety telecommunicator and supervisor. She currently holds a Master TCOLE Telecommunicator license with over 500 hours of training. As a shift supervisor, she supervised six to eight different dispatchers, oversaw day-to-day duties, and conducted TCIC secondary checks of all entries. She has served as a basic instructor for the past three years, teaching TCIC Mobile, TCIC Less Than Full, and TCIC Full Access classes.

Juanita was a Senior Communications Supervisor for the Brownsville PD, where she routinely supported and applied knowledge of record queries and entries in the TLETS system. She reviewed the Brownsville PD hit confirmation process as the Assistant TAC and routinely checked the appropriate use and formatting of administrative messages, quality control, and basic messages. She also attends the annual TAC Update meetings.

## **Criminal History Reporting Training Unit (CATB)**

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The Criminal History Reporting (CHR) Training Unit offers guidance and training on the data that must be reported to the Computerized Criminal History database. For any inquiries or to arrange a training session, please contact your Criminal History Reporting Trainer.

### **Adult and Juvenile Completeness Percentages**

A reminder that the granting agencies will be looking at the 2019 through 2023 reporting years for the 90% Completeness Percentages. It is recommended that someone in each department for your county run a County Combined Completeness Report on a regular basis to track how your county is doing.

# CHR Training Unit (Cont.)

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It is also recommended that you regularly run an Open Offense report from the EDR Application to see specific cases that are considered open for your county.

If you are currently below 90% completeness in either Adult or Juvenile for the 5 year average then please contact your Criminal History Reporting Trainer or the CHR Training main line for information and assistance.

## Reporting Reminders

Juvenile Referral Reporting Agencies—The most common mistake made on the CR-43J/CR-44J is dates.

**There are three required dates in the Referral Section on the CR-43J and CR-44J reporting forms:**

1. The Date of Fingerprinting (DOA)

2. The Date of Birth (DOB)

3. The Referral Date (ADA)

Please be sure to complete all the required fields to ensure that the referral is entered into CCH in a timely manner.

## Average Days to Report Dispositions

On September 5, 2019, the governor issued an executive order to improve disposition reporting time frame.

“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.”

# Non-Criminal Justice Unit (NCJU) reminders for both Criminal and Non-Criminal Justice agencies (CATB):

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1. Ensure all employees/contractors take the CJIS Security Awareness training before being granted access to CJI database with national criminal history record information. The training may be completed at [cjisonline.com](http://cjisonline.com).
2. Ensure unsubscribing is occurring within 72 hours of separation per the agreement to participate in the FBI Civil Rap Back program.
3. All agencies are to implement a process to ensure unsubscribing in the FACT Clearinghouse.
4. For Non-Criminal Justice auditing purposes, please save and use the link to access CHRI and audit information: <https://texas.cjisapps.com/noncrim/launchpad/>.

**For any questions or concerns regarding Non-Criminal Justice audits:**

Please reach out to [cjis.audit@dps.texas.gov](mailto:cjis.audit@dps.texas.gov).

# Incident-Based Reporting Training (CATB)

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The Compliance and Training Incident-Based Reporting Training and Development Specialists remains committed to providing comprehensive training on a variety of important topics, including Molly Jane's Law, Use of Force, NIBRS Overview, and many others.

We look forward to assisting our agencies and ensuring they have the knowledge and resources necessary for accurate and effective reporting.

***Be on the lookout for information coming your way about the 2025 Crime Records Conferences to be held during the summertime!***

***Last year was a great success, let's make 2025 even better!***

**Reminder:** Legislation passed on September 1, 2023, amended Government Code 411.054, mandating National Incident-Based Reporting (NIBRS).

For other training opportunities, we hold free monthly virtual trainings which we do offer TCOLE credit for our trainings.

Monthly virtual training announcements are sent out via email to the agency's NIBRS point of contact with available classes and dates, so be on the lookout for that communication.

Please share those announcements with staff within your department that would benefit from our virtual trainings.

**If you are not getting those announcements, please email our training email:**

IBR.Training@dps.texas.gov. Again, these announcements are emailed to the main point of contact who works with the NIBRS reporting for their agency.

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.

**The Compliance and Training team has put some of their important information in one place on their new website:**

You can find it in the Compliance and Training Bureau section of the Texas Department of Public Safety's site: <https://www.dps.texas.gov/section/crime-records/compliance-and-training-bureau>.

**For NIBRS assistance:**

Please email NIBRS@dps.texas.gov with any questions or concerns OR call our main office number at (512) 424-2091.

**Select from the following menu:**

- **Option 1** – Trainers
- **Option 2** – Customer Service Representatives
- **Option 3** – Quality Assurance Analysts
- **Option 4** – Program Specialists

# CJIS Security Office (CATB)

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The CJIS Technical Audit Team conducts technical audits of statewide law enforcement agencies for compliance with the FBI CJIS Security Policy, interviewing law enforcement and government officials at agencies with connectivity to state and federal repositories. The audit team will train agencies on the policies and operating procedures required for obtaining and maintaining access to criminal justice data and advise agency on the penalties for non-compliance.

## CJIS Security Policy Updates

As you may know the FBI's Criminal Justice Information Services (CJIS) Security Policy has undergone significant updates to enhance the protection of criminal justice information. The most recent version, 6.0, was released on January 22, 2025, however, we are auditing on version 5.9.4 at this time.

## Some Key Changes in CJIS Security Policy:

### 1. Modernization of Security Controls:

The policy has been updated to address evolving cybersecurity threats, ensuring that agencies implement security measures to protect data.

### 2. Emphasis on Cloud Security:

With the increasing adoption of cloud services, the updated policy includes controls and guidelines to ensure the secure use of cloud technologies within criminal justice agencies.

### 3. Enhanced Incident Response Requirements:

The policy outlines more detailed procedures for

incident response, helping agencies to effectively manage and mitigate security incidents.

### 4. Strengthened Physical and Environmental Protection:

Updates include modernized requirements for physical access control, environmental controls, and protection against natural and man-made threats.

### 5. Refinement of Audit and Accountability Measures:

The policy introduces updated audit and accountability controls, ensuring that agencies maintain comprehensive records of system activities and can effectively monitor access to criminal justice information.

### 6. Updates to Identification and Authentication Requirements:

- Agencies are now required to implement multi-factor authentication (MFA) for accessing CJI, ensuring that users provide two or more verification factors to gain access.
- The policy outlines stricter controls for managing authenticators (e.g., passwords, tokens), including guidelines for creation, distribution, and protection to prevent unauthorized access.
- Specific requirements have been introduced for authenticating remote access to systems containing CJI, emphasizing secure methods to protect data during remote sessions.
- Agencies are encouraged to employ automated mechanisms to support the management of identification and authentication processes, reducing the potential for human error.

# TCIC/TLETS Training Unit (CATB)

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The following TCIC/TLETS Operator courses are posted on Nextest.

Register to attend these or any other TCIC/TLETS training course at: <https://txletstraining.dps.texas.gov/nextest>. Use your TLETS Username and password to sign onto Nextest. **This is not a complete list of all classes available. Go to Nextest for a complete list of scheduled TCIC/TLETS classes.**

## TCIC/TLETS Full Access (TCOLE #4802 - 24 hours):

This in-person course is designed for users who perform all TCIC/NCIC functions. TLETS training covers databases such as driver license, vehicle registration, Financial Responsibility Verification Program (FRVP), International Justice and Public Safety Network (Nlets), Canadian Police Information Centre (CPIC), and Interpol.

In conjunction with TLETS databases, the training provides law enforcement with the procedural knowledge to query, enter, modify, clear, and cancel records, access Criminal History Record Information (CHRI), confirm hits, and send and receive administrative messages.

This course requires the TCIC/TLETS Full Access Manual. Users must re-certify every two years.

- **February:** Belton, Del Rio
- **March:** Austin/Bowie/Abilene
- **April:** Waco
- **May:** Not scheduled
- **June:** Alpine
- **July:** Houston



## TCIC/TLETS Less Than Full Access (TCOLE #4801 - 16 hours):

This in-person course is designed for users who perform TCIC/NCIC functions. TLETS training covers databases such as driver license, vehicle registration, Financial Responsibility Verification Program (FRVP), International Justice and Public Safety Network (Nlets), Canadian Police Information Centre (CPIC), and Interpol.

In conjunction with TLETS databases, the training provides law enforcement with the procedural knowledge to query records, access Criminal History Record Information (CHRI), confirm hits, and send and receive administrative messages. This course requires the TCIC/TLETS Less Than Full Access Manual. Users must re-certify every two years.

- **February:** Belton, Del Rio
- **March:** Austin/Bowie/Abilene
- **April:** Waco
- **May:** Jacksboro
- **June:** Alpine
- **July:** Houston

# TCIC/TLETS Courses (Cont.)

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## TCIC/TLETS Mobile Access (TCOLE #4800 - 8 hours):

This in-person course is designed for users who perform TCIC/NCIC functions. TLETS training covers databases such as driver license, vehicle registration, and Financial Responsibility Verification Program (FRVP). In conjunction with TLETS databases, the training provides law enforcement with the procedural knowledge to query records and access Criminal History Record Information (CHRI). This course requires the TCIC/TLETS Mobile Access Manual. Users must re-certify every two years.

- **January:** Belton
- **February:** Bryan, Belton, Del Rio
- **March:** Austin/Bowie, Plano/Abilene
- **April:** Waco
- **May:** Jasper, Jacksboro, Galveston,
- **June:** Alpine
- **July:** Houston, Lubbock

## TCIC/TLETS Terminal Agency Coordinator & Associate Trainer Recertification Courses

The following TCIC/TLETS Terminal Agency Coordinator and Associate Trainer Recertification courses are posted on Nextest. Register to attend at: <https://txletstraining.dps.texas.gov/nextest>. Use your TLETS User ID and password to sign onto Nextest. Associate Trainers with expired certifications will need to attend an Associate Trainer Recertification Course before the end of 2024 to keep their associate trainer certification.

- **January:** Belton, Bexar, Pharr
- **February:** Bryan, Tyler, San Angelo
- **March:** Plano
- **April:** Midland, Houston
- **May:** Jacksboro (TAC only), Jasper, Galveston/TCJUIG Kerrville/Amarillo
- **June:** Austin
- **July:** Lubbock

## TCIC/TLETS Associate Trainer Course

The following TCIC/TLETS Associate Trainer courses are posted on Nextest with instructor registration only.

If you're interested and meet the requirements, please submit the TCIC/TLETS Associate Trainer Candidate Packet, located in Launch Pad under Associate Trainer Documents, along with a letter from the agency administrator, and a candidate letter of interest. Submit the completed forms to [tcic.training@dps.texas.gov](mailto:tcic.training@dps.texas.gov), indicating the requested associate trainer course date and location in the subject field.

- **April 7 - April 11:** Pearland/Houston Region
- **July 21 - 24:** Ft Worth
- **Aug 11 - 14:** San Antonio
- **Sept 29 - Oct 2:** Abilene/North-West Texas Region
- **Oct 6 - Oct 9:** Williamson Co/Central Texas Region
- **Oct 13 - 16:** Smith Co/East Texas Region
- **Dec 8 - 11:** El Paso/West Texas Region

# CRIME INFORMATION BUREAU (CIB)

## TCIC: Hit Confirmation Request Procedures

When an agency receives a response from NCIC indicating a possible match of identifiers, the inquiring agency must send a request to the entering agency for confirmation using the YQ form.

All records must be entered using the agency's primary ORI. If you are unsure that the ORI is the primary, please complete a TQ, this will return the agency's main ORI. It will likely be missed if the YQ is sent to a secondary terminal. If you note that an agency other than a sheriff's office or police department entered the record, please check the miscellaneous field for a comment showing that you must send it to a different ORI (than entering) for confirmation. Be sure to send it to the ORI requested in the entry. Sending to the correct primary ORI eliminates unnecessary delays in receiving hit confirmations, increasing officer safety.

### Priority Level:

Hit confirmation procedure are based on two levels of priority: Urgent and Routine.

- **Priority 1: Urgent**

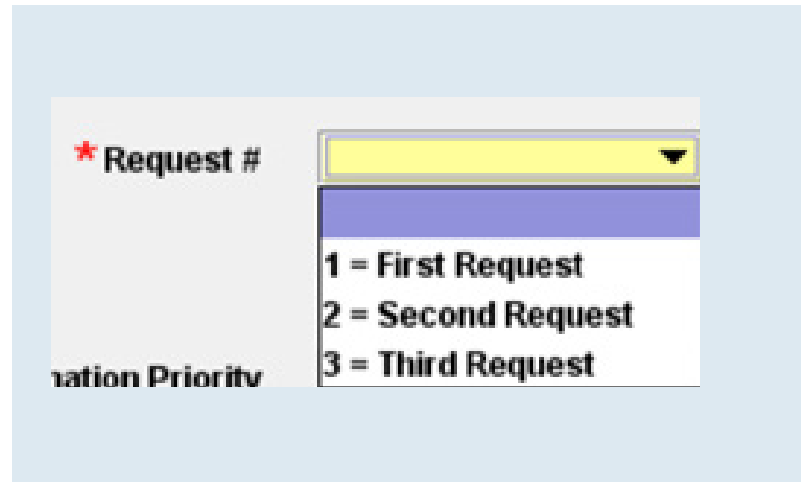
The hit must be confirmed within ten minutes. If a hit is the only basis for detaining a suspect or the nature of a case requires urgent confirmation of a hit, Priority 1 should be specified.

- **Priority 2: Routine**

The hit must be confirmed within one hour. Generally, this priority will be used when the person is being held on local charges, property has been located under circumstances where

immediate action is unnecessary, or an urgent confirmation is not required.

**To avoid errors, please be careful when selecting a hit request number:**



1. **First request hit confirmation:** The entering agency must furnish a substantive response within the designated timeframe, i.e., a positive or negative confirmation or notice of the specific amount of time necessary to confirm or reject.
2. **Second request:** If the requesting agency does not receive a substantive (reasonable) response within the designated timeframe, a second request should be generated. A copy is automatically sent to its CSA (TCIC Operations for Texas) and the CSA of the entering agency. The CSA of the entering agency will initiate appropriate action to ensure a proper response to a hit confirmation request and to comply with system standards.
3. **Third request:** Should be generated if the requesting agency does not receive a

# TCIC Hit Confirmation (Cont.)

**substantive (reasonable) response within the designated timeframe.** A copy is automatically sent to the CSAs involved and the FBI.

Please note: if second or third hit request is sent in error, TCIC Operations will request a disregard. **All second and third hit requests are sent to TCIC Audit.** So, please ensure they are used appropriately. Most errors related to hit confirmation requests are request number and urgency level.

## Remarks Section

The Remarks section of the transaction form is for communicating between agencies during the hit process, such as:

- When transporting individuals to the county jail, which takes time. The inquiring agency will not place a locate on the record until the person is booked.
- To indicate where the person is being transported, some agencies are close enough to transport to the entering agency's jail facility and eliminate the decision of pick up, or the person could be transported to the hospital first before booking.
- To include the location of the vehicle storage facility and contact information for the owner.
- To indicate the missing juvenile's location and who can claim them.

**It is recommended that agencies using administrative messages during the hit confirmation process should retain those messages for documentation purposes.**

## Phone Confirmation

NLETS is the recommended network for hit confirmation. **Even if the initial confirmation is handled via phone, NLETS must be used for documentation.** NLETS has created an inquiry (YQ) and a response (YR) format for hit confirmation. However, **a second request may not be sent if the entering agency confirms via the phone.** Responsibilities for the hit confirmation process are shared between the inquiring agency and the agency that entered the record.

## Hit Confirmation Response

The entering agency is responsible for sending a YR response for a hit confirmation.

## NLETS Hit Confirmation Response (YR)

Agencies are encouraged to maintain copies (electronic or hard copy) of hit confirmation information, to include YQ and YR messages, to assist if the agency needs to validate the actions it has taken pertaining to a hit confirmation.

Confirmation Status Code	Confirmation Status Fields
Y	Yes
N	No
P	In Process of Being Confirmed
E	Valid but Awaiting a Decision on Extradition

Please do not hesitate to contact TCIC Operations with any questions or concerns.

# TLETS: VSAT to SD-WAN Project Information Updates (CIB)

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The Texas Department of Public Safety would like to share the following updates on the Satellite to SD-WAN Network Infrastructure Refresh Project and provide a FAQ.

Please share these with other personnel within your agency as you see fit.

## Project Updates

The pilot phase of the project is wrapping up and thus far the overall response from the TLETS user community has been positive. The next phase of the project is scheduled to begin in January 2025.

Priority conversion is given to agencies that need to have the DPS relocate and/or replace their damaged Satellite Equipment. If your agency meets one of these criteria, please email TLETS.Router.Project@dps.texas.gov to request information about a SD-WAN Router.

## FAQs

### What are the technical requirements to install a SD-WAN Router?

If you are interested in obtaining this information, please email DPS at TLETS.Router.Project@dps.texas.gov and request an installation guide. Feel free to share the installation guide with members of your technical and/or administrative staff.

### When will my agency be converted to SD-WAN?

Due to the scope and complexity of this project it is not possible for the DPS to provide an estimate on when a specific agency will be converted to SD-WAN.

### Will the DPS contact my agency prior to shipping equipment?

Yes, we will try to contact your agency at least 30 days in advance as we will need answers from you before a router can be provisioned for your agency

# CRIMINAL HISTORY RECORDS INFORMATION SERVICES BUREAU (CHRIS)

## Electronic Disposition Reporting (EDR) Audits

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### LES/CJIS Website User Audit

The Texas Department of Public Safety is conducting a full audit of all current CJIS/LES website users with access to Criminal Justice Information (CJI). Users of the applications listed below must complete the CJIS Website Users Background Check Form and submit it to NCJU@dps.texas.gov and GRP\_CJIS\_SITE@dps.texas.gov with the subject line "CJIS/LES Website User

Background Check" by April 15, 2025.

### Applications Requiring Submission:

- Electronic Disposition Reporting (EDR)
- NICS Indices Entry (NIE) Reporting, National Instant Criminal Background Check (NICS)
- Biometrics (mugshots & lineups)

# EDR Audits (Cont.)

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## Compliance Requirements

This audit ensures compliance with the following CJIS Security Policy sections:

- 3.2 – Roles & Responsibilities
- 4.2 – Access, Use, and Dissemination of CHRI & NCIC Data
- AT – Awareness & Training
- AC – Access Control
- PS – Personnel Screening for CJI Access

The full CJIS Security Policy is available online: [CJIS Documents | Department of Public Safety](#).

## Additional Training & Administrator Requirements

Users must complete CJIS Security Awareness Training (Security Policy 5.2).

Each entity/agency must have an administrator who has completed both CJIS Security Role Training and CJIS Security Awareness Training. The background check form includes a field to identify your entity administrator.

## Training Resources:

- Website: [CJIS Online](#)
- Non-Criminal Agency Support: (512) 424-7364 | [cjis.audit@dps.texas.gov](mailto:cjis.audit@dps.texas.gov)
- Law Enforcement Agency Support: (512) 424-5686 | [security.committee@dps.texas.gov](mailto:security.committee@dps.texas.gov)

## Submission Deadline & Account Lock Notice

Submit the completed form, Security Awareness Training certificate, and for entity administrators, the Security Role Training certificate to [NCJU@dps.texas.gov](mailto:NCJU@dps.texas.gov) and [GRP\\_CJIS\\_SITE@dps.texas.gov](mailto:GRP_CJIS_SITE@dps.texas.gov) by April 15.

- Failure to submit by the deadline may result in account suspension until all requirements are met.
- As of February 1, 2025, new account applications for the listed applications will not be processed until the background check is completed.

## For questions, contact:

[GRP\\_CJIS\\_SITE@dps.texas.gov](mailto:GRP_CJIS_SITE@dps.texas.gov).

# ACCESS & DISSEMINATION BUREAU (ADB) 89th Legislative Session

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During the last legislative session, an omnibus bill was introduced, leading to several statute reviews and ORI requests submitted to the FBI for

review. DPS is still working with the FBI to bring all participating agencies into compliance with FBI requirements for accessing Criminal History

# 89TH Legislative Session (Cont.)

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Record Information (CHRI) under Public Law 92-544.

Each agency must have a statute in place that meets the requirements of Public Law 92-544 to receive national CHRI. Some statutes have been approved, while others have been denied.

## Common Reasons for Statute Denials:

- **The statute must clearly define which categories of licensees or employees fall under its scope**, avoiding broad language.
- **It must meet Department of Justice (DOJ) requirements** resulting from litigation.
- **Applicants must be informed of the FBI background check.**
- **The statute must clearly state who is subject to the background check** for the FBI, the state, and the applicant.
- **Broad or catchall categories are not allowed.**

To keep access to national CHRI, statutes must be updated as needed. The FBI provides guidance on Public Law 92-544 requirements at [Public Law 92-544 – FBI](#).

## Grace Periods and Extensions

A grace period gives a state legislature time to update a previously approved statute that no longer meets Pub. L. 92-544 requirements. If a statute is still being updated when the grace period ends, the state may request an extension if progress is being made on the amendments.

## What to Include in a Statute Review Submission:

1. A reference to the relevant state statute in PDF format.
2. Section(s) or page number(s) that contain the relevant Pub. L. 92-544 language.
3. A list of specific categories of individuals subject to the fingerprint-based national background check.
4. The section that names the state agency responsible for conducting the background check and receiving CHRI from the FBI.
5. Contact information if requesting an ORI.
6. Details on any prior submissions of the bill or statute to the FBI, including dates and approval/denial outcomes.

## For questions or concerns, contact:

Fingerprint.Service@dps.texas.gov or call 512-424-2474.



## Spotlight: BSB Training (Cont. from Cover Page)

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that increasing exposure and awareness is our best strategy for offering training opportunities statewide. Our sessions typically last two hours or longer, beginning with a PowerPoint presentation followed by hands-on training. Class sizes range from three to over 30 participants. Many attendees are curious about our work and the standards we uphold—some are surprised to learn that our department operates 24/7.

Recently, an agency sought our assistance in developing a fingerprinting method for a new restraining device. They also wanted guidance on improving their standards to reduce fingerprint rejection rates. The interaction was a positive experience, and we observed seasoned professionals refine their techniques and leave with greater confidence in their skills.

Often, the fundamentals of fingerprinting are overlooked—simple habits like keeping hands clean, aligning fingers correctly, or applying consistent pressure can significantly impact results.

Attention to detail is crucial; ridge clarity, avoiding smudges, and capturing full fingerprints determine whether prints are useful in an investigation. We emphasize that slowing down and prioritizing quality over speed yields the best outcomes.

***Common mistakes are universal across agencies, including rolling fingers unevenly, applying too much or too little pressure, neglecting to clean equipment or hands, and rushing thumbprints, which are particularly challenging to capture. We stress that practice makes perfect, and that our training provides valuable insights into balancing technical precision with real-world challenges.***

Different regions in Texas have unique cultural and procedural approaches to fingerprinting, and trainees often arrive with misconceptions about its importance or difficulty. Tailoring our training to their specific needs helps bridge these gaps in understanding.

**Agencies interested in training may contact the Biometrics Services Section:**

[fp.request@dps.texas.gov](mailto:fp.request@dps.texas.gov) or 512-424-5248

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# CRD Directory (Cont.)

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# DPS IDENTIFICATION SUPPLIES ORDER FORM



## 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

AGENCY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

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

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ATTENTION \_\_\_\_\_

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

PHONE # ( \_\_\_\_\_ ) \_\_\_\_\_

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