

Texas Department of Public Safety

CRNEWS



CRIME RECORDS DIVISION, Second Quarter (May - July) 2025

HOW TAC'S CAN AUDIT THEIR USERS

CRIME INFORMATION BUREAU (CIB)

1. TACs with an OpenFox Terminal

TACs with an OpenFox terminal can run reports for their agency and any agencies for which they have permissions. These reports are strongly recommended for verifying users.

2. TACs without an OpenFox Terminal

Sign into nexTEST under Agency Login, go to Reports, and run the Certification Status Report to view your agency's users.

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

TAC Reports in OpenFox

TACs with CONFIG_TAC permissions can find the available forms in the TAC Reports folder on the messenger forms tree. They may run one of three reports, limited to the ORIs listed in the drop-down.

To add an ORI, agencies must submit a request to TLETS@dps.texas.gov. Only agencies with an existing agreement should be added, and ORI permissions are subject to TCIC Audit.

License Configuration Reports

This report shows licenses assigned to an agency, including the Product

Key, Assigned Agency, and Default Station used to register OpenFox Desktop stations.

Each license will display as REGISTERED or UNREGISTERED, indicating whether it has already been used. A license cannot be registered to more than one station (MNE) but may be used to register the same station on multiple computers. If registered to more than one computer, only one terminal will connect at a time, which may cause users to be logged out when another logs in.

Station Configuration Reports

This report provides the same

How TAC's Can Audit Their Users (Cont.)

information as an agency's Terminal Connection Report and can be used to:

- Identify stations with LAT/LONG for distance broadcasting.
- Review security roles assigned to stations.
- Review Allowed ORIs at each station.
- Review each station's plain language description.

User Configuration Reports

This report lists all users with profiles for the agency, including all profiles assigned to each user.

We love to hear from you!

For further assistance, please contact:

TLETS@DPS.Texas.gov

INCIDENT-BASED REPORTING BUREAU (IBRB)

Welcome to the team!

Michelle Martinez joined the Customer Service Representative team in March. She comes to the Crime Records Division from the DPS Crime Lab and will be helping with agency participation and certification testing.

Michelle Ponce joined the Quality Control Analyst team in June. She will be involved in data quality checks as well as helping with the annual publications and data analysis.

National Data Exchange

Sharing Data

The Texas Department of Public Safety (TXDPS) Crime Records Division is continuing its partnership with the FBI to onboard local law enforcement agencies in Texas to share their data with the National Data Exchange (NDEx). Without submissions from local agencies, the number of searchable current records in the NDEx system would dwindle, impacting its usefulness in aiding other agencies across the nation in their investigative duties.

As of July 1, 2025, we have successfully mapped XML adapters for 10 Texas agencies that now have live data submissions flowing to the NDEx database on a regular basis. This effort was started in May 2024 with zero agencies submitting.

There are currently three completed adapters waiting to be installed and over 10 currently being built by the FBI. There are 21 agencies using a historical third-party application that predates this project and allows for direct submissions as well.

This database is an incredibly useful tool for local law enforcement across the United States, but it is only as successful as the data it contains.

Shift to XML

Historically, agencies in Texas contributed data to NDEx via APRISS, a third-party application. This method was retired in summer 2020, leaving

National Data Exchange (Cont.)

agencies with no direct connection to submit information to NDEx. Our goal with this new push is to guide agencies toward new, sustainable submission methods—and we now have two clear paths forward.

1. Vendor-Built Adapters

Some RMS vendors have started offering NDEx adapter builds directly for their clients. These are often associated with a cost to the agency and have a long development time.

2. FBI-Built Adapters

The FBI data integration team offers to build and implement the NDEx adapters at no cost to any agency that wishes to participate. This option is free but depends on the agency having access to their data to share with the FBI so that an adapter can be built. They currently have five solutions across five different RMS systems.

Regardless of the chosen method, the end result is worth the investment. Data submissions to NDEx create a richer, more comprehensive national database that strengthens investigations across the United States. Every new agency that contributes records to NDEx means more searchable data, more potential matches, and more tools in the hands of investigators working hard to solve crimes and keep our communities safe.

Please reach out to your agency contact about submitting your agency's data and email

TDEX@dps.texas.gov to let us know you would like to participate in data submissions!

Uniform Crime Reporting (UCR) Program

Crime in Texas (CIT) Publication

With the release of the 2024 Crime in Texas report, DPS is beginning a two-year transition to streamline the annual report. Future editions will focus on overall crime trends and highlight the Top 25 jurisdictions by population size and/or crime volume.

To continue promoting transparency and public access to detailed data, DPS will launch an updated Crime in Texas section on the UCR Crime in Texas Portal. This online resource will house year-to-year comparison reports and standardized reports and allow users to generate customized queries of data previously included in the annual publications.

This shift will reduce the time and resources required to produce the annual publication, allow DPS to focus more on data quality and analysis, and facilitate more user-centric access to crime data through the public portal.

Access to the UCR data is located on the Public Portal. **You can contact the Texas UCR Program** by email at NIBRS@dps.texas.gov or call (512) 424-2091.

The annual Crime in Texas publication can be found here:

<https://www.dps.texas.gov/section/crime-records/crime-texas>



COMPLIANCE & TRAINING BUREAU (CATB)

TCIC/TLETS Available Courses



The following TCIC/TLETS Operator courses are posted on Nextest. Register to attend these or any other TCIC/TLETS training courses at <https://txletstraining.dps.texas.gov/nextest/index.cgi>. Use your TLETS username and password to sign on to 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 recertify every two years.

November: Belton, San Angelo

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 recertify every two years.

November: Belton, San Angelo

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 Available Courses (Cont.)

TCIC/TLETS Mobile Access Manual. Users must recertify every two years.

September: El Paso, Grand Prairie, San Antonio

November: Belton, San Angelo

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 these or any other TCIC/TLETS training courses at <https://txletstraining.dps.texas.gov/nextest>.

Use your TLETS user ID and password to sign on to Nextest. Associate trainers with expired certifications will need to attend an Associate Trainer Recertification Course before the end of 2024 to keep their AT certification.

- **December:** San Antonio

TCIC/TLETS Associate Trainer Course

The following TCIC/TLETS Associate Trainer courses are posted on Nextest with instructor registration only. If you are interested in the TCIC/TLETS Associate Trainer Program and meet the requirements, please complete 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, indicating the requested AT course date and location in the subject line.

- **Dec. 8 – Dec. 11:** El Paso / West Texas Region

Contact information:

tcic.training@dps.texas.gov; 512-424-2832

Criminal History Reporting Training Unit (CAT)

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 2025 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.

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)

Criminal History Reporting Training Unit (Cont.)

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

Please be reminded that the grant agencies will also be evaluating the Average Days to Report Dispositions for the year 2025. **It is essential that you report your actions within five calendar days of the disposition to avoid the risk of losing any grant funds.**

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.”

IBR Training and Compliance Team (CAT)

The Compliance and Training Incident-Based Reporting Training and Development Specialists remain 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 helping them gain the knowledge and resources necessary for accurate and effective reporting.

The 2025 Crime Records Conferences were a success, and it was great seeing all the agencies that attended.

Reminder: Legislation passed HB 4879 on Sept. 1, 2023—mandating National Incident-Based Reporting (NIBRS).

For other training opportunities, we hold free monthly virtual trainings that offer TCOLE credit.

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 requests for information about these trainings.

The Compliance and Training team has gathered 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 any NIBRS assistance, please email NIBRS@dps.texas.gov with any questions or concerns, or

IBR Training and Compliance Team (Cont.)

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

Sex Offender Registration Training & Terrorist Offender Registration Training (CAT)

2025 Crime Records Conferences – Thank you for attending!

We would like to thank all the attendees of the 2025 Crime Records Conferences. We are excited to improve our course options for future conferences after receiving a lot of positive feedback from our participants this year.

If you were unable to attend and would like to review some of our training material, we have provided a link to our DPS Crime Records Conferences website below, where you can download several of our presentations in PDF format.

We look forward to seeing you at the Crime Records Conferences next year.

Click here to visit the Crime Records Conferences website:

<https://www.dps.texas.gov/section/crime-records/crime-records-conferences>

Sex Offender Registration – Downloadable

Conference Sessions PDFs

- [Duties of Registration under Chapter 62, Texas CCP](#)
- [SOR Program Management](#)
- [Registration for Non-Texas Offenders](#)
- [SOR Secure Website](#)
- [Removal from the Sex Offender Registry](#)

Terrorist Offender Registration – Downloadable Conference Sessions PDFs

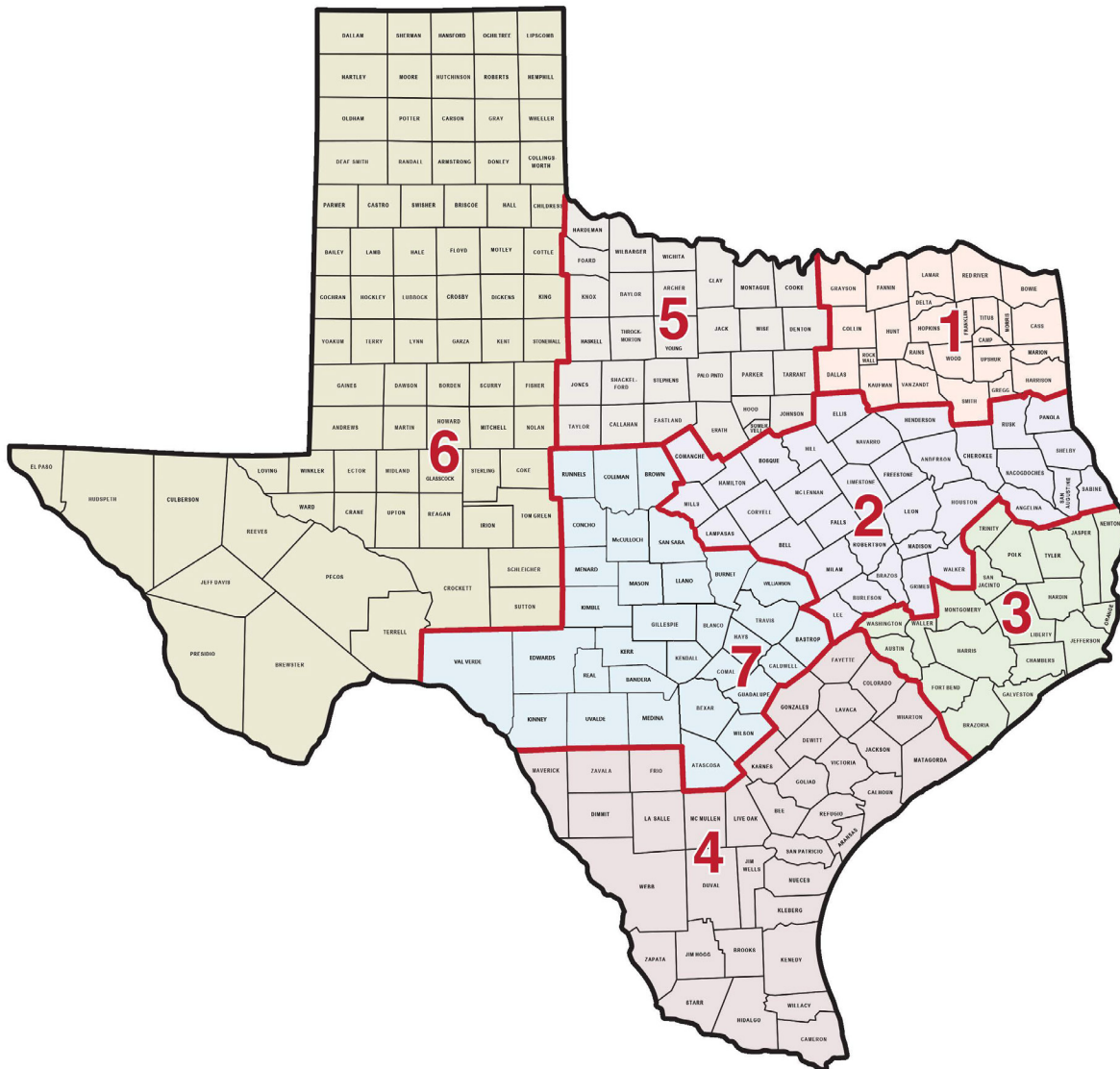
- [Terrorist Offender Registration Program](#)
- [TOR – Duties of Registration](#)

Questions about Texas Sex Offender Registration and/or Terrorist Offender Registration laws or procedures?

We understand that 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.

In-person or remote training is available. See the map on the following page to find your SOR specialist.

Sex Offender Registry Training and Development Specialists



SOR Training and Development Specialists

Region 1 Tyon.Cooper@dps.texas.gov

Region 2 Charles.Francis@dps.texas.gov

Region 3 Lindsey.Simon@dps.texas.gov

Region 4 Vacant

Region 5 Irene.Munoz@dps.texas.gov

Region 6 Rodney.Hall@dps.texas.gov

Region 7 Barry.Ives@dps.texas.gov

CRD Directory

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James	Gore	Senior Director	james.gore@dps.texas.gov	512-424-7911
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Tierra	Heine	CJIS/JJIS Forms and Fingerprint Card Supplies	tierra.heine@dps.texas.gov	512-424-2529
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Rochelle	Torres	ADB Support Program Supervisor	rochelle.torres@dps.texas.gov	512-424-5121
		Assistance Line	Record Checks	512-424-5079
		Assistance Line	Secure site	512-424-2474

Criminal History Record Information Services Bureau (CHRIS)

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		Error Resolution Assistance Line		512-424-7256

Biometric Services Bureau (BSB)

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		24-hour Fingerprint Assistance Line		512-424-5248

Incident-Based Reporting Bureau (IBR)

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		Texas Data Exchange (TDEX)	TDEX@dps.texas.gov	512-424-2091
		Uniform Crime Reporting (UCR)	NIBRS@dps.texas.gov	512-424-2091
		Use of Force (UOF)	UOF@dps.texas.gov	512-424-2091

CRD Directory (Cont.)

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	TCIC Operations- 24 Hours ORI Requests/Updates, Offlines, TxGang, LPR	TCIC.operations@dps.texas.gov	512-424-2088
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Compliance and Training Bureau (CAT)

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	TCIC Audit Assistance	TCIC.audit@dps.texas.gov	512-424-2809
	TCIC/TLETS Training Assistance	TCIC.training@dps.texas.gov	512-424-2832
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CRD Auditors and Trainers

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TCIC Audit

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CRD Auditors and Trainers (Cont.)

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Criminal History Reporting Training

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Incident-Based Reporting Training

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Sex Offender Registration Training

Christine	Eltgroth	SOR Training Assistant Coordinator		christine.eltgroth@dps.texas.gov	512-424-7047
Tyon	Cooper	Training & Development	Region 1	tyon.cooper@dps.texas.gov	512-424-7615
Charles	Francis	Training & Development	Region 2	charles.francis@dps.texas.gov	512-424-2343
Barry	Ives	Training & Development	Region 3	barry.ives@dps.texas.gov	512-424-5835
Lindsey	Simon	Training & Development	Region 4	lindsey.simon@dps.texas.gov	512-424-7885
Irene	Munoz	Training & Development	Region 5	irene.munoz@dps.texas.gov	512-424-7650
Rodney	Hall	Training & Development	Region 6	rodney.hall@dps.texas.gov	512-424-7552
Mike	Holm	Training & Development	Region 7	michael.holm@dps.texas.gov	512-424-7892

Terrorist Offender Registration Training

Christine	Eltgroth	TOR Training Assistant Coordinator		christine.eltgroth@dps.texas.gov	512-424-7047
Akeia	Madyun	Training & Development		akeia.madyun@dps.texas.gov	512-424-5578
Katie	Stangle	Training & Development		katie.stangle@dps.texas.gov	512-424-2129

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**