

# Texas Department of Public Safety

# CRNEWS



CRIME RECORDS DIVISION, Third Quarter (August - October) 2025

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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](mailto:anne.mohel@DPS.texas.gov).

## A MILESTONE FOR COMPLIANCE & SECURITY

### COMPLIANCE AND TRAINING BUREAU (CATB)



The FBI has successfully completed the modernization of the Criminal Justice Information Services (CJIS) Security Policy (CJISECPOL) to align with NIST 800-53r5 security control framework. This final release version 6.0 contains all the modernized security control families.

### What Does This Mean for Agencies?

The CJIS Security Office is currently auditing to CJISSECPOL version 5.9.5 security controls, even though CJISSECPOL version 6.0 has been released. This approach provides the agencies more time to meet the significantly

*Promotions: Congratulations to Alissa Perez for her promotion to Crime Information Coordinator in the Crime Information Bureau.*

# CJIS Technical Audit (Cont.)

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enhanced CJIS Security Policy requirements, helping the agencies strengthen their security posture, protect sensitive data, and maintain public trust in a timely manner.

This guidance on multi-factor authentication (MFA), which was released on December 7, 2022, is currently sanctionable for audit. The implementation of MFA will significantly enhance your agency's security, safeguard CJI, and ensure compliance with state and federal requirements.

## Preparing for Your Audit

The CJIS Security Office Technical Audit team is now fully staffed and trained. We are working diligently to ensure all agencies that have not undergone a technical audit in the past three years are audited this cycle.

## Steps to Implement MFA for CJIS Compliance

This guidance is focused on MFA implementation. To assist agencies in meeting the mandatory MFA requirement and reaping its security benefits, here are the key steps to implement MFA effectively:

- **Assess Current Systems:** Identify all systems, applications, and devices that have access to unencrypted CJI. Ensure vendor solutions support MFA, as required by CJIS Security Policy version 6.0, section IA-2(1) Multi-factor Authentication for Privilege Accounts and IA(2) Multi-factor Authentication for Non-Privilege Accounts.
- **What is MFA:** Multi-factor authentication requires the use of two or more different factors to achieve authentication. The authentication factors are defined as follows:
  - something you know (e.g., a personal

identification number [PIN]),

- something you have (e.g., a physical authenticator such as a cryptographic private key), or
- something you are (e.g., a biometric).

**Update Policies and Procedures:** The agency has until October 1, 2027, to revise their agency's Identification and Authentication security policies (IA-1) to mandate MFA for all users accessing CJIS systems, including remote access where applicable. Documentation should include procedures for MFA enrollment, usage, and recovery to streamline compliance.

**Configure MFA on Systems:** Work with your IT team or vendor to enable MFA on all relevant systems, or at the OS level if application-level MFA isn't supported. This setup provides secure access for both local and remote connections, including VPNs and cloud-based applications, because it requires end users to authenticate with MFA before accessing CJI.

**Train Users:** Provide training to all personnel on how to use MFA, including setup instructions for authenticator apps, tokens, or OS-level authentication.

**Test and Validate:** Conduct testing to ensure MFA is functioning correctly across all system level implementation. Verify that users can log in securely and fallback options (e.g., One Time Password (OTP)) are available for uninterrupted access.

**Monitor and Maintain:** Document and implement processes and procedures to manage lost tokens, update credentials, etc., and address user issues promptly maintaining a strong security posture.

# CJIS Technical Audit (Cont.)

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For additional guidance, refer to the CJIS Security Policy (version 6.0) or contact our team for resources and support.

**For questions**, please contact the Crime Records Division at [security.committee@dps.texas.gov](mailto:security.committee@dps.texas.gov) or 512-424-5686.

## CRIMINAL HISTORY RECORD INFORMATION SERVICES BUREAU (CHRISB)

### CJIS/LES Website

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The [CJIS/LES Website \(Login | LES Applications\)](#) provides a secure portal for Criminal Justice Agencies to report dispositions to the Computerized Criminal History (CCH). It is available to agencies that submit case information to CCH.

If you are interested in obtaining an account, please email the Criminal History Reporting Training group at [CHR.Training@dps.texas.gov](mailto:CHR.Training@dps.texas.gov) to determine whether the website would benefit your agency's reporting process.

#### How to Obtain an Account

To obtain an account for Electronic Disposition Reporting (EDR), NICS Indices Entry (NIE) Reporting, or Biometrics (Mugshots/Photo Lineup), the following steps must be completed:

1. Complete the application for access (linked on the login page).
2. Complete the CJIS Security Awareness Training.
3. Complete the background checkform (linked on the login page).
4. Email the background check form and the training certificate as directed on the form.

**Helpful tips if you already have an account:**

Browser authentication is a required security measure. It will appear when cookies have been cleared, when a new browser is used, or when setting up a new computer.

- After entering your email and password, you will be prompted to enter an authentication code and your password again.
- Leave the screen open. An authentication code will be emailed to the address on your account.
- Enter the code and your password on the authentication page.
- You will then be returned to the login screen; enter your email and password again to log in as usual.

#### Password Reset

You can reset your password by clicking "Forgot your password?" below the Log In button on the login page.

#### User Guides

User Guides are available to help you navigate and report through the CJIS/LES website.

In the upper-right corner of the website, next to the logout button, you will find the general user guide. This guide includes instructions on signing user agreements and navigating the website.

## CJIS/LES Website (Cont.)

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When you select an application, a menu will open showing what is available for that module. A user guide link is included in that menu.

User guides are available online: [CJIS/LES Site | Department of Public Safety](#).

For NIE reporters, manuals and user guides for NICS can be found here: [Texas NICS Indices Entry Reporting | Department of Public Safety](#)

**Entity administration is a new requirement this year.** Every agency with an Originating Agency Identifier (ORI) that reports EDR or NIE data

through the CJIS/LES website must designate an entity administrator. The entity administrator manages user accounts for their agency.

For guidance on selecting the appropriate person for this role, review the Entity Administration User Guide on the CJIS/LES Site.

**Technical issues or website questions:** Email GRP\_CJIS\_SITE@dps.texas.gov.

**Questions about CCH, reporting actions, or training:** Contact the CHR Training Unit at CHR.Training@dps.texas.gov.

## CRIME INFORMATION BUREAU (CIB)

### TLETS VSAT to SD-WAN Project Updates

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In January 2024, TLETS operations, in partnership with the DPS Information Technology Division (ITD), began a project to refresh approximately 835 TLETS VSAT sites with DPS-provided Software-Defined Wide Area Network (SD-WAN) routers.

***The Texas Department of Public Safety is pleased to announce that more than 800 routers have been sent to law enforcement and criminal justice agencies across the state.***

To date, over 350 satellite sites have been decommissioned and more than 500 SD-WAN routers have been installed.

Law enforcement agencies across Texas have provided positive feedback on the SD-WAN infrastructure, noting appreciation for the dual transport paths and a solution that is less

vulnerable to environmental factors. Agencies have also reported that the DPS-provided TLETS desktop application launches noticeably faster on the new infrastructure.

If your agency has not yet installed its SD-WAN router or cut over TLETS traffic, please complete this as soon as possible.

DPS network services and TLETS representatives are available for remote installation assistance, troubleshooting, and cutover support at the email address listed below.

**Please contact** the TxDPS VSAT to SD-WAN Project Team at TLETS.Router.Project@dps.texas.gov with any questions about the VSAT-to-SD-WAN migration. (Next Page)

**DPS anticipates disconnecting the TLETS Satellite Service in January 2026. Please ensure the appropriate personnel in your agency are informed of this schedule.**

# NCIC Article File Overview (CIB)

The NCIC Article File is used to enter stolen, lost, or uniquely identifiable property into NCIC. Below is a simplified guide to help agencies determine what can be entered, what cannot, and how to format entries correctly.

## Criteria for Entry

An article **may be entered** if it meets **any** of the following:

- **Value \$500+** and has a **unique serial number** or **Owner-Applied Number (OAN)**. (Exception: office equipment, TVs, and bicycles – enter regardless of value.)
- **Combined value over \$5,000:** any item with a serial/OAN, even if individual items are under \$500.
- **Investigative need:** items with a serial/OAN when there is probable interstate movement or when the seriousness of the crime warrants entry.
- **Lost Public Safety, Homeland Security, or Critical Infrastructure items:**
  - **Q** = Identity documents
  - **Z** = Equipment (law enforcement / homeland security only)
  - Supporting documentation is required.
- **Toxic or hazardous items:**
  - **T** category – supporting documentation required.

## Do Not Enter

The following **may NOT** be entered into the Article File:

- Stolen or lost **credit cards, ATM cards, checks** (any kind), **bank drafts**, or similar financial instruments.



- **Lost property** not related to Public Safety, Homeland Security, or Critical Infrastructure.

## Record Retention

- **Q, T, and Z records:** kept until cleared or canceled by the entering agency.
- **All other article entries:** retained for the balance of the entry year + one year, then retired.
- **Located articles:** retained **10 days** before being retired.

## Minimum Data Required for Entry

- (EA / EA-P / ELA)

## Mandatory fields include:

- MKE
- Date of Theft (DOT)
- OCA
- TYP (Type)
- BRA (Brand)
- OPT
- SER or OAN

# NCIC Article File Overview (Cont.)

## Consecutively Serialized Groups

- Up to **100 items** may be entered as a group (EAA/ELAA).
- NCIC assigns **one NIC number** to the entire group.

## TYP Field (Type of Article)

- You must use a valid code from the **Article Name Dictionary**.
- Use **Ctrl+F** in the TYP field to search the dictionary.

If the item is **not** in the dictionary:

- Use **Y + constructed name** (example: **YAIRPOD**).
- Follow these construction rules:
  - **One word over six letters:** first six letters.
  - **Two words:** treat as one word.
  - **Three words:** initials of first two words + first four letters of last word.

**Important:** Entries will **reject** if **TYP** does not **begin with Y** and is not an approved dictionary code.

## BRA Field (Brand)

Formatting rules:

- Length: **2-6** alphanumeric characters.
- Allowed special character: **hyphen only**.
- Remove generic words such as: “and,” “company,” “corporation,” “incorporated,” “limited,” “&,” etc.

If the brand is **not in the code manual**, construct it:

- **One word:** first six letters.
- **Two words:** first letter of word one +

remaining letters of word two.

- **Three words:** first letter of word one + first letter of word two + first two letters of word three.
- **Initials:** enter without spaces or periods.
- If brand is unknown enter **NO BRA** and include full description in **MIS**.

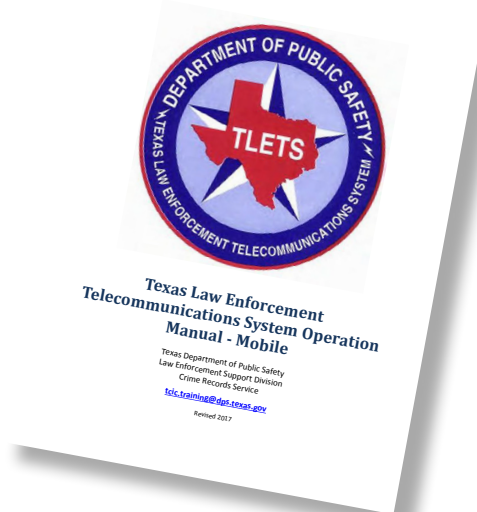
## MIS Field Reminders

- Note the location of the serial/OAN (e.g., “OAN engraved on back”).
- If **SER > 20 characters** enter rightmost 20 in SER; full serial in MIS.
- If model number > **nine characters** last nine in MOD; full number in MIS.
- If model name > **nine characters** first nine in MOD; full name in MIS.

## Tip:

**Electric bicycles and scooters are entered as Articles – not Vehicles.**

*Source: TCIC/TLETS Operations Manual (effective 01-01-2025). Always follow current NCIC/TCIC policy.*



# CRD Directory

## CRD Management

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		Assistance Line	Secure site	512-424-2474

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		Uniform Crime Reporting (UCR)	NIBRS@dps.texas.gov	512-424-2091
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# CRD Directory (Cont.)

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# CRD Auditors and Trainers

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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**