CR NEWS

HIGHLIGHTS:

CJIS SECURITY Policy Version 5.8 Changes

New CJIS Security Policy version 5.8 changes
The CJIS Security Policy version 5.8 is now available. The updated policy items incorporate calendar year 2018 APB approved changes and administrative changes. Key changes of importance to agencies involve the topics bulleted below. Please review the new policy and the potential impact for the agency. A full list of CJIS Security Policy changes is available in the policy starting on page iii.

Key policy changes include:

- Sections 3.2 & 5.2, New language for LASO annual training requirement.
Although the requirement for agencies to assign a LASO is not new to the policy, the need for basic training requirements is a new focus. This training will include key points unique to each State. (***See note at bottom of article for new training material being established for Texas agencies.)

- Section 5.6.2.1.1.2, New language for Advanced Password Standards as an option for passwords
New policy regarding use of updated NIST 800-63D was introduced in version 5.7 of the policy. Language and direction has been added in 5.8 to identify how these changes can be leveraged by agencies. Please note that these new options cannot be mixed. There is no option to combine or select particular options between the two separate requirement lists.

- Section 5.10.1. 3, Intrusion Detection Tools and Techniques added new requirements
New policy includes requirement for Intrusion Detection (IDS) within networks. Either network-based or host-based prevention tools to monitor inbound and outbound communications for unusual or unauthorized activity. Key here is the weekly review or automated event notification of logs.

-Section 5.13.2, Mobile Device Management (MDM)
Exception established for "indirect access", (or access to a system, which does not connect directly to a state or national system as determined by the state CSO).

- Section 5.13.7.2.1, Compensating Controls language to clarify minimum requirements
New language has been added to clarify use of compensating controls specific to meeting the Advanced Authentication (AA) requirements; time limitations as well as unique requirements in addition to those outlined within 5.13.2 for Mobile Device Management (MDM).

For detailed information, please view the current CJIS Security Policy version 5.8 on the TX CJIS Security Office Technical Audit website https://www.dps.texas.gov/SecurityReview/documents.htm and the FBI CJIS website https://www.fbi.gov/services/cjis/cjis-security-policy-resource-center .

*** To assist agencies with the new LASO Training requirement a new LASO training document will be available on our website soon.

Questions? We are here to help! Contact your CJIS Technical Auditor or the CJIS Security Committee at security.committee@dps.texas.gov .

Access and Dissemination Bureau (ADB)

About Audit and Training

ADB's Audit and Training Unit is responsible for conducting audits on all agencies that are authorized to obtain Texas and/or FBI criminal history record information through the Texas Department of Public Safety (DPS) Secure Site. Agencies will be audited on a triennial basis to ensure compliance with State and Federal Law pertaining to the retrieval, use, dissemination, storage, and destruction of CHRI.

The Audit and Training Unit is also available to provide trainings to assist with navigating all features available on the Secure Site, maintaining the Secure Site account, as well as the do's and don'ts when using the Secure Site that will help agencies prepare for future audits. The Audit and Training Unit consists of 13 Non-Criminal Justice Auditors and as of July 1, 2019, has obtained a new Audit and Training Unit Supervisor, Catalina Rodriguez-Combs.

For more information relating to audit and training, please contact the Audit and Training Unit at CJIS.Audit@dps.texas.gov or 512-424-7364.

New Audit Members

Jane Armstrong – Jane began her career with the Department as a Driver License Technician in 2004. After earning her Driver License Examiner Certificate in 2005, she advanced to Driver License Examiner II. In 2007, she was promoted to Driver License Examiner III. In 2012, she promoted to Customer Service Representative IV Hearing Office and moved to the Taylor DL Office. Jane moved to the Commercial side of the Driver License Division in 2016 earning her Commercial Driver Examiner Certification. After 14 years of exemplary Customer Service, she left the Driver License Division accepting a position with ADB as a Non-Criminal Justice Auditor II and is currently looking forward to advancing to Auditor III in the very near future.

Catalina Rodriguez-Combs – Catalina started her career with the Department in October 2016 as a Non-Criminal Justice Auditor II within ADB and within a year promoted to Auditor III. In March 2018, she promoted to Criminal History Support Supervisor, which transitioned into the Access & Dissemination Support Supervisor in August of 2018. Here she was instrumental by developing processes and procedures to help with vendor monitoring and assisted with analyzing legislative bills during the 86th Legislative Session by identifying the potential impact bills may have on the Department. On July 1, 2019, Catalina transferred into the ADB Audit & Training Supervisor Position where she will continue to utilize her skills and further enhance the Audit and Training Program.

Biometric Services Bureau

New Assistant Biometric Coordinator

Chiquta Ruffin has over 4 years of service with DPS Crime Records. She started January 2015 as a Fingerprint Analyst and promoted to Assistant Biometric Coordinator in May 2019. She assists Chrystal Davila, the Biometric Coordinator, by providing analytical and qualitative research, coordinating, planning, development, implementation and oversight as it pertains to livescan devices. Chiquta is excited for this opportunity to learn and serve; not only here at DPS but the numerous law enforcement agencies across our great state. She may be contacted at chiquta.ruffin@dps.texas.gov or 512-424-7404.

Class C Submissions

During the 86th Legislative Session, effective September 1, 2019, House bill 1528 passed and it requires law enforcement agencies to submit class C offenses that involve family violence, as defined in 71.004 of the Family Code. All other class C offenses are still optional but we encourage all adult class C offenses to be reported. Submitting class C offenses to the DPS applies additional fingerprints to the DPS' Multi-modal Biometric Information System and the fingerprints are compared against the FBI's Next Generation Identification (NGI) and DHS' IDENT database for the Priority Enforcement Program. If your agency is submitting non-reportable submissions on class C offenses, please send them to DPS as an arrest submission instead. Non-reportable submissions should only be sent to DPS in order to help identify an individual if you are unable to by other means. For more information on class C arrest reporting see the 'CR-50B Adult' manual at
http://www.dps.texas.gov/administration/crime_records/pages/cjisJJISReporting.htm.

If you have any questions or concerns, contact the Biometric Coordinator at 512-424-7026 or livescan@dps.texas.gov.

If you have any questions or concerns regarding the reporting of Class C Offenses, contact your CJIS Field Auditor or the CJIS Field Support assistance line at 512-424-2478.

Crime Information Bureau

RECORD VALIDATIONS

Agencies that participate in the Texas and National Crime Information Center Databases are required to certify their records monthly. The certification process ensures the agency's records are up to date and accurate. The individual responsible for this task is identified as the Terminal Agency Coordinator.

To help streamline this process, the TCIC Website (HTTPS://TCIC.DPS.TEXAS.GOV) was created in 2015. Agency reports (Validation Report, Message Volume Report, and Sex Offender Registry Supplemental Report) are uploaded individually to the website within the first 10 days of the month. If you have an account on the website, you will receive an email notification advising when reports are uploaded.

The **Agency Validation Report** shall be certified by the 25th of every month regardless of holidays and/or weekend. Failure to comply with the certification program will result in the removal of stated records.

The **Message Volume Report,** provided by Texas Department of Public Safety reflects the number of messages transmitted monthly for the participating agency. Agencies can utilize this data to identify training and staffing needs.

The **Sex Offender Registry Supplemental Report** is designed to assist registering agencies whose records appear to be delinquent, expired, or about to expire. Questions regarding information on the SOR Supplemental Report should be directed to the Sex Offender Registration Bureau at txsor@dps.texas.gov or (512) 424-2800.

To have an account created or update access, the Terminal Agency Coordinator or Agency Head should email the TCIC Control Room at tcic.operations@dps.texas.gov . Email should include the new user's complete name, phone number, secure email address, agency name and ORI in the request. Please indicate if the user should also receive access to the Message Volume Report.

Please note: Emails that do not include the user's name in the prefix or are Gmail, Yahoo, Hotmail, etc. are **not** allowed to be used for validation accounts. If a secure email is unavailable, a free leo.gov email can be provided through Law Enforcement Enterprise Portal (LEEP). For more information on the leo.gov email account, please contact TDEX by phone 512-424-2629 or email at TDEx@dps.texas.gov.

If you have any questions regarding the above information, please feel free to contact the TCIC Control Room at (512) 424-2088 or tcic.operations@dps.texas.gov .

HIT CONFIRMATION REQUEST FROM FBI NICS

FBI NICS located in West Virginia is used by Federal Firearm Licensees (FFLS) to instantly determine whether a prospective buyer is eligible to purchase a firearm. The NICS Section continues to leverage system functionality when processing these background/eligibility checks. Effective April 1, 2019, NICS automated the NCIC hit confirmation process for the following three NCIC files by utilizing the Nlets YQ message key. When a NICS background check is conducted and there is a biographical match to the Foreign Fugitive, Immigration Violator and/or Protection Order files, a system generated YQ message will be sent to the ORI of record. FBI NICS are authorized to send an YQ message to confirm the record is still valid, without having the subject in their possession, this is done in an effort to prevent a prospective buyer with potential disqualifiers from receiving a firearm or regulated explosives. The YQ message should include the following statements: **"An individual descriptively matching this NCIC warrant is currently attempting to purchase a firearm. The subject is not in custody. Please advise if the warrant is still valid. If so, is that a misdemeanor or felony arrestable offense?"**

Should you receive one of these YQ messages, please respond to it within the designated timeframe, you can provide a verbal response to the FBI NICS and then follow up with a YR. Since the subject is not in their possession, and the warrant is valid you can confirm and advise them the subject will not be extradited or picked up. Also note that a routing number in the Document Control Field text tag will be provided. Agencies should return this routing number in the same field when responding. Refer to wiki.nlets.org for formatting instructions.

 If you have any questions concerning this matter, please contact the TCIC Control Room at (512) 424 – 2088 or (866) 266 - 8242.

EXTRADITION FIELD – LOCATE MESSAGE AND PROCEDURE
Prior to entry, an agency must make a determination regarding transportation or extradition.

Transportation refers to an exchange of an inmate between two law enforcement agencies within the State of Texas. Extradition refers to exchange of an inmate between two states

Per NCIC Code Manual:
20 - Warrants Extradition Limitation (EXL) Field Codes
In a record response, the translation field will include the code with the literal translation.

FELY: Felony Warrants
Code Translation
01 - FULL EXTRADITION

02 - LIMITED EXTRADITION SEE MIS FIELD

03 - EXTRADITION - SURROUNDING STATES ONLY

04 - NO EXTRADITION - INSTATE PICK-UP ONLY. SEE MIS FIELD FOR LIMITS

05 - EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD

06 - PENDING EXTRADITION DETERMINATION

MISD: Misdemeanor Warrants
Code Translation
A - FULL EXTRADITION

B - LIMITED EXTRADITION SEE MIS FIELD

C - EXTRADITION - SURROUNDING STATES ONLY

D - NO EXTRADITION - INSTATE PICK-UP ONLY. SEE MIS FIELD FOR LIMITS

E - EXTRADITION ARRANGEMENTS PENDING SEE MIS FIELD

F - PENDING EXTRADITION DETERMINATION

If an agency uses EXL/2, EXL/B for limited extradition, the states must be listed in the MIS field (i.e. Oklahoma only, Washington and Oregon only, within 300 miles, etc.). However, if the agency is only willing to transport within Texas, the extradition code must be 4 or D (for in state pick up only). Specific limits within Texas must be noted in the MIS field when using 4 or D (i.e. surrounding counties only, within 100 miles of city or county, etc.) Keep in mind that if a mileage limit is used and that mileage goes into another state, the EXL must be modified to 2 or B.

Pending extradition codes (5 or E, which must include information in the MIS field) are used when a subject is currently incarcerated in another jail facility, but will be released to another law enforcement agency to serve time on other charges, upon completion of previous sentence. (I.e. John Doe is currently serving time in Bexar County jail for a Bexar County warrant and will be extradited to Chicago to serve time on a warrant out of a Chicago jurisdiction.)

Criminal Justice Information System (CJIS) Field Support

Please welcome our newest CJIS Field Auditor, **Anna Gay.**

Anna Gay graduated from The University of Texas at Austin with a Bachelor's Degree in Communication Studies. Before promoting to her current position as a CJIS Auditor, Anna was a DPS Communications Operator in Waco for 2 years. In her spare time, she enjoys walking/hiking, watching new TV series, and spending time with family and friends.

Anna is being assigned CJIS Field Auditor Region 9

Adult and Juvenile Completeness Percentages

We want to remind you that 08/01/2019 is the date that Completeness percentages for adult and juvenile reporting, the average of the years 2013 through 2017, needs to be at 90% or better for grant applications. The Completeness Reports for the years 2013-2017 are emailed to the CJISJJIS Listserv at the beginning of each month. If you have any questions please contact your CJIS Field Auditor directly or the main CJIS office at 512-424-2478, cjisjjis@dps.texas.gov, or contact your local COG: http://txregionalcouncil.org/

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.

Juvenile Referral Dates information

A reminder that in order for the CR-43J to be input into the CCH database on new custody events there are three mandatory dates:

1. Date of Arrest
2. Referral Date (cannot be greater than 10 days from Date of Arrest)
3. Offense Date

Juvenile Sealing Worklist

Please note that the list you receive is not an "automatic sealing", this is a list of "scheduled sealing". This means that DPS is not automatically sealing records; DPS will not seal a record without a signed sealing order.

Make sure that DPS legal address is on the list of agencies to notify for sealing a juvenile record.

You can e-mail the Expunction/Sealing orders to Expunctions@dps.texas.gov, or mail to Texas Department of Public Safety, PO Box 4143, Austin, TX 78765-4143, Attn: Expunctions/Sealings. Fax number - 512 424 5666.

Domestic Violence (DMV) Reporting

During a recent audit of our criminal history database, we noticed over 8,000 offenses that had the DMV field filled out incorrectly. The CJIS Field Auditors have been working with the counties to get these corrected.

The Domestic Violence field on the reporting form is only to be used if the offense for that particular TRS meets the statutory definition of Domestic Violence. It is not to be on all offenses that an individual was arrested for, even if other offenses in the arrest event meet the definition.

For example, if you arrest an individual for Assault Family Violence and Interfering with Emergency Request for Assistance, you would enter a "Y" in the DMV field for the Assault Family Violence offense. Interfering with Emergency Request for Assistance does not meet the definition of Family Violence and should not have a "Y" entered in the DMV field.

Age of Victim Reporting

The Age of Victim field is only to be used in cases defined in Chapter 66.102 (h)(1-8) of the Code of Criminal Procedures. Please do not report a Victims Age if the offense does not meet the statutory requirements.

CJIS Field Support Continued

CJIS Website Portal

NICS Reporting Agencies: DPS will begin auditing all ORIs that report NICS data. The CJIS Site Support Specialist, James McElroy, will be contacting agencies in each county with details of the audit process.

Deactivation after 30 days of inactivity. This is an automatic process set up to comply with the FBI CJIS Security Policy. The deactivation cannot be delayed or stopped. If your account becomes deactivated, send an email to GRP_CJIS_SITE@dps.texas.gov with a request to have the account reactivated.

All Password Resets and Reactivations of accounts will result in an email being sent to the User ID associated with the account. Please use the link in the email to complete the password reset or reactivation of the account. The link will go to the Security Profile Setup page for the account where a new password or other updated information can be entered. Click on 'Save Changes' and the page will redirect to the Login screen. Login using the new password that was entered in the Profile setup. If you have requested a Password Reset, please be patient. The Password Reset process is a manual function in the DPS office and the request will be responded to as soon as possible. Do not click on the 'Password Reset' link multiple times.

If a user's email address has changed, the user can go to the Security Profile Setup (dropdown arrow next to the name in the upper right of the page) and enter the new email address. Click on 'Save Changes' and use the new email address as the User ID the next time logging on to the site.

If an incorrect or invalid User ID or Password is entered three times or more in a short time span, the account will automatically be locked. The lock will last 20-30 minutes. After the time has passed, the user will be able to attempt logging on again.

Permissions and accesses on the CJIS Site are agency specific. An arresting agency can have access to Add/Modify Arrests. A Prosecutor or Court agency can have access to Add Prosecutor/Court data. If a user would like to have access to a different office's permissions and data, then a document from that agency allowing the access needs to be sent to GRP_CJIS_SITE@dps.texas.gov. For example, if a Prosecutor would like to have the ability to Add/Modify Arrests, a signed documented agreement from the arresting agencies in the county allowing the Prosecutor that access will need to be emailed to CJIS.

If you have questions about the technical functionality of the CJIS Site, such as difficulty logging on, please contact GRP_CJIS_SITE@dps.texas.gov. If you have questions about the information being reported, such as the required fields, or questions about how to use the reports generated on the site, please contact your direct CJIS Field Auditor or the CJIS Field Support Unit at cjisjjis@dps.texas.gov.

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

September 2019 Goal – Myth Busters

House Bill 11 continues to create some concern for UCR Agencies and generates many phone calls.

> Question: What happens to summary reporting after September 1, 2019?
> Answer: HB 11 sets a "goal." DPS will continue to accept Summary (SRS) submissions, up until the FBI's cut-over date for NIBRS only (January 2021).

New agencies joining the UCR program must report via NIBRS going forward. If you are one of the nearly 600 SRS agencies, we want to talk to you about your NIBRS transition plan. DPS wants to partner with you to help you get there. If you are not going to meet the September deadline, then we need to know your NIBRS transition plan.

Contact your Field Rep or reach out to the DPS UCR Program by phone (512) 424-2091 or email NIBRS@dps.texas.gov for assistance.

Segment 8 & 9 for NIBRS

Many Agencies reporting via NIBRS have asked for an update on when DPS will update Segment 8 & 9, which includes Sexual Assault and Family Violence reporting. DPS has begun testing with our vendor, ahead of rolling this out into Production. Current schedules target August 2019 for deployment to the production system. TX DPS is working to update the manual and will publish it closer to release. We will send out Listserv updates, once we have confirmed dates for deployment and post the related updated documentation.

There will be a transition period, as Agencies work with their vendor to update their systems to incorporate these updates and TX DPS will remain backwards compatible until further notice.

To be subscribe for Texas UCR Listserv updates click here.

NIBRS Training
We are in the final stages of securing dates and locations for the next round of training classes. In order to make these trainings available to as many agencies as possible, we chose locations central to population centers throughout the state. The areas selected are:
➢ North Texas/Dallas area
➢ East Texas/Houston area
➢ South Texas/McAllen-Weslaco area
➢ North Texas/Tarrant County
Once the dates and specific venues are coordinated, NIBRS Trainers will make an announcement for registration.

Texas Audit Program
The IBR Bureau is also in the process of developing the NIBRS Audit processes and protocols for agencies that participate in the state UCR program. The goal of the audits will be to validate the accuracy of data, compliance with FBI NIBRS guidelines, compliance with Texas mandated reporting, identify training needs, and to provide feedback to agencies on their UCR reporting.
This Audit program will consist of a team that will visit selected agencies to undergo a NIBRS audit to verify data accuracy that is submitted to the state UCR program on a monthly basis. We will provide more details as the NIBRS Audit Program is developed.

Monthly Submissions
Please stay up to date in your monthly reports. UCR monthly reports are due to the state program no later than the 10th of the following month. Monthly submissions allow us to:
➢ Mimic the FBI's national program expectations of monthly submissions.
➢ Facilitate monthly feedback from DPS and FBI, in case corrections are needed.
➢ Reduce the end of year close out effort for agencies, DPS and FBI.
➢ Ensure the most accurate data is available on the Public Portal throughout the year.

NIBRS Certification Policy
Agencies transitioning to NIBRS (or changing NIBRS vendors) will have to go through the NIBRS certification process with TX DPS. In order to be eligible to certify, UCR reporting agencies must be current (up-to-date) and remain up-to-date with their UCR reporting until they pass.

Contact the DPS UCR Program by phone (512) 424-2091 or email NIBRS@dps.texas.gov for more information or assistance.

Incident Based Reporting Bureau (IBRB)

Texas Data Exchange (T-DEx)

The Trainings Are Coming, The Trainings Are Coming…
The Texas Data Exchange (TDEx) Program Office hired an N-DEx Trainer in an effort to get more users trained to the N-DEx system. The N-DEx Trainer is finishing their training and will be setting up N-DEx trainings throughout the state. DPS added a new TDEx Field Representative, Donald Glover, in January of 2019 and he has been feverishly training in preparation for setting out across Texas to provide training. He will be reaching out to introduce himself and to setup trainings in the near future.

Once our office is ready to begin trainings, our Trainer will start reaching out to Agency Administrators to find potential host sites. Criteria for host sites include:
➢ Seating capacity of at least 20
➢ Internet access in classroom
➢ Willingness to include surrounding agencies in training
➢ Plenty of free parking

If your agency wishes to host and does not want to wait to be contacted, that can be done by sending an e-mail to tdex@dps.texas.gov or by calling our office at 512-424-2629.

Incident Based Reporting Bureau (IBRB)
Use of Force (UoF)

Texas UoF Portal

For the mandated UoF reporting, the Texas Attorney General's office website is already live.

For the voluntary national UoF program, the Texas DPS UoF portal is currently in user acceptance testing and will be moving forward by adding approximately 40 pilot agencies to the portal for testing with reporting agencies.

Once testing is finalized, DPS will target sending UoF test files to the FBI around the beginning of September 2019.

DPS will send out updates, as we get closer to opening the UoF portal out statewide.

UoF Contact Information

For questions regarding the voluntary national UoF program here in Texas, please email UoF@dps.texas.gov. For phone calls, please contact DPS at (512) 424-2091 and ask to speak with our UoF team.

Sex Offender Registration (SOR)

Bi-Annual SOR Conference

The Texas Department of Public Safety (DPS) Sex Offender Registration (SOR) Bureau will be holding their bi-annual SOR Conference on November 18th – 21st, at the Galveston Island Convention Center in, Galveston, Texas. This conference is intended to inform Texas Criminal Justice Agencies of the latest legislative updates about Sex Offender Registration. Also, speakers from both DPS and stakeholder agencies will provide useful briefings and discussions on the Sex Offender Registration program.

The conference is free and open to law enforcement, SOR registrars, and anyone involved in the Texas Sex Offender Registration system.

Texas and Federal Agencies participating in this conference include:

- Texas Department of Public Safety
- Texas Attorney General Office
- Texas Department of Criminal Justice
- Texas Association Against Sex Assault
- US Marshal's Service
- Texas Health and Human Services

Conference Information:

- Dates: 18-21 November 2019
- Location: Galveston Island Convention Center (5600 Seawall Blvd. Galveston, TX 77551)

To reserve your place, please visit https://txdps.nuvolaacademy.com. We recommend using Firefox or Chrome to register via MyTrain, as Internet Explorer will result in minimal functionality. If you have previously attended a DPS course, you may already have a MyTRAIN account. If you are new to DPS courses, sign up as a new user with your email and P.I.D. (if applicable). After you log in, you will be able to search for the "Sex Offender Registration Conference 2019" to sign up. To request email updates for the conference, please send your request to SORC@dps.texas.gov

You may reserve your hotel room now at a discounted price at the hotels below:

The Holiday Inn Resort on the Beach
(Be sure to speak with the on-site reservation clerk in Galveston)
5002 Seawall Blvd.
Galveston, TX 77551
For room reservation, call: 409-740-5300

The San Luis Resort Spa and Conference Center
5222 Seawall Blvd.
Galveston, TX 77551
For room reservation, call: 409-744-1500

The Hilton Galveston Island Resort
5400 Seawall Blvd.
Galveston, TX 77551
For reservation, call: 409-744-5000

DPS IDENTIFICATION SUPPLIES ORDER FORM

CR-12 (Rev.11/16)

To: CRIME RECORDS SERVICE   Date: _____
     TEXAS DEPARTMENT OF PUBLIC SAFETY
     PO BOX 4143
     AUSTIN TX 78765-4143

Website address for FBI supply order: https://forms.fbi.gov/cjis-fingerprinting-supply-requisition-form

Please furnish the following supplies:

FORM NUMBER	DESCRIPTION	COUNT PER PKG	QUANTITY ORDERED
CR-6	DPS Applicant Fingerprint Card*	250 p/pkg	
CR-12	DPS Identification Supplies Order Form	100 p/pad	
CR-23	Out of State Probation/Parole Supervision Fingerprint Card	Single cards	
CR-26	Death Notice Form	100 p/pad	
CR-42	Request for Criminal History Check	100 p/pad	
CR-43	Adult Criminal History Reporting Form **with** Preprinted TRN and Fingerprint Card Attached*	100 p/pkg	
CR-43	Adult Criminal History Reporting Form **with** Fingerprint Card Attached*	100 p/pkg	
CR-43J	Juvenile Criminal History Reporting Form **with** Preprinted TRN and Fingerprint Card Attached*	100 p/pkg	
CR-43J	Juvenile Criminal History Reporting Form **with** Fingerprint Card Attached*	100 p/pkg	
CR-43P	Adult Probation Supervision Reporting Form **with** Preprinted TRN and Fingerprint Card Attached*	200 p/pkg	
CR-43P	Adult Probation Supervision Reporting Form **with** Fingerprint Card Attached*	200 p/pkg	
CR-44	Adult Supplemental Reporting Form	100 p/pkg	
CR-44J	Juvenile Supplemental Reporting Form	100 p/pkg	
CR-44S	Adult Supplemental Court Reporting Form	100 p/pad	
CR-45	Adult DPS Fingerprint Card*	250 p/pkg	
CR-45J	Juvenile DPS Fingerprint Card*	250 p/pkg	
	Fingerprint Card Return Envelopes (For arresting agencies Only)	100 p/box	

*DPS does not pre-stamp the agency ORI on any fingerprint card. +Overnight services are available at ordering agency's expense.

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

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

AGENCY
_____

STREEET ADDRESS
_____

CITY _____ STATE _____ ZIP

CRS DIRECTORY

CRS MANAGEMENT

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CJIS Security Office

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ACCESS & DISSEMINATION BUREAU

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Jennifer Norton	Customer Service Rep	jennifer.norton@dps.texas.gov	512-424-7111
Lisa Garcia	CRS Billing Clerk	lisa.garcia@dps.texas.gov	512-424-2912
Amanda Horelica	CRS Billing Clerk	amanda.horelica@dps.texas.gov	512-424-2936
Assistance Line	Record Checks		512-424-5079
Assistance Line	Secure Site		512-424-2474
Tierra Heine	CJIS/JJIS Forms and Fingerprint Card Supplies	tierra.heine@dps.texas.gov	512-424-2367
Eliza Garcia	CJIS/JJIS Forms and Fingerprint Card Supplies	eliza.garcia@dps.texas.gov	512-424-2367
	crssupplyorder@dps.texas.gov	**Fax order form to:**	**512-424-5599**

CRIMINAL HISTORY RECORD INFORMATION PROCESSING BUREAU

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TCIC/TLETS Training Assistance		TCIC.training@dps.texas.gov	512-424-2832
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