



CR NEWS

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Crime Records Division New Hires

Biometric Services Bureau Manager: Stephen Bell AKA "Steve"



Steve grew up in the Houston area where he joined the Army in 1985. He served until 2005 in various assignments including Germany, Panama, and the middle east. He retired and worked for the US Army for another six years as an Occupational Health and Safety Manager. He started at DPS in the Driver License Division as a Senior Manager over the Division's Regional Operations. In his time with DPS, he has also served as the Senior Manager of the Customer Service Center and the Driver Responsibility Program and as the as the DLD Supervisor in Region 6B3. Steve started as the Biometrics Services Bureau Manager in April 2023. He and his wife live in Gatesville with a variety of animals.

CRD/CLD Information Specialist: Ann Mohel AKA "Taylor"



Taylor is a native Texan who spent the past decade in the SF Bay Area refining her skills at the state-level teacher's union, creating, and editing documents and publications on behalf of the executive director and other departments. Now back home, Taylor embraces a role at the DPS where she gets to channel creativity in a position she's passionate about. Outside of work, Taylor can often be found immersed in a Skip-Bo battle with her family, reading alongside her orange tabby, or embracing the Texas heat. Taylor has a BA in English from UT-Austin, and lives life one meme at a time.

CR NEWS is published by the Texas Department of Public Safety. Comments, suggestions, and mailing list updates are welcome.

CR News MSC 0230
Attn: Taylor Mohel
PO Box 4143
Austin, TX 78765-4143

Crime Records Division New Hires continued

TX LESO Specialist: Patricia Deaver AKA "Patty"



Patricia Deaver has been a Texas LESO Program Specialist in the Crime Records Division since May 15, 2023. She has been in Public Safety since 2001, previously employed with the city of Georgetown as a Senior Emergency Communicator. Patty is from South Texas but calls Bell County her home. In her free time, she enjoys spending time with her cats and going on vacations with her husband.

Crime Records Division Promotion

CJIS Information Security Officer: James Gore



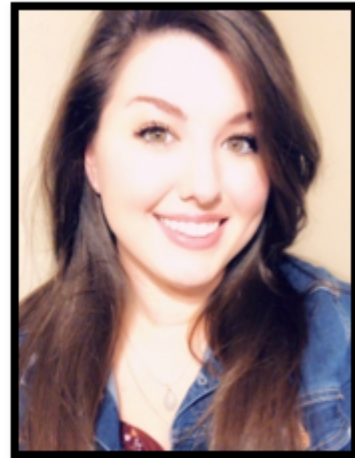
James is proof that promotional opportunities are available within the Texas Department of Public Safety (DPS). He came to DPS in 2018 as a CJIS Technical Auditor II, was promoted to a Technical Compliance Analyst in 2022, and recently promoted to serve as the CJIS ISO for the State of Texas and Senior Director of the Compliance and Training Bureau - Crime Records Division.

James has over forty years of experience in information technology (IT) mostly working in the private sector as a consultant for many Fortune 100 companies. In addition to a lifetime in IT, his passion for the outdoors led him to obtain a USCG Captain's license. Firmly believes that saltwater will cure anything if you spend enough time on it. Volunteered for over a decade at TP&W Sea Center Texas with his late daughter Rebecca. while he also served on the board of the Coastal Conservation Association - Brazoria County Chapter. In addition to becoming an old salt, he spent several years as a professional shooter/foreman on the historic King Ranch harvesting Nilgai Antelope for Texas Wild Game Cooperative. Yet throughout his career, he continues to have extensive travel experience throughout North America, establishing excellent customer relationships and has a reputation for quality and integrity, something he remains committed to at the premiere law enforcement agency in the country, the Texas Department of Public Safety.

Access and Dissemination Bureau (ADB)

New Image Archival Technician – Sarah Sullivan

Sarah Sullivan began her career with the department in April 2023. She knew she wanted to work in the Criminal Justice field as a freshman in college. Sarah always found herself having a passion for anything investigative, so she took to college and received her bachelor's degree in Criminal Justice-Law Enforcement in 2017. She then utilized her degree at the Texas Department of Criminal Justice where she went from being a file clerk to an Administrative Assistant IV for the warrants section in less than eight months. Sarah hopes to call DPS my forever home, especially considering she comes from a long line of DPS retirees. In her spare time, she loves to do anything outside (depending on the heat of course), reading, and spending time with her two-year-old daughter and family. Sarah wants to thank everyone for the opportunity to join the CRD team!



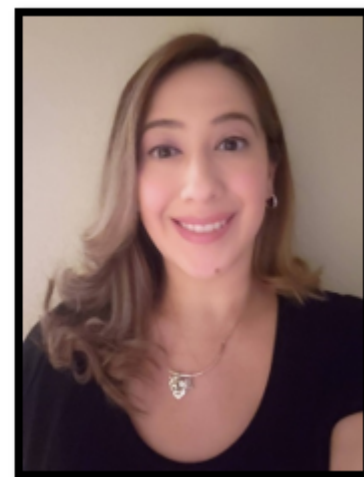
New Image Archival Technician – Olivia Smith

Olivia Smith worked at an Amazon fulfillment center as a logistics process assistant for 6 years. She graduated in 2021 with a bachelor's degree in Acting. She currently works in the image archive unit. In her free time, she enjoys acting, singing, writing creative stories, movies, running, and basketball. She is very family oriented and happy to be a part of DPS.



New Fingerprint Program Specialist - Veronica Terrazas

Veronica began her career with the department as a Training and Development Specialist with the Compliance and Training Bureau in September 2021. In this position, she assisted in developing and presenting virtual training as well as preparing for the Crime Records Conferences. She also made in-person visits to Law Enforcement agencies in her assigned region to provide training and any assistance the agency was needing to be compliant. Veronica was promoted to the Access and Dissemination Bureau/Fingerprint Services Unit as a Fingerprint Program Specialist in June 2023. She has enjoyed her time with DPS and looks forward to many more years with the Texas Department of Public Safety.



Access and Dissemination Bureau (ADB) continued

New Criminal History Inquiry Technician - Sherri Brauer

Sherri Brauer began her career with the department in January 2023. Prior to DPS, she was a Dispute Resolution Consultant with the Better Business Bureau. Sherrie is a mother of 4 grown children and a grandmother to 8 grandchildren with a new addition on the way. She recently added a new Shih Tzu puppy to the family. Sherri enjoys spending her time with family and friends.

Criminal Record Information Services Bureau (CHRIS) Error Resolution

Switch-Prints

The Texas Department of Public Safety Error Resolution Unit consistently receives numerous records that are entered but do not belong to the correct individual. The errors are a result of individuals who are fingerprinted with the wrong identifiers. These arrests are linked to other individuals who were fingerprinted before or after them. This results in a switch print switch record to occur. This is a time-consuming process for the ER unit to correct. The errors until corrected continue to appear on an individual's background. These errors cannot be corrected until the Error Resolution Unit obtains the CR-43 Arrest Form along with both prints of the individuals. For the Department to ensure that the proper records are being reported, it is essential that all information is cleared from entering a new arrest including prints. This will allow the correct prints and arrest information to be entered to the corresponding individual.

Please do not hesitate to contact the ER Unit if you have any questions.

Thank you,

Error Resolution Team

error.resolution@dps.texas.gov

Main number 512.424.7256

Biometric Services Bureau (BSB)

Electronic Arrest Reporting

The Texas DPS has been accepting Class C arrests on adults since 2009. Submitting a Class C arrest is not mandatory, but it is recommended. The only mandatory Class C arrests are those that involve family violence. Submitting Class C arrests to DPS applies additional fingerprints to DPS' MBIS and the fingerprints are checked against FBI's NGI and DHS' IDENT database (Secure Communities Program). If your agency is submitting TFLU (non-reportable) submissions on Class C offenses, please send them to DPS as a CAR (arrest) submission instead. TFLU submissions should only be sent to DPS to help identify someone if you are unable by other means. The ADN of 233 should be used when submitting Class C arrests so that it closes out the arrest. The ADN of 235 should be used for the family violence Class C. There is a list of generalized offense codes for Class C submission, please make sure the correct offense code is used. When using general offense codes, the specified offense committed should be entered in the Arrest Offense Literal (AOL) field. For the list of generalized offense codes see document 'Class C Offense Codes' at <https://www.dps.texas.gov/section/crime-records/appendix-k-offense-codes>.

Biometric Services Bureau (BSB) continued

For more information on Class C arrest reporting see the 'CR-50B Adult' manual at <https://www.dps.texas.gov/section/crime-records/cjis-and-jjis-reporting>. 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.

Compliance And Training (CAT) Bureau TCIC Audit

New TCIC Audit Member:

Amanda Hurtado

In 2021, Amanda started her career with the Department, working for the Crime Laboratory Division located in Jersey Village as an evidence technician. Earlier this year, she began working as an Administrative Review Specialist with the Texas Department of Agriculture. In July of 2023, Amanda made her official acceptance into the Compliance and Training Bureau, where she will work as a Texas Crime Information Center (TCIC) Auditor. Amanda's diverse experience makes her a great addition to our team.

Proper Use of Pseudonyms and their Purpose

Pseudonyms are often used in protection orders to prevent the complainant's identity from being disclosed in public records. The Office of the Attorney General for the State of Texas provides pseudonym forms for victims of sexual assault, stalking, family violence, and human trafficking. These forms request that law enforcement remove the name of the victim from all public files and records concerning the offense including, but not limited to, police reports, press releases, and records of judicial proceedings. A pseudonym, or fictitious name, will be used instead of the victim's actual name to designate the victim in all public files and records concerning the offense. The victim must be aware and understand that this pseudonym will only be used in records concerning the offense. (Texas CCP Ch. 58)

It is the responsibility of each law enforcement agency to notify victims that they have the right to use a pseudonym and to ensure that a pseudonym request is completed. If a victim would like to use a pseudonym, the law enforcement agency should explain the purpose of the form and inform the victim that the pseudonym will replace the victim's name only in public files concerning the offense. It is the victim's responsibility to complete the form with all information requested and return the completed form to the agency investigating the offense. When entering a protection order into TCIC/NCIC where a victim has opted to be identified by a pseudonym, an agency should ensure that the record is entered using the pseudonym. The pseudonym form must be maintained with the record for officers to properly identify the protected party and must also be maintained in a manner that protects the confidentiality of the information within the document. When entering an address for an individual who has opted to use a pseudonym, an agency should add a notation to the MIS field that the addresses listed for the complainant are confidential. For more information on pseudonyms and to access the forms, please visit the Office of the Attorney General website at <https://www.texasattorneygeneral.gov/crime-victims/services-crime-victims/pseudonym-forms-crime-victims> or contact TCIC Audit at tcic.audit@dps.texas.gov or via phone at 512-424-2809.

Compliance And Training (CAT) Bureau Sex Offender Registration (SOR) Training

Sex Offender Registration Training

Do you have questions about Texas Sex Offender Registration laws or procedures?

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

In-Person or Remote Training available

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

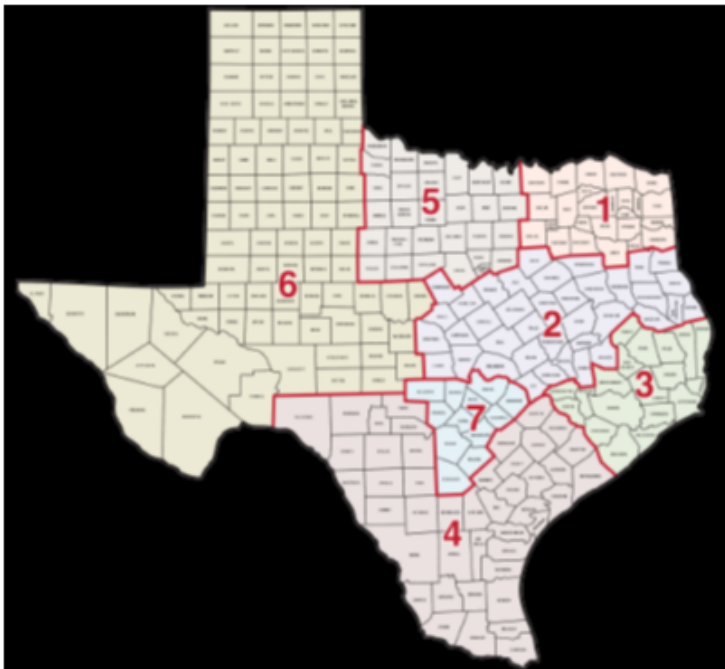
2023 Crime Records Conferences

The Texas Department of Public Safety Crime Records Division (CRD) is excited to announce the 2023 Crime Records Conferences that is currently taking place across the state through August. The topics are designed for anyone who works with CRD and will provide various sessions to enhance your knowledge and skills. Attendees can register for a single class or up to the full conference agenda. And if you missed the opportunity to attend, please contact us and we are happy to discuss training opportunities tailored to your needs. If you are interested in the conferences and/or would like to review some of the training material available from our sessions, please see more information here:

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

Who To Contact

Please see the map below and the contact information provided:



- Region 1: Tyon Cooper, (512)424-7615, Tyon.Cooper@dps.texas.gov
- Region 2: Charles Francis, (512)424-2343, Charles.Francis@dps.texas.gov
- Region 3: Barry Ives, (512)424-5835, Barry.Ives@dps.texas.gov
- Region 4: Lindsey Simon, (512)424-7885, Lindsey.Simon@dps.texas.gov
- Region 5: Irene Munoz, (512)424-7650, Irene.Munoz@dps.texas.gov
- Region 6: Mike Holm, (512)424-7892, Michael.Holm@dps.texas.gov
- Region 7: Rafael Martinez, (512)424-5578, Rafael.Martinez@dps.texas.gov

We can also be contacted through our main assistance line or email:

TxSOR@dps.texas.gov

SORB Main Line: (512)424-2800

Crime Information Bureau (CIB)

TCIC Control

Protection Order

The Protection Order File (POF) contains court orders that are intended to prevent stalking, intimidation, harassment, or domestic violence. Orders are issued by both civil and criminal state courts. The types of protection orders issued, and the information contained in them vary from state to state.

There are two primary categories of Protection Order for the purpose of entry into TCIC/NCIC: Permanent Protection Orders (Message Key EPO or EPOC) and Temporary Protection Orders (Message Key ETO or ETOC). Permanent Protection Orders are defined by the permanence or finality of the order; the expiration date is not a factor in determining if a Protective Order is final. Temporary protective orders are any order that is not final or permanent.

Protection orders must meet the following criteria before an entry can be made into the file: The protection order includes:

- any injunction, restraining order or any other order issued by a civil or criminal court for the purpose of preventing violent or threatening acts or harassment against, sexual violence or contact or communication with or physical proximity to another person including any temporary and final orders issued by civil or criminal courts whether obtained by filing an independent action.
- any support, child custody or visitation provisions, orders, remedies, or relief issued as part of a protection order, restraining order or stay away injunction pursuant to local, state, tribal or territorial law authorizing the issuance of protection orders, restraining orders or injunctions for the protection of victims of domestic violence, dating violence, sexual assault, or stalking.
- reasonable notice and opportunity to be heard must be given to the person against whom the order is sought. In the case of ex parte orders, notice and opportunity to be heard must be provided within the time required by state laws, and in any event within reasonable time after the order is issued, sufficient to protect the respondent's due process rights. In Texas, an ex parte protective order is issued for a duration of 14 days except in district court in multi-county districts or in counties over 2 million in population, where it may be extended to 20 days.

Ex Parte is an action done or made at the instance and for the benefit of one party only, and without notice to, or argument by, any person adversely interested; of or relating to court action taken by one party without notice to the other, usually for temporary or emergency relief. (*Black's Law Dictionary*, 8th ed. 2004)

Like all other valid protective orders, ex parte protective orders are to be entered into TCIC/NCIC and should be entered by the police department (if the residence is in the city limits) or sheriff's office (if the residence is outside the city limits) with jurisdiction over residence of the protected person. Ex parte orders are, by their nature, temporary and must be entered as temporary protective orders, using message key ETO or ETOC.

Ex parte orders may be extended by the issuing court. If the entering agency does not update the record to indicate the new expiration date (along with any changes or additions) PRIOR to the current expiration date, the record will become inactive. The ex parte protective order must then be again entered as a new entry.

Additional information can be found in the TCIC Protection Order Manual on Nextest Launch Pad CJIS Training. Sign on with a valid TLETS username and password.

Crime Information Bureau (CIB)

TLETS Operations

Texas Crime Information Center (TCIC) vs. Texas Law Enforcement Telecommunication System (TLETS)

To better educate our partner agencies about the differences between the Texas Crime Information Center (TCIC) and the Texas Law Enforcement Telecommunication System (TLETS), the Texas Department of Public Safety Crime Records would like to provide the following overview:

Please contact TCIC Operations at 512-424-2088 or TCIC.Operations@dps.texas.gov if you need assistance with any of the following topics. TCIC Operations is open 24/7.

- Entering, modifying, or clearing a record from TCIC/NCIC
- NCIC Vehicle Make and Model Codes
- Originating Agency Identifier (ORI) numbers. Requesting an ORI, Retiring an ORI, etc.
- Hits, locates, and detainers
- Record Validations
- ORI Validations
- Password resets for OpenFox after hours - If you are experiencing password reset issues for OpenFox outside of regular business hours, please use the Password Reset Web Portal located at <http://txlets.dps.texas.gov/pwdrstwebportal/>. If you cannot access the portal, contact TCIC Operations for assistance. Please note that TCIC Operations is available after hours. For password reset issues occurring Monday to Friday, 8 am to 4 pm, please contact TCIC Training at 512-424-2832.
- TXGANG
- License Plate Readers
- Access to Listserv
- Offline requests
- Moving records from one agency to another when the entering agency or dispatch changes

Please contact TLETS Operations at 512-424-2256 or TLETS@dps.texas.gov if you need assistance with any of the following topics. TLETS Operations is open from 8 am-5 pm Monday-Friday.

- Submission of TLETS New User Request Forms
- Submission of TAC Admin Forms
- Requesting a copy of your agency's TCR
- Requesting an OpenFox Product key
- Assistance with navigating to the TLETS Portal Website
- Hardware requirements about OpenFox
- System issues with OpenFox Desktop
- Interface Troubleshooting
- Requesting access to an ORI Number at OpenFox Messenger Terminals

CRD Auditors and Trainers

CJIS TECHNICAL AUDIT

James Buggs	CJIS Technical Auditor		james.buggs@dps.texas.gov	512-424-7794
Vacant	CJIS Technical Auditor		@dps.texas.gov	512-424-2937
Vacant	CJIS Technical Auditor		@dps.texas.gov	512-424-7137
Vacant	CJIS Technical Auditor		@dps.texas.gov	512-424-7401
Stephaine Feliz	CJIS Technical Auditor		stephaine.feliz@dps.texas.gov	512-424-7910
Daniel Ramos	CJIS Technical Auditor		daniel.ramos@dps.texas.gov	512-424-7914

CJIS FIELD SUPPORT

Andrew "Drew" Lambert	CJIS Auditor	Region 1	andrew.lambert@dps.texas.gov	903-255-5795
Jeff McIlhaney	CJIS Auditor	Region 2	jeff.mcilhaney@dps.texas.gov	979-776-3167
Jaclyn Hambright	CJIS Auditor	Region 3	jaclyn.hambright@dps.texas.gov	512-424-7614
Allante Smith	CJIS Auditor	Region 4	allante.smith@dps.texas.gov	512-424-7618
Orlando Gallegos	CJIS Auditor	Region 5	orlando.gallegos@dps.texas.gov	512-424-5539
Aaron Bonner	CJIS Auditor	Region 6	aaron.bonner@dps.texas.gov	512-424-5068
Anna Gay	CJIS Auditor	Region 7	anna.gay@dps.texas.gov	512-424-7552
Christopher Fiest	CJIS Auditor	Region 8	christopher.fiest@dps.texas.gov	512-424-7792
Kelsey Freeman	CJIS Auditor	Region 9	kelsey.freeman@dps.texas.gov	512-424-7953
CJIS Auditor Assistant Line				512-424-2478

NON-CRIMINAL JUSTICE UNIT

Esmeralda "Essie" Romero	Non-Criminal Justice Auditor	Region 3	esmeralda.romero@dps.texas.gov	512-424-7367
Karen Germo	Non-Criminal Justice Auditor	Region 4	karen.germo@dps.texas.gov	512-424-7521
Simon Reyes	Non-Criminal Justice Auditor		simon.reyes@dps.texas.gov	512-424-2855
Jane P. Armstrong	Non-Criminal Justice Auditor		jane.armstrong@dps.texas.gov	512-424-7399
Nicole Cheeks	Non-Criminal Justice Auditor		nicole.cheeks@dps.texas.gov	512-424-7941
Leatha Clark	Non-Criminal Justice Auditor		leatha.clark@dps.texas.gov	512-424-7403
Austin Gludt	Non-Criminal Justice Auditor		austin.gludt@dps.texas.gov	512-424-7970
Cristina Ibarra	Non-Criminal Justice Auditor		cristina.ibarra@dps.texas.gov	512-424-7943
Scott McKee	Non-Criminal Justice Auditor		scott.mckee@dps.texas.gov	512-424-7457
Anabel Patino	Non-Criminal Justice Auditor		anabel.patino@dps.texas.gov	512-424-7920
Carlos Ramirez	Non-Criminal Justice Auditor		carlos.ramirez@dps.texas.gov	512-424-7384
Marcelo Sanchez	Non-Criminal Justice Auditor		marcelo.sanchez@dps.texas.gov	512-424-5444
Monica Montoya	Non-Criminal Justice Auditor		monica.montoya@dps.texas.gov	512-424-5391
Kari Fletcher	Non-Criminal Justice Auditor		kari.fletcher@dps.texas.gov	512-424-5371

TCIC AUDIT

Alma Castillo	TCIC Auditor		alma.castillo@dps.texas.gov	512-424-7637
Michelle Fisher	TCIC Auditor		michelle.fisher@dps.texas.gov	512-424-2240
Yolanda Ortiz-Garcia	TCIC Auditor		yolando.ortiz-garcia@dps.texas.gov	512-424-0925
Debra Hutson	TCIC Auditor		debra.hutson@dps.texas.gov	512-424-2232
Melanie McDermott	TCIC Auditor		melanie.mcdermott@dps.texas.gov	512-424-2252
Charles Folger	TCIC Auditor		charles.folger@dps.texas.gov	512-424-5390
Shelly Ramsey	TCIC Auditor		shelly.ramsey@dps.texas.gov	512-424-2260
Amanda Hurtado	TCIC Auditor		amanda.hurtado@dps.texas.gov	512-424-2246

TCIC TRAINING

Jeffery Castille	TCIC/TLETS Training & Development		jeffery.castille@dps.texas.gov	512-424-7535
Jeffery Hammonds	TCIC/TLETS Training & Development		jeffery.hammonds@dps.texas.gov	512-424-7861
Nina Steward	TCIC/TLETS Training & Development		nina.steward@dps.texas.gov	512-424-7354
Raymond Trejo	TCIC/TLETS Training & Development		raymond.trejo@dps.texas.gov	512-424-2230
Melissa Walker	TCIC/TLETS Training & Development		melissa.walker@dps.texas.gov	512-424-7309
Susan Whisenhunt	TCIC/TLETS Training & Development		susan.whisenhunt@dps.texas.gov	512-424-2233

INCIDENT BASED REPORTING TRAINING

Jennifer "Jenn" Bushee	Training & Development	Region 1	jennifer.bushee@dps.texas.gov	512-424-2987
Shawna Goerlitz	Training & Development	Region 2	shawna.goerlitz@dps.texas.gov	512-424-2502
Jaimee Mayes	Training & Development	Region 3	jaimee.mayes@dps.texas.gov	512-424-2460
Valerie de Angeli	Training & Development	Region 4	valerie.deangeli@dps.texas.gov	512-424-2025
Alison Padula	Training & Development	Region 5	alison.padula@dps.texas.gov	512-483-0076
Alejandra "Alex" Martinez	Training & Development	Region 6	alejandra.martinez@dps.texas.gov	512-424-2911

SEX OFFENDER REGISTRATION TRAINING

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
Michael Holm	Training & Development	Region 6	michael.holm@dps.texas.gov	512-424-7892
Rafael Martinez	Training & Development	Region 7	rafael.martinez@dps.texas.gov	512-424-5578

DPS IDENTIFICATION SUPPLIES ORDER FORM



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**

CRD DIRECTORY

CRD MANAGEMENT

Michelle Farris	Chief	michelle.farris@dps.texas.gov	512-424-7659
Luz Dove	Senior Director, CRD	luz.dove@dps.texas.gov	512-424-7964
Loann Garcia	Senior Director, CRD	loann.garcia@dps.texas.gov	512-424-2409
James Gore	Senior Director, CJIS ISO	james.gore@dps.texas.gov	512-424-7186

CRD Billing Unit

Jennifer Norton	Program Supervisor-Billing Unit	jennifer.norton@dps.texas.gov	512-424-2312
Lisa Garcia	CRS Billing Clerk	lisa.garcia@dps.texas.gov	512-424-2912
Onnesty Harewood	CRS Billing Clerk	onnesty.harewood@dps.texas.gov	512-424-5580
Tierra Heine	CJIS/JJIS Forms and Fingerprint Card Supplies crssupplyorder@dps.texas.gov	tierra.heine@dps.texas.gov	512-424-2367

Fax order form to: 512-424-5599

COMPLIANCE AND TRAINING BUREAU

John Morse	Supervisor, CJIS Field Support	john.morse@dps.texas.gov	512-424-5067
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Maggie Walker	Supervisor, IBR Training	maggie.walker@dps.texas.gov	512-424-0334
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NCJU Assistance (opt.3)		CJIS.Audit@dps.texas.gov	512-424-2474
TCIC/TLETS Audit Assistance		TCIC.audit@dps.texas.gov	512-424-2809
TCIC/TLETS Training Assistance		TCIC.training@dps.texas.gov	512-424-2832
IBR Training Assistance		IBR.compliance@dps.texas.gov	512-424-2091
SOR Training Assistance		SOR.compliance@dps.texas.gov	512-424-2800
CJIS Security Assistance		security.committe@dps.texas.gov	512-424-5686

ACCESS & DISSEMINATION BUREAU

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Assistance Line	Secure Site		512-424-2474

CRIMINAL HISTORY RECORD INFORMATION SERVICES BUREAU

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Error Resolution Assistance Line			512-424-7256

BIOMETRIC SERVICES BUREAU

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CRIME INFORMATION BUREAU

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