Texas Department of Public Safety
NEWSLETTER

2023 DPS Crime Records Division Conference, Corpus Christi, Back to front: Jamee Mayes, Maggie Walker, Alison Padula, Valerie de Angeli. Submitted by IBR Training and Compliance team, Page 6.

CRIME INFORMATION BUREAU
TLETS Operations: User Request Forms & Terminal Control Reports (TCR)

For User Request Forms (URFs), please send an email to TLETS@dps.texas.gov and allow up to 10 business days for processing.

For urgent requests, add "RUSH" or "URGENT" to the subject line of your email. Further instructions can be found in the New User Request form instructions.

You can access the forms by visiting nexTEST. Scroll down to "Launch Pad" at the bottom of the page, and then select "CJIS Training," followed by "TAC Information." To gain access, please enter your TLETS User ID and password.

Administrators/TACs, please take note: If you have access to your agency's TLETS users in Configurator, it is mandatory to include comments in the "info tab"
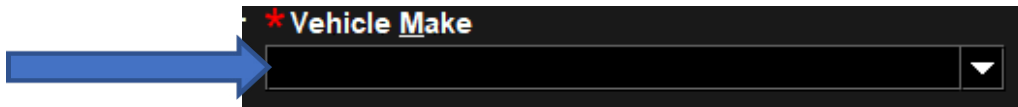
when making any changes to the account. For example, if you check the disable box in Configurator, be sure to provide remarks in the info tab. This information is useful for DPS in case there are any issues or concerns related to the user account.

Additionally, please be aware that if your agency's TCR is not up-to-date, changes to your terminals may occur. To request terminal updates, please contact security.committee@dps.texas.gov, and for contact updates, use the TAC/Admin form and send them to TLETS@dps.texas.gov.

CRIME INFORMATION BUREAU (CIB)

TCIC Operations: Troubleshooting Vehicle Entries in OpenFox Messenger

The most common errors while entering vehicles involve the VIN field. For all errors involving a Vehicle Identification Number (VIN) error, troubleshoot the Vehicle Make (VMA), Vehicle Model (VMO), and Vehicle Style (VST) fields. These fields are interrelated, and checking them as a set will typically resolve the majority of VIN errors.

1. **Right-click, or use CTRL F, Over the VMA field:**

2. **Select "Search Code List," and this window will open with two empty fields at the top:**

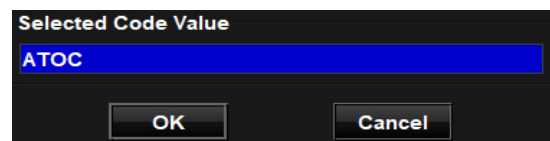First field: Manufacturer name

Second field: Choose category

3. **Start with the second field labeled "Only Search From,"** and then proceed to the first field. In the second field, choose the appropriate vehicle category you are entering. **For light-duty cars or trucks, you need only use the top field;** the category selection is not required in these cases. These are the most commonly used categories:

> **The most common errors while entering vehicles involve the VIN field.**

- **Farm and Garden:** Riding mowers, farm/ranch-sized tractors, and ATV/UTV/4 wheelers with a steering wheel
- **Trailer:** Any and all trailer entries, VMO TL is always used. If there is a model name or number, it should be placed in the MIS field.
- **Truck:** Large trucks (450 models and up), motor homes, and 18-wheeler cabs.
- **Motorcycle:** Two-wheeled motorcycles, mopeds, scooters, and ATVs/four-wheelers with handlebars.
- **Special:** Always use as "SPEC" [space] the manufacturer name in the VMA field. This covers items like golf carts, dune buggies, go-carts, motorized wheelchairs, and motorized ride-on toys.
- **Construction:** Skid steers, large construction-size tractors and backhoes, excavators, generators, or other construction equipment with its own wheels or attached/bolted to a trailer.
- ATV codes should only be used if the manufacturer is not found in the Motorcycle category.

4. **Use the first field to type in the manufacturer name** and select the correct code, which will show at the bottom of the Search Code List window.

ACCESS & DISSEMINATION BUREAU (ADB)

Omnibus Bill - HB 4123

The FBI conducts thorough reviews of state statutes and legislative bills to ensure they align with federal law and meet the DOJ criteria for fingerprint submissions to the FBI CJIS Division for national criminal history background checks. A statute cannot be approved for access to the FBI CHRI unless all criteria specified in Pub. L. 92-544 are satisfied.

During the 88th Legislative Session, the HB 4123 Omnibus Bill, was introduced to amend statutes for national criminal history information access in accordance with Pub. L. 92-544. This comprehensive 139-page bill impacted multiple state agencies and immediately went into effect after it was passed.

The Fingerprint Services Unit (FSU) sought assistance from other state agencies mentioned in the bill to review their statutes, which had passed through the legislative process, in order to help determine if they would gain approval from the FBI. Submissions then underwent FSU review to ensure accuracy and completeness before being sent to the FBI Criminal Justice Information Legal Unit (CJILU). This process includes the Public Law 92-544 Request form, amended language, new statutes for ORI assignment, and supporting statutes.

Many reviews have been submitted to CJILU for review and continued efforts remain.

New ADB Team Members

Image Archival Technician Dorrian Murphy

Dorrian has lived in the Austin area with her family since the age of six. She graduated from Austin Community College in 2020 with a degree in Journalism while working at her long-time position managing a bakery downtown. Outside of work, she enjoys making art, watching horror movies, and spending time with her friends, family, and cats. She is currently happily scanning away in the Image Archival Unit and wants to thank the CRD team for their warm welcome!

Finger Print Specialist Shawn McCauley

Born and bred in Texas, hailing from NW Houston/East Texas, Shawn is a newcomer to the Austin area, moving here in 2021. Coming from a long family history of state agents (including his wife across the way in the TXDPS Crime Lab Division), Shawn followed in their footsteps by obtaining his Bachelor's in Criminal Justice from Sam Houston State University with career goals in DPS set in his sights. After a wonderful experience with TCEQ's Office of Legal Services as a legal secretary, as well as managing administrative assistant for the Environmental Crimes Unit, he gladly took an opportunity to join the TXDPS family with the Fingerprint Services Unit as a fingerprint program specialist. He is eager and grateful to begin his DPS journey with FSU, as well as to put his prior knowledge and skills to use, to be of as much service as he can. In his personal world, he is learning how to properly be a first-time homeowner. Hobbies of his include playing guitar, cooking, ancestry research, gaming and just hanging out at the house with his lovely wife and goofy beagle, Drake.

BIOMETICS SERVICES BUREAU (BSB)

Brief Biometric Section Overview

The Biometric Section is a 24-hour department that completes fingerprint verifications to make identifications for law enforcement agencies, medical examiners, and background checks. In some cases, mailed in footprints are used to make an identification. Criminal or non-criminal fingerprints can be received by livescan submissions, fax, email, or a mailed in hard fingerprint card. When faxing or emailing biometric information, the resolution must be at least 600 ppi or set on a superfine fax resolution.

The current system DPS uses to receive fingerprint submissions and make verifications is referred to as MBIS (Multi-Modal Biometric Identification System). MBIS is the primary job for the Biometric Section. Criminal or non-criminal submissions can be processed with no human intervention, or based on set criteria, requiring an analyst to work the submission.

When an analyst is required to work the submission, it could go through three processes: a quality control (QC) edit, 1st verification, and 2nd verification. The QC edit process is to correct any sequence errors and check the overall quality of the fingerprints, including rolled, plain impressions, and palm prints. The 1st and 2nd verifications are for an analyst to compare the submitted prints to a possible hit/no-hit. The verifications are completed as blind verifications, meaning the second verifier cannot see the decision of the first verifier. The average number of submissions MBIS receives for a monthly basis for criminal submissions is around 60,000. The average number of non-criminal submissions MBIS receives is around 90,000.

Questions? Contact: **BSB for criminal submissions:** 512-424-5248 or FP.Request@dps.texas.gov. **ADB for applicant submissions:** 512-424-2365, Option 6. **Livescan and Mobile ID:** 512-424-7026 or livescan@dps.texas.gov. **MBIS:** 512-424-2456 or MBIS@dps.texas.gov.

Non-Criminal Justice Fingerprint Submissions for Fiscal year 2023 (ADB)

The Access & Dissemination Bureau (ADB) provides services for agencies with statutory authority to receive fingerprint criminal history record information from Texas and the FBI. The fingerprint submissions are processed through our Fingerprint Applicant Services of Texas (FAST) program, CJ Livescans for applicant purposes, and CJ agencies and legal name change hard cards submitted to TX DPS.

ADB processed the following fingerprint submissions for Fiscal Year 2023:

FAST: 933,605
Livescan: 15,874
Hard Cards: 27,168
Total: 976,647

DPS Fingerprinting Survey

The Texas Department of Public Safety and Idemia have partnered to provide electronic fingerprinting services for the State of Texas. We encourage anyone who has been fingerprinted to **take the survey provided here.**

We aim to ensure fingerprinting is a quick and efficient process for all. Please let us know if there is anything we can do to improve the fingerprinting process.
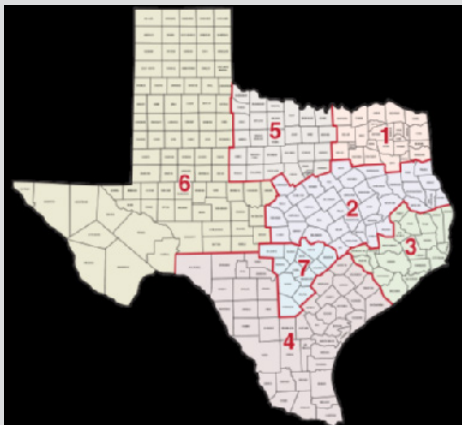
COMPLIANCE AND TRAINING BUREAU (CAT)

Sex Offender Registration (SOR) Training

2023 Crime Records Conferences

We want to thank all those that participated in the 2023 Crime Records Conferences that recently concluded. The Texas DPS Sex Offender Registration (SOR) unit received positive feedback on all courses offered and we look forward to making improvements on these course offerings for future conferences and trainings. If you missed the opportunity to attend, please feel free to contact us and we are happy to discuss training opportunities tailored to your needs. Additionally, if you would like to review some of the training material available from our sessions, please find more information on the [Crime Records Conference web link](). We anticipate hosting additional Crime Records Conferences in future years and more information will be available through the link below or through your SOR regional field representative as it becomes available. We look forward to seeing you at the next one!

Regional Field Rep Contact Info

Reg. 1: Tyon Cooper, (512)424-7615, Tyon.Cooper@dps.texas.gov

Reg. 2: Charles Francis, (512)424-2343, Charles.Francis@dps.texas.gov

Reg. 3: Barry Ives, (512)424-5835, Barry.Ives@dps.texas.gov

Reg. 4: Lindsey Simon, (512)424-7885, Lindsey.Simon@dps.texas.gov

Reg. 5: Irene Munoz, (512)424-7650, Irene.Munoz@dps.texas.gov

Reg. 6: Mike Holm, (512)424-7892, Michael.Holm@dps.texas.gov

Reg. 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

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. Whether you have simple questions or want to improve your knowledge base of the Texas SOR Program, applicable forms, or navigation of the SOR secure website, our regional field representatives are available. We can travel to your agency and provide tailored training, or we can conduct online training using web-based meeting software. We are currently scheduling and conducting our eight-hour TCOLE accredited Sex Offender Registration and the Secure Site classes for 2023. If you are interested in any of these training options or hosting a SOR regional training class, please contact us, see the map above.

COMPLIANCE AND TRAINING BUREAU (CAT)

Incident Based Reporting (IBR) Training

2023 DPS Crime Records Division Conference, San Antonio, From left: Jennifer Bushee, Jaimee Mayes, Shawna Goerlitz, and Alison Padula

The Incident Based Reporting Compliance and Training team has been traveling around the state visiting local agencies within their perspective regions, as well as finishing up our conference.

We have completed our 2023 Crime Records Division Conferences and would like to thank each of you that were able to attend and make it successful.

Here's the link for all 2023 CRD

Conference presentations: Crime Records Conferences | Department of Public Safety.

If you were not able to make it this year, please be on the look out for our 2024 CRD Conference information to come.

If your trainer has not been out to meet you or if you haven't met them at any of the conferences, don't worry, they will be reaching out to visit and meet each of their agencies.

If you are not sure who your regional training and compliance trainer is, please send an email to NIBRS@dps.texas.gov and someone can assist you with that information. Our team will continue to hold virtual trainings in 2023 and build on those trainings.

Our team strives to bring the best training experience and knowledge possible and assist with all your training needs.

Monthly announcements are sent out via email to the agency's NIBRS point of contact with available classes and dates so be on the lookout for that communication. Please share those announcements with staff within your department that would benefit from our virtual trainings. See Next Page for list of trainings.

If you would like information on any of the trainings we currently provide, please email us at IBR.Training@dps.texas.gov with any questions or requested information about these trainings.

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

Regional Field Rep Contact Info

Region 1 (North Texas) Jennifer Bushee, 512-217-9784

Region 2 (East Texas) Shawna Goerlitz, 512-424-2502

Region 3 (South Texas) Jaimee Mayes, 512-424-2460

Region 4 (West Texas) Valerie de Angeli, 512-424-2025

Region 5 (Panhandle Texas) Alison Padula, 512-424-0076

Region 6 (Central Texas) Alejandra "Alex" Martinez, 512-424-2911

Trainings the IBR Training and Compliance Team Currently Provides Virtually (CAT IBR Training)

2023 DPS Crime Records Division Conference, El Paso, From left : Alejandra Martinez, Shawna Goerlitz, Maggie Walker, and Valerie de Angeli

1. **Cargo Theft**: This presentation will provide an overview of cargo theft including offenses, scenarios, and quality control checks.

2. **Group A Offenses - Crimes Against Persons**: This class is for participants to gain a greater understanding of crimes against persons whose victims are always individuals, along with which data elements are mandatory when reporting these offenses.

3. **Group A Offenses - Crimes Against Property**: This class is for participants to gain a greater understanding of crimes against property where the object of the offense is to obtain money, property, or some other benefit, along with

which data elements are mandatory when reporting these offenses, including types of victims required.

4. **Hate Crimes:** This course will assist law enforcement agencies in the types of bias crimes to be reported, how to identify a hate crime, and guidelines for reporting a hate crime.

5. **How to Read a Flat File:** This in-depth presentation highlights segments and data elements found in each NIBRS Flat File segment, the data elements and values within the segments, and how to read and interpret an NIBRS incident from a flat file.

6. **Molly Jane's Law and ViCAP** This presentation will help you

understand the basics of House Bill 3106 Molly Jane's Law and the Texas requirements for law enforcement agencies on reporting incidents that apply to Molly Jane's Law.

7. **NIBRS Errors and How to Fix Them:** This in-depth presentation highlights NIBRS errors, warnings, where to locate errors in the DPS system, and how to correct them.

8. **Texas Specific or "T" Errors**: This course will inform law enforcement agencies about the Texas Mandated Reports' Texas Specific Errors that they face in their Uniform Crime Reporting.

9. **Texas Mandated Reporting**: This course will inform law enforcement agencies about the Texas Mandated Reports and Texas-specific errors that they face in their Uniform Crime Reporting reports.

10. **Group B Offenses:** This class highlights the seven NIBRS Group B offenses that are not Group A offenses for Texas NIBRS reporting agencies. Learn which offenses are no longer reportable, when to report Group B offenses, and learn examples of various Group B offenses.

11. **Crimes Against Society**: This course is for participants to gain a greater understanding of crimes against society, whose victims are

Trainings the IBR Training and Compliance Team Currently Provides Virtually, cont. (CAT IBR Training)

always society, along with which data elements are mandatory when reporting these offenses.

12. **LEEP/NDEx/DataBroker:** This course will offer what LEEP/NDEx/Data Broker are and the understanding of the importance of sharing information and how it is shared via the data broker from local agencies to the state programs and the FBI.

13. **NIBRS Overview and Manual Entry:** This class is for participants who are new to NIBRS reporting due to HB4879 and gives an overview of the DPS UCR program as well as a step-by-step guide to manually entering an NIBRS incident and zero report in the DPS UCR repository.

14. **Use-of-Force Program Overview and Manual Entry:** This course is for those agencies already

2023 DPS Crime Records Division Conference, Amarillo, From left: Maggie Walker, Jennifer Bushee, Alison Padula, and Shawna Goerlitz

participating in the voluntary National Use-of-Force program and will be viewing the Texas DPS Use-of-Force Portal for entry of UoF incidents/zero reports.

15. **Use-of-Force Program**

Overview: This course is for gaining a greater understanding of what the National Use-of-Force program is and the differences between Texas mandated reporting and the voluntary program.

COMPLIANCE AND TRAINING BUREAU (CAT)
Criminal Justice Information System (CJIS)

CJIS & JJIS Completeness Percentages

Beginning January 1, 2024, the granting agencies will be looking at the 2018 through 2022 reporting years for 90% completeness percentages.

It is never too early to start looking at your completeness percentage for adult and juvenile reporting during

the 2018 through 2022 reporting years. If you have any questions or need help with running reports to find the offenses that are affecting your completeness percentage, please contact your CJIS field auditor directly or the main CJIS office at 512-424-2478 or

cjisjjis@dps.texas.gov.
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.

CAT, CJIS, Next Page

COMPLIANCE AND TRAINING BUREAU (CAT)

TCIC Audit

Record Locates

NCIC policy requires a locate to be placed when a wanted person has been apprehended. This includes placing a locate with NOEX when a wanting agency will not pick up the apprehended person, and the apprehending agency is within defined extradition limits. Additionally, a locate should be placed when property is located, and with some exceptions, when a missing person is found. Specific procedures are in place concerning locates for each type of file.

A locate on a wanted person entry must be placed once a hit has been confirmed, and the apprehending agency is within the geographical area of extradition defined in the entry's Extradition Limitations field. When the locating agency intends to hold a subject on local charges, the Extradition field (EXT) in the NCIC Locate Wanted Person form should contain DETN. When the subject will not be held on local charges and is being held on another agency's warrant, the EXT field should contain EXTR. EXTR refers to both extradition from out of state and transport within the state. It should be noted that a record with MKE/EW or MKE/EWJ that has been located once will be retired five days from the date of locate. A second locate will reset the retirement date to five days from the second locate. If the apprehending agency is outside the extradition limitations specified in the entry, then the record should not be located. However, if the apprehending agency is within the extradition limits defined in the entry, but during the hit confirmation process, the entering/wanting agency advised that they will not pick up the subject, or the entering/wanting agency does not provide the apprehending agency information concerning an extradition decision, then the entry should be located with EXT/NOEX. A record located with NOEX will not be retired within five days of the initial locate. A second locate with NOEX will immediately retire the record.

A wanted person record must be in located status before an entering agency can place a detainer on the record. If the locate is placed incorrectly or the apprehending

Juvenile Sealing Worklist (CAT CJIS)

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 send your order to the DPS in the following methods:
Expunctions@dps.texas.gov, or
Texas Department of Public Safety
PO Box 4143
Austin, TX 78765-4143
Attn: Expunctions/Sealings
Fax: 512-424-5666.

Arrest Reporting

Please ensure that you are reporting the demographics accurately when submitting arrests. Do not use information obtained from an offenders criminal history to complete the demographics. The information and documentation should be obtained from the offender (such as drivers license or ID cards), etc.

Record Locates, cont. (CAT TCIC Audit)

incorrectly or the apprehending agency refuses to place a locate, the entering agency can place a locate with EXT/EXTR or EXT/DETN, but not NOEX, on its own record but then must also place a detainer on the record as well. There are certain conditions under which an entry in the Missing Person file should not be located. When a locate is placed on a missing person record, the record is immediately retired. In an instance where partial body parts are recovered, the entering agency should be consulted before a locate is placed. It is up to the entering agency to decide if they want the record to remain in the system in the event that additional body parts are recovered. A locate should not be placed on a missing juvenile who has been removed from the United States until the child has been returned or all issues concerning the return have been resolved. Detailed information on locates for each NCIC file can be found in the NCIC Operating Manual.

Texas Leads the Nation as First Nlets Certified State (CAT TCIC Audit)

We are pleased to announce that Texas has achieved the distinction of becoming the first Nlets certified state. Our dedicated TCIC/TLETS training and development specialists invested significant effort in completing the N-Cert training and integrating its content into our state's core curriculum. As a testament to their hard work, each training specialist has earned Nlets certification.

Earlier this year, Nlets introduced N-Cert, a comprehensive certification program designed for state-level trainers. In order to qualify for certification, every training specialist successfully completed 55 training modules and achieved a passing score of 80% or higher on the cumulative exam.

N-Cert encompasses vital modules that agencies can readily access and utilize as valuable resources. These modules cover various topics, including administrative messages, criminal history record information, driver history and license transactions, HELP files, hit confirmation, LEO flying armed, Canadian files, and many others. In our commitment to providing ongoing education and resources to the criminal justice community, the Nlets modules are conveniently accessible through CJIS Online and nexTEST. For CJIS online access, simply log in with your credentials, and on the homepage, select "Go to Nlets Training." For nexTEST access, log in with your credentials, navigate to the "Other Training" tab, and choose "N-Cert Training Portal."

> " *Congratulations to Texas and the TCIC/TLETS Training Specialists!*

QWI – COMBINED III AND NCIC TRANSACTIONS
(CAT TCIC Audit)

The QWI transaction allows the user to access both Next Generation Identification (NGI)/Interstate Identification Index (III) and NCIC by performing one transaction; however, it does not provide access to INTERPOL. NCIC and NGI/III will independently return positive and/or negative responses, including Wanted Person file records matching the search criteria, regardless of the seriousness of the offense or extradition. This transaction streamlines the person entry process by reducing the number of forms the operator must complete to acquire entry information. Operators only need to run QWI instead of QW and QH before entering a record.

All fields with an asterisk (*) are required and must contain proper information for the transaction to be submitted. You'll notice that the QWI form does not include a requestor field. For III, which requires a requestor, the name in the attention field is copied to the requestor field during the QWI CCH/III transaction. If the requestor field needs to differ from the attention field, the operator should use the QH transaction instead. Subjects are processed by name (in the required-information section) and one of the following identifiers: sex and date of birth, miscellaneous number, or social security number. When using sex and date of birth, you can also include MNU or SOC to narrow the search.

During the TCIC audit process, your auditor will randomly sample criminal history record inquiries requested by your agency or other agencies for which you inquire. This sampling will encompass criminal history record inquiries using both the QH and QWI forms. In the example above, number one represents the criminal history record inquiry using the QWI form, while number two used the QH form. The CCH Log inquiries are similar regardless of the transaction used to access the information.

QWI – Combined III and NCIC Transactions Cont., Next Page

QWI – Combined III and NCIC Transactions, cont.
(CAT TCIC)

Texas Department of Public Safety
Agency Computerized Criminal History Audit Report
TX0000000 from 2022-07-05 thru 2022-07-05 Requested Records - 2

11:28 Tuesday, July 5, 2022   1

Count	Date	Time	MNM	MKE	ORI	Transaction
1	07/05/22	11:23:59	M118	QH	TX0000000	2L01M118 M25629432.QH.TX0000000.NAM/DOE,JOHN.PUR/C.REQ/TCIC AUDITOR DANNA GARCIA.SEX/M.RAC/U.DOB/19571225.OPR/TCIC AUDITOR DANNA GARCIA.RFI/CJPM118
2	07/05/22	11:25:41	M118	QH	TX0000000	2L01M118 M25633460.QH.TX0000000.NAM/DOE,JAMES.SEX/M.RAC/U.DOB/19581225.PUR/C.REQ/TCIC AUDITOR DANNA GARCIA.OPR/TCIC AUDITOR DANNA GARCIA.RFI/CJPM118

In number one in the example provided above, the execution of the criminal history record inquiry was using the QWI form, while in number two, it was run using the QH form. You'll see that the CCH Log inquiries are similar, regardless of the transaction employed to access the information. **The QWI transaction form can be accessed through several methods:** selecting it from the menu tree as depicted on the right, entering 'QWI' in the command bar and pressing enter, or choosing it from the forms list on the top menu bar.

📁 Criminal History/III
- Criminal History / III Identification Query (QH)
- Criminal History / III Record Request (QR)
- Query Person - TCIC/NCIC/III (QWI)
- CHRI Identity Query (IQ)
- CHRI Full Record Query (FQ)
- Manual Criminal History Check Request (MCCH)
- Corrections Tracking System Query (CTSI)
- CHRI Additional Information Request (AQ)
- Response to Manual CCH Request from Texas (AR)
- Name Based Disposition Query (QD)
- Administrative III Inquiry (ZI)
- Administrative III Record Request (ZR)
- III Status Flag Verification Message (ZRS)
- ⊞ 📁 CCH
- ⊞ 📁 Error Resolution

For more information on the QWI form, refer to the III/NFF Manual located within the nexTEST Launch Pad under CJIS Manuals. If you need assistance, please contact TCIC Operations at 512-424-2088 or tcic.operations@dps.texas.gov.

INCIDENT BASED REPORTING BUREAU (IBR)
Staffing Updates

Upcoming Retirement
TDEx Program Specialist JC Villanueva

JC is retiring in November after nearly 28 years with the Department. We appreciate his dedication to DPS and the TDEx Program over his time here. He will be missed

Service Milestone

Quality Control Analyst Stuart Wolfe

Stuart recently celebrated 25 years with the Department.

Extensible Markup Language (XML) Submissions (IBR)

XML submissions use web services for nearly real-time incident data submission. National programs are increasingly adopting this electronic method for various initiatives, such as the National Data Exchange (N-DEx), NIBRS data for Uniform Crime Reporting (UCR), and National Use of Force (UoF).

- **Transition Assistance:** The FBI Data Integration Team, in collaboration with the Integrated Justice Information Systems (IJIS) Institute, offers assistance and resources to local agencies transitioning to XML submissions.
- **Funding: The Byrne JAG grant**, a federal program, allocates funding to states, tribes, and local governments to prevent and control crime. The Governor's Office has confirmed that these funds can be utilized for the XML transition.

DPS has established the data broker to enable agencies to submit their XML data through a centralized web service, which subsequently directs the data to the relevant program databases. The functionality for N-DEx and NIBRS submissions is already operational. The Department is currently configuring the Use-of-Force component.

National Data Exchange (N-DEx) Program
N-Dex Self Help (IBR)

The FBI offers monthly online learning workshops for users, and N-DEx provides in-system assistance. Once logged into N-DEx, users can access training tools from the dropdown box under the 'Training' header. Quick Reference provides concise one-to-two-page instructions on executing searches, setting up alerts and notifications, and utilizing batch search capabilities. Additionally, video tutorials cover these topics and include Link Visualization functions. The training CBTs offer training on N-DEx policy and the N-DEx system. They also include a link for users to register for online trainings provided by the FBI. Workshops include:

> **For further details on getting started, reach out to any of our programs:**
> 1. Texas Data Exchange (TDEx) TDEX@dps.texas.gov
> 2. Uniform Crime Reporting (UCR) NIBRS@dps.texas.gov
> 3. National Use-of-Force (UoF) UOF@dps.texas.gov

1. **The N-DEx System Overview:** Offers a high-level overview of the N-DEx system, its data, and a tour of its basic functionalities. Suitable for both new and prospective N-DEx system users
2. **Search*:** Provides an in-depth demonstration of filter usage and best practices for keyword and targeted searches in the N-DEx system.
3. **Batch Search*:** Covers the Batch Search function, enabling users to search multiple (up to thousands) people, phone numbers, vehicles, or keywords simultaneously. This session includes creating batch search templates, viewing results, and editing and sharing batch searches.
4. **Subscription and Notification Quick Bite*:** A short (15 – 30 minutes) session focusing on N-DEx system subscription and notification features. Learn how to create and manage subscriptions and receive notifications about new records matching your subscription.

* I**t's strongly recommended to have an active N-DEx account before taking these classes.**
For those with a LEEP account and N-DEx access, you can register for online training by hovering over the

N-Dex Self Help., Next Page

N-DEx Self Help, cont.
(IBR)

Training tab, then selecting Training CBTs.
If you don't have a LEEP account, use this link to find your LEEP

Agency Administrator (AA): TXDPS LEEP Agency Administrator Search.
If your agency does not have an AA, initiate the process by sending an

email to LEEP@dps.texas.gov. Contact the Texas Data Exchange Program via email at TDEX@dps.texas.gov or call (512) 424-2091.

National Use-of-Force Data Collection Program (Nat.'l UOF)
What's new with the National Use of Force Program? (IBR)

Texas Department of Public Safety has launched its state-level Texas Use-of-Force (UoF) portal for the collection of use-of-force data. Current participating agencies will have 'read-only' access to their data through the LEEP-National

Use-of-Force system, as reporting will now be done directly through the State of Texas' Use-of-Force (UoF) portal.
Additional entry resources and program information can be located on the UoF website.

Joining the National UoF Program: Agencies wishing to participate in the voluntary National UoF Data Collection Program must appoint one or more individual(s) from your agency to complete monthly submissions.

Joining the National Use-of-Force Data Collection Program

Agencies wishing to participate in the National UoF Data Collection Program must appoint one or more individual(s) from your agency to complete monthly submissions.

Enrollment process:

1. TXDPS UoF Program, email DPS @ UOF@dps.texas.gov, OR call (512) 424-2091.
2. Follow the steps here to acquire a 'read-only' LEEP/UoF user account, to view your agency's data at the federal level. There is no cost to acquire a LEEP/UoF account.
3. Begin use of force submissions via Contact the state-level Texas Use-of-Force portal. Note: Zero monthly reports (for months with no reportable UoF incidents) are simple and easy to complete.

Contact the Nat'l UOF Program by email at UOF@dps.texas.gov or call (512) 424-2091.

Uniform Crime Reporting (UCR) Program
House Bill 4879 (IBR)

Texas HB 4879 became effective on September 01, 2023, mandating that all local law enforcement agencies adopt a NIBRS-compliant Records Management System (RMS) and utilize it to submit NIBRS data promptly.

The UCR Program has been working with the Compliance and Training Bureau to inform and provide training to both new agencies and those returning to the program. Training courses have been created to help make

the process as straightforward as possible.
The UCR Program team has diligently worked to test and certify a higher volume of new agencies than ever before.

UCR Program
Law Enforcement Employee (LEE) Data Collection (IBR)

The UCR program will begin collecting LEE data starting on November 1, 2023 and completing by January 15, 2024.

This survey collects data for law enforcement agencies regarding the number of full-time employees on their staff as of October 31. This includes:

- Full-time law enforcement officers - All full-time sworn law enforcement officers who were on the agency payroll as of October 31 and who work a normal full-time workweek. This would include the chief, sheriff, commissioner, superintendent or other sworn department heads.
- Full-time civilian employees - All full-time civilian employees who were on the agency payroll as of October 31 and who work a normal full-time workweek. This would include clerks, stenographers, mechanics, jailers, etc.

Contact the UCR Program by email at NIBRS@dps.texas.gov or call (512) 424-2091.

Law Enforcement Enterprise Portal (LEEP) Access
LEEP: A Wealth of Information (IBR)

Access requests for LEEP typically come from individuals seeking specific functionalities within the portal. This could involve utilizing N-DEx for investigative purposes, employing ViCAP to input or search violent crime data, or employing Drawbridge for monitoring criminal activity along the Texas-Mexico border.

While these databases have proven beneficial, LEEP encompasses numerous other databases offering comparable advantages. Some of these additional databases include:

1. **Active Shooter:** The FBI Active Shooter Resources page serves as a repository for materials related to active shooter and mass casualty preparedness. These materials aid law enforcement agencies and first responders nationwide in preparing for, responding to, and recovering from such tragic incidents. Access Details: All users have access to this service.

2. **FBI Virtual Academy (VA):** The FBI VA is the FBI's comprehensive training system, providing access to all FBI training available to criminal justice and intelligence partners. It offers a wide array of web-based courses on various topics, including specific courses in criminal justice. Additionally, it grants access to register for select classroom-based courses and the FBI's National Academy program. Access Details: All users have access to this service, with initial users requiring an account request.

3. **JusticeConnect:** JusticeConnect is a criminal justice network that fosters real-time collaboration, information sharing, partnership development, and project management for federal, state, local, tribal, and territorial partners within a secure environment. Access Details: This service is available to all U.S. citizens.

If you work within the law enforcement or criminal justice community, it's likely that LEEP hosts a database to support your duties.

To determine if your agency has a LEEP Agency Administrator (AA), enter your ORI here: [Link to TXDPS - LEEP Agency Administrator Search]

If your agency doesn't have a LEEP AA, send an email to LEEP@dps.texas.gov stating that you need to establish one for your agency.

Contact the DPS via email at LEEP@dps.texas.gov or call 512- 424-2091.

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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

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

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

AGENCY _____

STREET ADDRESS _____

CITY_____ STATE_____ ZIP _____

ATTENTION _____

PHONE # (_____) _____

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

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