

Criminal Justice Information Systems (CJIS)

Adult Arrest and Juvenile Referral Reporting



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Brief History



1989 - Chapter 60 is created

- **Outlines and defines:**
 - **Criminal Justice Information Systems (CJIS)**
 - **DPS Computerized Criminal History (CCH)**
 - **Texas Department of Criminal Justice Corrections Tracking System (TDCJ CTS)**

Brief History

1996 - Chapter 58 of the Family Code is created.

- **Outlines and defines:**
 - **Juvenile Justice Information System (JJIS)**
 - **Reporting criminal data for inclusion in the Computerized Criminal History is mandatory.**

Brief History

**2019 – Chapter 66 is created,
replacing Chapter 60**

Access to the Computerized Criminal History data is available to these entities based on Government Code 411 guidelines:

- **Local Police Departments**
 - **Sheriff's Offices**
 - **Prosecutors**
 - **Court Clerks**
- **Probation and Parole Departments**
- **The Public - Adult Convictions and Deferred Only**



7 Days from
arrest/fingerprinting



DPS

THE FLOW

TEXAS DEPARTMENT OF PUBLIC SAFETY
CRIMINAL HISTORY REPORTING FORM

PLEASE PRINT OR TYPE AND PRINT NAME THREE TIMES

NAME (LAST FIRST MIDDLE) DATE OF BIRTH PLACE OF BIRTH SEX RACE
 JAMES BLAKE 01/01/1980 HOUSTON TEXAS MALE WHITE

ARREST IDENTIFICATION
 ARREST DATE 01/01/2020 ARREST TIME 10:00 ARREST LOCATION HOUSTON POLICE DEPT
 ARRESTING AGENCY HOUSTON POLICE DEPT ARRESTING AGENCY NO. 123456789
 ARRESTING AGENCY NAME HOUSTON POLICE DEPT ARRESTING AGENCY TYPE POLICE
 ARRESTING AGENCY ADDRESS 12345 MAIN ST HOUSTON TX 77001
 ARRESTING AGENCY PHONE (713) 123-4567 ARRESTING AGENCY FAX (713) 123-4568
 ARRESTING AGENCY WEBSITE www.houstonpolice.org ARRESTING AGENCY EMAIL houstonpolice@houstonpolice.org

PROSECUTOR
 PROSECUTOR NAME JAMES BLAKE PROSECUTOR TITLE DISTRICT ATTORNEY
 PROSECUTOR ADDRESS 12345 MAIN ST HOUSTON TX 77001
 PROSECUTOR PHONE (713) 123-4567 PROSECUTOR FAX (713) 123-4568
 PROSECUTOR WEBSITE www.houstonpolice.org PROSECUTOR EMAIL houstonpolice@houstonpolice.org

COURT
 COURT NAME HOUSTON DISTRICT COURT COURT TYPE DISTRICT COURT
 COURT ADDRESS 12345 MAIN ST HOUSTON TX 77001
 COURT PHONE (713) 123-4567 COURT FAX (713) 123-4568
 COURT WEBSITE www.houstonpolice.org COURT EMAIL houstonpolice@houstonpolice.org

IS THE USE OF SUPPLEMENT REQUIRED ON THIS INCIDENT? YES ☐ NO ☒
 MAIL COPY TO: TEXAS DEPARTMENT OF PUBLIC SAFETY PO BOX 4488 AUSTIN TX 78768-0448
 WHITE - JAMES IDENTIFICATION SHEET YELLOW - PROSECUTOR REPORTING SHEET PINK - COURT REPORTING SHEET CR-100 (Rev. 2019)



Prosecutor
30 Days from
decision



Court
30 Days after
disposition is finalized
Jan 1, 2020 – 37 Days *
Jan 1, 2021 – 35 Days *

* Per Governor's Executive Order on September 5th

Executive Order #8

- **Courts have 37 days to report their disposition for grant funding.**
- **After 1/1/2021 Courts will have 35 days to report their disposition for grant funding.**
- **Juvenile court records are included in the report**
- **The “37 day timely report” will calculate the average number of days to report the disposition.**
- **The report will be for any court disposition dates and date of sentences that are January 1, 2020 going forward.**

Completeness Reports (Grant Funding)

The Texas Code of Criminal Procedure (CCP), Chapter 66, requires counties to report criminal history dispositions to the Texas Department of Public Safety (DPS). This information is used by law enforcement, judges, and many public and private employers to check criminal histories.

Counties must have an average of 90% or above on both adult and juvenile disposition completeness and maintain timely reporting of all information as required by state law in order for any unit of government or non-profit agency within the county to be eligible for Criminal Justice Division (CJD) funding.

*Disposition completeness percentage is defined as the percentage of arrest charges a county reports to DPS for which a disposition has been subsequently reported and entered into the CCH system.
CCP Chapter 66.*


Information obtained from pg 7

https://egrants.gov.texas.gov/FileDirectory/CJD_Guide_to_Grants_v7.pdf

Compliance Reports

- Published at the beginning of every year to reflect the progress of a county in reporting the closure of open arrests.
- The “Disposition Completeness Percentage” represents the percentage of charges that were reported to the DPS as having been brought against persons in the county – either through the arresting agency or the prosecutor – that were subsequently disposed, either by the prosecutor or by the court
- All offices in the county are responsible for reporting/closing out their portion of reported charges

How to read Compliance Report



Texas Department of Public Safety
Criminal Justice Information Services

County Compliance Report

COU	BEG	END	OFF	PRO	CRT	TOT	PER	OFF_JUV	PRO_JUV	CRT_JUV	TOT_JUV	PER_JUV
Example County	2008-01-01	2008-12-31	55	7	44	51	93	0	0	0	0	0

Number of offenses reported in the county. the county.

Time Frame of Report

information for the Juveniles

The ORI used to determine number of charges for a county is the ORI listed in the prosecutor field of the arrest segment.

Compliance Reports Used By:

- Agencies listed in report
- Legislative Budget Board
- Governor
- Lt Governor
- State Auditor
- House and Senate Criminal Justice Committees
- Media / Public information

Impacts of Low/High Percentages:

- Media / Public opinion/Elected officials
- Low percentages indicate missing dispositions which could impact the offenders ability to secure housing, employment or services
- Missing dispositions could also allow offenders to secure employment or unauthorized licenses
- Missing disposition could allow purchase of firearms when not eligible
- Grant approval

Examples of Dispositions that could be missing:

- Arresting agency decides not to file charges after offender arrested (i.e. victim decides not to prosecute or CID decides to use offender as CI)
- Prosecutor rejects / no-bills charges
- Prosecutor submission rejected by DPS and not corrected by agency
- Court dismisses / convicts offender
- Court submission rejected by DPS and not corrected by agency

Law Enforcement Agency Examples that cause CCH issues:

- Bond Forfeitures, Probation Violations and Release of Surety submitted to DPS as new charge (Duplicate TRN)
- Out of County Arrests not reported correctly can prevent other departments from reporting information

CJIS WEBSITE

<https://cch.dps.texas.gov>

Reports

- Combined County Completeness Report
- Open Offense Report

For additional assistance, contact the appropriate section below.

CJIS Supplies

512-424-2367

512-424-5599 (fax)

Fingerprint Section

512-424-5248

Error Resolution Section

512-424-7256

errorresolution@dps.texas.gov

Corrections

512-424-2476 (fax)

Criminal History Inquiry Unit

512-424-5079

Biometrics Coordinator (Livescan)

***Contact to order Livescan Tracking Incident Numbers (TRN)**

512-424-7026 – Chrystal Davila

livescan@dps.texas.gov

Electronic Disposition Reporting (EDR)

512-424-2479 – Cassandra Richey

CJIS Website

512-424-2500 – James McElroy

<https://cch.dps.texas.gov>

cjis@dps.texas.gov

Contact us for link to download training materials and reportable offense codes.