

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND OPERATING  
PROCEDURE**

**NUMBER: PD/POP-3.10.1**

**DATE: 05/10/18**

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**SUPERSEDES: 11/08/12**

**SUBJECT:** FINGERPRINTING INTERSTATE COMPACT CLIENTS

**AUTHORITY:** TEXAS CODE CRIM. PROC. ANN. ART. 60.07, 60.12; ACA 2-3086, CHAPTER 510

**PURPOSE:** To provide instruction to field staff on fingerprinting and processing fingerprint cards for use by the Texas Department of Public Safety. The fingerprint cards shall allow for a State Identification (SID) number to be assigned and for the client's name to be carried in the Criminal Justice Information System database.

**PROCEDURE:**

- I. Texas Department of Criminal Justice (TDCJ)-Parole Division, in coordination with the Texas Department of Public Safety (DPS), shall ensure that each individual being supervised on parole in Texas through Chapter 510 of the Texas Government Code, Interstate Compact for Adult Offender Supervision, shall have fingerprints on file with the DPS. Fingerprinting of these clients shall be completed by trained staff in each district parole office (DPO) throughout the state on fingerprint cards provided by the DPS.
  - A. Fingerprint kits may be acquired by submitting a purchase request via the ADPICS system. Specifications for the kit include ink, ink roller, ink slab, and waterless hand cleaner. The Financial Management Office shall be contacted for the precise cost.
  - B. The Fingerprint Card used shall be titled, "OUT-OF-STATE PROBATION AND PAROLE SUPERVISION (ICC) IDENTIFICATION CARD" and shall be obtained from the Central Coordination Unit (CCU) at [austinccu@tdcj.texas.gov](mailto:austinccu@tdcj.texas.gov) or (512) 406-5356.
- II. The DPS tracks all cases being supervised by TDCJ through the Computerized Criminal History (CCH) component of the Criminal Justice Information System (CJIS). The DPS receives fingerprint cards from criminal justice agencies in Texas on each individual arrested by these same agencies. The DPS runs each card through their Automated Fingerprint Identification System (AFIS), which automatically classifies the fingerprints and compares them to other records maintained in the AFIS database. If an individual does not have a record in the database, a new SID number is assigned to the individual and a record established.

When an Interstate Compact case (ICC) is first entered in the Offender Information Management System (OIMS), a temporary SID number is assigned unless the client has a previous arrest or conviction in this state. This temporary SID number cannot be used in CJIS because no fingerprint information exists. Cases with temporary SID numbers must be fingerprinted for placement into the AFIS. Having all ICCs in the AFIS will allow each office to be notified electronically when a client is arrested anywhere in the state.

If the client has a temporary SID number (an eight-digit number starting with “922”) in the OIMS, the CCU will run a Criminal History Inquiry (RAP) by the client’s FBI number, if available, to determine if the client already has a permanent SID number in the AFIS.

If the client already has a permanent SID number in the AFIS, CCU will refer the SID number to Information Technology-Huntsville, by eform, where it shall be entered into the OIMS.

- III. When an out-of-state client makes his initial intake visit to the assigned parole office, the case shall be reviewed to determine if fingerprinting is necessary.
- A. The officer shall review the client’s OIMS record to determine if a permanent Texas SID number already exists; if so, it is not necessary to have the client fingerprinted.
  - B. If the client has a temporary SID number (an eight-digit number starting with “922”), fingerprinting is necessary.
    - 1. The fingerprint card titled, “OUT-OF-STATE PROBATION AND PAROLE SUPERVISION (ICC) IDENTIFICATION CARD” shall be completed in its entirety, excluding the DPS number (SID) and FPC (Fingerprint Card) fields. Most other fields require identification, demographic, and arrival information. The officer shall enter “227015G” in the Custodial ORI field and “493” in the Custody Status field.
    - 2. If the out-of-state client is a sex offender, the DPS requires that the officer or supervisor designated to complete the fingerprinting include the following additional information:
      - a. Two (2) sets of fingerprints on separate fingerprint cards
      - b. A photo of the offender

- IV. Once the offender has been fingerprinted, the fingerprint card(s) and offender photo (if required) shall be mailed to:

TDCJ-Parole Division  
Central Coordination Unit  
8610 Shoal Creek Blvd.  
Austin, TX 78758

- V. The DPS classifies and compares the fingerprints to their database, assigns a permanent SID number if necessary, and establishes a formal record of the offender in the CCH of the CJIS. The SID number shall be referred to Information Technology-Huntsville, where it shall be entered into the OIMS.
- VI. The CCU shall forward the new permanent SID number, by email, to the Region Director, parole supervisor, and parole officer of the assigned case.

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