

How to Use the Public Safety Report System and Create and Use a Public Safety Report

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1

Resources

- TJCTC Website
 - Magistration Deskbook
 - Magistration Bench Cards
 - Self-Paced Modules
 - Bail page (www.tjctc.org/bail)
- www.txcourts.gov/programs-services/public-safety-report-system/
- bail@txcourts.gov (OCA email for system/setup questions)
- Automon Help Desk
 - 480-368-8555 option 2
 - support@automon.com

2

2

Criminal History Training Requirements

3

3

Criminal History Info Training – TLETS Mobile Cert

- In addition to the judicial education requirement, there is training necessary to look up or review criminal history record information.
- Any person who is searching a criminal history database to pull up criminal history information must receive the **8-hour TLETS mobile certification course**.
- The training is provided by DPS, both virtually and in-person, on specific days and times. New users have a 6-month grace period to complete the 8-hour training from the date they received TLETS access. Recertification is required after two years.

4

Criminal History Info Training – CJP Cert

- If a person is not searching (or “querying”) criminal history databases, but is instead simply reviewing criminal history information, then they will only have to obtain and maintain a **Criminal Justice Practitioner (CJP) certification**.
- The CJP certification can be obtained after a one-two hour self-paced online course. Recertification is required after two years.
- A six-month grace period to receive this training is also provided, but TJCTC recommends receiving it as quickly as possible.

5

Criminal History Info Training - Signup

- A User Request Form must be completed by the jurisdiction's TAC or Administrator to request access to either certification training. This form is password protected as personal information is needed to create an account.
- For access to the User Request Form, questions about the TLETS access trainings and certifications, or to verify if certifications are still valid, contact DPS via email at: TCIC.Training@DPS.Texas.gov

6

CJIS Security Awareness

- In addition to one of those two certifications, anyone accessing the system will also need to take the CJIS Security Awareness Training. Training shall be taken within six months and biennially thereafter.
- The training through CJIS Online is web-based and self-paced and is designed to equip those who are authorized to access CJIS with basic tools to protect the data.
- For information on how to access the CJIS Security Awareness Training please have the Administrator or TAC email DPS at security.committee@dps.texas.gov or cjis.audit@dps.texas.gov.

7

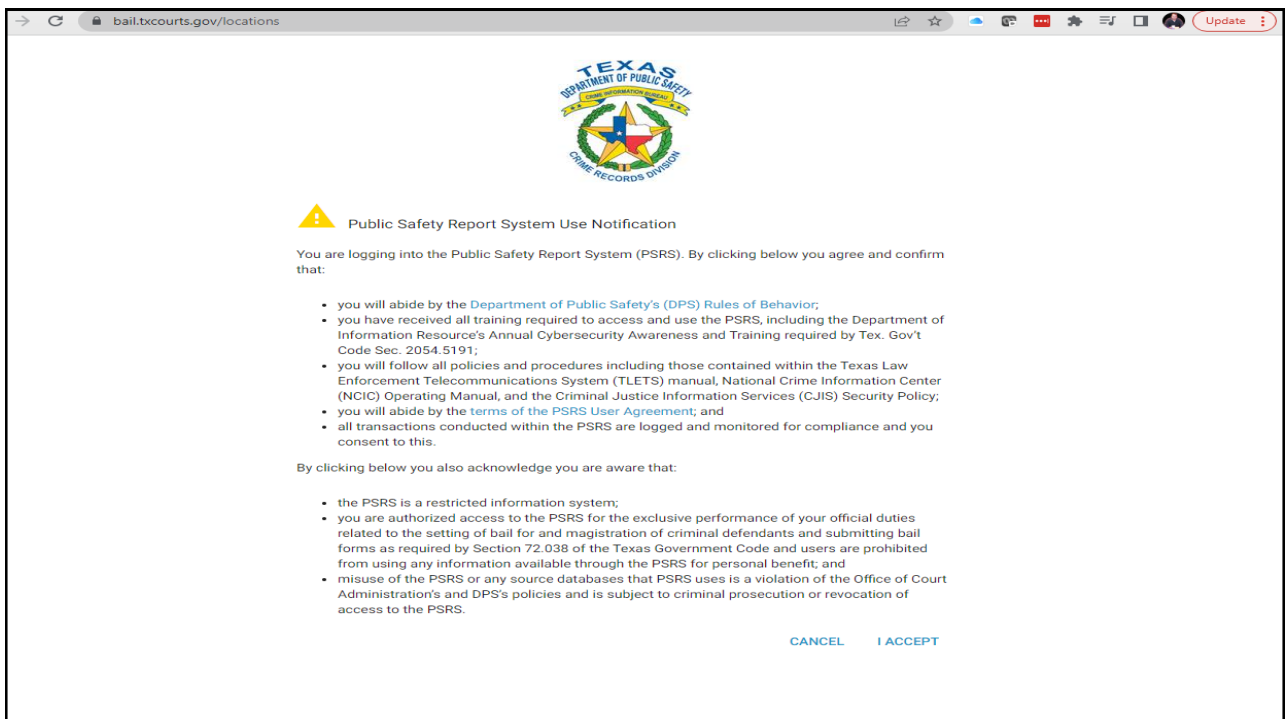
The Public Safety Report System (PSRS)

8

PSRS - Creation

- OCA contracted with a vendor, Automon, to create the system, which went live on April 1, 2022 (www.bail.txcourts.gov).
- The two main goals of the system are:
 - Provide a summary of criminal history information to magistrates so they can set bail and bond conditions more effectively. This summary is the Public Safety Report (PSR).
 - Provide a mechanism of reporting bail decisions to OCA (bail forms).
- The system is **not** designed to be a "one stop shop" for all magistrate duties or to keep records of all magistration information.

9



Public Safety Report System Use Notification

You are logging into the Public Safety Report System (PSRS). By clicking below you agree and confirm that:

- you will abide by the [Department of Public Safety's \(DPS\) Rules of Behavior](#);
- you have received all training required to access and use the PSRS, including the Department of Information Resource's Annual Cybersecurity Awareness and Training required by Tex. Gov't Code Sec. 2054.5191;
- you will follow all policies and procedures including those contained within the Texas Law Enforcement Telecommunications System (TLETS) manual, National Crime Information Center (NCIC) Operating Manual, and the Criminal Justice Information Services (CJIS) Security Policy;
- you will abide by the [terms of the PSRS User Agreement](#); and
- all transactions conducted within the PSRS are logged and monitored for compliance and you consent to this.

By clicking below you also acknowledge you are aware that:

- the PSRS is a restricted information system;
- you are authorized access to the PSRS for the exclusive performance of your official duties related to the setting of bail for and magistration of criminal defendants and submitting bail forms as required by Section 72.038 of the Texas Government Code and users are prohibited from using any information available through the PSRS for personal benefit; and
- misuse of the PSRS or any source databases that PSRS uses is a violation of the Office of Court Administration's and DPS's policies and is subject to criminal prosecution or revocation of access to the PSRS.

[CANCEL](#) | [ACCEPT](#)

10

PSRS - Registration

- Registration to use the PSRS, especially to use it effectively, is a multi-step process.
- Each county has authority to set it up in a way that makes the most sense for their situation
 - Adds flexibility, but also uncertainty

11

11

PSRS - ORI

- The first step is to ensure that your court has an ORI (Originating Agency Number).
- This is a federal designation that provides agencies access to the National Law Enforcement Telecommunications System (NLETS), and, in Texas, the Texas Law Enforcement Telecommunications System (TLETS).
- An ORI is provided by DPS to entities who will be pulling or reviewing criminal history information, and is required for each court or entity.
- Detailed instructions on how to obtain an ORI are available on the TJCTC bail page under “How Do I Sign Up to Use the PSRS?”

12

12

PSRS – TAC/Administrator

- Note that each ORI must have either a Terminal Access Coordinator (TAC) or an Administrator
- If the ORI has a “terminal” (a dedicated connection solely used for pulling criminal history information), they need a TAC.
- If the ORI does not have a “terminal”, they need an Administrator instead.
- The TAC or Administrator’s role is to ensure that all users under an ORI are complying with required training and criminal history security guidelines

13

13

PSRS – Non-Terminal Agency Agreement

- All courts accessing criminal history information in TLETS through the PSRS that is not done through a dedicated terminal will need to complete a Non-Terminal Agency Agreement with OCA.
- The agreement is by ORI number and not by individual users.
- The agreement must be signed by the TAC or Administrator.

14

14

PSRS - LAU

- The next step is that each entity, such as a jail, sheriff's office, or court, that will use the PSRS must have a Local Administrative User (LAU).
- It is recommended, but not required, that the individual identified to be the PSRS Local Administrative User also be the current TAC or Administrator required by DPS
- The duties of the LAU are to add all of the people who need access to the system as "end users" and to assign end users the proper roles and permissions.

15

15

PSRS - LAU

- The LAU may be different from court to court.
 - Some courts will have the judge be the LAU, whereas others will have the court coordinator or other court personnel fill that role.
 - Some counties may have courts share an LAU, if desired.
- To register as an LAU, see Step 2 under the FAQ on how to sign up for the PSRS on the TJCTC Bail Page for the form that must be submitted.

16

16

PSRS – Two-Factor Authentication

- To log into the system after being added as an LAU or end user, a user will need to use either Google Authenticator or Microsoft Authenticator to set up a two-factor authentication for identity verification.
- Instructions, including instructions to use email instead of phone for users who need to access the system in a jail area where phones are prohibited, are on the TJCTC Bail Page under Step 3 of the FAQ “How Do I Sign Up to Use the PSRS?”

17

17

Public Safety Reports (PSR)

18

Public Safety Report – Preparation

- The first step is that the criminal history databases must be searched (“queried”) to find the defendant’s criminal history information.
- How – if person has been booked, should have SID# (State ID#) that ties to only that defendant. If no SID, can use name, DOB, etc.
- Who – up to local jurisdictions. Most frequently is jail/sheriff or pretrial services. Whoever does this task must get the full 8-hour TLETS mobile certification.

19

- A magistrate may personally prepare the report before or while making a bail decision using the Public Safety Report System.
- Otherwise, the magistrate must order a personal bond office or suitably trained personnel (including judicial personnel or sheriff’s office personnel) to prepare the report and provide it to the magistrate no more than 48 hours after the defendant’s arrest.
 - The magistrate may not order the sheriff’s office to prepare the report without their consent.

-- Art. 17.022, CCP

20

AIMS Home Search... ?

Texas > District > 100th District Court > Carson

NEW MAGISTRATION COMPLETE

[ADD ARREST](#) ←

Defendant	Date of Birth	Arrest Date/Time	Cause/Case #	Time Since Arrest
Fellows, Gabby 2948387	10/03/1992	11/30/2021 03:56 PM	None	68 hours and 03
Thomas, Lawrence	06/06/1986	09/27/2018 3:14 AM	CC-426598332-3	33 hours and 24

21

AIMS Home Search... ?

← Home

Fellows, Gabby
Date of Birth: 10/03/1992

Arrest 11/30/2021 12:30 PM

[Arrest Details](#)

Magistration

Cause/Case #	Arrest Date	Arrest Time	County of Arrest *
CC-20211130-1	11/30/2021	12:30 PM	Carson

Offenses

[ADD OFFENSE](#)

Date	Count(s)	Offense	Level/Degree
11/30/2021	1	104495(B) HS I TOBACO PROD:25FT:PLAYGROUND	Misdemeanor A
11/30/2021	2	MAN DEL CS PG 1-B >=1G<4G DFZ HE IAT 481.1123	Felony 1

22

PSR - Generation

- Once the defendant's name is entered, and the system is "queried" the PSRS will pull the criminal history into the system and create a "public safety report (PSR)."
- This must be done any time that a defendant has been arrested for any offense other than a fine-only misdemeanor and a bail decision needs to be made for their release.

23

23

What if the System is Down? - Misdemeanors

- Art. 17.022(f) of the Code of Criminal Procedure provides that if the PSRS is down for more than 12 hours, a defendant charged with only misdemeanor offenses may be magisterated without considering a PSR.
 - Best practice would be to consider criminal history from an alternate source if possible.

24

24

What if the System is Down? - Felonies

- The statute is silent as to what happens if the defendant is charged with a felony.
- TJCTC recommends:
 - performing the magistration and making the bail decision within the statutorily-mandated 48-hour time period,
 - considering criminal history from an alternate source if possible, and
 - considering a PSR when available, and scheduling a bond modification, if necessary.

25

25

PSR - Contents

- The PSR must:
 - state the requirements for setting bail under Article 17.15 and list each factor provided by Article 17.15(a)
 - provide the defendant's name and date of birth or, if impracticable, other identifying information, the cause number of the case, if available, and the offense for which the defendant was arrested;
 - provide information on the eligibility of the defendant for a personal bond;
 - provide information regarding the applicability of any required or discretionary bond conditions; and
 - provide, in summary form, the criminal history of the defendant.

26

26

PSR – Crim History Summary

- Must include information regarding any:
 - previous misdemeanor or felony convictions;
 - pending charges;
 - previous sentences imposing a term of confinement;
 - previous convictions or pending charges for:
 - offenses that are offenses involving violence as defined by Article 17.03; or offenses involving violence directed against a peace officer; and
 - previous failures of the defendant to appear in court following release on bail

27

27

The screenshot displays the AIMS Public Safety Report interface for a defendant named Gabby Fellows. The interface includes a navigation menu on the left with options like 'Home', 'Arrest Details', and 'Magistration'. The main content area shows a 'PUBLIC SAFETY REPORT' with a 'BAIL FORM' section. Below this, there is a 'Criminal History' section with a warning icon and a message: 'There are criminal history records from agencies that the system is unable to summarize. You will need to view the following agencies detailed information to get a full picture of the defendants criminal history.' This message lists 'FBI', 'Utah', and 'New York' as agencies. Below the warning is a table titled 'Previous Offenses' with columns for Arrest Date, Citation, Offense, Level/Degree, Violent, Disposition, and Sentence. The table contains three rows of offense data. At the bottom, there is a 'Failures to Appear' section with a list of dates and a series of questions with radio button options for 'Yes', 'No', or 'Unknown'.

Arrest Date	Citation	Offense	Level/Degree	Violent	Disposition	Sentence
02/26/2022	WC 11.088	DESTRUCTION OF WATER WORKS	FELONY - 2ND DEGREE	No	RELEASED ON OWN RECOGNIZANCE	Not Applicable
03/26/2008	PC 22.011(a)(1)	SEXUAL ASSLT	FELONY - 1ST DEGREE	Yes	CONVICTED	Probation 1Y
03/26/2008	PC 22.011(a)(1)	SEXUAL ASSLT	FELONY - 2ND DEGREE	Yes	CONVICTED	Confinement 2Y

28

AIMS Home Search...

Home

Fellows, Gabby
Date of Birth: 10/03/1992

Arrest 11/30/2021 12:30 PM
Arrest Details

Magistration

PUBLIC SAFETY REPORT BAIL FORM

SID OR FBI # CLEAR UPDATE CRIMINAL HISTORY

Status: Retrieved (12/1/2021 9:36 AM)

Advanced Search

Current Offenses

Date	Count(s)	Offense	Level/Degree	Eligible for Parole/Score	Statutory Cites	Bail Requires Approval From Judge of Pending Felony
11/30/2021	1	20A.02(b) TRAFFICKING OF PERSON	Felony 2	Unknown	Not Applicable	Not Applicable
11/30/2021	2	20A.02(a)(3) TRAFFICKING PERSON ENGAGE CONDUCT/SEXUAL	Felony 2	Unknown	Not Applicable	Unknown

Applicable Conditions

Mandatory/Discretionary	Condition *
Discretionary (CCP 17.44)	Defendant is ordered to home confinement and electronic monitoring, under the supervision of the following agency: _____
Discretionary (CCP 17.44)	Defendant is ordered to undergo weekly testing for controlled substances, as defined by Health and Safety Code Section 481.002. Costs for this testing are: _____ Ordered to be paid by Defendant as a condition of bond. _____ To be taxed as costs of court.
Mandatory (CCP 17.41) Due to: 20A.02(b) 20A.02(a)(3)	Defendant is charged with an offense under Chapter 20A (Trafficking of Persons), 21 (Sexual Offenses), 22 (Assaultive Offenses), 43 (Public Indecency), or Section 25.02 (Prohibited Sexual Conduct), Penal Code, where the victim was under 18 years of age. Therefore: - Defendant may not communicate directly with the victim (this includes communication by phone, computer, text message, email, social media, or other electronic means); and - Defendant may not go within _____ feet of a residence, school, or other location, as specifically described below and in the bond, frequented by the victim: _____

29

Bail Forms

30

Bail Form

- The DAA also requires that the PSRS generate “bail forms” which are simply tools to report the bail decisions made to OCA.
 - OCA maintains a searchable webpage (<https://topics.txcourts.gov/>) where bail forms are stored.
- A separate order imposing the bail and conditions must be entered and given to the defendant.

31

31

Texas Online Public Information - Courts (TOPICs)

Home / Bail Forms

Search for Bail Forms

Name Cause Number Magistration Location Offense(s)

Clear search fields

Show 10 entries

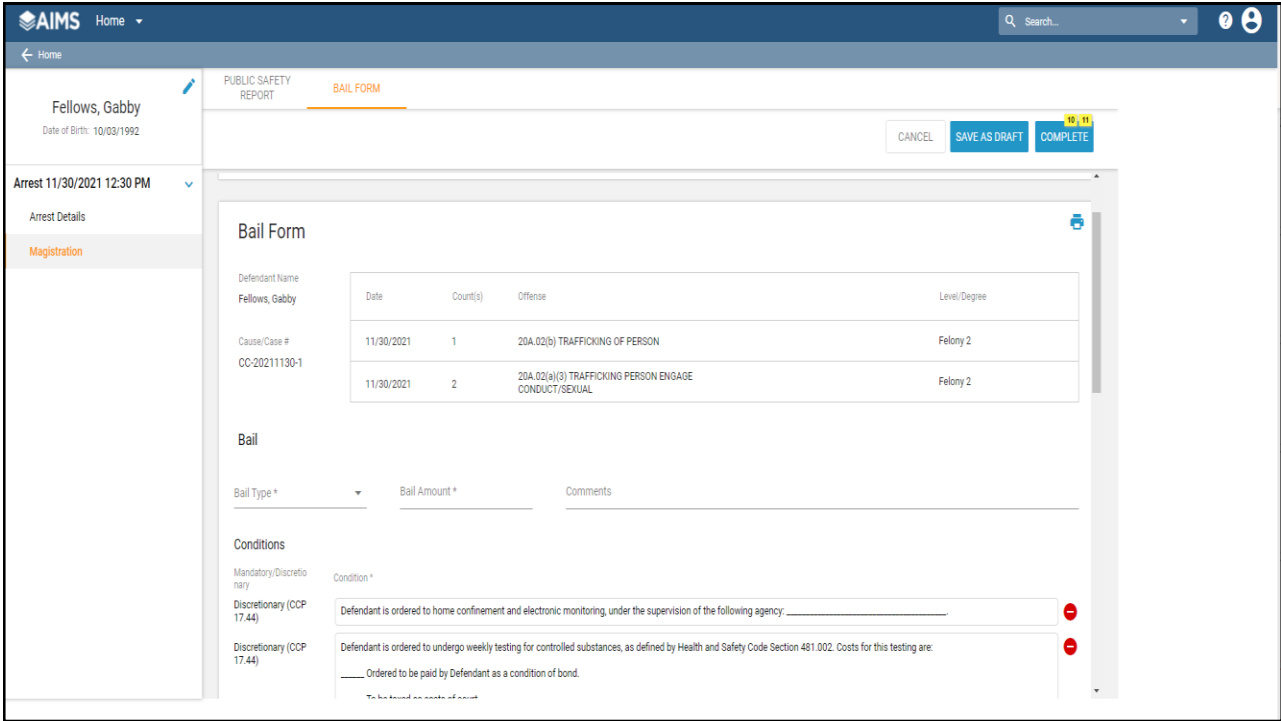
Name	Cause Number	Magistration Location	Offense(s)	
AALIYAH DIXON		Texas > Montgomery > Magistrate Court	30.05(d)(1) CRIMINAL TRESPASS	View
AARIAN D ANTE DECKARD		Texas > McLennan > Magistrate Court	481.116(b) POSS CS PG 2 < 1G; 481.121(b)(1) POSS MARIJ < 2OZ	View
Aaron Cole Baldwin		Texas > Travis > Municipal > Austin	46.02(b) UNL CARRYING WEAPON	View
Aaron Deyon Payne		Texas > Travis > Municipal > Austin	38.04(b)(1) EVADING ARREST DET W/PREV CONVICTION; 481.121(b)(1) POSS MARIJ < 2OZ; 481.117(b) POSS CS PG 3<	View

X exit

32

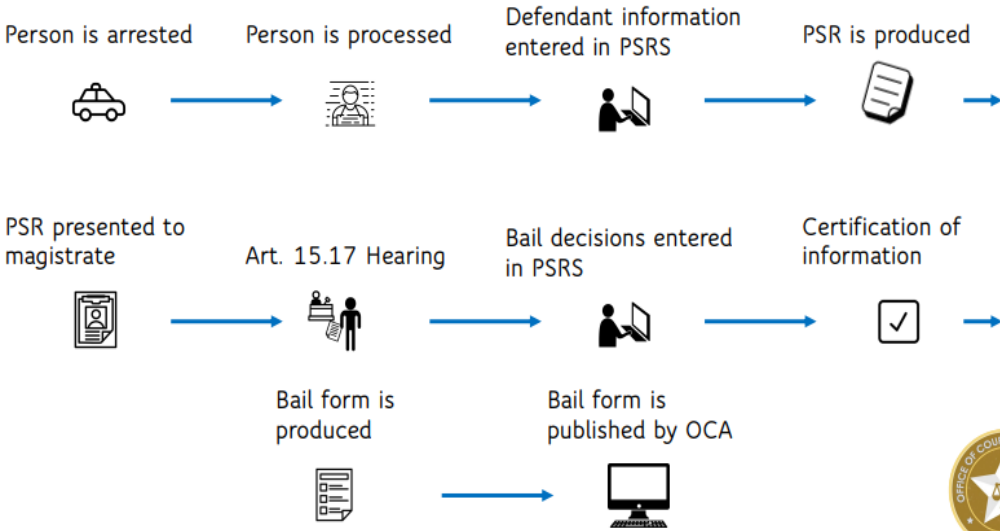
Bail Form - Info

- The bail form will contain the type and amount of bail and bond conditions.
- When the bail form opens, there will be a list of conditions and you may select the red circle with the minus sign to remove those conditions.



Process Overview

OVERVIEW



FAQ

37

37

What If I'm Having Issues Logging In or Setting Up?

- TJCTC is unable to provide assistance related to your login, ORI, LAU, or other details of the PSRS.
- For assistance on these issues, you can reach OCA's bail team by emailing bail@txcourts.gov.
- You can reach the Automon help desk by calling 480-368-8555 and selecting option 2, or by email at support@automon.com.

38

38

I Need More Help Signing Up?

- Additionally, anyone may view recordings of the training sessions on the OCA resource page.
- There are separate trainings for LAUs (people who add users to the system) and end users (such as magistrates reviewing PSRs and submitting bail forms.)

39

39

What If I'm Not Signed Up for PSRS?

- Effective April 1, 2022, it is mandatory in most situations, including after an on-sight arrest or on an arrest warrant based on probable cause for a new offense, for a magistrate to review a PSR before setting bail.
- If you have not yet gotten signed up, in order to magistrate, the best option is to have someone who has access print off a PSR for you to review.

40

40

What If I'm Not Signed Up for PSRS?

- Keep in mind that you will need to complete the self-paced CJP certification if you review criminal history, including PSRs.
- You will need to complete the 8-hour TLETS mobile certification if you are going to query the system to create PSRs.
- You do have a six-month grace period to get these certifications, so you do not have to wait until they are completed before accessing the system

41

41

What About Bond Modifications?

- When a person's bond is modified, a PSR is not required to be considered.
- However, the magistrate or court modifying the bond must consider all of the factors in Art. 17.15(a), including the defendant's criminal history information, so the magistrate may wish to do so by viewing a PSR.

42

42

What About Bond Modifications?

- Also, a bail form must be submitted through the PSRS when the modification occurs, if either the bond type or amount is modified.
- If only the bond conditions are changed, a new bail form is not required, though there are separate bond condition reporting requirements.
- This requirement would apply to new bonds applied after a modification hearing or after a surety surrender or other bond modification process.

43

43

What About Issuing Warrants?

- For issuance of standard arrest warrants (meaning a warrant issued after presentation of a probable cause affidavit for arrest on a new charge), use of the PSRS will not be required.
- Bond amounts on arrest warrants are recommendations, and therefore not final determinations of bail, so a PSR does not need to be considered, and a bail form does not have to be generated.
- When the person is arrested, the magistrate who determines the bail amount must review a PSR and submit a bail form.

44

44

What About Issuing Warrants?

- Warrants where the issuing court is determining the bail amount, and a magistrate may not modify that amount, such as warrants on probation revocation hearings, would require a bail form to be generated, but not consideration of a PSR.
 - This bail form should be generated once the defendant is arrested and ordered to post the bail.
- Since there is no bail on a *capias pro fine* warrant, there is no bail form generated and a PSR does not need to be considered.

45

45

What About Extradition Cases?

- No PSR is needed to be considered because the magistrate isn't "considering the release on bail of a defendant charged with an offense punishable as a Class B misdemeanor or any higher category of offense" because the person isn't charged with a Texas offense.
- Additionally, a bail form is not needed to be submitted because bail isn't being set under Chapter 17 of the CCP but instead under Chapter 51.

46

46

Questions?