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

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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

Criminal History
Training Requirements

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.

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.

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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
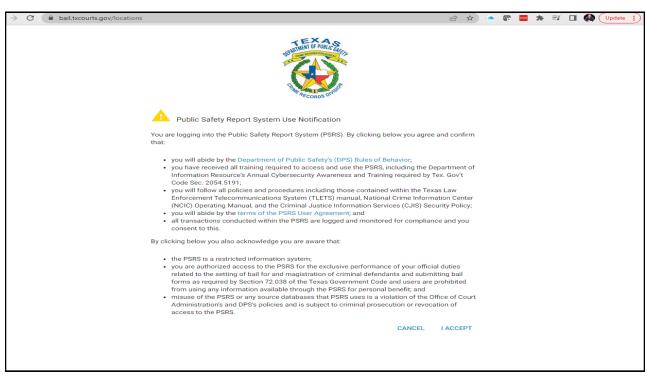
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CJIS Security Awareness

- 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 CJI 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.

The Public Safety Report System (PSRS)

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.

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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

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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?"

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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

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.

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.

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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.

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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?"
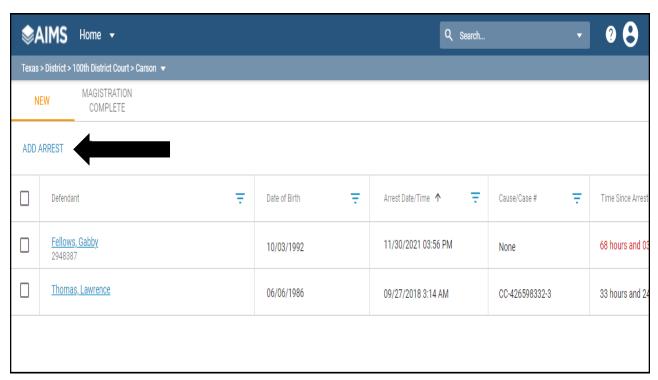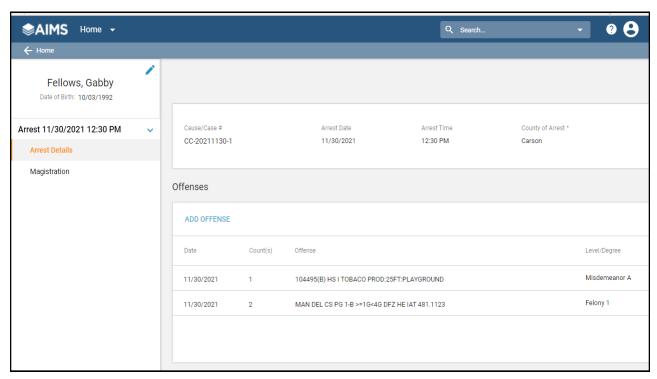
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Public Safety Reports (PSR)

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.

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- 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

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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.

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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 magistrated without considering a PSR.
  - Best practice would be to consider criminal history from an alternate source if possible.

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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.
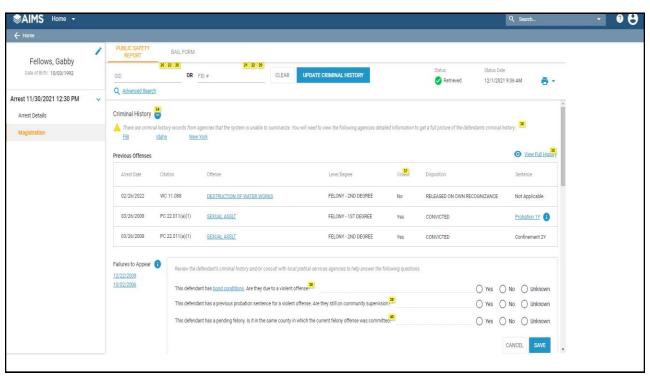
PSR - Contents

- 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
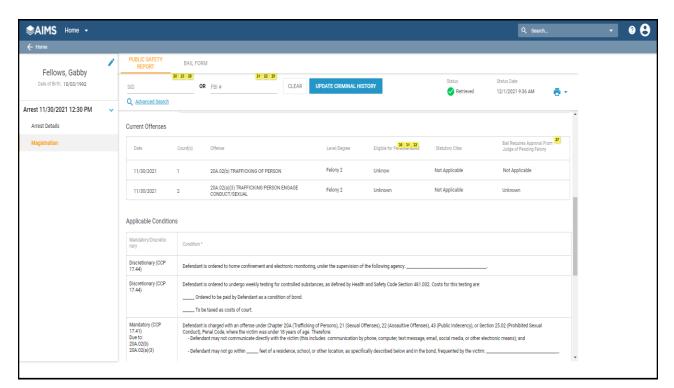 - provide, in summary form, the criminal history of the defendant.

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
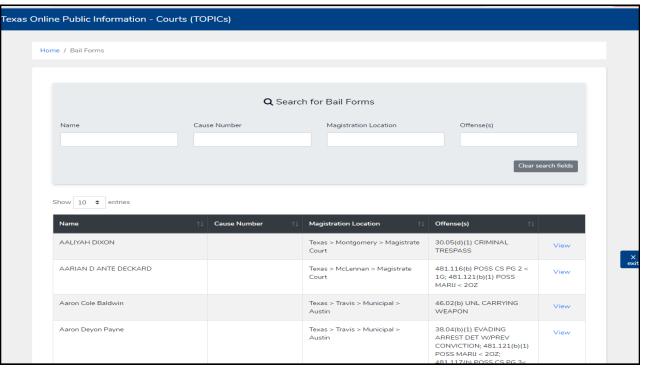
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Bail Forms

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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.

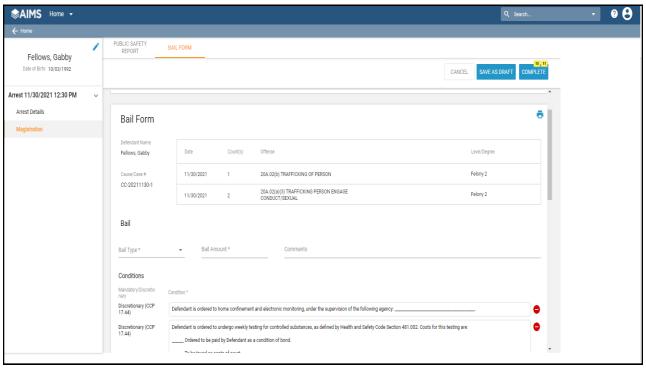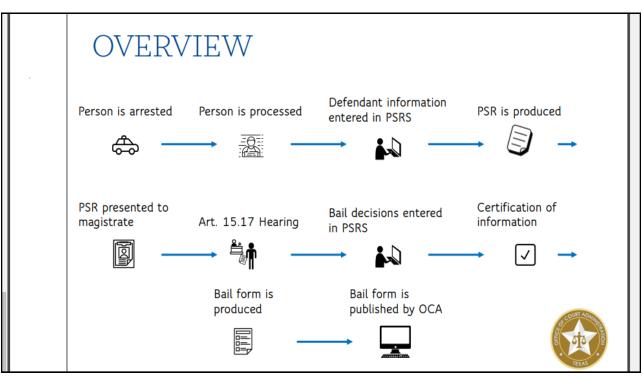- A separate order imposing the bail and conditions must be entered and given to the defendant.

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Texas Online Public Information – Courts (TOPICs)

Home / Bail Forms

Q 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

× exit

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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.

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Process Overview

OVERVIEW

FAQ

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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.

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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.)

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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.

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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

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.

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.

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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.

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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.

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.

Questions?