

# Annual Reporting in TCLEDDS

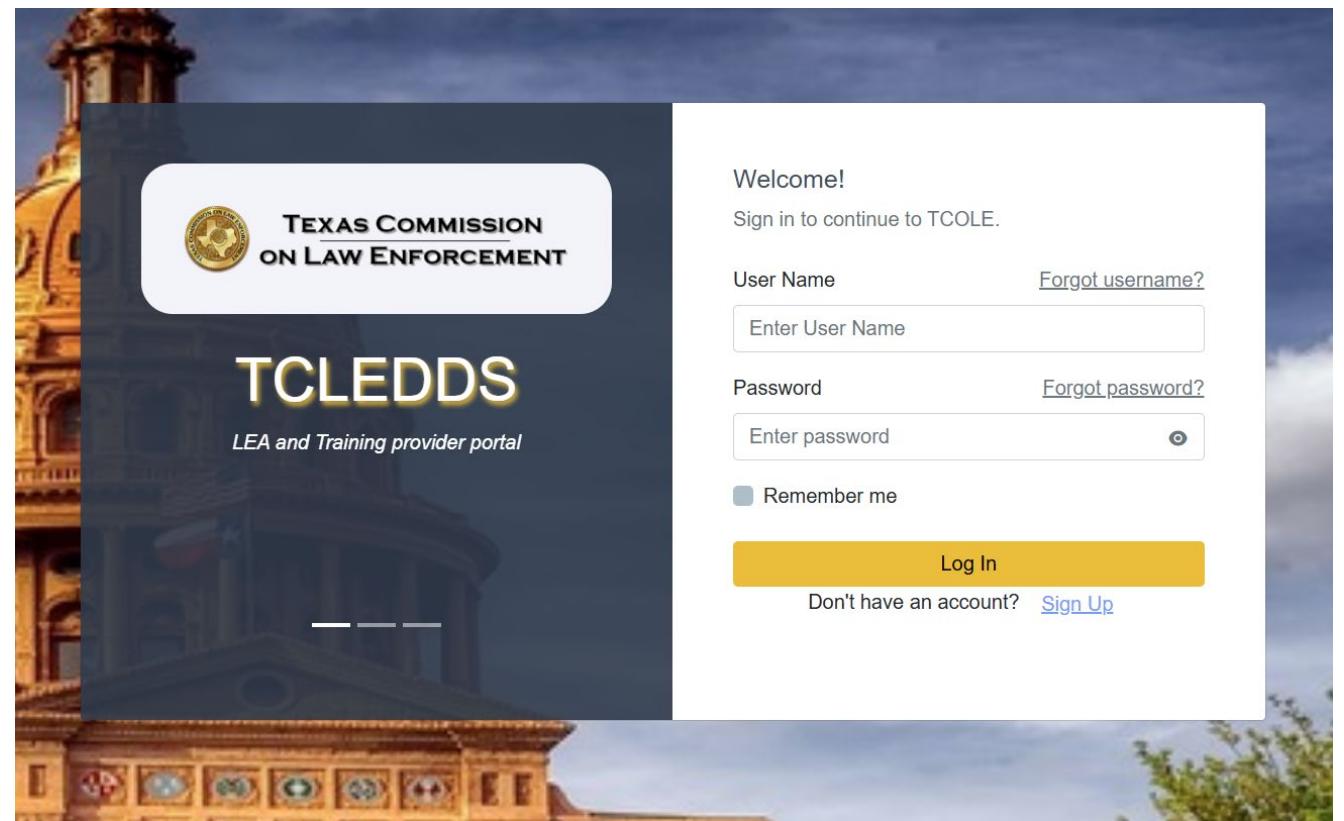
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[Click here for directions](#)

# Log into IAM

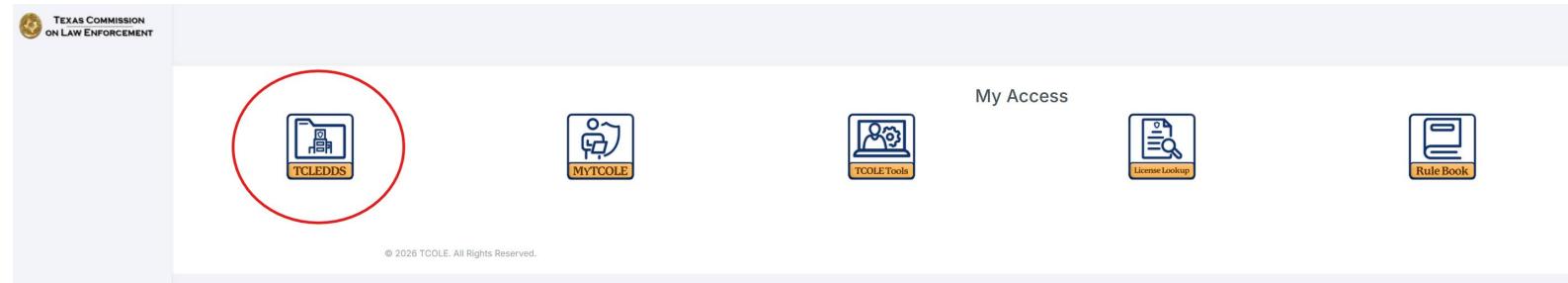
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- Go to <https://tcledds.tcole.texas.gov/IAM/Identity/Account/Login> and log in with your credentials.
- If you need assistance, call 512-936-7700 opt. 3, then opt. 1 or email [support@tcole.texas.gov](mailto:support@tcole.texas.gov)



# Go to TCLEDDS

- Once logged in, select 'TCLEDDS' from the IAM dashboard. If you do not see this option, please contact TCOLE support.



# TCLEDDS homepage

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On the TCLEDDS homepage, you will see an 'Announcements' box. Read carefully, as there is helpful information available in this section.

## REQUIRED FOR SITE NAVIGATION

Users of this site must set their web browsers to:

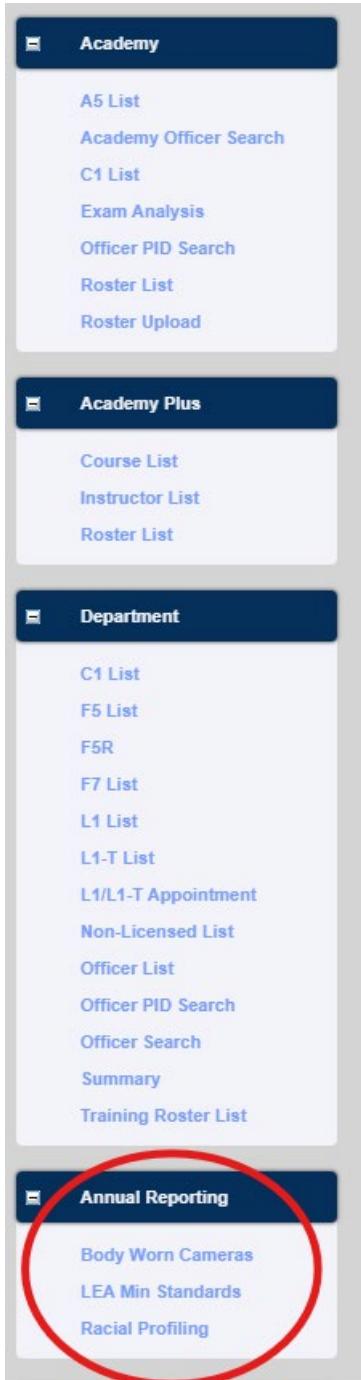
- ★ Enable Javascript
- ★ **Disable Pop-up Blockers**

## ANNOUNCEMENTS

- ★ On March 1, 2023 TCOLE began only accepting electronic submissions of the Appointment of a License (L1), Telecommunicator Appointment (L1-T), and Separation of a License (F5) through TCLEDDS.
- ★ July 2022 TCOLE purchased TCLEDDS. Please contact TCOLE Online Support for questions and issues. PCI is no longer assisting with account support.

## IMPORTANT INFORMATION

- ★ All TCLEDDS users must have a PID. Prior to requesting a new account for a civilian, submit a C1 for them to obtain a PID.
- ★ All TCLEDDS account change requests must be sent via email by either the agency's chief administrator or their designee.



# Annual Reporting

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On the left-hand side, you will see a menu. Under 'Annual Reporting', there is an option to submit your racial profiling report.

# Required Annual Reporting

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- Annual reporting consists of two parts, that are required for all agencies.
- Part 1: LEA questionnaire must be completed prior to completing Part 2: Racial Profiling Reporting.

## Annual Reporting

Each law enforcement agency must complete an online report annually and provide evidence that they meet the requirements outlined from January 1 to March 1, each year. **Each agency must complete Part 1 then Part 2.**

### PART 1: LEA QUESTIONNAIRE

Last Submission Date

**REQUIRED** Each Law Enforcement Agency must complete an online report annually. This year's report requires that you confirm your agency's chief administrator and answer one or two questions about your agency's employment of peace officers working in schools.

01/13/2025

### PART 2: RACIAL PROFILING REPORTING

Last Submission Date

**REQUIRED** Each law enforcement agency must file a full report or exemption online annually.

12/02/2021

[Texas Occupations Code §1701.164](#) specifies that TCOLE collect incident-based data in accordance with the [Code of Criminal Procedure Articles §2B.0051 – §2B.0059](#). Chief administrators of law enforcement agencies that meet the criteria must submit racial profiling reports to [their governing body](#), as well as TCOLE.

### BODY WORN CAMERA

Reporting required under Code of Criminal Procedure Article [§2B.0104](#), only for law enforcement agencies receiving grant funds from the Office of the Governor for body worn cameras or body worn camera storage.

# LEA Questionnaire

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- If your agency hasn't completed the LEA questionnaire, they will need to click Part 1: LEA Questionnaire, which will direct the web user to the next page. If the web user clicks Racial Profiling Reporting first, they may see the Review & Acknowledge Standards 'button, which will direct them to the self-assessment, as well.

# Complete Part 1: Questionnaire

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- The Chief Admin/ Designee will complete the self-assessment and click ‘Submit’.
- Once submitted, the racial profiling reporting will be available to fill out.

# Racial Profiling Reporting

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- The Racial Profiling Reporting section will show a button to 'Fill out New Racial Profiling Report'. This will allow the web user to submit the report for the year. There will also be a table showing past submissions.

**ANNUAL – RACIAL PROFILING REPORTING**

REQUIRED FOR ALL LAW ENFORCEMENT AGENCIES

FULL REPORTS OR EXEMPTIONS FOR EACH CALENDAR YEAR MUST BE FILED ONLINE BETWEEN JANUARY 1 AND MARCH 1 OF THE FOLLOWING YEAR.

\* [Getting Started Guide](#)

[Fill out New Racial Profiling Report](#) 

View [10 per page](#) ▾

YEAR	Form Type	Executed By	Title	Create Date	Modified Date
2017	Exempt	[REDACTED]	[REDACTED]	01/01/2018	01/03/2022
2018	Full Report	[REDACTED]	[REDACTED]	01/01/2019	01/03/2022
2019	Full Report	[REDACTED]	[REDACTED]	01/01/2020	12/02/2021

Current Sort Order:

View [10 per page](#) ▾

**FOR SUPPORT WITH YOUR RACIAL PROFILING REPORT:**

\* See the [FAQ](#)  
\* Contact your field service agent. Find your FSA [HERE](#)  
\* Email us at: [RACIALPROFILING@TCOLE.TEXAS.GOV](mailto:RACIALPROFILING@TCOLE.TEXAS.GOV)

# Completing the Racial Profiling Report

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- Tips:
- Disable Pop Up Blockers
- Document your Racial Profiling prior to filling out the electronic form.  
This page will time out after 60-minutes and all work will be lost.
- Click here for the Full Reporting Question Set  
<https://www.tcole.texas.gov/document/full-reporting.pdf>

[HELP](#)

**DISABLE POP-UP BLOCKERS**

Warning: this page **will expire after 60 minutes**. If it does timeout, your progress will be lost. However, if you are allowing pop-ups, you will be offered the option to stay logged in and extend your session another 60 minutes.

Enable Javascript  
 Enable Pop-ups

**AGENCY CONTACT INFORMATION**

Agency Name: [REDACTED]  
Reporting Date: 01/13/2025  
TCOLE Agency Number: [REDACTED]  
Chief Administrator: [REDACTED]  
\*Phone: [REDACTED]  
\*Email: [REDACTED]  
\*Mailing Address: [REDACTED]

\*Executed by: [REDACTED] \*Title: [REDACTED]  
Date: 01/13/2025

**Choose a Form Type:**

If you do not have to fill out the Racial Profiling report, then choose "Exempt". Otherwise, choose "Full" Report and fill out all required fields.

Full Report  
 Exemption

**\*Electronically Sign:**

**\*By checking this box, you certify that this information is correct.**

SUBMITTED ELECTRONICALLY TO



THE TEXAS COMMISSION ON LAW ENFORCEMENT

# Exemption

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**\*Choose a Form Type:**

*If you do not have to fill out the Racial Profiling report, then choose "Exempt". Otherwise, choose "Full" Report and fill out all required fields.*

Full Report

Exemption

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## FULL EXEMPTION RACIAL PROFILING REPORT

Article 2.132 CCP Law Enforcement Policy on Racial Profiling

a.) In this article:

1.) "Law enforcement agency" means an agency of the state, or of a county, municipality, or other political subdivision of the state, that employs peace officers who make traffic stops in the routine performance of the officers' official duties.

I certify it is not the policy of this agency to make traffic stops in the routine performance of the officers' official duties.

**\*Electronically Sign:**

**\*By checking this box, you certify that this information is correct.**

SUBMITTED ELECTRONICALLY TO



THE TEXAS COMMISSION ON LAW ENFORCEMENT

**Submit Form**

# Full Report

- If your agency is completing a Full Report, the following questions will generate:
  - Type of comparative analysis upload
    - Option to upload file
  - Motor Vehicle Racial Profiling Information

After selecting option to electronically sign, the web user can submit the form.

\*Choose a Form Type:  
If you do not have to fill out the Racial Profiling report, then choose "Exempt". Otherwise, choose "Full" Report and fill out all required fields.

Full Report  
 Exemption

\*Choose a type of comparative analysis:

My Department has created a comparative analysis  
 Use TCOLE's auto-generated comparative analysis

\*Comparative Analysis PDF File - (Required if Department Analysis selected above.)  
 No file chosen

Optional Analysis Explanation:

[Redacted]

[Redacted] filed a full report.

[Redacted] has adopted a detailed written policy on racial profiling. Our policy:

1. clearly defines acts constituting racial profiling;
2. strictly prohibit peace officers employed by the [Redacted] from engaging in racial profiling;
3. implements a process by which an individual may file a complaint with the [Redacted] if the individual believes that a peace officer employed by the [Redacted] has engaged in racial profiling with respect to the individual;
4. provides public education relating to the agency's complaint process;
5. requires appropriate corrective action to be taken against a peace officer employed by the [Redacted] who, after an investigation, is shown to have engaged in racial profiling in violation of the [Redacted] policy;
6. requires collection of information relating to motor vehicle stops in which a citation is issued and to arrests made as a result of those stops, including information relating to:
  - a. the race or ethnicity of the individual detained;
  - b. whether a search was conducted and, if so, whether the individual detained consented to the search;
  - c. whether the peace officer knew the race or ethnicity of the individual detained before detaining that individual;
  - d. whether the peace officer used physical force that resulted in bodily injury during the stop;
  - e. the location of the stop;
  - f. the reason for the stop.
7. requires the chief administrator of the agency, regardless of whether the administrator is elected, employed, or appointed, to submit an annual report of the information collected under Subdivision(6) to:
  - a. the Commission on Law Enforcement; and
  - b. the governing body of each county or municipality served by the agency, if the agency is an agency of a county, municipality, or other political subdivision of the state.

The [Redacted] has satisfied the statutory data audit requirements as prescribed in Article 2.133(c), Code of Criminal Procedure during the reporting period.

## MOTOR VEHICLE RACIAL PROFILING INFORMATION

### 1 STOPS

1.1 \*TOTAL STOPS:

### 2 STREET ADDRESS OR APPROXIMATE LOCATION OF THE STOP - CCP 2.132(b)(6)(E), 2.133(b)(7)

2.1 \*CITY STREET:   
2.2 \*US HIGHWAY:   
2.3 \*STATE HIGHWAY:   
2.4 \*COUNTY ROAD:   
2.5 \*PRIVATE PROPERTY OR OTHER:

### 3 WAS RACE OR ETHNICITY KNOWN PRIOR TO STOP? - CCP 2.132(b)(6)(C)

3.1 \*YES:   
3.2 \*No:

