

HOW TO REPORT EXEMPTION FOR THE RACIAL PROFILING REPORT

1. Log into TCLEDDs here: <https://tcledds.tcole.texas.gov/tcledds3/Account/Login.aspx.aspx>
 - Need help with your login? Email or call support at support@tcole.texas.gov or 512-936-7700, option 3, then 1

2. Click on Racial Profiling in the left menu, under DRS



3. Click on the **Fill out New Racial Profiling Report** button

The image shows a page titled 'DRS RACIAL PROFILING REPORT LIST'. It includes a 'FOR SUPPORT WITH YOUR RACIAL PROFILING REPORT:' section with links to contact your FSA, email support, see the FAQ, and get a started guide. Below this is a note about the reporting period: 'THE REPORTING PERIOD FOR THE PREVIOUS YEAR BEGINS ON JANUARY 1 OF THE CURRENT YEAR AND ENDS ON MARCH 1 OF THE CURRENT YEAR.' There is a yellow box around the 'Fill out New Racial Profiling Report' button. Below the button are 'View 10 per page' dropdowns and a table showing data for years 2019, 2020, and 2021. The table has columns for YEAR, Form Type, Executed By, Title, Create Date, and Modified Date. The '2019' row is marked as 'Exempt'. At the bottom are 'Current Sort Order:' dropdowns and another 'View 10 per page' dropdown.

4. Update your agency's contact information (Phone, Email, Mailing Address)

- *This contact information will appear on reports published by TCOLE*

5. Enter who is **Executing** the filing of this report, and their **title**.

6. Check **Exemption**, if your agency qualifies.

7. Check the **Electronically Sign** checkbox

8. Click the **Submit Form** button

The image shows an 'AGENCY CONTACT INFORMATION' form. It includes fields for Agency Name, Reporting Date, TCOLE Agency Number, Chief Administrator, and three input fields: 'Phone', 'Email', and 'Mailing Address', all of which are highlighted with yellow boxes. Below these are 'Executed by' and 'Title' fields, both with yellow boxes. There is a 'Choose a Form Type:' dropdown with 'Full Report' and 'Exemption' options. The 'Exemption' option is checked. At the bottom, there is an 'Electronically Sign:' checkbox with a yellow box around it, and a note: '*By checking this box, you certify that this information is correct.' Below this is a 'SUBMITTED ELECTRONICALLY TO:' section with a circular seal of 'THE TEXAS COMMISSION ON LAW ENFORCEMENT' and a 'Submit Form' button.