

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

A screenshot of the 'DRS RACIAL PROFILING REPORT LIST' page. At the top, there's a blue header with the title. Below it, a red banner says 'FOR SUPPORT WITH YOUR RACIAL PROFILING REPORT:' followed by links: 'Contact your field service agent. Find your FSA HERE.', 'Email us at: RACIALPROFILING@TCOLE.TEXAS.GOV', 'See the FAQ', and 'Getting Started Guide'. A paragraph states: 'THE REPORTING PERIOD FOR THE PREVIOUS YEAR BEGINS ON JANUARY 1 OF THE CURRENT YEAR AND ENDS ON MARCH 1 OF THE CURRENT YEAR.' Below this is a yellow button labeled 'Fill out New Racial Profiling Report'. There are two 'View 10 per page' dropdown menus. A table lists reports for 2019, 2020, and 2021, all marked as 'Exempt'. The table has columns for YEAR, Form Type, Executed By, Title, Create Date, and Modified Date. Below the table, it says 'Current Sort Order:' 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

A screenshot of the 'AGENCY CONTACT INFORMATION' form. It contains fields for Agency Name, Reporting Date, TCOLE Agency Number, and Chief Administrator. There are also fields for *Phone, *Email, and *Mailing Address, all highlighted with yellow boxes. Below these are fields for *Executed by and *Title, also highlighted. A date field shows '02/06/2023'. A section titled '*Choose a Form Type:' has two radio buttons: 'Full Report' and 'Exemption' (selected and highlighted with a yellow box). A note below says: '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.' At the bottom, there is a checkbox for '*Electronically Sign:' (highlighted with a yellow box) and a red note: '*By checking this box, you certify that this information is correct.' Below this is the text 'SUBMITTED ELECTRONICALLY TO' followed by the TCOLE logo and 'THE TEXAS COMMISSION ON LAW ENFORCEMENT'. A yellow 'Submit Form' button is at the very bottom.