

Full Reporting Information: Filing Agency's Racial Profiling Report

Getting Started

When entering the TCLEDDS System to complete agency annual reporting requirements users will see a new required agency self-assessment related to Law Enforcement Agency Minimum Standards. This simple assessment needs to be completed in order to start the Racial Profiling report. The assessment requires the agency to confirm its current Chief Administrator, choose a response to report the agency's progress toward meeting the minimum agency standards and attest that the agency is aware of the minimum standards in TCOLE Rule 211.16.

The page to enter your numbers in TCLEDDS will automatically timeout after 2 hours. The best way to avoid timing out is to prepare all your data before you begin to fill out the page and make sure your math is correct. The list of the questions you will be asked to fill out is here:

<https://www.tcole.texas.gov/document/full-reporting.pdf>

Make sure you allow pop-ups on TCLEDDS. If your browser is blocking pop-ups, the session will timeout without giving you the opportunity to stay logged in. However, if you allow pop-ups, then you'll get the option to 'stay logged in' which will extend your session another 2 hours if you click "stay logged in" before it times out. If your session times out, you will lose all progress made.

In addition to the report questionnaire, a **Comparative Analysis** PDF is required. Agencies have the option to utilize the auto-generated comparative analysis or upload a separate PDF comparative analysis document containing a statistical analysis of its motor vehicle stops and their dispositions compared by race or ethnicity, such as percentages or ratios. Any incomplete data or data anomalies should be explained in your report. The second document must also contain a statement as to if racial profiling complaints were made against the agency and if so, a listing of all racial profiling complaints and the corresponding resolutions. This requirement is described in the Code of Criminal Procedure Sec. 2.134. Please note: A signed copy of your racial profiling report does not constitute a comparative analysis.

For more information, including a sample comparative analysis, visit:

<https://www.tcole.texas.gov/content/comparative-analysis>

If you notice a mistake on your racial profiling report, you can only edit the current year's submission, and only within the reporting period that ends March 1.

Common Issues

Can't log in to TCLEDDS:

Contact TCOLE's Support team at: support@tcole.texas.gov or 512-936-7700, option 3, then 1

TCLEDDS won't let you submit your report:

1. If your agency is filing a full report, make sure you either choose the auto-generated comparative analysis in TCLEDDS or upload your comparative analysis PDF file first, then fill out the data fields.
2. All fields are required and must be filled in. If your agency has no data for a specific field, you must enter the value 0.
3. Your numbers must total correctly.

Have a question about Racial Profiling:

Contact your agency's Field Service Agent or Captain Gary Connella.

Field Service Agents: <https://www.tcole.texas.gov/content/regional-support-field-service-agents>

Captain Connella: 512-936-7774 or racialprofiling@tcole.texas.gov