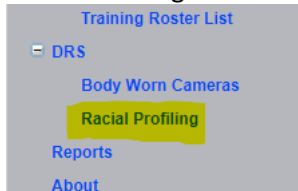
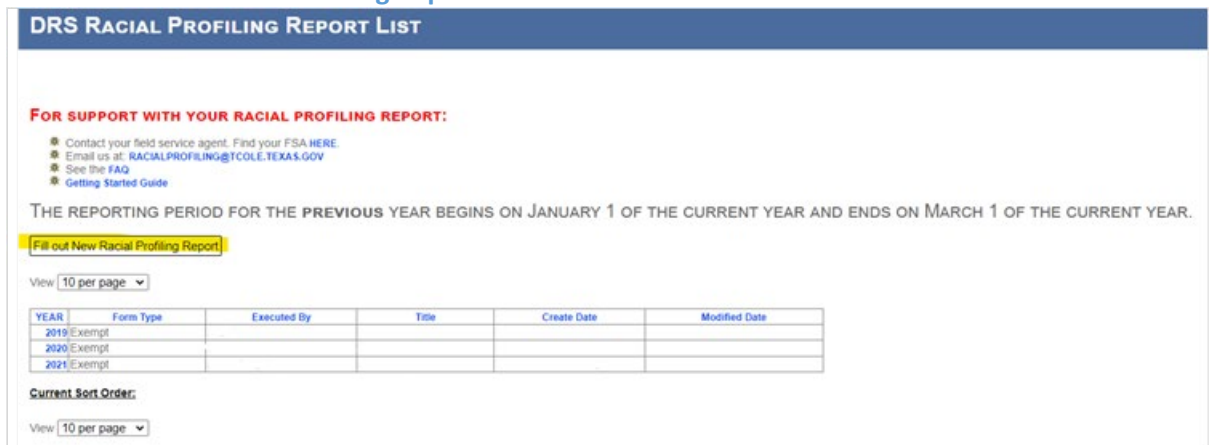


HOW TO REPORT EXEMPTION FOR THE 2022 RACIAL PROFILING REPORT

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

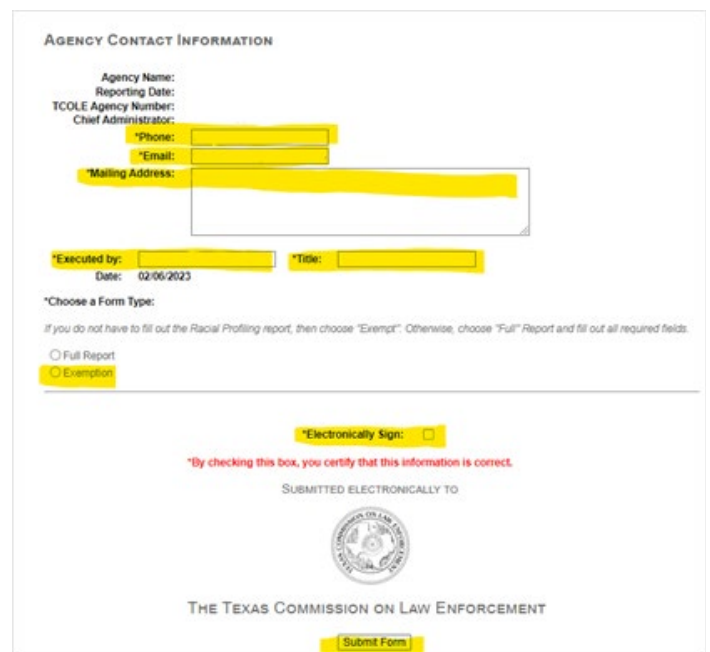


3. Click on the **Fill out New Racial Profiling Report** button



A screenshot of the 'DRS RACIAL PROFILING REPORT LIST' page. At the top, there is a blue header with the text 'DRS RACIAL PROFILING REPORT LIST'. Below the header, there is a red heading 'FOR SUPPORT WITH YOUR RACIAL PROFILING REPORT:' followed by three bullet points: 'Contact your field service agent. Find your FSA HERE.', 'Email us at: RACIALPROFILING@TCOLE.TEXAS.GOV', and 'See the FAQ'. Below this, there is a link '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.' A yellow button labeled 'Fill out New Racial Profiling Report' is highlighted. Below the button is a 'View' dropdown menu set to '10 per page'. A table with columns 'YEAR', 'Form Type', 'Executed By', 'Title', 'Create Date', and 'Modified Date' is shown. The table contains three rows: '2019:Exempt', '2020:Exempt', and '2021:Exempt'. Below the table, there is a 'Current Sort Order:' label and another 'View' dropdown menu set to '10 per page'.

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. The form fields are: Agency Name, Reporting Date, TCOLE Agency Number, Chief Administrator, *Phone, *Email, *Mailing Address, *Executed by, Date (02/06/2023), *Title, *Choose a Form Type (with radio buttons for Full Report and Exemption, where Exemption is selected), *Electronically Sign (checkbox), and a red warning message: '*By checking this box, you certify that this information is correct.' Below the warning 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 bottom.