

Incident Reporting Form

SANTA MARIA INDEPENDENT SCHOOL DISTRICT

Agency Name Required

Agency must promptly notify DPS of any incident, security breach, unauthorized, and or misuse of criminal history record information and system networks with CHRI access.

Section 1: Agency Information

Agency Point of Contact:

Agency Phone:

Agency Email:

Section 2: Details of Incident

Date of Report:

Date of Incident:

Location(s) of Incident:

Area Affected (Check all that apply)

☐ Misuse ☐ Dissemination ☐ Data Intrusion (Ransomware/Hack) ☐ Physical ☐ Digital
☐ Other:

Method of Detection

☐ DPS Audit ☐ Internal Audit ☐ Other

Description of Incident:

Section 3: Actions Taken by Agency

Copy to:

Attn: Audit & Training Supervisor
TX DPS - Crime Records Division
Compliance & Training Bureau

Email To: CJIS.Audit@dps.texas.gov or Fax: 512-424-2909

Select to go to [CJIS Launch Pad for CHRI Resources](#)