



PUBLIC SAFETY REPORTING SYSTEM

LOCAL ADMINISTRATIVE USER (LAU) 101

11/6/2025

AGENDA

- Introductions
- Resources for learning and system outages
- What training is required?
- Roles in the PSRS
- How to perform duties as LAU
 - General Permissions
 - Location Configuration
 - User Management
 - Run Reports
 - Use Query Builder

OFFICE OF COURT ADMINISTRATION (OCA) BAIL TEAM

Bail and Pretrial Program Manager

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Bail Inbox

Where to send questions/issues

Bail@txcourts.gov

PSRS Helpful Resources and Contacts

include screen shots and summary of event

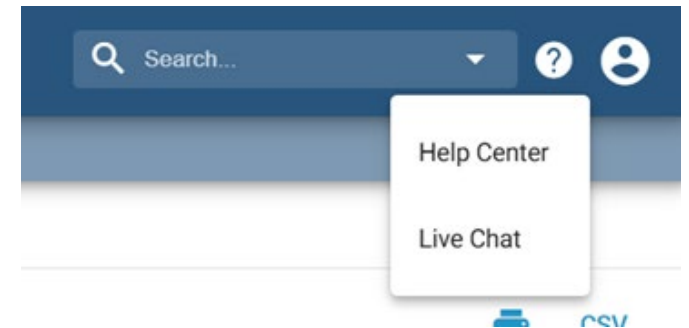
Helpful Resources for PSRS support (include screen shots of the issue or error):

Self-help - [Catalis - PSRS Support Center](#) – learning/training/usage documents

Live Chat - is available from 8am-8pm (PST)– click on the ‘?’ at the top of your PSRS home screen

Email - Catalis at support@automon.com

Phone - 480-368-8555 x2



System Wide Outages:

Catalis will generally send an email to all users if there is a known outage. If an outage occurs **outside business hours**, please:

- Call **480-368-8555 ext. 2** and leave a message (checked during off hours)
- Email both Bail@txcourts.gov and support@automon.com
- Include screenshots and a brief description of the issue

WHAT TRAINING DO USERS NEED?

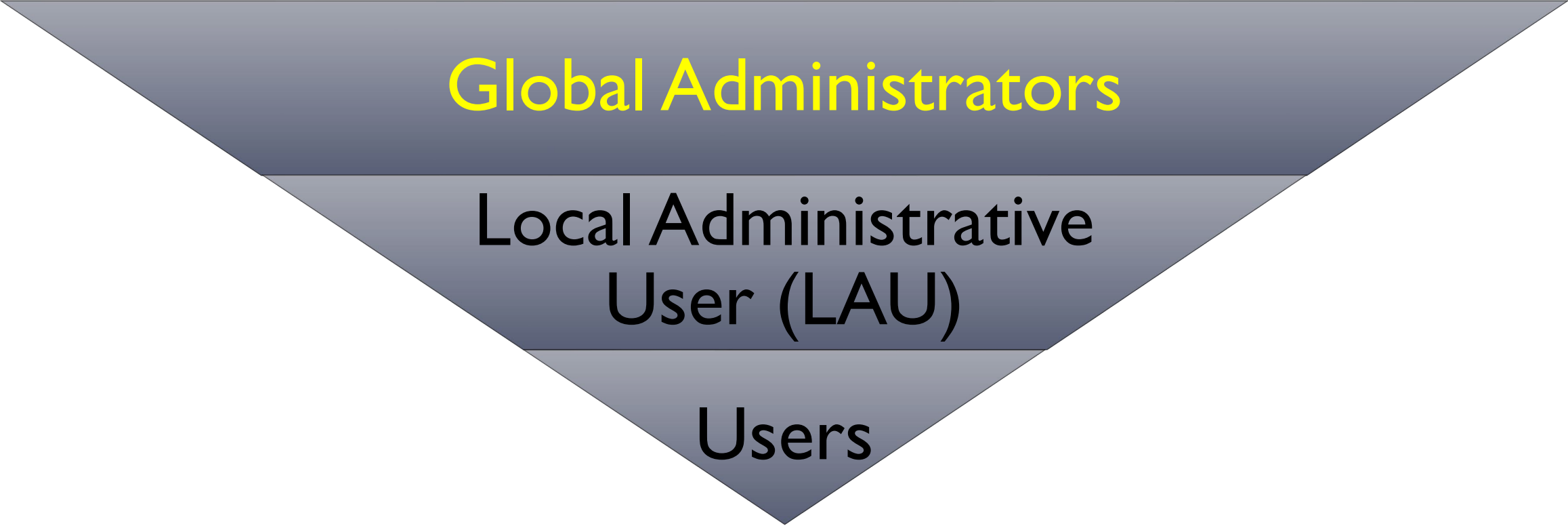
Requirement	Initial	Ongoing	Result
Judicial Specific <i>(*see training agencies below)</i>	8- hour training - No later than the 90 day - Magistrate Duties - Setting Bail - Use of Criminal History	2-hour continuing education Every fiscal biennium	Compliance with statute - Article 17.024
Accessing Criminal Justice Data <i>(CJIS)</i>	- Within six months - Set up by local Terminal Access Coordinator (TAC)	- Recertification required every year CJIS Online	Compliance with federal and state laws regarding view, handling and dissemination of sensitive criminal justice information
Criminal Justice Practitioner (CJP) <i>(DPS)</i>	2-hour online DPS course	Recertification required every two years	Ability to access PSRS and bail forms but <u>CANNOT</u> query a criminal history within PSRS
8-hour Mobile Training <i>(DPS)</i>	8-hour in-person - Offered through DPS only	Recertification required every two years	Ability to access PSRS and bail forms <u>AND</u> query a criminal history within PSRS

This requirement addresses newly elected/appointed Judges and is not applicable to the COA Justices.

ALL staff with PSRS access.

} Only one of these is required and its dependent upon your role.

ROLES IN THE PSRS

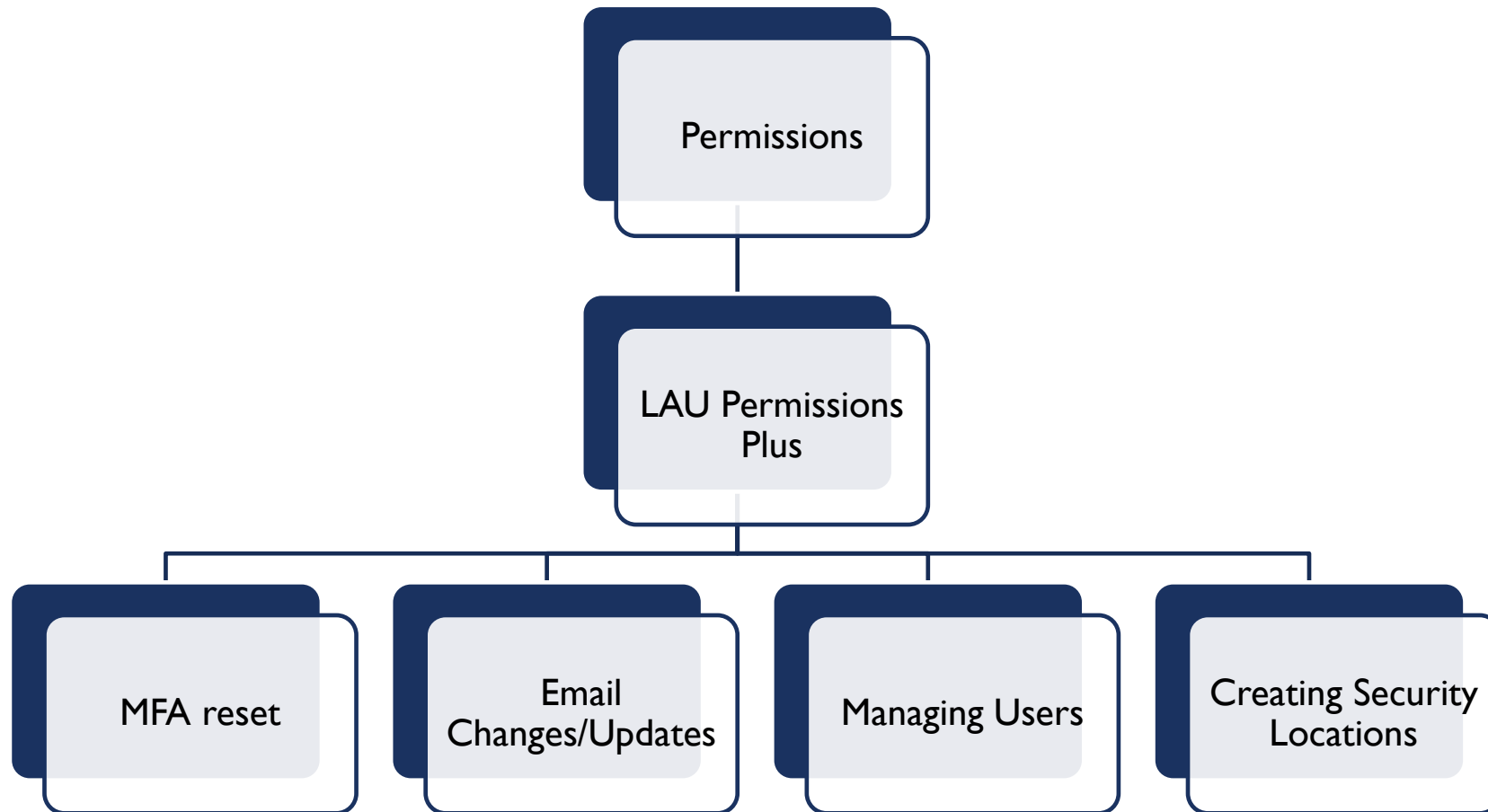


Global Administrators

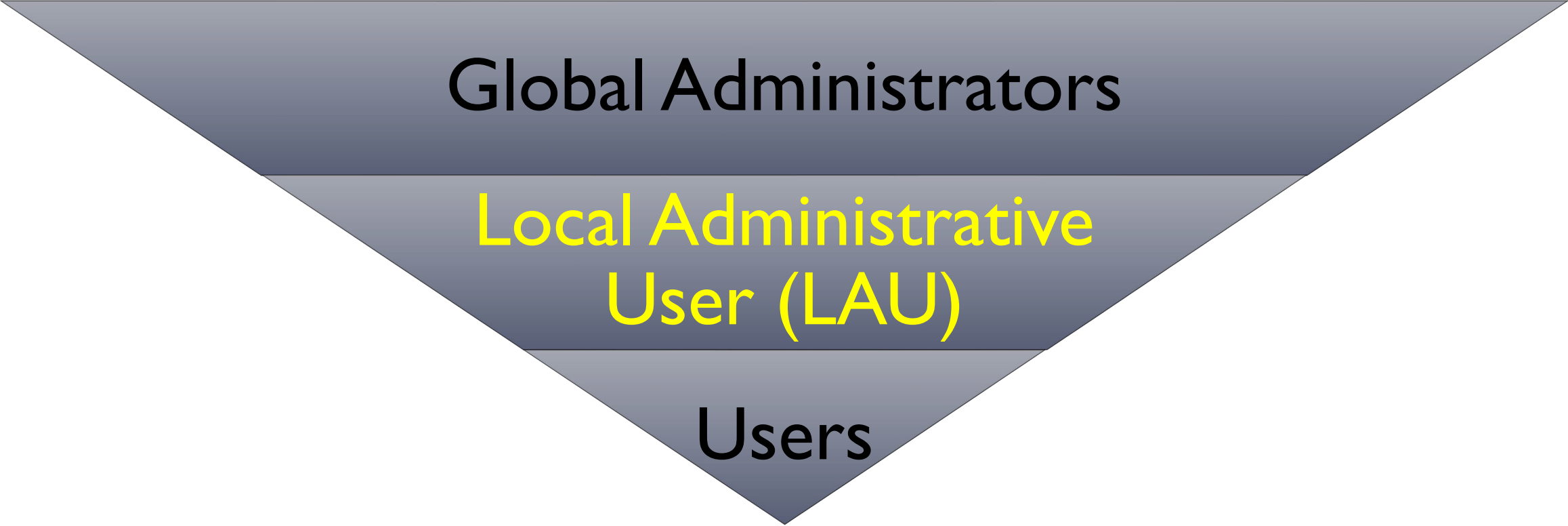
**Local Administrative
User (LAU)**

Users

GLOBAL ADMINISTRATORS



ROLES IN THE PSRS

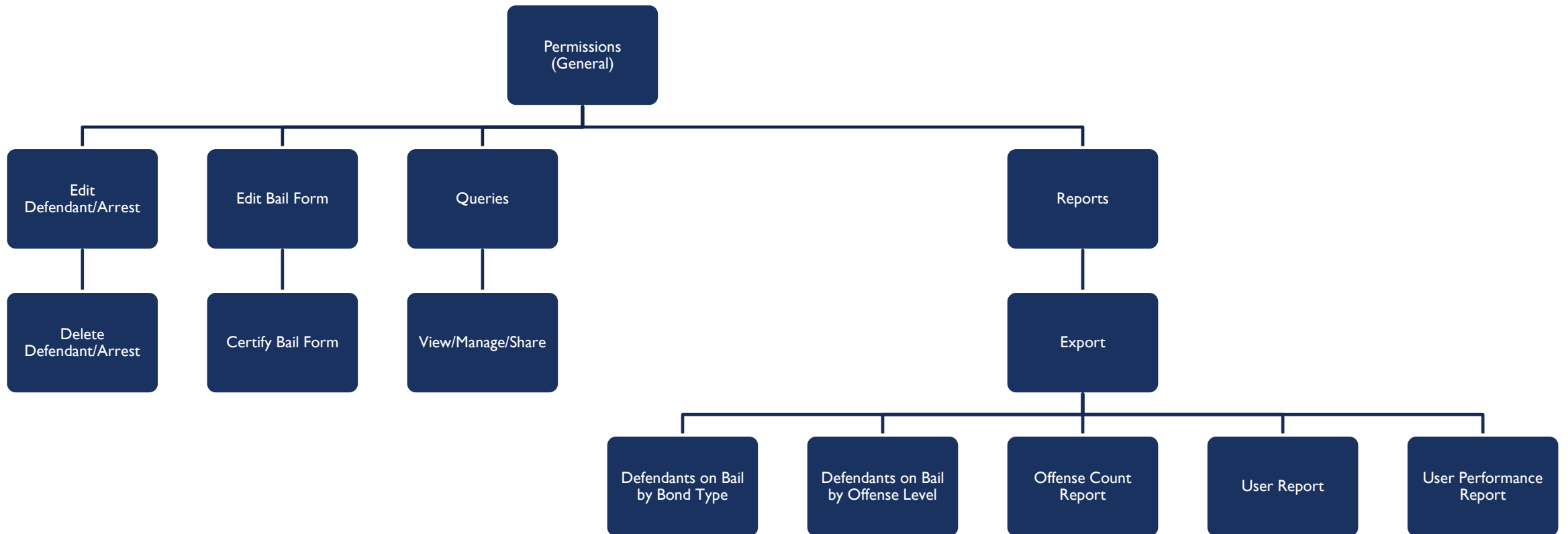


Global Administrators

Local Administrative
User (LAU)

Users

LOCAL ADMINISTRATIVE USER (LAU)



LOCAL ADMINISTRATIVE USER (LAU)

Permissions
(Location Configuration)

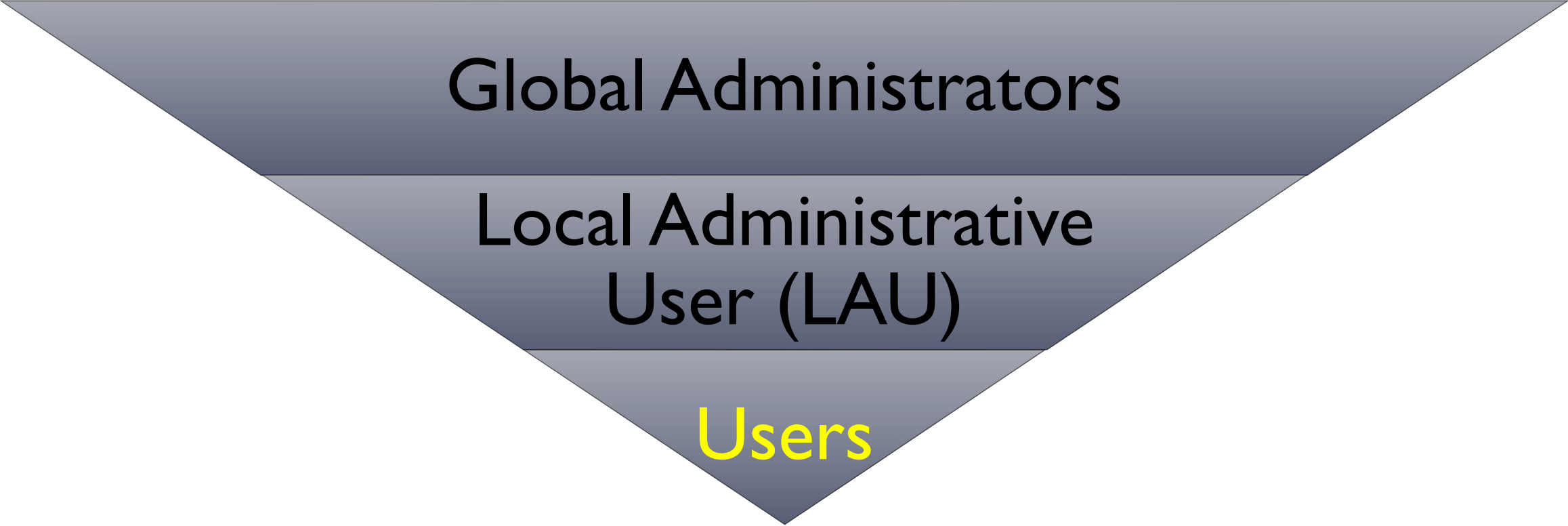
```
graph TD; A[Permissions (Location Configuration)] --> B[View/Edit Roles]; A --> C[View/Edit Users]; A --> D[View/Edit/Delete Conditions];
```

View/Edit Roles

View/Edit Users

View/Edit/Delete
Conditions

ROLES IN THE PSRS

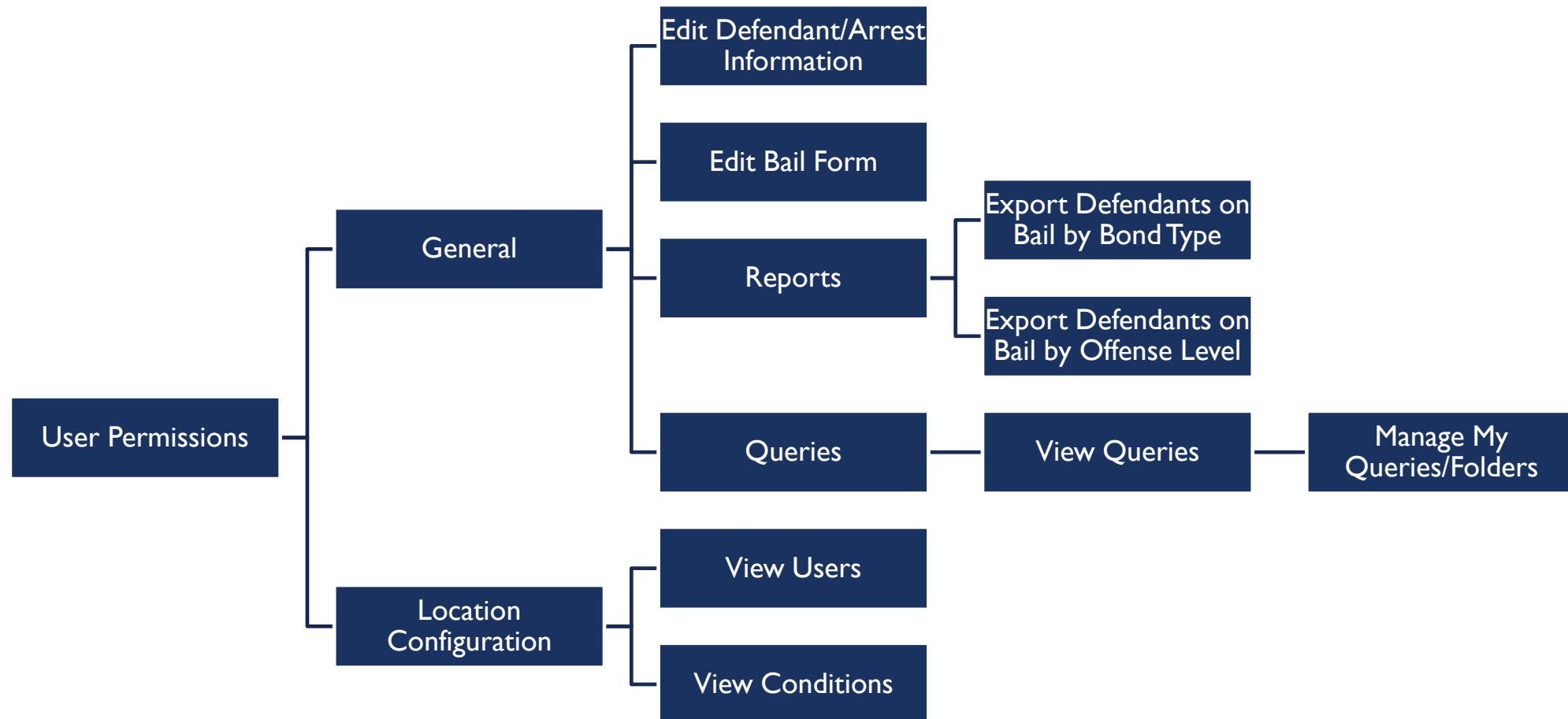


Global Administrators

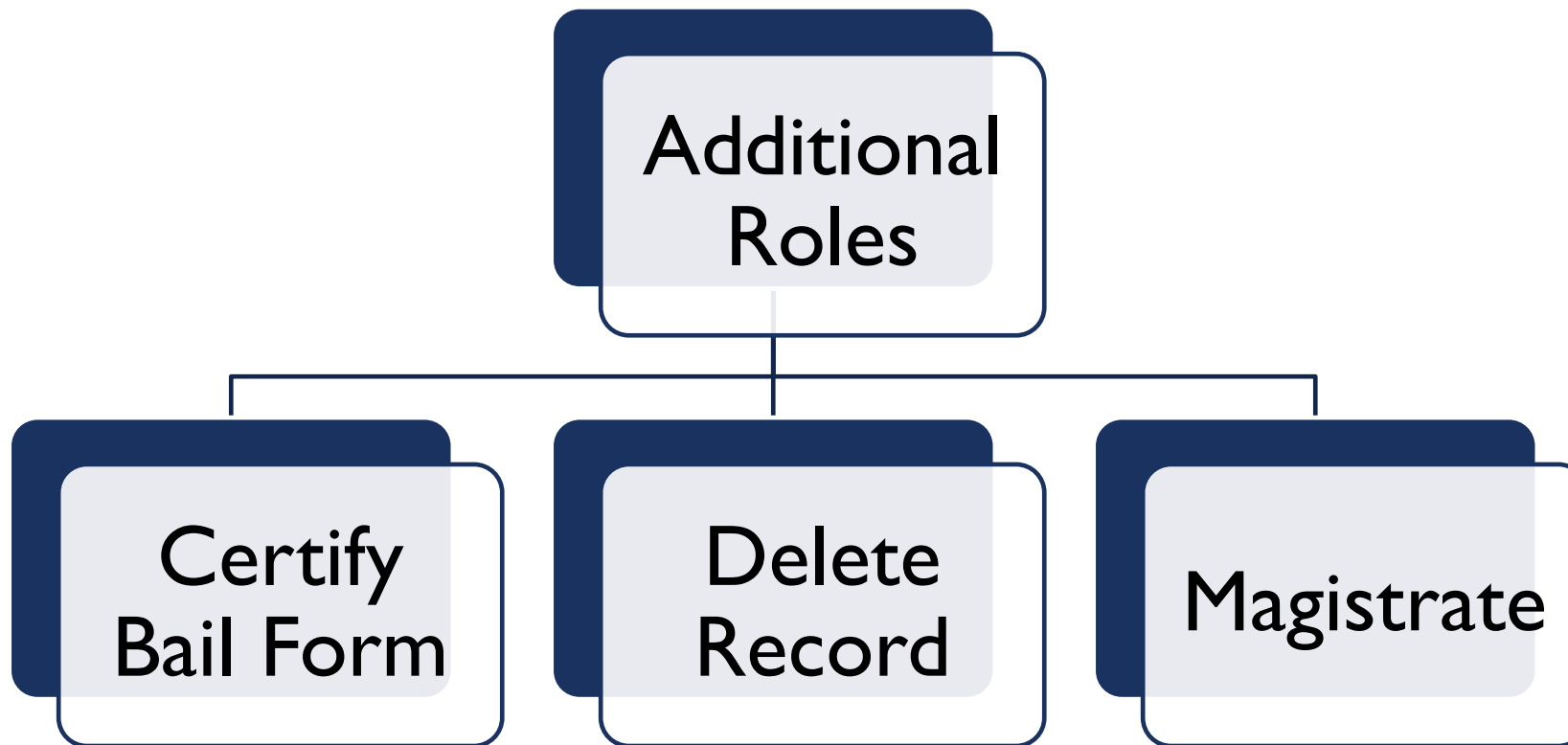
Local Administrative
User (LAU)

Users

USERS



ADDITIONAL USER ROLES



HOW TO PERFORM LAU DUTIES

GENERAL PERMISSIONS



GENERAL PERMISSIONS

- Edit Defendant/Arrest Information
- Edit/Certify Bail Form

Morrison, Anne
Date of Birth: 06/18/1980

Arrest 03/28/2022 9:15 PM

Arrest Details

Magistration

Arrest Date	Arrest Time	County of Arrest
03/28/2022	9:15 PM	Maricopa

Morrison, Anne
Date of Birth: 06/18/1980

Arrest 03/28/2022 9:15 PM: Felony

Arrest Details

Magistration

Arrest 03/28/2022 9:15 PM: Misdemeanor

Arrest 11/30/2021 4:00 PM

Delete Record

SPLIT CAUSE/CASE

Arrest Date	Arrest Time	County of Arrest
03/28/2022	9:15 PM	Maricopa

Offense

ADD

Are you sure you want to delete this record?

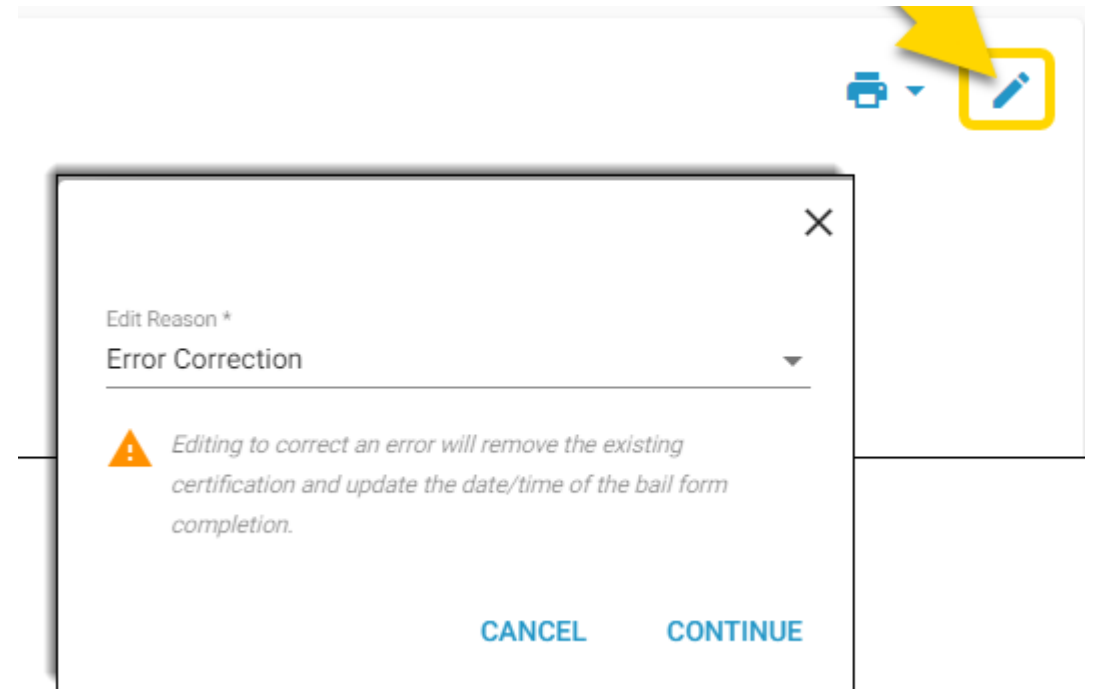
This action cannot be reversed. To confirm, please enter the last name of the defendant for this arrest record.

Last Name *
Morrison

CANCEL DELETE

ERROR CORRECTING A BAIL FORM

- Correcting an error on a bail form
 - Make required corrections
 - Recertify and save



The screenshot shows a software interface with a dialog box open. In the top right corner of the main window, there are icons for a printer and a document with a pencil, the latter of which is highlighted by a yellow arrow. The dialog box has a close button (X) in the top right corner. It contains a label 'Edit Reason *' above a dropdown menu that is currently set to 'Error Correction'. Below this, there is a warning icon (an orange triangle with an exclamation mark) followed by the text: 'Editing to correct an error will remove the existing certification and update the date/time of the bail form completion.' At the bottom right of the dialog box, there are two buttons: 'CANCEL' and 'CONTINUE'.

HOW TO PERFORM LAU DUTIES

LOCATION CONFIGURATION



LOCATION CONFIGURATION

- Roles
 - View/Edit
- Users
 - View/Edit
- Conditions
 - View/Edit/Delete
- Custom Fields
 - View/Edit

The screenshot shows the 'Location Configuration' page in the 'Public Safety Report System'. The interface includes a sidebar with navigation links: 'Security Locations', 'Roles', 'Users', 'Conditions', and 'Custom List Fields'. The 'Roles' link is highlighted with a yellow circle and the number 3. The main content area displays a table of roles. The 'Administrator' role is highlighted with a yellow circle and the number 5. The table has columns for 'Role', 'Description', 'Type', and '# of Users Assigned'. A yellow box with the number 4 highlights the 'Type' and '# of Users Assigned' columns. The 'Texas' state is selected in the top left, and a search bar is in the top right.

1 Location Configuration

2 Texas

3 Roles

4

5 Administrator

Role	Description	Type	# of Users Assigned
Administrator	This role has all general permissions as well as location configuration permissions.	Custom	5
Certify Bail Form	This role only has the permission to view, edit, and certify the bail form. The user will still need to have either a User or Administrator role.	Custom	0
Delete Record	Allows user to delete an arrest and/or defendant.	Custom	0
Global Administrator	This role has all permissions at all locations including managing security locations.	System	5
Magistrate	Users with this role will be populated in the magistrate drop down on the bail form certification for the locations to which the role is assigned and will have permissions to certify the bail form.	System	2
User	This role allows users to edit defendant & arrest, view and edit magistration, and view reports.	Custom	0

USER MANAGEMENT

- Creating New Users
- Adding Existing User to a Location
- Deactivating User Accounts when Employees Leave

The screenshot displays the 'User Management' interface. At the top, there is a table with columns: 'Email Address/Username', 'ORI', 'TLETS User ID', and 'Position/Office'. The table contains one row with the email 'amaynard@email.com', ORI 'AZ0000001', TLETS User ID 'TL00001', and Position/Office 'Magistrate/Precinct 4'. Below the table, there are three user names: Daniel Garrison, Andrew Ruth, and Erica Patterson. To the left of the table, there is a dropdown menu with 'ADD' and 'New User' (highlighted with a yellow box and a yellow circle with the number 1). Below the table, there is a modal window titled 'Add User' (highlighted with a yellow circle with the number 2). The modal contains the following fields: First Name * (Melissa), Last Name * (Forrester), Email Address/Username * (mforrester@email.com), ORI (AZ0000005), TLETS User ID (TL00005), Position/Office * (Assistant Court Clerk/Precinct 2), and a toggle for 'Active' (checked). Below these fields is a 'Comments' section. At the bottom of the modal, there are three rows for roles: 'Arizona > Chandler' with role 'User', 'Arizona > Chandler' with role 'Delete Record', and 'Arizona > Chandler > Chandler Municipal Court' with role 'Certify Bail Form'. Each role row has a red minus button. Below the roles is a link '+ Add another role'. At the bottom right of the modal, there are 'CANCEL' and 'ADD' buttons (the 'ADD' button is highlighted with a yellow box and a yellow circle with the number 3).

Email Address/Username	ORI	TLETS User ID	Position/Office
amaynard@email.com	AZ0000001	TL00001	Magistrate/Precinct 4

ADD

New User

Existing User

ADD User

First Name *
Melissa

Last Name *
Forrester

Active

Email Address/Username *
mforrester@email.com

ORI
AZ0000005

TLETS User ID
TL00005

Position/Office *
Assistant Court Clerk/Precinct 2

Comments

Location *
Arizona > Chandler

Role *
User

Location *
Arizona > Chandler

Role *
Delete Record

Location *
Arizona > Chandler > Chandler Municipal Court

Role *
Certify Bail Form

+ Add another role

CANCEL ADD

USER PERMISSION CONFLICTS

- An example of an invalid configurations that you should NOT use when setting up users.
- Conflicting permissions
 - The user should have either the **User role** or the **Administrator role**, but NOT both.

Add User

First Name *

Craig

Last Name *

Maynor

Active

Email Address/Username *

cmaynor@email.com

ORI

AZ00005

TLETS User ID

TL00006

Position/Office *

Officer/Chandler

Comments

Location *

Arizona > Chandler > Chandler Municipal Court

Role *

Administrator

Location *

Arizona > Chandler > Chandler Municipal Court

Role *

User

+ Add another role

CANCEL

ADD



REDUNDANT PERMISSIONS

- **Magistrate** and **Certify Bail Form** roles
 - The **Magistrate** role already includes the ability to certify the electronic Bail Form, so the **Certify Bail Form** role is unnecessary.
- **Administrator** and **Certify Bail Form** and/or **Delete Record** role(s)
 - Administrator role already includes the ability to do both functions

Add User

First Name *

Craig

Last Name *

Maynor

Active

Email Address/Username *

cmaynor@email.com

ORI

AZ00005

TLETS User ID

TL00006

Position/Office *

Officer/Chandler

Comments

Location *

Arizona > Chandler > Chandler Municipal Court

Role *

Administrator

Location *

Arizona > Chandler > Chandler Municipal Court

Role *

Magistrate

Location *

Arizona > Chandler > Chandler Municipal Court

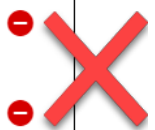
Role *

Certify Bail Form

+ Add another role

CANCEL

ADD



HOW TO PERFORM LAU DUTIES

RUN REPORTS



RUN REPORTS

- Defendants on Bail by Bond Type
- Defendants on Bail by Offense Level/Degree
- Offense Count
- Users
- User Performance



RUN REPORTS

- Defendants on Bail by Bond Type
- Defendants on Bail by Offense Level/Degree
- Offense Count
- User Performance

Filters

Date Range *

Start Date – End Date

MM/DD/YYYY - MM/DD/YYYY

Location *

Location...

CLEAR

DOWNLOAD CSV

DEFENDANTS ON BAIL BY BOND TYPE

	A	B	C	D	E
1	Location	Personal	CashSurety	BailDenied	Total
2	Texas > 100th District Court > Carson	0	0	0	0
3	Texas > 100th District Court > Childress	0	0	0	0
4	Texas > 100th District Court > Collingsworth	0	0	0	0
5	Texas > 100th District Court > Donley	0	0	0	0
6	Texas > 100th District Court > Hall	0	0	0	0
7	Texas > 102nd District Court > Bowie	0	0	0	0
8	Texas > 102nd District Court > Red River	0	0	0	0
9	Texas > 103rd District Court > Cameron	0	1	10	11
10	Texas > 104th District Court > Taylor	0	3	0	3

DEFENDANTS ON BAIL BY OFFENSE LEVEL/DEGREE

	A	B	C	D	E	F	G	H	I	J	K
1	Location	MA	MB	MC	F1	F2	F3	StateJailFelony	CapitalFelony	TotalMagistrations	TotalOffenses
2	Texas > 100th District Court > Carson	0	0	0	0	0	0	0	0	0	0
3	Texas > 100th District Court > Childress	0	0	0	0	0	0	0	0	0	0
4	Texas > 100th District Court > Collingsworth	0	0	0	0	0	0	0	0	0	0
5	Texas > 100th District Court > Donley	0	0	0	0	0	0	0	0	0	0
6	Texas > 100th District Court > Hall	0	0	0	0	0	0	0	0	0	0
7	Texas > 102nd District Court > Bowie	0	0	0	0	0	0	0	0	0	0
8	Texas > 102nd District Court > Red River	0	0	0	0	0	0	0	0	0	0
9	Texas > 103rd District Court > Cameron	0	0	0	0	2	1	8	0	10	11

OFFENSE COUNT

	A	B	C	D	E
1	Location	Offense	Offense level	# of Occurrences	# of Defendants
2	Texas > Bexar > County > Central Magistrate	22.01(a)(1) ASSAULT CAUSES BODILY INJURY FAMILY MEMBER	Misdemeanor A	379	379
3	Texas > Val Verde > Law Enforcement > Recana Contracting	30.05(d)(1) CRIMINAL TRESPASS	Misdemeanor B	319	319
4	Texas > Travis > Municipal > Austin	49.04 DRIVING WHILE INTOXICATED	Misdemeanor B	245	245
5	Texas > Bexar > County > Central Magistrate	49.04 DRIVING WHILE INTOXICATED	Misdemeanor B	242	242
6	Texas > Dallas > Magistrate Court	481.115(b) POSS CS PG 1/1-B <1G	State Jail Felony	239	239
7	Texas > Bexar > County > Central Magistrate	30.05(d)(1) CRIMINAL TRESPASS	Misdemeanor B	191	191
8	Texas > Tarrant > Magistrate Court	22.01(a)(1) ASSAULT CAUSES BODILY INJURY FAMILY MEMBER	Misdemeanor A	182	182
9	Texas > El Paso > Magistrate Court	22.01(a)(1) ASSAULT CAUSES BODILY INJURY FAMILY MEMBER	Misdemeanor A	179	179
10	Texas > Bexar > County > Central Magistrate	22.02(a)(2) AGG ASSLT W/DEADLY WEAPON	Felony 2	173	173
11	Texas > Bexar > County > Central Magistrate	481.115(c) POSS CS PG 1/1-B >=1G<4G	Felony 3	167	167
12	Texas > Tarrant > Magistrate Court	481.121(b)(1) POSS MARIJ < 2OZ	Misdemeanor B	167	167
13	Texas > Tarrant > Magistrate Court	481.115(b) POSS CS PG 1/1-B <1G	State Jail Felony	162	162
14	Texas > Travis > Municipal > Austin	22.01(a)(1) ASSAULT CAUSES BODILY INJURY FAMILY MEMBER	Misdemeanor A	159	159

USER PERFORMANCE

	A	B	C	D	E	F	G
1	Name	Email	TLETS ID	ORI	Location	# of Criminal History Requests	# of Bail Forms Certified
2	Gentry, Janice			TX194025J	Texas > 102nd District Court > Red River	0	0
3	Cortina, Maria			TX031015J	Texas > 103rd District Court > Cameron	0	2
4	GARZA, JOSE			TX031015J	Texas > 103rd District Court > Cameron	0	8
5	LEAL, JANET			TX03105J	Texas > 103rd District Court > Cameron	0	0
6	Hansen, Karyn			TX221015J	Texas > 104th District Court > Taylor	10	4
7	Propst, Jeff			TX221025J	Texas > 104th District Court > Taylor	5	2

USERS

Filters

Location *

Location...

Texas

Texas > 100th District Court

Texas > 100th District Court > Carson

Texas > 100th District Court > Childress

Texas > 100th District Court > Collingsworth

	A	B	C	D	E
1	Name	Email	Role	Location	Active
2	Integrator, Tyler Tech	vendor-tyler-tech	Integrator	Texas	Yes
3	Strickland, Tyler		Administrator	Texas	Yes
4	Magistrate, Test		User	Texas	No
5	User, Test4		Administrator	Texas	No
6	User, Test3		Administrator	Texas	No
7	User, Test2		Administrator	Texas	No
8	Bowden, Tyler		Global Administrator	Texas	Yes

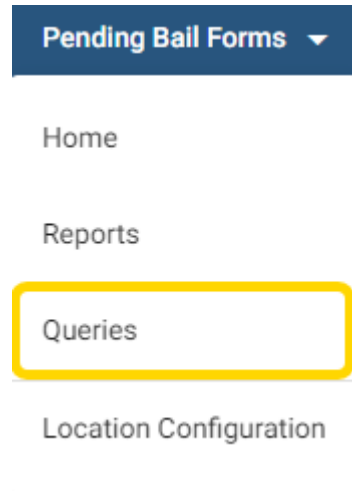
HOW TO PERFORM LAU DUTIES

USE QUERY BUILDER



USE THE QUERY BUILDER

- View Queries
 - Manage My Queries
 - Share and Manage Shared Queries
 - Manage Share Query Folders



MY QUERIES		SHARED QUERIES
ADD ▾		
Name		Last Modified Date/Time
▾	Arrests and Offenses	06/03/2024 15:59
>	2022 Arrests and Offenses	06/03/2024 15:59
	2023 Arrests and Offenses	06/03/2024 16:00
	2024 Arrests and Offenses	06/03/2024 16:00
>	Magistrations	06/03/2024 16:02

BUILDING A QUERY

- Select the Data Source(s)
- Select Parameter(s) as needed

MY QUERIES

SHARED QUERIES

← Queries

“Juveniles Not Certified Query”

Query Editor

Data Sources

Defendants

Arrests

+ Add a Related Data Source

Parameters

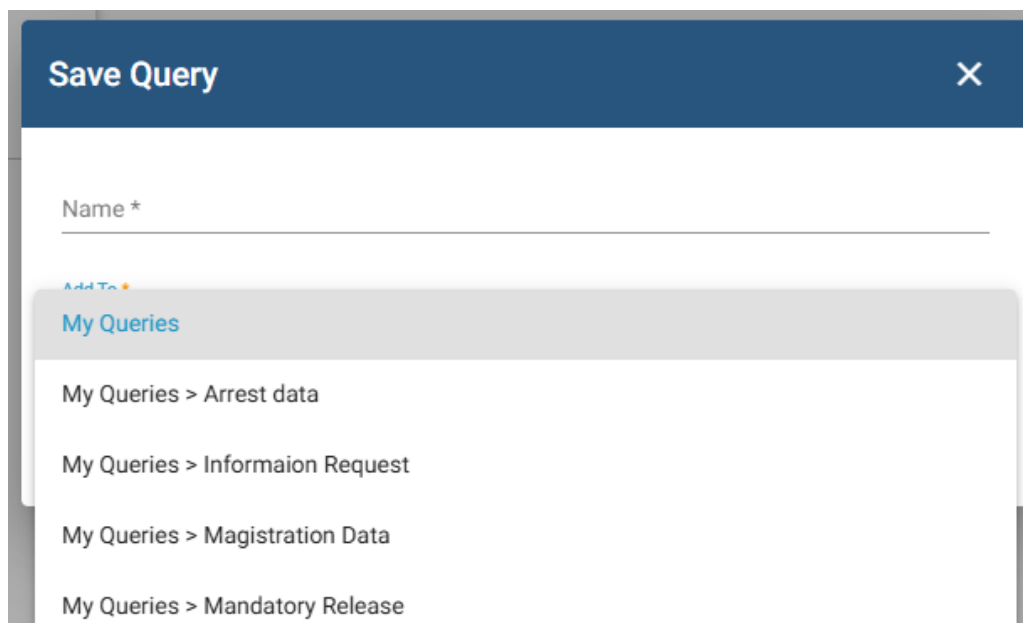
	And/Or	Column	Operator	Value	
☐		DOB	>=	01/01/2008	
☐	AND	Certified Juvenile	=	No	⊖
☐	AND	Arrest Date	>	1/1/2025	⊖

+ Add New Row

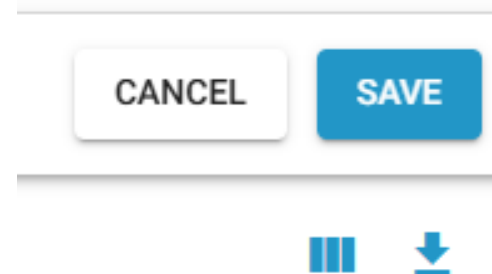
RESETAPPLY

SAVING AND EXPORTING A QUERY

- Save your query.
 - You can save it to My Queries or a folder in My Queries
- After you Save your query, you can export the data by clicking on the upside-down arrow



A screenshot of a 'Save Query' dialog box. The dialog has a dark blue header with the title 'Save Query' and a close button (X). Below the header is a text input field labeled 'Name *'. Underneath the input field is a section titled 'Add To' with a dropdown menu. The dropdown menu is open, showing a list of options: 'My Queries' (highlighted), 'My Queries > Arrest data', 'My Queries > Informaion Request', 'My Queries > Magistration Data', and 'My Queries > Mandatory Release'.



A screenshot of a control bar containing two buttons: 'CANCEL' and 'SAVE'. Below the buttons are two icons: a blue icon representing a list or table, and a blue icon representing a download (an arrow pointing down).

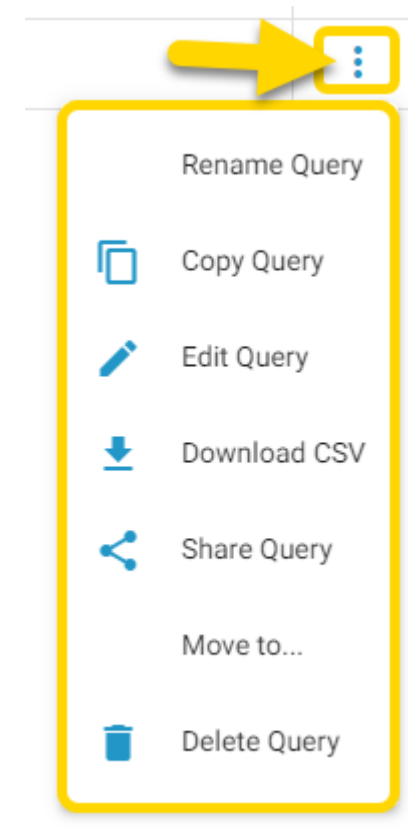
SHARED QUERIES

- Examples of Shared Queries

MY QUERIES	SHARED QUERIES
ADD FOLDER	
Name	
Dallas	
>	Dallas County PSR Entered Staff totals
>	El Paso
>	Harris
Polk	
Requests	
17.151 Releases	
Juveniles Not Certified	
Pending Bail Forms	

MANAGING A QUERY

- Other Query Functions
 - Rename Query
 - Copy Query
 - Edit Query
 - Download CSV
 - Share Query (My Queries tab only)
 - Move to
 - Delete Query



QUESTIONS



Thank You

OCA Bail Team

Bail@txcourts.gov