Welcome to the Texas Judiciary

Dear Judicial Officer,

Congratulations on your election or appointment to the Texas judiciary. As you prepare to take office, Office of Court Administration's (OCA's) Bail and Pretrial Program team welcomes you and looks forward to supporting you in your new role.

One of the tools available to Texas judges and magistrates is the Public Safety Report System (PSRS). The system supports informed bail decisions for the magistration and bail setting process by providing public safety information and a way to document bail determinations as required by law.

We know there is a great deal to learn when beginning a new judicial position. Our goal is to make the PSRS portion of that transition as straightforward as possible. This guide outlines the steps to request access, identify applicable training requirements, and become familiar with the system.

We encourage you to begin the onboarding process before taking office, when possible. Each court or agency has a designated Local Administrative User (LAU) who can assist with establishing your account and assigning permissions. We recognize these responsibilities may change during a judicial transition, so this guide also provides instructions for requesting assistance directly from OCA.

Our team is available to answer questions, coordinate access, and help make your transition to the PSRS as straightforward as possible. We look forward to working with you and wish you success in your service to the people of Texas.

Sincerely,

Bail and Pretrial Program

Texas Office of Court Administration

bail@txcourts.gov

Bail and Pretrial Webpage

Getting Started with the Public Safety Report System (PSRS)

This guide outlines the training, account setup, and permissions needed to begin using the PSRS. Follow the steps below to prepare for your judicial duties.

Before You Begin:

- **Newly Established Courts:** If you will be serving in a newly established court, please contact OCA's Bail and Pretrial Program at bail@txcourts.gov before proceeding so we can verify that your court has been established in the PSRS.
- **Existing Accounts:** If you previously had PSRS access, please indicate this on the Judicial Onboarding form to avoid creating duplicate accounts.
- **Training Requirements:** PSRS onboarding and orientation do not replace judicial education requirements or Department of Public Safety (DPS)-required Criminal Justice Information Services (CJIS) and Texas Crime Information Center (TCIC) training.
- Newly elected or appointed judges are encouraged to begin the PSRS onboarding process before taking office. Your account may be established in advance; however, access to judicial functions will become available once your court assignment and official start date have been confirmed.

After review of this document, you may access New Judicial Officers: PSRS Access Request – Fill out form here.

1. Judicial Education Requirements

Contact your appropriate judicial education center to determine the training required for your judicial office, including Duties of Magistration. Judicial education is separate from the technical training required for access to criminal history information.

Judicial Training Center	Judges Served	Website
Texas Center for the Judiciary (TCJ)	District, Statutory County and Appellate Judges	www.yourhonor.com
Texas Justice Court Training Center (TJCTC)	Justice of the Peace	www.tjctc.org
Texas Municipal Courts Education Center (TMCEC)	Municipal Court Judge	www.tmcec.com
Texas Association of Counties (TAC)	Constitutional County Judges	www.county.org

2. Department of Public Safety (DPS) Training Requirements

DPS establishes the training and authorization requirements for accessing criminal justice information through the PSRS. Your agency's Terminal Agency Coordinator (TAC) should be able to assist you with accessing and completing the appropriate training. If you are unsure who your TAC is, OCA's Bail and Pretrial Program can assist in identifying the appropriate contact.

DPS Training for PSRS Use – DPS flyer with course information and contact information

Navigating DPS Requirements and Training – Glossary of terms and acronyms, establishing an Originating Agency Identifier (ORI), TAC and LAU, training requirements, form submission to DPS, and terminal agreement information.

DPS Contact Information: Training@dps.texas.gov – 512-424-2832

Training	User Applicability	Required?
CJIS Security Awareness	Every user with the PSRS, including view-only permissions	**Yes** (Annual Recertification)
*TCIC Mobile Access	Only users who will query (generate) criminal history information within the PSRS	**Yes, if applicable** (Biennial recertification)

Training and certification requirements are subject to current DPS policy

**TCIC Mobile Access: This training is optional if your local workflow assigns another authorized user to query criminal history information and your duties only require reviewing the results within the PSRS. Choosing not to complete this training will not affect your ability to view criminal history information retrieved by another authorized user.*

DPS may authorize eligible users to access criminal history information through the PSRS while completing the required TCIC Mobile Access training. This authorization is subject to DPS approval and includes a six-month period in which the user must complete the training to maintain authorization to query a criminal history. Your TAC can assist with training and authorization requirements, or you may contact DPS directly.

TCIC Mobile Access: This training is optional if your local workflow assigns another authorized user to query criminal history information and your duties only require reviewing the results within the PSRS. Choosing not to complete this training will not affect your ability to view criminal history information retrieved by another authorized user, provided you have the appropriate PSRS permission (CJIS Training).

3. Understanding PSRS Roles and Permissions

PSRS roles and permissions are assigned in accordance with the principle of least privilege, ensuring users have only the access necessary to perform their authorized job duties.

Judges and magistrates are assigned the Magistrate and User roles, which allow them to perform judicial functions within the PSRS, including reviewing and certifying bail forms. An additional permission available is Administrator (LAU), which allows you to add, manage, and remove PSRS users for your assigned court. This permission is optional and is typically assigned to the

individual responsible for onboarding and offboarding staff. Judges do not need LAU permissions unless they are managing user accounts.

4. Determine the Locations You Will Need Permission to Access

Each judge or magistrate will have PSRS access to their assigned court. However, additional locations may be necessary depending on your judicial responsibilities. For example, you may serve multiple jurisdictions, provide magistration coverage for other courts, or need access to arrest records entered by the sheriff's office during the jail intake process.

Before requesting access, coordinate with your court staff or sheriff's office to understand how newly arrested individuals are entered and assigned within the PSRS. There is no statutory directive of what agency or staff makes entries into the PSRS. Entry may be made by the local sheriff's department, pretrial or probation, a bond office, or a court itself. It is important to understand who enters the information and if they will assign it to your location, or you need to access their location to complete your duties.

5. Submit Your Onboarding Information to Bail and Pretrial

Your court's LAU may establish your PSRS account and assign the appropriate permissions. If you do not know who your LAU is or need assistance with account setup, complete the Judicial Onboarding Form below, and OCA's Bail and Pretrial Program will assist.

Onboarding form: New Judicial Officers: PSRS Access Request – Fill out form

Your PSRS username is your email address. An official government or jurisdictional email is required for ongoing access. If your official address is not assigned until you take office, you may provide a temporary address for initial profile setup and update it afterward. If your jurisdiction does not issue official email addresses, contact our team for assistance – bail@txcourts.gov.

6. Prepare for Account Access

Once your account is established, follow the instructions within the 'Getting Started Guide' to complete your initial login, password setup, and multi-factor authentication (MFA). Select an MFA method that will be accessible during your normal workday, particularly if you work in a facility where mobile devices are restricted.

Getting Started - Setting password, MFA, Logging In

Demonstration - Video (5 minutes) - Walkthrough to set up User Profile, Password and Multifactor Authenticator

PSRS Login Link - Log Into the PSRS *We recommend you bookmark this page to quickly access login when necessary.*

7. PSRS in Practice: A Practical Guide for New Judges *(optional OCA PSRS training)*

This optional webinar provides a practical introduction to PSRS navigation, public safety reports, bail forms, and available support resources. Although attendance is not required, new judges are encouraged to participate.

This training does not replace judicial education or DPS training requirements.

Visit our upcoming training page to register. You may also access previously recorded webinars and training materials.

8. Helpful Resources

Article 17, Code of Criminal Procedure – Quick link to Texas Code of Criminal Procedure Article governing bail

PSRS Getting Started Guide - Walks users through setting up a profile, MFA and password. Document also provides information for being locked out, getting a new phone and downloading a multifactor authentication app.

PSRS Usage for Judges – Executive overview of statutory foundation, practical functionality and uniform reporting provided by the PSRS.

When a Bail Form Must be Completed and Arrests That Are Not Entered into the PSRS – One-page bench guide describing common court proceedings and if a bail form is required. Also identifies offenses and scenarios when entry of the arrest is not required in the PSRS.

PSRS Help Center – Maintained by Catalis, with step-by-step tutorials, videos and other documents to walk you through common duties performed in the PSRS.

Bail and Pretrial Website – a subpage of the OCA website with direct link to access the PSRS, and resource documents, dashboards, training requirements, and other assistive information. We recommend bookmarking this page for PSRS resources, training information, and system announcements, including outage notifications and restoration updates when available.

Questions? Contact the OCA Bail and Pretrial Program at bail@txcourts.gov

New Judicial Officer Checklist

This checklist is for your personal reference and does not need to be returned to OCA.

Training:

☐ Contact my judicial education center about required judicial and magistration training.
☐ Complete applicable CJIS Security Awareness Training.
☐ If **I will personally** query criminal history information, coordinate DPS authorization and TCIC Mobile Access training with my TAC.

Account and Permissions:

☐ Identify the court and any additional PSRS locations I need to access.
☐ Determine whether I already have a PSRS account and identify my LAU.
☐ Identify court staff who need PSRS access and their appropriate permissions.
☐ Submit the Judicial Onboarding Form or coordinate account setup with my LAU.
☐ Confirm my official work email address and arrange to update it if necessary.

Getting Started:

☐ Complete my initial login and MFA setup.
☐ Review the PSRS Getting Started Guide
☐ Optional: Register for the PSRS In Practice webinar

Notes / Follow-up: _____

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Need assistance? Contact bail@txcourts.gov. When reporting a technical issue, screenshots of error messages can help us identify and resolve the problem.