Crime Statistics Newsletter

Special points of interest:

- 2012 Data Review sent to Agencies
- Check Your Error Files (TnCOP Agencies)
- Using TnCrimeOnline web-site
- Training classes held at TBI are now limited to 30 people

2012 Preliminary Data Review Sent to Agencies

The CSU has completed the preliminary review of the 2012 TIBRS data for the up-coming annual publications. Your agency should have received a preliminary "Crime in Tennessee" report documenting 2012 offenses reported to TIBRS. Colleges and universities should have received preliminary "Crime on Campus" reports. Additionally, agencies reporting any bias motivated and/or LEOKA offenses should have received the respective preliminary reports.

Please thoroughly review these reports for potential errors and/or omissions in your agency's statistics. This is a very important part of the publication process as we want the final publications/reports to be the most accurate reflection possible of 2012 TIBRS data .

If you have any questions or concerns, feel free to contact anyone in the Crime Statistics Unit for assistance. (See page 6 for complete contact list). Please be mindful of the deadlines for entering any necessary corrections into your software or verifying accuracy of your agency's data. All agencies utilizing TnCOP software must make their final changes by February 28th. Vendor agencies must check with their respective vendors for a TIBRS deadline. The very last day to submit updated files is March 8th.

Data Submission Dates:

February 11
Final day to submit changes for Crime on Campus

March 11
Final day to submit changes for Crime in Tennessee, Hate Crime, LEOKA data for 2012

March 12
Freeze Database for all annual Crime publications

Now Accepting Vendor Test Data/Files

The CSU is now accepting test data from vendors. All vendor agencies should notify their respective vendors that test files may be e-mailed to Jackie.Vandercook@tn.gov. Please feel free to contact Jackie Vandercook, (615) 744-4014, with any questions or concerns.

REMINDER: Check Your Error Files (TnCOP Agencies Only)

The CSU LEICs would like to remind all TnCOP agencies to regularly check the error files in TnCOP. If an incident has an error in TnCOP, that particular incident WILL NOT come through with the monthly data file submission.

As such, it is important to regularly reconcile any errors that exist in TnCOP so that your agency's TIBRS data is accurately reflected each month.

If you have difficulties correcting any errors that exist in TnCOP, please feel free to contact any member of CSU and we will gladly assist you .

The Error Report link is located on the left side of the TnCOP main page under the "RMS Search" section. For your convenience, a partial screenshot of the TnCOP main page is provided to the right with the Error Report link circled in red.

FOR YOUR INFORMATION

The CSU would like to inform all agencies that the LEIC position for the Middle Tennessee region is currently vacant. The Crime Statistics Unit wants to reassure all Middle Tennessee agencies that we will continue to support your TIBRS needs during this transition. The CSU is working diligently to continue to provide quality service to all our TIBRS agencies across the state. Though not currently assigned an LEIC, we strongly encourage the middle Tennessee agencies to contact any member of the CSU with TIBRS related questions and/or concerns ranging from data submissions to audit issues. We sincerely appreciate your patience and cooperation during this period of transition.

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TIBRS Incident Report Forms Updated on the TBI Website

Updated incident report forms have been posted on the TIBRS Law Enforcement Only page of the tbi.tn.gov website. Included in these forms are the TIBRS changes effective March 1st, 2013.

For your convenience, the forms are fillable (can be completed electronically and saved) as well as printable. A direct link to *TIBRS Law Enforcment Only Page* is provided below.

TIBRS Law Enforcement Only Page

This page is password protected. The username is "lawenforcement" and the password is "Tennessee1". The link to the updated incident report forms, titled "Incident Form 1", is located towards the bottom of the page under the heading "TIBRS Forms".

Changing RACs or Alt. RACs? Things to Know

When there are personnel changes that affect TIBRS within your agency, please notify Steven Jancarek of the CSU <u>as soon as possible</u>. Agencies with newly appointed RACs or Alt. RACs should complete the RAC/Alt. RAC Change Form posted in the *Law Enforcement Only* section of the tbi.tn.gov website and return it to the CSU via e-mail or fax. Below the image of the RAC/Alt. RAC Change Form is a direct link to the form on the website.

TIBRS RAC/Alt. RAC Change Form

Additionally, new RACs should obtain the required 16 hours of TIBRS training within six months of the RAC change effective date. Any of the CSU staff can assist you with any questions your agency may have about changing RACs and Alternate RACs.

Using TnCrimeOnline Website

The Crime Statistics Unit would like to re-emphasize the usefulness of the Tennessee Crime Online website for the purpose of monitoring TIBRS data submitted by your agency. All TIBRS submitting law enforcement agencies as well as colleges/universities are provided access to Tennessee Crime Online. Utilizing this online tool, agencies can generate their Crime in Tennessee or Crime on Campus page; assess the TIBRS data levels using year-to-date and/or monthly comparisons; and review the agency's monthly error report. In addition to the previously described functions, agencies have the ability to run Quality Control ("QC") reports that help identify potential audit findings. Tennessee Crime Online allows the agencies full access to their TIBRS data at all times. The screenshot to the right shows the actual Crime Online website and some of the reports made available to agencies.

The CSU strongly encourages all agencies to use the site as needed throughout the year. If your agency does not have current access to TN Crime Online, please contact a member of the CSU and we will assist you. We are also available to provide assistance with navigating the site and using its functions.

2013 TIBRS Training Schedule

FEBRUARY		
Tuesday, February 19	Data Collection	TBI Headquarters, Nashville
Wednesday, February 20	TIBRS Review	TBI Headquarters, Nashville
Wednesday, February 27	TnCOP Software	TBI Headquarters, Nashville
MARCH		
Wednesday, March 13	Data Collection	Civic Center, Sevierville
Thursday, March 14	TIBRS Review	Civic Center, Sevierville
Friday, March 15	TIBRS Overview & Offense Definitions	Civic Center, Sevierville
Thursday, March 21	Data Collection	TBI Headquarters, Nashville
Friday, March 22	TnCOP Software	TBI Headquarters, Nashville
Monday, March 25	Data Collection	Union University, Jackson
Tuesday, March 26	TIBRS Review	Union University, Jackson
APRIL		
Tuesday, April 2	Data Collection	TBI Headquarters, Nashville
Wednesday, April 3	TIBRS Review	TBI Headquarters, Nashville
Tuesday, April 16	TIBRS Review for Colleges & Universities	TBI Headquarters, Nashville
Thursday, April 25	Data Collection	TBI Headquarters, Nashville
Friday, April 26	TnCOP Software	TBI Headquarters, Nashville
MAY		
Tuesday, May 14	TIBRS Overview & Offense Definitions	TBI Headquarters, Nashville
Tuesday, May 21	Data Collection	TBI Headquarters, Nashville
Wednesday, May 22	TnCOP Software	TBI Headquarters, Nashville

TRAINING CLASS SIZES AT TBI LIMITED TO 30!

Recent modifications have been made at the TBI Headquarters with regards to training class sizes. As a result, **the TBI now allows a maximum of 30 people per class**. This directly affects the Data Collection, TIBRS Overview & Offense Definitions, as well as TIBRS Review classes held at the TBI. The TnCOP class size is restricted to a maximum of 15 people per class. Agencies planning to attend TIBRS training in the middle Tennessee area should sign up early in order to ensure a seat in the class. Please contact either Dale King or Steven Jancarek to sign up for 2013 TIBRS training.

2013 TIBRS Training Schedule (continued)

JUNE		
Wednesday, June 5	Data Collection	TBI Headquarters, Nashville
Thursday, June 6	TnCOP Software	TBI Headquarters, Nashville
Wednesday, June 12	Data Collection	Civic Center, Sevierville
Thursday, June 13	TIBRS Review	Civic Center, Sevierville
Friday, June 14	TIBRS Review for Colleges & Universities	Civic Center, Sevierville
Tuesday, June 18	Data Collection	Union University, Jackson
Wednesday, June 19	TIBRS Review	Union University, Jackson
Thursday, June 20	TIBRS Review for Colleges & Universities	Union University, Jackson
Friday, June 21	TIBRS Overview & Offense Definitions	Union University, Jackson
JULY		
Wednesday, July 10	TIBRS Review	TBI Headquarters, Nashville
Wednesday, July 24	Data Collection	TBI Headquarters, Nashville
Thursday, July 25	TnCOP Software	TBI Headquarters, Nashville
AUGUST		
Tuesday, August 6	Data Collection	TBI Headquarters, Nashville
Wednesday, August 7	TIBRS Review	TBI Headquarters, Nashville
Wednesday, August 14	Data Collection	TBI Headquarters, Nashville
Thursday, August 15	TnCOP Software	TBI Headquarters, Nashville
Wednesday, August 21	Data Collection	Civic Center, Sevierville
Thursday, August 22	TIBRS Review	Civic Center, Sevierville
Friday, August 23	TIBRS Overview & Offense Definitions	Civic Center, Sevierville
SEPTEMBER		
Monday-Wednesday, September 16-18	Annual TIBRS Conference	Pigeon Forge
Registration information for Conference will be available on TBI website in June 2013.		

To sign up for a training class, please contact :

Dale King (615) 744-4026

Or

Steven Jancarek (615) 744-4024

Crime Statistics Unit Contact Information

NAME	TITLE	PHONE	E-MAIL	WORK HOURS
Jackie Vandercook	Statistics Assistant Director	(615) 744-4014	Jackie.Vandercook@tn.gov	7:00 - 3:30/4:30
Steven Jancarek	Statistical Analyst 4	(615) 744-4024	Steven.Jancarek@tn.gov	7:30 - 4:00/4:30
Jennifer Brooks	West Tennessee LEIC	(731) 984-6677	Jennifer.Brooks@tn.gov	8:00 - 4:30
Lisa Capps	Quality Control LEIC	(615) 744-4030	Lisa.Capps@tn.gov	7:00 - 3:30
Jim Clabo	East Tennessee LEIC	(865) 549-7853	James.Clabo@tn.gov	7:00 - 3:30 EST
Dale King	Training LEIC	(615) 744-4026	Dale.King@tn.gov	7:00 - 3:30
Shardae Dawkins	Statistical Analyst	(615) 744-4136	Shardae.Dawkins@tn.gov	8:00 - 4:30
Vacant	Middle Tennessee LEIC			
CSU	Fax Number	(615) 744-4662		

West Tennessee LEIC- Jennifer Brooks (731) 984-6677
FAX (731) 668-9769, 121 Executive Drive Jackson, TN 38305 Email: Jennifer.Brooks@tn.gov

Benton	Gibson	Humphreys	Perry
Carroll	Hardeman	Lake	Shelby
Chester	Hardin	Lauderdale	Stewart
Crockett	Haywood	Lawrence	Tipton
Decatur	Henderson	Lewis	Wayne
Dickson	Henry	Madison	Weakley
Dyer	Hickman	McNairy	
Fayette	Houston	Obion	

Middle Tennessee LEIC– Vacant

Bedford	Franklin	Maury	Sumner
Bledsoe	Giles	Montgomery	Trousdale
Cannon	Grundy	Moore	Van Buren
Cheatham	Jackson	Putnam	Warren
Clay	Lincoln	Robertson	White
Coffee	Macon	Rutherford	Williamson
Davidson	Marion	Sequatchie	Wilson
DeKalb	Marshall	Smith	

East Tennessee LEIC- Jim Clabo (865) 549-7853
FAX (865) 549-7811, 1792 Neals Commerce Lane Knoxville, TN 37914 Email: James.Clabo@tn.gov

Anderson	Grainger	Loudon	Roane
Blount	Greene	McMinn	Scott
Bradley	Hamblen	Meigs	Sevier
Campbell	Hamilton	Monroe	Sullivan
Carter	Hancock	Morgan	Unicoi
Claiborne	Hawkins	Overton	Union
Cocke	Jefferson	Pickett	Washington
Cumberland	Johnson	Polk	
Fentress	Knox	Rhea	

TIBRS User Group Officers

President	Patrick Twele	Memphis Police Department	patrick.twele@memphistn.gov	(901) 636-4893
Vice President	Sharon Case	Kimball Police Department	scase@townofkimball.com	(423) 837-7040
Sec/Treas	Janet Brantley	Nashville Metro Police Department	janet.brantley@nashville.gov	(615) 862-7309
East Rep	Donna Patty	Knoxville Police Department	dpatty@cityofknoxville.org	(865) 215-7350
Middle East	Lois Evans	Marion County Sheriff's Department	loisevans@marioncosheriff.com	(423) 942-2525
Middle West	Kathy Ryan	Lawrenceburg Police Department	k.ryan@lawrenceburgpolice.org	(931) 762-0028
West	Amy Ferguson	Memphis Police Department	amy.ferguson@memphistn.org	(901) 636-3511
College	Lisa Lynch-Morris	Volunteer State Community College	lisa.lynch@volstate.edu	(615) 230-3595