



CJIS SUPPORT CENTER –TIBRS

FEBRUARY 2017 | VOLUME 22, ISSUE 2



2016 DATA VERIFICATION

All data for 2016 Crime in Tennessee has been mailed to all colleges/universities and law enforcement agencies in the state. Please review your data carefully. The data submission deadlines can be found on page 2 of this newsletter. If data issues were noted on the review sheet in CIT data, you should contact the TBI staff listed on the memorandum regarding actions that will be taken to correct the issues.

If your data review shows the data as correct, you should also let the TBI staff know. Please remember—all Crime in Tennessee Review sheets should be signed by the agency administrator and faxed to the CJIS Support Center as soon as your data review is completed. You should note on the returned sheet if data corrections have been made or if the data was correct. Notification may prevent TBI from including a footnote on your Crime in Tennessee page in the report.

It is your responsibility to verify your data. We can identify possible issues but you know your data much better. Our recommendation is for all changes to be entered during February to ensure the data is included in your February data file which is due in March. We also request that you submit your data file as close to March 1st as possible.

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ARREST-RELATED DEATH REPORTING FORM

Beginning January 1, 2017, all law enforcement agencies are mandated by state law to report all arrest-related deaths to TBI. The form can be retrieved from the www.tn.gov/tbi website.

Under “Helpful Links” found at the bottom of our web page, click on “Law Enforcement Resources.” Once you are directed to the Law Enforcement Resources page, click on TIBRS. The link to the form is listed under “Deaths in Custody Data Collection.”

Agencies will need to use this form until an electronic system is appropriately deployed. All forms should be emailed to Yeselin.Melendrez@tn.gov within 30 days of the occurrence.



2017 PUBLICATION SCHEDULE AND DATA DEADLINES

Date	Tentative Deadline
01/10/2017	Preliminary 2016 Data Submissions due Completed
01/20/2017	Preliminary 2016 Crime on Campus data sent to Colleges/Universities for review Completed
1/23/2017	Preliminary 2016 Crime in Tennessee/Hate Crime/LEOKA data sent to agencies for review Completed
02/10/2017	Final 2016 Crime on Campus data corrections due from colleges/universities
03/08/2017	2016 Crime on Campus posted on SharePoint for colleges/universities
03/10/2017	Final 2016 Crime in Tennessee/Hate Crime/LEOKA data submissions due
03/15/2017	2016 Crime on Campus release
04/06/2017	2016 Crime in Tennessee posted on SharePoint for agencies
04/13/2017	2016 Crime in Tennessee release
04/27/2017	2016 Hate Crime/LEOKA release
05/11/2017	2016 School Crime report release
05/30/2017	2016 Domestic Violence release
07/27/2017	2016 Six Month Data Review for Crime in Tennessee/Hate Crime/LEOKA for agencies to review



TIBRS DATA ENTRY



TAKEN INTO CUSTODY ENTRY

The arrest code **“Taken into Custody”** is only used when the offender is arrested based on a warrant for an incident that occurred at an earlier date/time. The warrant must be served. If you are arresting someone at the scene of a crime without a warrant or previous incident report, you should select the arrest code as **“On-View.”** There are actually four different types of arrest codes that describe the type of arrest at the time of initial contact with the arrestee:

On-View: Use this arrest code when the offender is arrested at the scene without a warrant or previous incident report.

Summoned/Cited: Use this arrest code when the offender is issued a summons or citation at the scene and released on their own recognizance until their scheduled court appearance.

Taken Into Custody: Use this arrest code when the offender is arrested based on a warrant for an incident that occurred on an earlier date/time. Note: The warrant must be served.

Referred to Institution Authority: Use this arrest code when a college/university student is referred to other authorities for discipline and there is no event that falls under the definition of an arrest. **This can only be reported by a college or university.**

PLEASE NOTE THE FOLLOWING WHEN SIGNING UP FOR CLASSES:

TIBRS Overview & Report Writing classes do not count toward initial or recertification training requirements for Reporting Agency Coordinators (RACs) or Alternate RACs.

TNCrimeOnline classes do not count toward initial or recertification training requirements for Reporting Agency Coordinators (RACs) or Alt. RACs; however, due to the many advantages of using TNCrimeOnline, we highly recommend that RACs and Alt. RACs attend the classes if at all possible. Due to limited seating, **TnCOP Software** classes are for new users only.

**TO SIGN UP FOR A TIBRS CLASS PLEASE EMAIL ZACK.FRISBEE@TN.GOV
OR KARRISA.GARRISON@TN.GOV**

Your email should include: First and last name of attendee(s); Agency ORI number; The date(s) you wish to attend.



2017 TRAINING SCHEDULE

FEBRUARY		
Thursday, February 9	TnCrimeOnline	TBI Computer Classroom
Wednesday, February 15	TIBRS Review	Training Room 1
Tuesday, February 21	Introduction to Data Collection	Training Room 3
Wednesday, February 22	TnCOP Software	TBI Computer Classroom
Thursday, February 23	Overview and Report Writing	Training Room 1
Tuesday, February 28	Introduction to Data Collection	Harrell Theatre, Collierville
MARCH		
Wednesday, March 1	TIBRS Review	Harrell Theatre, Collierville
Thursday, March 2	Overview and Report Writing	Harrell Theatre, Collierville
Tuesday, March 21	TIBRS Review	TBI Computer Classroom
Tuesday, March 28	Introduction to Data Collection	TBI Computer Classroom
Wednesday, March 29	TnCOP Software	TBI Computer Classroom
APRIL		
Tuesday, April 4	Introduction to Data Collection	Sevierville Civic Center
Wednesday, April 5	TIBRS Review	Sevierville Civic Center
Thursday, April 6	Overview and Report Writing	Sevierville Civic Center
Tuesday, April 18	TIBRS Review	Training Room 3
MAY		
Tuesday, May 9	Introduction to Data Collection	Union University, Jackson
Wednesday, May 10	TIBRS Review	Union University, Jackson
Thursday, May 11	Overview and Report Writing	Union University, Jackson
Wednesday, May 24	N-DEx	TBI Computer Classroom
Thursday, May 25	TnCrimeOnline	TBI Computer Classroom
Wednesday, May 31	TIBRS Review	Training Room 3
JUNE		
Wednesday, June 7	Introduction to Data Collection	Training Room 2
Thursday, June 8	TnCOP Software	TBI Computer Classroom
Tuesday, June 20	Introduction to Data Collection	Roane State, Harriman
Wednesday, June 21	TIBRS Review	Roane State, Harriman
Thursday, June 22	Overview and Report Writing	Roane State, Harriman



REPORTING TIPS

PERSONAL IDENTIFIERS

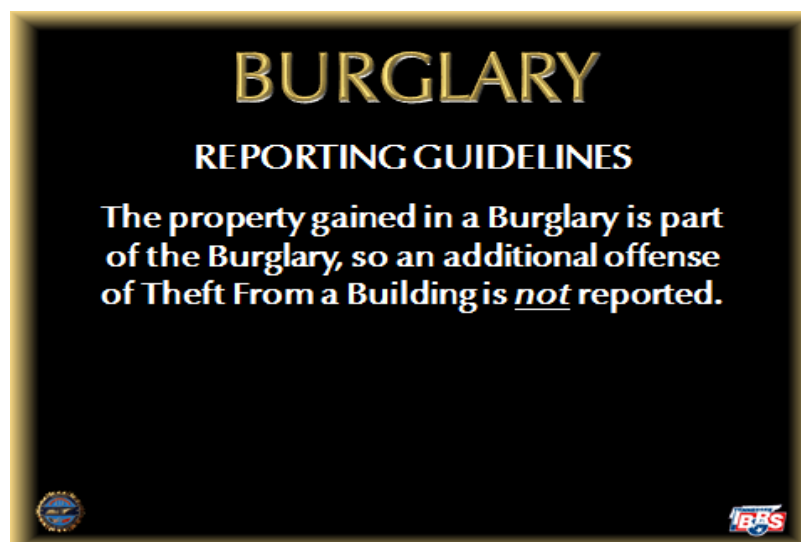
For example, you have an incident of a purse-snatching. The victim is able to tell the officer that the suspect was a white female who grabbed her purse and fled, but does not know who the suspect's identity. You enter the incident as Purse Snatching, Group A, along with the property to include the purse and contents, and victim information; however, you did not enter the suspect information (White, Female). All suspect information was entered as "Unknown."

Per the TIBRS Manual 13th edition, page 37, it is the object to capture all information known to law enforcement about the offender, even if they have not been identified. There will be times when suspect information will be completely unknown and in those cases, "Unknown" is correct. But, if it is known that the suspect was a White Female that must be entered. If it is only known that the suspect was a female, the sex should be reported as Female with all other identifiers as "Unknown."

Victim identifiers are equally important. Why? An offender may be targeting a particular type of victim. The information you enter allows agencies to recognize trends and use the data to prevent crime.

TIBRS TRAINING SLIDE OF THE MONTH

Reporting both Burglary and Theft From a Building in the same incident needlessly doubles your offense count. Please, do not report both offenses for the same incident.





**CJIS SUPPORT CENTER
TIBRS STAFF**

TENNESSEE BUREAU OF INVESTIGATION
 CJIS SUPPORT CENTER
 901 R.S. GASS BLVD.
 NASHVILLE, TN 37216-2639
 FAX 615-744-4555



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Randall Hendrix TIBRS Auditor, West Tennessee	(731) 984-6677	Randall.G.Hendrix@tn.gov

REGIONAL CJIS SUPPORT CENTER REPRESENTATIVES/AUDITORS

TIBRS East Tennessee Representative	TIBRS Middle Tennessee Representative	TIBRS West Tennessee Representative
Debbie Lamb 1791 Neals Commerce Lane Knoxville, TN 37914 (865) 549-7853 FAX: (865) 549-7811 Debbie.Lamb@tn.gov	Suzanne Wiggins 901 R.S. Gass Blvd. Nashville, TN 37216 (615) 744-4290 FAX: (615) 744-4555 Suzanne.Wiggins@tn.gov	Randall Hendrix 121 Executive Drive Jackson, TN 38305 (731) 984-6677 FAX: (731) 668-9769 Randall.G.Hendrix@tn.gov



For issues concerning TnCOP or CRMS, please complete the Fusion Center Issue form (located on the TBI web site) and email to tncop.helpdesk@tn.gov
 For immediate TnCOP issues, call or send a text to 615-210-3726 (text messages are the preferred choice).

East Tennessee - Debbie Lamb					
(865) 549-7853 Fax (865) 549-7811					
1791 Neals Commerce Lane, Knoxville, TN 37914					
Email: Debbie.Lamb@tn.gov					
Anderson	Claiborne	Hamblen	Knox	Overton	Sequatchie
Bledsoe	Cocke	Hamilton	Loudon	Pickett	Sevier
Blount	Cumberland	Hancock	McMinn	Polk	Sullivan
Bradley	Fentress	Hawkins	Meigs	Rhea	Unicoi
Campbell	Grainger	Jefferson	Monroe	Roane	Union
Carter	Greene	Johnson	Morgan	Scott	Washington

Middle Tennessee - Suzanne Wiggins			
(615) 744-4290 FAX (615) 744-4555			
901 R.S. Gass Boulevard, Nashville, TN 37216			
Email: Suzanne.Wiggins@tn.gov			
Bedford	Grundy	Putnam	White
Cannon	Jackson	Robertson	Williamson
Ceatham	Lincoln	Rutherford	Wilson
Clay	Macon	Smith	
Coffee	Marshall	Sumner	
Davidson	Maury	Trousdale	
DeKalb	Moore	Van Buren	
Franklin	Morristown PD	Warren	

West Tennessee - Randall Hendrix			
(731) 984-6677 FAX (731) 668-9769			
121 Executive Park Drive, Jackson, TN 38305			
Email: Randall.G.Hendrix@tn.gov			
Benton	Gibson	Houston	Montgomery
Carroll	Giles	Humphreys	Obion
Chester	Hardeman	Lake	Perry
Crockett	Hardin	Lauderdale	Shelby
Decatur	Haywood	Lawrence	Stewart
Dickson	Henderson	Lewis	Tipton
Dyer	Henry	McNairy	Wayne
Fayette	Hickman	Madison	Weakley

TIBRS User Group Officers			
President	Patrick Twele	Memphis Police Department	patrick.twele@memphistn.gov
Vice President	Sharon Case	Kimball Police Department	scase@townofkimball.com
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West Representative	Amy Simcox	Memphis Police Department	amy.simcox@memphistn.gov
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