September 2012

Volume 16, Issue 5

Crime Statistics Newsletter

All Error Letters Sent Via E-mail

Beginning this month, TIBRS error letters will no longer be sent via post mail. **All** error letters will be delivered to the appropriate agencies via e-mail. As such, it is imperative that all agencies have current e-mail addresses on file at the Crime Statistics Unit.   Please contact Steven Jancarek or Jackie Vandercook to provide updated e-mail information for your agency as soon as possible. See last page of the newsletter for CSU contact information.
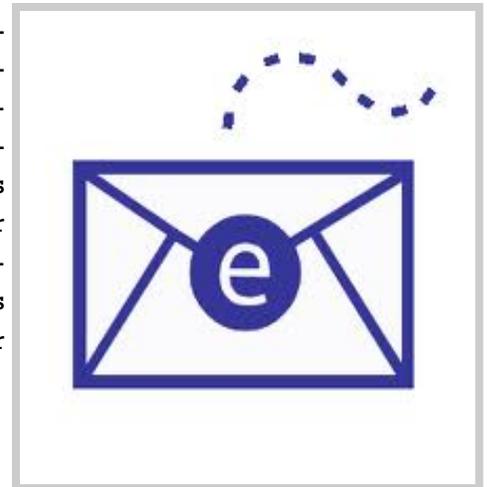
Special points of interest:

- TIBRS Q & A
- Auditor's Corner: Recent Issues
- Survey Evaluating CSU TIBRS activities coming soon!
- New TIBRS Repository in place

What Should Agencies Do When There is a RAC Change?

When there are personnel changes that affect TIBRS within your agency, please notify Steven Jancarek of the CSU as soon as possible. Agencies with newly appointed RACs or Alt. RACs should provide the CSU with the following information on agency letterhead:

- First and Last Name of new RAC or Alt RAC
- Date of Appointment
- Driver's License Number
- Contact Phone Number
- E-mail Address

Auditor's Corner

The regional LEICs utilize the *Auditor's Corner* to share general information as well as specific issues found during audits of Tennessee law enforcement agencies' TIBRS data.

No Access to TnCOP or Aventail

Agencies that are having trouble accessing TnCOP and/or logging on to Aventail should notify CSU immediately to assist with resolving the issue. Please do not delay notifying CSU of the problem to avoid falling behind on TIBRS data entry and late submissions of monthly data files.

Detailed Narratives

The LEICs want to emphasize the importance of detailed narratives when attempting to accurately classify offenses. As mentioned in a previous 2012 newsletter, missing narratives and/or narratives lacking pertinent information **will** generate a finding (F9) during audits and will count towards the total error count for the agency.

Who is the Victim?

During this year's audits, LEICs have found errors in correctly determining the victim types in incidents where an offender breaks into or steals from a business. It has been found that the victim has incorrectly been classified as an *Individual* (the business owner). The correct victim type is *Business.*

Arrest Types

When reporting an arrest, please be sure to accurately document the Arrest Type. There are three types of arrest reportable in TIBRS:

- On View—offender arrested at scene without warrant or previous incident

- Taken Into Custody—offender arrested based on warrant for incident that occurred on an earlier date/time

- Summoned/ Cited—offender issued a summons or citation at the scene and released to appear in court

Reporting the "Handling" of Juveniles

All TIBRS offenses committed by juveniles (under age 18) **should** be reported even when the juvenile is taken into custody and released without being charged. Please refer to the TIBRS Data Collection manual for specific instructions concerning the "handling" of juveniles. Two interactions with juveniles that are non-reportable are (1) police contacts with juveniles where no offense was committed and (2) juveniles taken into custody for their own protection, but no crime committed.

TIBRS Training Schedule

SEPTEMBER		
September 17-19	2012 TIBRS Conference	Pigeon Forge
OCTOBER		
Tuesday, October 9	Data Collection	Nashville
Wednesday, October 10	TnCOP Software: *CLASS IS FULL*	Nashville
Thursday, October 11	Data Collection	Jackson
Friday, October 12	TIBRS Review	Jackson
Thursday, October 25	TIBRS Review: *CLASS IS FULL*	Nashville
Friday, October 26	TIBRS Review	Nashville
NOVEMBER		
Friday, November 2	TIBRS Review for Colleges & Universities	Nashville
Thursday, November 8	Data Collection	Nashville
Friday, November 9	TnCOP Software	Nashville
Monday, November 26	TIBRS Review	Nashville
Wednesday, November 28	Data Collection	Sevierville
Thursday, November 29	TIBRS Review: *FINAL CLASS FOR 2012*	Sevierville

TIBRS Q & A

Question:

Lately, I've been receiving calls on the 6th or 7th day of the month to send in my data submission. I thought I had until the 10th of the month to submit my data. Isn't that correct?

Answer:

Technically, you do have until the 10th, but because we are obligated to submit your data to the FBI on time, the sooner you send in your data, the sooner we can send it to the FBI. For TnCOP agencies: Remember, if you are still entering data between the 1st and the 10th, we will not receive the data until the following month anyway. The contents of the data file are based on date of incident/arrest entered. Agencies using vendors need to check with their vendor support to discover if their files are created with the same parameters.

Question:

I'm having trouble with an entry in TnCOP. May I give you my password so you can log in as "me" and assist me with the entry?

Answer:

Absolutely, *positively*, *not*. Sorry, but that is something we cannot do. Remember your training! Never share your password with *anyone*, including members of CSU! We will assist you by logging in as ourselves and searching for your incident number. That way, we can view the incident in question but cannot change it in any way. If the incident has not replicated to the CRMS, we will assist you over the phone.

How Are We Doing?

We are implementing a new survey tool to ask your opinion of the QAR process, training, and technical assistance visits. Collecting feedback will allow the CSU to assess TIBRS agencies' satisfaction with our various activities. This data collection will be done through a tool called *Survey Monkey.* Each activity will have a specific survey.

You will receive an e-mail with a link inviting you to complete a survey following a QAR, training class or technical assistance visit. You may remain anonymous, but we would appreciate knowing the identity of the rater in case we have any follow-up questions. This should start in late September.

CSU values your feedback and greatly appreciates your participation in our upcoming surveys.

New TIBRS Repository

The new TIBRS repository is in place. All of the agencies using vendor RMS programs received notice of their errors in the new repository during August after we processed July 2012 data files through the test system. One other change that has been implemented involves the submission of Group B Arrests. If you use a vendor RMS, you will now be able to submit multiple individuals under one Group B Arrest number with distinct arrestee sequence numbers for each individual. Please note: If you delete the Group B Arrest – all arrestees will be deleted and you will need to resubmit any that should be included in the incident.

You can also submit Group B arrests now without regard to the original arrest date. This will allow for names to be expunged for Group B Arrests that are older than the current year and one year back.

We are compiling an updated error manual to reflect the changes in the new repository and hope to have it ready in October. Please contact a member of the CSU if you have any questions.

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
Lynn Snoddy	Middle Tennessee LEIC	(615) 744-4016	Lynn.Snoddy@tn.gov	8:00 - 4:30
Dale King	Training LEIC	(615) 744-4026	Dale.King@tn.gov	7:00 - 3:30
Shardae Dawkins	Statistical Analyst 1	(615) 744-4136	Shardae.Dawkins@tn.gov	8:00 - 4:30
CSU	Fax Number	(615) 744-4662		