

CJIS SUPPORT CENTER-TIBRS

DECEMBER 2016 | VOLUME 21, ISSUE 12



TIBRS Newsletter

INSIDE THIS ISSUE:

New Employee	1
TIBRS: "Other" Category	2
Reporting Implied Consent	2
Classifying Smart Devices	2
Location Code Categories	3
TIBRS: CLEO/RAC/Alt. RAC Change Form	3
2016 Training Schedule	4
Mandatory Training Notice	4
Staff List	5
TIBRS Region & TIBRS Officers	6

MEET OUR NEW TEAM MEMBER!



We would like to welcome Randall Hendrix to the CJS Support Center. Randall was born and raised in Lawrenceburg, TN. He graduated from Freed-Hardeman University located in Henderson, TN where he earned his Bachelor's Degree in History. Randall has over three years of criminal justice experience with the Department of Correction serving as a parole officer. His wife Bonnie is a teacher assistant in Chester County. They have two beautiful children, Naomi and Michael. Randall will be the TIBRS Auditor for West Tennessee agencies. Welcome Randall! He can be contacted by email at Randall.G.Hendrix@tn.gov or by phone 731-984-6677



**HAPPY HOLIDAYS FROM
THE
CJS SUPPORT CENTER**





DATA ENTRY INFO:

TIBRS “OTHER” CATEGORY

We have been monitoring the data submitted and noticed many of the data fields with an “other” option for a value have an unreasonable amount of “other” entries. The most descriptive option for a data field should always be chosen. The “other” category should only be used when no other value fits the situation. For example, the most specific weapon code should always be reported as the weapon type for TIBRS submissions. Using the most descriptive weapon type provides accurate information of weapons/force used by the offender. Only use “Other” for a weapon that is not listed as a weapon type category.

For example: “The use of a pistol revolver during an assault.”

Rather than reporting the weapon type as a “**firearm**” the weapon type should be reported as a “**handgun**.”

If, however, the offender used a *Taser* during an assault. The weapon type should then be entered as “**other**” because no other weapon type fits the situation.

REPORTING IMPLIED CONSENT

Would you report an Implied Consent Violation as a Liquor Law Violation? Good question.

In order to be charged with the Implied Consent law, they already have to be under arrest for DUI. Because of that, the DUI is reportable, but the Implied Consent never is. Remember you can only report one Group B offense per offender per incident. In this case we would always go with DUI.

CLASSIFYING SMART DEVICES

Classification information from Greg Swanson, FBI:

How do you classify a Smart Watch?

A Smart Watch is basically a mini computerized wristwatch. But, I personally do not see it going into 07=Computer Hardware/Software. I see it as portable in nature and the best place in my opinion is 75=Portable Electronic Communications.

How do you classify a FitBit?

FitBit basically tracks your daily activities from your wrist such as how many steps you have walked, your heart rate, your sleep patterns, etc. So, my first thoughts are to go with something like 76=Recreational/Sports Equipment.



DATA ENTRY ISSUE:

REPORTING LOCATION CODES

During a recent Quality Assurance Review of a college, every offense location was reported to TIBRS as School-College/University. While that location does meet the criteria for School-College/University, it is usually not the most descriptive location choice. We already know the offense occurred at a college/university based upon the reporting agency's ORI number. A few examples are provided below for reporting offense locations on a college campus.

- ⇒ A resident assistant smells what he/she suspects to be marijuana and notifies campus police. A baggie of marijuana is found in a student's dormitory room during a search. A dormitory could be considered a student's "home away from home." The most descriptive location code for TIBRS would be **Residence/Home**. Any area associated with the dorm (i.e., common area, lobby) would also be classified as Residence/Home.
- ⇒ A car parked in a parking garage on campus is vandalized. The most descriptive location is **Parking/Drop Lot/Garage**.
- ⇒ A student places his/her book bag on a table in the cafeteria and goes to get something to eat. When the student returns, the book bag is still there, but a laptop has been stolen. A cafeteria fits the TIBRS description of a **Restaurant**.
- ⇒ An instruction manual/textbook is taken from a classroom. This would fit the location of **School-College/University**.

Remember to **report the most descriptive location for incidents** on campus (TIBRS Manual 13th ed., pg. 17, *School-College/University*). If you have a questions, please refer to the TIBRS Manual 13th edition or contact your CJIS Support Specialist.

CHANGE OF CLEO/RAC/ALT-RAC

Any time you have a new CLEO or Chief Law Enforcement Officer, you need to notify the TBI as soon as possible. This will allow us to add your new sheriff, chief, or director's contact information to our system. We also need to be notified for any change of RAC or Alternate RAC. This includes changes in email addresses.

The TIBRS CLEO/RAC/Alt-RAC Change Form is located on the website. Go to tn.gov/tbi. Click on 'Law Enforcement Resources'. Click on 'TIBRS'. Click on 'TIBRS Forms'. Click on 'RAC/Alt-RAC Change' form.

Please email this completed form to Steven.Jancarek@tn.gov or fax (615)744-4555. This will ensure your agency does not miss out on any crucial information updates.



2016-2017 TRAINING SCHEDULE

DECEMBER		
Tuesday, December 6	TIBRS Review	TBI Classroom 2
Tuesday, December 20	TIBRS Review	TBI Classroom 1 & 2
JANUARY (2017)		
Wednesday, January 4	Introduction to Data Collection	TBI Computer Classroom
Thursday, January 5	TnCOP Software	TBI Computer Classroom

TO SIGN UP FOR A TIBRS CLASS, PLEASE EMAIL [ZACK.FRISBEE@TN.GOV](mailto:Zack.Frisbee@tn.gov)

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

ANNUAL TIBRS TRAINING:

There are approximately **50** agencies that have not completed their required annual TIBRS training. The agencies will be contacted in early December. Failure to meet your annual training requirement will result in decertification of your agency for TIBRS compliance. Please do not let that happen! If you have not completed your training this year, please see the class schedule in this newsletter and contact Zack.Frisbee@tn.gov or Karissa.Garrison@tn.gov to sign up now! We only have two Review classes left this year, and we will not be scheduling any more in 2016. Thank you, and we look forward to seeing you in a class soon!

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 Alternate 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.



**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



CJIS DIRECTOR		
<i>Jackie Vandercook</i>	<i>(615) 744-4014</i>	<i>Jackie.Vandercook@tn.gov</i>
CJIS SUPERVISOR TIBRS & N-DEx		
<i>Dale King</i>	<i>(615) 744-4026</i>	<i>Dale.King@tn.gov</i>
CJIS SUPPORT SPECIALISTS		
<i>Steven Jancarek</i>	<i>(615) 744-4024</i>	<i>Steven.Jancarek@tn.gov</i>
<i>CJIS SUPPORT SPECIALIST</i>		
<i>Zack Frisbee</i>	<i>(615) 744-4214</i>	<i>Zack.Frisbee@tn.gov</i>
<i>TIBRS Lead Trainer</i>		
<i>Karissa Garrison</i>	<i>(615) 744-4018</i>	<i>Karissa.Garrison@tn.gov</i>
<i>TIBRS Trainer</i>		
<i>Ashley Anderson</i>	<i>(615) 744-4030</i>	<i>Ashley.Anderson@tn.gov</i>
<i>TIBRS QUALITY CONTROL</i>		
<i>Debbie Lamb</i>	<i>(865) 549-7853</i>	<i>Debbie.Lamb@tn.gov</i>
<i>TIBRS Lead Auditor, East Tennessee</i>		
<i>Suzanne Wiggins</i>	<i>(615) 744-4290</i>	<i>Suzanne.Wiggins@tn.gov</i>
<i>TIBRS Auditor, Middle Tennessee</i>		
<i>Yeselin Melendrez</i>	<i>(615) 744-4136</i>	<i>Yeselin.Melendrez@tn.gov</i>
<i>Publications/Analysis/Training</i>		
<i>Randall Hendrix</i>	<i>(731) 984-6677</i>	<i>Randall.G.Hendrix@tn.gov</i>
<i>TIBRS Auditor, West Tennessee</i>		

REGIONAL CJIS SUPPORT CENTER REPRESENTATIVES/AUDITORS

<i>TIBRS East Tennessee Representative</i>	<i>TIBRS Middle Tennessee Representative</i>	<i>TIBRS West Tennessee Representative</i>
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			

West Tennessee - Randall Hendrix			
(731) 984-6677 FAX (731) 668-9769			
121 Executive Park Drive, Jackson, TN 38305			
Email: Randall.G.Hendrix@tn.gov			

Bedford	Grundey	Putnam	White
Cannon	Jackson	Robertson	Williamson
Cheatham	Lincoln	Rutherford	Wilson
Clay	Macon	Smith	
Coffee	Marshall	Sumner	
Davidson	Mauy	Trousdale	
DeKalb	Moore	Van Buren	
Franklin	Morristown PD	Warren	

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
Secretary/Treasurer	Michelle Denning	Sumner County Sheriff's Office	mdenning@sumnersheriff.com
East Representative	Donna Patty	Knoxville Police Department	dpatty@cityofknoxville.org
Middle East Representative	Billy Mason	Jasper Police Department	billymason@jasperpolice.com
Middle West Representative	Paige Jackson	Waynesboro Police Department	pjackson@cityofwaynesboro.org
West Representative	Amy Simcox	Memphis Police Department	amy.simcox@memphistn.gov
Colleges/Universities	Lisa Morris	Volunteer State Community College	lisa.morris@volstate.edu