



CJIS Support Center—TIBRS

September 2017 | Volume 22, Issue 9



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ATTENTION

Two TNCRIMEONLINE classes have been added to the Training Schedule on page 3.

MEET OUR NEW TEAM MEMBERS!

We would like to welcome Maggie Hueneke to the CJIS Support Center. Maggie was born and raised in Nashville, TN. She graduated from Lipscomb University where she earned her Bachelor’s Degree in Law, Justice, and Society with a concentration in Ethics. Shortly after graduation, Maggie interned with the TBI and then was hired on as a full-time Criminal History Examiner in the Criminal Records Unit. Maggie is excited and looks forward to working with the TIBRS community. She will be joining Zack Frisbee as a TIBRS Trainer. If you have any questions concerning upcoming classes she can be contacted by email maggie.hueneke@tn.gov or by phone at 615-744-4018. Welcome Maggie!



We would also like to welcome Cindy Gore to the CJIS Support Center. Cindy was born and raised in Nashville, TN. She earned a legal assistant certification from Excel Business College. Cindy has 19 years of experience with the Tennessee State Senate and 10 years of experience with the Governor’s Office of Policy and Communications. She will be assisting the CJIS Division with a variety of administrative and clerical tasks. You can contact her by email at cindy.gore@tn.gov or by phone at 615-744-4298. Welcome Cindy!





TIBRS Changes for Fall 2017

Please remember that the latest TIBRS changes should be in your system by October 1st so that the October files received in November will be accepted at the repository. These changes include new drug codes for Fentanyl and Carfentanil. The other change will impact Officer Involved Shooter Events. As of October 1, those events will not be submitted with your TIBRS file. However the administrative portion of an incident will contain two new fields – Use of Force field and Incident Number of Use of Force Event. A more detailed list is below.

1. Addition of new drug codes
 - a. Y – Fentanyl
 - b. T – Carfentanil
2. Cease collection of property flag over \$500 – no change in file structure – leave the field blank – no edits will be applied
3. Revise Administrative Segment
 - a. Length changed from 182 to 193
 - b. Removal of Officer Involved Shooting field
 - c. Removal of Officer Involved Shooting Investigated by Outside Agency field
 - d. Addition of Use of Force Field (length = 1)
 - e. Addition of Use of Force incident number (length = 12)

We will send notice to vendors when the test environment for these changes is ready to accept files.

CLEO/RAC/ALT. RAC CHANGE

Any time you have a new CLEO, RAC, or Alt. RAC you need to notify the TBI as soon as possible. This will allow us to add your new persons’s information to our system. This includes changes in email addresses. The TIBRS CLEO/RAC/Alt. RAC Change Form is located on the website. Go to <https://www.tn.gov/tbi/> “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 Yeselin.Melendrez@tn.gov. You may also fax forms (615)744-4555. This will ensure your agency does not miss out on any crucial information updates.



New TIBRS Repository ●

We continue to perform extensive testing with the new repository in coordination with our vendor. Your vendors have received several emails with results over the last few months. We just completed processing all agency files received in June, July and August. Those results will be sent to your vendors and we plan to send each agency their individual results as well in the next couple of weeks. The new repository was certified for FBI NIBRS compliance in early July. Our plan is to go live with the new repository November 1st. Future changes will include the ability to accept XML files from agencies including the narrative instead of the structured text file format currently used. We will be reaching out to the agencies to establish individual accounts for each user and each account will have a defined role. One role will allow for uploading your file and watching it process in the repository. You will have immediate feedback on your errors as soon as the file processing is complete.

To see how the repository works, please click on the following link and watch the video:

https://www.youtube.com/channel/UC_LcgAkpSD-1qYrktLYoB_A?annotation_id=annotation_4240408491&feature=iv&src_vid=9LHsXqjcEdU

The first two links: Crime Insight – How to Upload a File and Crime Insight provide details about the repository. Watch for more information to be provided in upcoming newsletters and through the listserv.

Training Slide of the Month ●



Whenever possible, please enter your incidents as they come. We understand the “deadline” is not until the 10th of the following month, but holding your reports until then may limit positive results for CRMS searches.

TnCOP
TENNESSEE CRIME ONLINE PORTAL

WHEN IS MY DATA DUE?
The TIBRS Rules state data for the current month must be submitted by the 10th day of the next month.
In other words, April, 2017 data must be submitted by May 10, 2017.
HOWEVER...
Data entered after the last day of the current month will not show up in your statistics until data is submitted for the next month.



2017 TRAINING SCHEDULE

SEPTEMBER		
Tuesday, September 5	Introduction to Data Collection	Training Room 3
Wednesday, September 6	TnCOP Software	TBI Computer Classroom
Tuesday, September 26	Introduction to Data Collection	Roane State, Harriman
Wednesday, September 27	TIBRS Review	Roane State, Harriman
Thursday, September 28	Overview and Report Writing	Roane State, Harriman
OCTOBER		
Tuesday, October 10	N-DEx	TBI Computer Classroom
Wednesday, October 11	TNCrimeOnline	TBI Computer Classroom
Tuesday, October 17	TIBRS Review	Training Room 1
NOVEMBER		
Wednesday, November 8	TNCrimeOnline	TBI Computer Classroom
Tuesday, November 21	Introduction to Data Collection	Training Room 1
Wednesday, November 22	TnCOP Software	TBI Computer Classroom
Tuesday, November 28	TIBRS Review	Training Room 1 & 2

To sign up for a TIBRS class please contact Zack.Frisbee@tn.gov or Maggie.Hueneke@tn.gov.

Your email should include: First and last name of attendee(s), agency ORI number and the date(s) you wish to attend.

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.

TnCOP Software classes are for new users only due to limited seating.



TIBRS AUDIT TIP OF THE MONTH

What's the value?

During an audit, auditors see varying values for property. But when we notice an item is valued at \$1, especially if it is a large ticket item like a vehicle, something is amiss.

The total dollar value of any property that is stolen, burned, or destroyed as a result of the incident should be reported. In the *TIBRS Manual, 79th edition*, pg. 77-34, it lists the *Guidelines for Property Valuation*:

- Use the fair market value for articles that are subject to depreciation.
- Use the cost to the merchant of goods recovered, seized, stolen, etc. from retail establishments, warehouses (in short, it is the value without the markup added).
- Use the victim's valuation of items such as jewelry and other similar goods.
- Use the replacement costs or actual cash cost to victim for replacement item(s).
- When the victim obviously exaggerates the value, common sense and good judgement will dictate a fair market value to be placed on the items by law enforcement.

In most cases, the victim's value can be accepted. There are items in which the values are zero (for example: non-negotiable instruments such as checks, money orders). Negotiable Instruments are valued at the current market value at the time of the incident. An example of Negotiable Instruments is bonds.

Values should be rounded to the nearest dollar.

When and if the property is recovered, the condition of property may render the value less than when it was stolen. The market value at the time of recovery should be used even though it's less than the value reported at the time of the theft.

In the instance the value has increased by the time it is recovered, the recovery value cannot exceed the value at the time it was stolen.

If a vehicle is vandalized, report the value of the vandalism, (i.e., the value of window replacement) not the value of the vehicle as a whole. The property category will be the vehicle type (i.e. Truck, Automobile, etc.) but the value should only represent the actual damage.



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Administrative Assistant III		
<i>Cindy Gore</i>	<i>(615) 744-4298</i>	<i>Cindy.Gore@tn.gov</i>
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<i>Yeselin Melendrez</i> <i>Publications/Data Management</i>	<i>(615) 744-4136</i>	<i>Yeselin.Melendrez@tn.gov</i>
<i>Zack Frisbee</i> <i>TIBRS Lead Trainer</i>	<i>(615) 744-4214</i>	<i>Zack.Frisbee@tn.gov</i>
<i>Maggie Hueneke</i> <i>TIBRS Trainer</i>	<i>(615) 000-0000</i>	<i>Maggie.Hueneke@tn.gov</i>
<i>Debbie Lamb</i> <i>TIBRS Lead Auditor, East Tennessee</i>	<i>(865) 549-7853</i>	<i>Debbie.Lamb@tn.gov</i>
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<i>Randall Hendrix</i> <i>TIBRS Auditor, West Tennessee</i>	<i>(731) 984-6677</i>	<i>Randall.G.Hendrix@tn.gov</i>

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

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	Marion 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
Cheatham	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			
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