**Administrative Reports**

Monthly Administrative Reports

1. Group A Incident List by Submission Date – generates a listing of the Group A Incidents that have been accepted by the TIBRS repository by the submission date of the data file.

2.  Group B Incident List by Submission Date – generates a listing of the Group B Incidents that have been accepted by the TIBRS repository by the submission date of the data file.

3. LE – Monthly Error Report by Filename – generates an Error report from the TIBRS repository when the data submission is processed at TBI.  Report is based on the Filename for the data submission.

4. LE – Monthly Error Report by ORI – generates an Error report from the TIBRS repository when the data submission is processed at TBI.  Report is based on the ORI number for the agency.

5. LE – Total Error Report by Agency – generates an Error report from the TIBRS repository that lists all outstanding or current errors for an agency from the date of the first TIBRS submission from the agency.

**Crime in Tennessee Reports**

Annual Crime Summary

1. Agency Crime Summary – will display the agency page as it would appear in the Crime in Tennessee publication based upon the date/time frame selected.

TIBRS Arrest Data

1. Group A Arrests by Age – lists all Group A Arrestees by the age entered into the system.  Report displays the Arrest Offense grouped by the following ages:  Under 18, 18 and Over, and Unknown.

2. Group A Arrests by Month – lists all Group A Arrests by the Month entered for Incident Date.  Report displays the Arrest Offense and all months for one year beginning with the most recent month for 13 months back.
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3. Group B Arrest by Age – lists all Group B Arrestees by the age entered into the system.  Report displays the Arrest Offense grouped by the following ages:  Under 18, 18 and Over, and Unknown.  Age is determined by the Arrestee's Date of Birth and the date entered in as the Arrest Date.

4. Group B Arrests by Month – lists all Group B Arrests by the Month entered for the Arrest Date.  Report displays the Arrest Offense and all months for one year beginning with the most recent month for 13 months back.

TIBRS Crime Data

1. Crimes and Clearances by Offense – lists all reportable Group A Offenses reported by an agency and the number of offenses cleared by either Arrest or Exceptional Clearance.

2. Drug Related Offenses – lists all Group A offenses reported.  Numbers are displayed by the County where the agency is located (based upon ORI number). Users can select the dimension for Drug Related that they wish to have displayed.  Default is "All Drug Related Status".  Choices are:  Drug Related, Not Drug Related and Missing.

3. Group A Offenses by Day of Week – displays a pie chart for the seven days of the week.  Day of the week to is based upon the incident date entered in the Administrative segment.  Users can display the data in Table form after the pie chart is displayed by selecting the option to View as a "Table".

4. Group A Offenses by Hour of Day – lists all Group A offenses that have been reported based upon the time entered in the incident time/time range field in the Administrative segment.  Time is broken into 3 hour and 59 minute blocks (i.e. 12:00 am to 2:59 am, 3:00 am to 5:59 am, etc.).

5. Group A Offenses by Month – lists the number of Group A offenses reported by the Month entered for Incident Date.  Report lists all months for one year beginning with the most recent month for 13 months back.

TIBRS Data Reasonableness

1. Group A Offenses – YTD Annual Comparisons – lists the reportable Group A offenses by offense title, the number reported for the current year, the number

reported for the previous year and the percentage (%) increase or decrease for the two years based upon a time series.

2. Group B Arrests – YTD Annual Comparison – lists the Group B Arrests by Arrest Offense, the number reported for the current year, the number reported for the previous year and the percentage (%) increase or decrease for the two years based upon a time series.

TIBRS Property and Drug Crime Data

1. Property Crimes by Property Description – lists the Property Categories, the number reported for each category for the current year and the number reported for each category for the previous year.

2. Stolen Vehicles by Month – lists the counties, and then list the number of stolen motor vehicles for all agencies in that county.  Report lists all months beginning with the most recent month for 13 months back.

TIBRS Victim Reports

1. Domestic Violence Offenses – Victim to Offender Relationship – lists the Group A offenses and the number of relationships reported for each of the Victim to Offender relationships that has been identified as being a valid relationship for Domestic Violence.

2. Domestic Violence Offenses by Clearance Type – lists the Group A offenses and the number of reported offenses by Clearance Type.  Valid selections are:  All Clearance Types – which is all that have been reported, Cleared by Arrest and Cleared by Exception for all Group A that have been marked to indicate that the incident/offense is Domestic Violence related.

3. Domestic Violence Offenses by Victim Age – lists the Group A offenses and the number of Victims for each offense that are Domestic Violence related. Victims are broken down/divided by age group.  Age groups used are:  Under 18, Under 10, 10 to 17, 18 to 24, 25 to 34, 35 to 44, 45 to 54, 55 to 64, and 65 and Over.

4. Number of Victims by Age Group – lists the Group A offenses and the number of Victims for each offense.  Victims are divided by age group.  Age groups used are:  Under 18, Under 10, 10 to 17, 18 to 24, 25 to 34, 35 to 44, 45 to 54, 55 to 64, and 65 and Over.

5. Victim Injuries by Age Group – lists the Group A offenses and the number of Victims marked as having injuries by age group.

6. Victim Injuries by Age Group and Gender – lists the Group A offenses and the number of Victims marked as having injuries by age group and Victim gender.

**Quality Control Reports**

Arrestee Reports

1. Agency Arrestees Over Age 95 – Arrestee age has been submitted as 95 or older. Please verify age of Arrestee and resubmit as needed.

2. Agency Group A Arrestee Under Age 6 – Arrestee has been submitted with an age of 5 or under.  Please verify age of Arrestee and resubmit as needed.

3. Agency Group B Arrestee Under Age 6 – Arrestee has been submitted with an age of 5 or under.  Please verify age of Arrestee and resubmit as needed.

4. Group A Arrestee Age 99 – Arrestee age has been submitted as 99.  Please verify age of Arrestee and resubmit as needed.

5. Group A Arrestee Unknown Age – Arrestee has been submitted with an age of Unknown.  Edit incident and provide age, age range, and/or date of birth for Arrestee.

6. Group B Arrest of 850 – Violation Order of Protection – invalid code – Arrestee has been submitted with arresting offense of:  Violation Order of Protection.  This code is invalid and has not been used for several years.

7. Group B Arrestee Age 99 - Arrestee age has been submitted as 99.  Please verify age of Arrestee and resubmit as needed.

6. Group B Arrestee by Month – Lists the number of Group B Arrests reported by the Month entered for Arrest Date.  Report lists all months for one year beginning with the most recent month for 13 months back.

8. Group B Arrestee Unknown Age - Arrestee has been submitted with an age of Unknown.  Edit incident and provide age, age range, and/or date of birth for Arrestee.

LEOKA QC Issues

1. LEOKA Listing Assisting ORI – lists the agencies that have entered data in the "Other ORI" data field. This is used to indicate an officer who has been assaulted or killed in a jurisdiction other than their own agency. This ORI cannot be the ORI number assigned to the reporting agency and must be a valid ORI.

2. LEOKA Victim w/Unknown Age – Victim officer has been submitted with an age of Unknown. This person is employed by the department. Someone at the department should have access to the information. Edit incident and provide age, age range, and/or data of birth for Victim.

3. LEOKA Victim w/Unknown Gender - Victim officer has been submitted with a gender of Unknown. This person is employed by the department. Someone at the department should have access to the information. Edit incident and provide gender for Victim.

4. LEOKA Victim w/Unknown Race - Victim officer has been submitted with a race of Unknown. This person is employed by the department. Someone at the department should have access to the information. Edit incident and provide race for Victim.

5. LEOKA Victim with Invalid Offense Type – Victim Type is L = Law Enforcement Official connected to an offense that does not allow the use of this victim type. The only offenses that allow for a victim type of L are: Murder/Non-negligent Manslaughter, Aggravated Assault, Simple Assault, Assault – Intimidation, and Stalking.

Other QC Issues

1. Negligent Manslaughter with Motor Vehicle as Weapon and Offender Using Alcohol or Drugs – lists incidents classified as Negligent Manslaughter with a Motor Vehicle as the weapon and the offender was suspected of using alcohol or drugs. The majority of these incidents are determined to be traffic accidents where the offender was driving and a passenger or another person was killed. These should be reported as follows: if it is determined that the driver was under the influence and then killed someone, report a DUI to TIBRS. If it is determined that the driver was not under the influence, then report a Group B, All Other Offenses to TIBRS.

2. Agency Offender Over Age 95 – Offender has been submitted with an age of 96 or above.  Please verify age of offender and resubmit as needed.

3. Agency Offender Under Age 6 – Offender has been submitted with an age of 5 or under.  Please verify age of offender and resubmit as needed.

4. Aggravated Assault with No Injury and No Weapon – per definition, this is an offense where either the offender uses or displays a weapon and/or the victim suffers serious injury.  You cannot have an Aggravated Assault with a weapon type of None.

5. Bias Motivation of Unknown – lists incidents where the bias motivation has been entered as Unknown.  The majority of the time, the evidence in the incident will indicate which Bias is involved in the incident.  The Bias of Unknown should not be used unless there is no way to determine the bias involved in the incident.

6. Crimes with Location of School/College/University – lists all Group A incidents that have been reported with the Location for the incident as School/College.

7. Extortion/Blackmail with Weapon of Firearm – lists all incidents with the offense of Extortion/Blackmail that have been reported with the weapon type of Firearm.  If a Firearm is used in the incident or is displayed and could be used at that time, report the incident as a Robbery.

8. Homicide Cleared by Victim Refused to Cooperate – lists incidents with the offense of Murder/Non-negligent Manslaughter that have been cleared exceptionally with Victim Refused to Cooperate.  The victim for this offense is deeased.  They cannot agree to cooperate or not cooperate.  This exceptional clearance code is not valid for this offense.

9. Homicide Relationship of Victim was Offender – lists incidents with the offense of Murder/Non-negligent Manslaughter that have the victim to offender relationship code entered as "VO" or victim was offender.  This could indicate that someone killed themselves.  Reminder, suicides are not reportable to TIBRS.

10. Incident Location – Unknown – lists all incidents where the location code for the incident has been submitted as Other/Unknown.  This indicates an incident has occurred and the agency is not sure where the incident occurred.

11. Incident Time – Missing – lists all incidents where the Incident Time has not been submitted in the data submission.

12. Justifiable Homicide Offenses with Clearances – lists incidents with the offense of Justifiable Homicide that have been entered/submitted as being cleared in TIBRS. For TIBRS reporting purposes, a Justifiable Homicide cannot be cleared.

13. Simple Assault w/no Weapon and Minor Injuries – per definition this is an unlawful, physical attack by one person upon another. The weapon type reported for the majority of these will be Personal Weapons. You cannot assault someone with nothing. Some type of weapon or force caused the Minor Injuries.


Property QC Reports

1. Agency Arson Pending Inventory – list the incidents with the offense of Arson and the property submitted is Pending Inventory. While possible, the category of pending inventory should be a temporary category only. After a length of time, this should be replaced with a more accurate property description and value. Especially if an insurance claim has been filed/paid.

2. Agency Destruction/Vandalism Vehicle Parts/Accessories – lists the incidents with the offense of Vandalism and the property is submitted as Vehicle Parts/Accessories. If the offense of Vandalism is correct, then the property category should be submitted as the actual vehicle type. Ex. An offender breaks a window on an automobile. The property category submitted should be "Automobile" and not vehicle parts/accessories.

3. Agency Drug Measure of XX – lists incidents with the offense of Drug/Narcotic Violations where the Drug Quantity has been submitted as Unknown. This should be a temporary category only and should be replaced with an updated measure when available to the agency – ex. The agency receives a lab report back detailing what the substance is and the amount submitted.

4. All Other Larcenies of Structures – lists incidents with the offense of All Other Larceny and the property submitted as being Stolen is a type of Structure. While possible, it is not common for an offender to take an entire structure. Review the report and enter the correct property.

5. Arson with Other Property Description Over 500 – lists incidents with the offense of Arson and the property submitted as the category of Other with a value over

500 dollars.  The category of Other is to be used only when the property will not fit in any of the other categories listed.

6. Credit Card Fraud with Property of Credit Card – lists incidents with the offense of Credit Card Fraud and the property submitted as being the actual credit/debit card.  Per definition, this offense is used to show the fraudulent use of the credit/debit card or card number.  The theft of the card should have been previously reported.

7. Extortion/Blackmail with Weapon of Firearm - lists all incidents with the offense of Extortion/Blackmail that have been reported with the weapon type of Firearm.  If a Firearm is used in the incident or is displayed and could be used at that time, report the incident as a Robbery.  *Same as Other QC Issues #7.*

8. Property Description = Special 99 – lists all incidents that have Property submitted with the category of Special.  This category is currently not being used and has not been used since the mid 1970s.  This category should only be used after notification from the TBI CSU.

9. Stolen Aircraft – lists all incidents that have Property submitted with the category of Aircraft.  It may be possible; however, should be rare.  Review the report and verify that the property has been submitted correctly.

10. Theft of Motor Vehicle Parts – Property Description of Radio/TV/VCR – lists all incidents where the offense is Theft of Vehicle Parts and the property submitted is radio/tv/vcr.  If the radio was installed in the dash of the vehicle or the property was attached to the vehicle at the time of the theft – ex. A cell phone plugged into the lighter at the time of theft, then the property should be reported as Vehicle Parts/Accessories.  Review report and verify that the property has been submitted correctly.

Victim QC Issues

1. Agency Statutory Rape Family Relationship – lists all incidents where the victim to offender relationship for an offense of Statutory Rape indicates a "Family" relationship.  Review report and verify that the correct relationship has been entered.  If the relationship is correct, edit the offense to Incest.  If the victim is age 12 and under, the offense should be a Forcible Sex Offense depending on the circumstances.

2. Bias Motivation of Unknown 2 -- lists incidents where the bias motivation has been entered as Unknown.  The majority of the time, the evidence in the incident will indicate which Bias is involved in the incident.  The Bias of Unknown should not be used unless there is no way to determine the bias involved in the incident. **Same as Other QC issues #5.**

3. Incest with Invalid Relationship 2 – lists all incidents where the victim to offender relationship for an offense of Incest does not indicate a "Family" relationship.  If relationship is not a Family type, then the incident offense cannot be Incest.  Edit relationship or offense.

4.  Victim Count on Campus Reported by Other Agencies – lists incidents indicated as occurring on campus yet the reporting agencies are not college/university.

5. Victim with Unknown Resident Status – lists all incidents where the reporting agency has indicated the Victim resident status as being Unknown.  Review incident report and determine if victim is resident where the agency has jurisdiction or not.

Victim Age Reports

1.  Agency Victim Over Age 95 – lists all victims reported by agency with an age of 96 or greater.  Review report and verify age of victim.  Resubmit as needed.

2. Agency Victim Under Age 6 – victim has been submitted with an age of 5 or under.  Verify victim age and resubmit as needed.

3. Statutory Rape w/Victim Under 10 Years Old – lists all victims reported by agency with offense of Statutory Rape and age of 9 or under.  For TIBRS reporting purposes, to report Statutory Rape, the victim must be between the ages of 13 and 17 and the offender must be at least 4 years older.  If victim is under 10, report a Forcible Sex Offense.

4. Victim Age of Neonate – lists all victims reported by agency with the age of Neonate or "Under 24 hours old".  Verify victim age and resubmit as needed.

5. Victim Age of Unknown – lists all victims reported by agency with the age of Unknown.  Verify victim age and resubmit as needed.

6. Victim Age of Unknown – Crimes Against Persons and Robbery – lists all victims reported by agency for Persons crimes and Robbery with the age of Unknown. For these types of crime, it is reasonable to believe that the incident would be reported where an officer would meet with the victim in person and an age, age range, or date of birth would be obtainable.

7. Victim Age Over 98 Years – lists all victims reported by agency with the age of 99.  Verify victim age and resubmit as needed.

8. Victim Relationship of Child of Boyfriend/Girlfriend w/Unreasonable Offender Age – lists all incidents reported by agency with the age of Victim being 19 or greater and the age of Offender is 17 or under.

9. Victim Relationship of Child with Unreasonable Offender Age – lists all incidents reported by agency with the relationship of Child or Stepchild and the age of Victim being 19 or greater and the age of Offender is 17 or under.

10. Victim Relationship of Grandchild w/Unreasonable Offender Age – lists all incidents reported by agency with the relationship of Grandchild and the age of Victim being 19 or greater and the age of Offender is 17 or under.

11. Victim to Offender Relationship – Spouse or Ex-Spouse Age under 18 – lists all victims reported by agency with the relationship of Spouse or Ex-Spouse and the age of Victim being 17 or under.