

## TIBRS Newsletter

### Removing Old Employee's Access

If you have officers or employees of your department who have been terminated, have resigned or are recently deceased, it is your responsibility to remove that person's access to TnCOP/CRMS/Fusion Center. If the CJIS Support Center becomes aware of any of the above situations and the person has not been removed, we will delete the user's account immediately and notify your agency of the removal. In order to maintain security to the system, TBI also reserves the right to deactivate or remove accounts for users who are under indictment or those who have been arrested without conviction.

Please remember that unauthorized access and/or misuse of the system is subject to denial of further use of the CRMS and/or criminal prosecution. A copy of the CRMS User Agreement and TnCOP/CRMS Sanction Policy may be accessed and printed at the following link:

<https://www.tfc.tn.gov/leadr/docs/TFCSecurityRules.pdf>

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### Welcome Kalee McSwain – Statistical Analyst



Kalee joined the CJIS Support Center in August 2015. She graduated from the University of Alabama with a M.S. in Criminal Justice and from Troy University with a B.S. in Criminal Justice with a minor in Psychology. She has two years of experience working in dispatch with Troy University PD and did autopsies as a student intern with the Alabama Department of Forensic Sciences. Kalee will be assisting the other statistical analysts with producing the annual crime reports and providing technical assistance to law enforcement agencies in the collection and analysis of crime incident data. She can be contacted by email at [Kalee.McSwain@tn.gov](mailto:Kalee.McSwain@tn.gov) or phone at (615) 744-4136.

### Welcome Terra Rosado – CJIS Support Specialist – West TN



Terra joined the CJIS Support Center in August 2015. She graduated from Bethel University with a B.S. in Criminal Justice and is currently in the Human Resources Master's program. Terra has ten years of experience in the Chancery Court of Jackson, TN and was in the U.S. Air Force for two years. She will be the TIBRS auditor for the West Tennessee agencies. She can be contacted by email at [Terra.Rosado@tn.gov](mailto:Terra.Rosado@tn.gov) or phone at (731) 984-6677.

## College/University Arrest Code

### REFERRED TO INSTITUTION AUTHORITY

The Referred to Institution Authority code is used when the offender is disciplined by the college/university for a reportable offense, but is not referred to the criminal justice system (i.e. adult court, juvenile court, etc.).

*This arrest code is only applicable for colleges and universities. Whenever this code is used, the incident will automatically be cleared by arrest.*

The *Referred to Institution Authority* code defines the type of arrest made and allows law enforcement officials running investigatory queries in the Consolidated Records Management System (CRMS) to understand that the student was disciplined by the college/university only and was not referred to the criminal justice system.

### KEY POINT #1

The incident may have just occurred, or it may have been committed on an earlier date/earlier time.

### KEY POINT #2

If the offender is referred to the criminal justice system, the college/university should enter On-View, Summoned/Cited, or Taken into Custody as the arrest code. The Referred to Institution Authority code should not be used when the perpetrator is formally charged.

### EXAMPLE 1

A college student was publicly intoxicated. An officer from the college stopped the student.

In lieu of a “traditional” arrest, the officer opted to write a report and send the student to the Dean’s Office for disciplinary action.

*For TIBRS purposes, this incident is reportable as an arrest: **Drunkenness, Group B Offense.***

*Enter as: Arrested: YES, Arrest Code: Referred to Institution Authority.*

### EXAMPLE 2

A 19-year-old college student was drinking alcohol in a residence hall. A Resident Assistant stopped the student. The RA did not call campus police/security, but referred the student to the Dean’s Office.

*For TIBRS purposes, this incident is reportable as an arrest: **Liquor Law Violation, Group B Offense.***

*Once again, enter as: Arrested: YES, Arrest Code: Referred to Institution Authority.*

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## College/University Arrest Code continued

### EXAMPLE 3

A 21-year-old college student was drinking alcohol in a residence hall. A Resident Assistant stopped the student. The RA did not call campus police/security, but referred the student to the Dean’s Office.

For TIBRS purposes, this incident is NOT reportable because the student is of legal drinking age. He violated a rule imposed by the college, but not a law/statute.

## 2015 TIBRS Training Schedule

SEPTEMBER		
Monday – Wednesday, September 14-16	Annual TIBRS Conference	Pigeon Forge
Tuesday, September 22	Introduction to Data Collection	TBI HQ, Classroom 3
Wednesday, September 23	TnCOP Software	TBI HQ, Computer Classroom
Thursday, September 24	TIBRS Review	TBI HQ, Classroom 1
OCTOBER		
Monday, October 12	TIBRS Review	TBI HQ, Classroom 3
Tuesday, October 13	Introduction to Data Collection	Civic Center, Sevierville
Wednesday, October 14	TIBRS Review	Civic Center, Sevierville
Thursday, October 15	TIBRS Overview & Report Writing	Civic Center, Sevierville
Tuesday, October 20	TNCrimeOnline (0900 to 1300)	Computer Classroom
Wednesday, October 21	Introduction to Data Collection	TBI HQ, Classroom 3
Thursday, October 22	TnCOP Software	TBI HQ, Computer Classroom
Thursday, October 29	Introduction to Data Collection	Union University, Jackson
Friday, October 30	TIBRS Review	Union University, Jackson
NOVEMBER		
Monday, November 16	TIBRS Review	TBI HQ Classroom 3
Thursday, November 19	Introduction to Data Collection	Roane State, Harriman
Friday, November 20	TIBRS Review	Roane State, Harriman
DECEMBER		
Thursday, December 10	Introduction to Data Collection	Union University, Jackson
Friday, December 11	TIBRS Review	Union University, Jackson

To sign up for a TIBRS class, please email [Zack.Frisbee@tn.gov](mailto:Zack.Frisbee@tn.gov)

Please include: first and last name of attendee(s), your agency’s name and ORI number, and the date(s) you wish to attend.

Note the following regarding the training schedule:

- TIBRS Overview & Report Writing classes do not count toward initial or recertification training requirements for Reporting Agency Coordinators (RACs) or Alternate RACs.
- TNCrimeOnline class does 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 class if at all possible.
- Due to limited seating, TnCOP Software classes are for new users only.

## TIBRS 2015 Conference Registration and Hotel Reservation Information



### CONFERENCE REGISTRATION IS SOON CLOSING!

The 2015 TIBRS Conference will return to the Music Road Inn and Conference Center in Pigeon Forge, TN. This year the conference dates are September 14th through the 16th. All agencies wishing to send attendees to the conference are asked to complete registration prior to the conference. A packet containing complete conference registration and hotel reservation information has been sent to each agency via mail and listserv message. The information is below as well for your convenience.

### How to Register:

Submitting your registration online at [www.tn.gov/tbi](http://www.tn.gov/tbi) is the preferred method. Click on the [Law Enforcement Resources](#) link at the bottom of the page.

Click on the [TIBRS](#) link and then click on the [TIBRS Conference Registration](#) link to register online (if the link does not work, you will need to change the compatibility view. Hit F12 and a screen will show at the bottom. Click "Browser Mode" at the top and change to Internet Explorer Compatibility View).

After entering your information, you must click the "calculate" button and the "submit" button to add your registration to the database. You will receive a confirmation number in red if the submission is accepted.

Please do not mail the registration form if you register on-line. Check or money orders are payable to "TIBRS User Group". The User Group cannot accept credit cards.

**Please note that the address to mail the conference registration fee has changed. Completed registration payments should be mailed to:**

**TIBRS User Group**  
P.O. Box 414  
Madison, TN 37116

On-line registration closes the morning of Tuesday, September 8, 2015. If you still need to register after this date contact Kelsie Conrad (Kelsie.Conrad@tn.gov).

**If you're paying your registration fee at the conference, we'd prefer a check instead of cash.**

### Making Hotel Reservations:

**Music Road Inn and Conference Center**  
314 Henderson Chapel Road  
Pigeon Forge, TN 37863

Go online to [www.musicroadhospitality.com](http://www.musicroadhospitality.com) and then click on the RESERVATION area. Click on the GROUPS at the top of the navigation bar and enter the information below:

**Group ID - 5533, Password - 37000124**

You can also make reservations online by going to the following link:

<https://secure.musicroadhotel.com/V1WebControls/GroupComments.aspx>

Once at the webpage, click "Make Reservation" on the left hand side of the page. Please note that the dates at the top of the web page are **NOT** the conference dates, but are the dates that the hotel blocked off for our group to make reservations.

Rooms can no longer be reserved at the conference rate. We're sorry for any inconvenience.

For reservation inquiries, please call 1-855-790-4646.



## CJIS Support Center NCIC/TIES & TIBRS STAFF



Tennessee Bureau of Investigation  
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Nashville, TN 37216-2639  
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<b>Kalee McSwain (TIBRS)</b> STATISTICAL ANALYST	<b>(615) 744-4136</b>	<b>Kalee.McSwain@tn.gov</b>
CJIS SUPPORT SPECIALISTS		
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<b>Lisa King (TIBRS)</b> QUALITY CONTROL	<b>(615) 744-4030</b>	<b>Lisa.King@tn.gov</b>
<b>Terra Rosado (TIBRS)</b> AUDITING	<b>(731) 984-6677</b>	<b>Terra.Rosado@tn.gov</b>
<b>Carletta Scott (NCIC/TIES)</b> AUDITING	<b>(731) 984-6699</b>	<b>Carletta.Scott@tn.gov</b>
<b>Ryan Spraggins (TIBRS)</b> AUDITING	<b>(615) 744-4290</b>	<b>Ryan.Spraggins@tn.gov</b>

REGIONAL CJIS SUPPORT CENTER REPRESENTATIVES/AUDITORS				
East Tennessee TIBRS	Region 1 (East/Middle) TIES	Middle Tennessee TIBRS	Region 2 (Middle/West) TIES	West Tennessee TIBRS
VACANT	Ginger Irons 6040 Century Oaks Drive Chattanooga, TN 37416 (423) 634-2378 FAX: (423) 634-4003 Ginger.Irons@tn.gov	Ryan Spraggins 901 R.S. Gass Blvd. Nashville, TN 37216 (615) 744-4290 FAX: (615) 744-4555 Ryan.Spraggins@tn.gov	Carletta Scott 121 Executive Drive Jackson, TN 38305 (731) 984-6699 FAX: (731) 668-9769 Carletta.Scott@tn.gov	Terra Rosado 121 Executive Drive Jackson, TN 38305 (731) 984-6677 FAX: (731) 668-9769 Terra.Rosado@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](mailto:tncop.helpdesk@tn.gov)**

**For immediate TnCOP issues, call or send a text to 615-210-3726 (text messages are the preferred choice).**

**West Tennessee - Terra Rosado**  
(731) 984-6677 FAX (731) 668-9769  
121 Executive Park Drive, Jackson, TN 38305  
Email: [Terra.Rosado@tn.gov](mailto:Terra.Rosado@tn.gov)

**Middle Tennessee - Ryan Spraggins**  
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Email: [Ryan.Spraggins@tn.gov](mailto:Ryan.Spraggins@tn.gov)

Benton	Fayette	Hickman	McNairy
Carroll	Gibson	Houston	Obion
Cheatham	Giles	Humphreys	Perry
Chester	Hardeman	Lake	Shelby
Crockett	Hardin	Lauderdale	Stewart
Decatur	Haywood	Lawrence	Tipton
Dickson	Henderson	Lewis	Wayne
Dyer	Henry	Madison	Weakley

Bedford	Jackson	Putnam	White
Cannon	Lincoln	Robertson	Williamson
Clay	Macon	Rutherford	Wilson
Coffee	Marion	Smith	
Davidson	Marshall	Sumner	
DeKalb	Mauzy	Trousdale	
Franklin	Montgomery	Van Buren	
Grundy	Moore	Warren	

**East Tennessee - Vacant**  
1791 Neals Commerce Lane, Knoxville, TN 37914

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

**TIBRS User Group Officers**

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