

Crime Statistics Newsletter

Accessing Publications on Sharepoint

Agencies will receive an e-mail via the list serv with instructions for accessing Crime in Tennessee, Hate Crime, and LEOKA on Sharepoint. Colleges and Universities will be sent the link and password to review Crime on Campus via an e-mail from Caitlin Orman.

Agencies will have approximately 5 business days to review before the reports are released to the media. Please contact us if you have any questions.

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Microsoft XP End of Life Announcement

Recently Microsoft announced that Windows XP, their Desktop Operating System, will reach end of life in April 2014. What this means to TBI and their customers is that all workstation devices that use Windows XP will not receive any type of patches or hot fixes to resolve any issues that occur with the operating system. Also, the major Anti-Virus and End point vendors such as Symantec will discontinue providing any security patches or updates to resolve any viruses that occur on these devices.

The Office of Information Resources, (OIR), for the state has been working with all State Agencies and related entities to ensure that all their customers will be off Windows XP by the April time frame. What OIR is planning to do once the Microsoft Support ends is if a virus is detected on an XP device they will remove it from the state network and attempt to work with the owner to remove the virus. This will cause unexpected downtime for these devices, and in the worst case, if the virus cannot be removed it will force the device not to be allowed on the state network moving forward. Please make every effort to migrate away from the Windows XP platform as soon as possible with this in mind.

Drug Origin Code Error

An issue with data quality was identified recently because agencies were reporting cultivated marijuana as illegally imported when **cultivated marijuana may only have a drug origin of indoor or outdoor grow**. Processed marijuana may be reported as illegally imported, indoor or outdoor grow. If you received the drug origin error, please review the drug chosen compared to the origin. Information may be found on page 22 of the 12th Edition of the TIBRS Data Collection Manual.

TIBRS RAC/Alt RAC Definitions and Requirements

- **Reporting Agency Coordinator (RAC)**

Pursuant to TIBRS Rules, each reporting agency submitting data to the TBI TIBRS program must appoint a Reporting Agency Coordinator (RAC).

The Reporting Agency Coordinator (RAC) is the person named as the initial point of contact for the agency's crime incident reporting and coordination which includes the agency's collection of data for the Tennessee Incident Based Reporting System (TIBRS) program. The RAC should ensure accurate offense/property classification, timely data entry and data submission to TBI. The RAC is the primary person involved from the agency when the triennial audit for TIBRS occurs. Responsibilities also include responding to questions from the TBI's TIBRS staff concerning data quality, accuracy and completeness; submitting responses to the TBI's TIBRS staff in response to reviews from the FBI regarding data quality, accuracy and completeness; responding to the applicable annual survey requests for campus population and the full time employment numbers; as well as correcting errors generated when the agency's data is processed at the TBI or FBI within the timeframes established in the TIBRS Rules. The RAC shall also be responsible for notifying the TBI's TIBRS staff when any changes occur at the agency regarding the following: CLEO, address, telephone number, fax number, and email addresses for the TIBRS list serv.

- **Alternate Reporting Agency Coordinator (Alt-RAC)**

The Alternate Reporting Agency Coordinator (Alt-RAC) should function as the backup to the RAC and be able to perform any of the above duties in the RAC's absence.

- **Second Alternate Reporting Agency Coordinator (Alt-RAC)**

If an agency wishes, they may also appoint a Second Alternate Reporting Agency Coordinator (2nd Alt RAC).

Each new RAC, Alt-RAC and 2nd Alt-RAC must have 16 hours of training within six months of being given the responsibilities of the TIBRS program.

- The initial training must include a Data Collection Class and TnCOP class if the agency uses the TnCOP system to submit TIBRS data.
- If the agency utilizes a vendor RMS, then the second class must be a TIBRS Review class.
- Each subsequent year, the RAC, Alt-RAC or 2nd Alt-RAC must attend the TIBRS conference or a TIBRS Review Class.

As long as a person meets the annual training requirement each year, they only need one class or to attend the conference. **If a person fails to receive training in a year, they will be required to obtain two classes in the next year.**

All TIBRS training is P.O.S.T. certified for credit. Failure to have at least one person meet the annual training requirement will **result in loss of TIBRS certification** for the submitting agency/college/university.



Reporting Marijuana Oil and Marijuana Wax

A few agencies have contacted the CJIS Support Unit concerning incidents involving marijuana oil and marijuana wax (also known as Budder and Marjarine). For those who are not aware of these forms of marijuana, both are very potent by-products of highly flammable solvent extraction processes involving isopropyl alcohol or butane. This extract can be smoked in a pipe, bong or the current trend, a modified e-cigarette. Although inhalation is the most common practice, budder can also be used in edibles.

For reporting purposes, the same guidelines used for reporting marijuana will apply. **Report the weight of the drugs in grams, ounces, etc. and for the modified e-cigarette, report drug equipment.**

Please keep in mind, if a law enforcement officer comes in contact with the drug in a current state of processing, a **clandestine lab CANNOT be reported.**

Latitude/Longitude Converter for TIBRS Reporting

If known, the latitude and longitude should be reported for all incidents. Per TIBRS rules, if the location where the incident occurred does not have an address, the latitude/longitude coordinates **MUST** be entered.

Some GPS devices record the coordinates in Degrees, Minutes, Seconds format (Ex. 35°, 15', 55"). For TIBRS reporting purposes, this format needs to be converted to the decimal coordinates.

A useful Latitude/Longitude converter can be found at:

<http://www.fcc.gov>

- Click on "Tools &Data" at the top
- Click on "Tools"
- Scroll down past the text and click on "Lat-Long" Converter link

Note: The utility requires that Javascript be enabled to perform the calculations.

**Degrees, Minutes, Seconds and Decimal Degrees
Latitude/Longitude Conversions**

Degrees Minutes Seconds to Decimal Degrees

Enter Degrees Minutes Seconds latitude:

Enter Degrees Minutes Seconds longitude:

Results: Latitude: Longitude:

Decimal Degrees to Degrees Minutes Seconds

Enter Decimal Latitude:

Enter Decimal Longitude:

Results: Latitude: Longitude:

Trouble Shooting Tips for Using TnCOP

1. Most Updated Version of JAVA

The agency should have the most updated version of JAVA running on their computer. The easiest way to check to see if you have the most current version installed is to visit <http://www.java.com/en/> Under the link for Free Java Download are three questions – click on the question that asks, “Do I have Java?”. The application will look to see if you have the most current version and, if not, will begin to install the free update. Being one or two updates behind can affect the way TnCOP and Tennessee Fusion Center data is displayed. Please check this site regularly!

Trouble Shooting Tips for TnCOP

2. Flash Player Must be Installed

Our system is dependent on Flash Player, so it must be installed on your system. The downside is that Flash is not supported on most touch-based mobile devices. In other words, if your officers are using iPads or iPhones, the TFC site will be unavailable. We will update you as we learn of options for these devices.

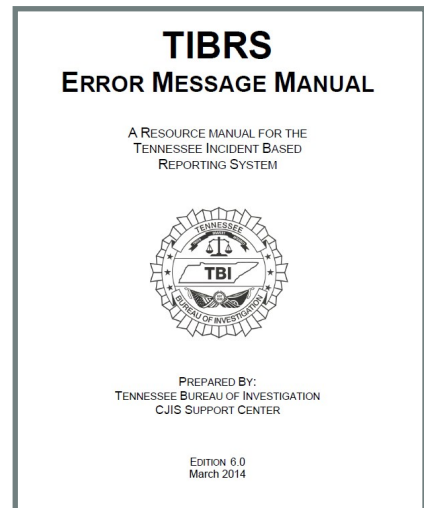
3. TnCOP can be used on the Windows 7 platform and Internet Explorer 9

Developers and programmers are currently supporting the use of the TFC/Fusion Center/TnCOP application on Windows 7 and Internet Explorer 9 (IE9). We cannot offer support or guidance to users of Windows 8 and Internet Explorer 10 or above options as of the date of this newsletter. As new software is tested for compatibility, we will let you know!

Error Message Manual-6th Edition

The most recent version of the Error Message Manual is now available on the TIBRS page. The sixth edition includes new errors added in the past year and their descriptions. It can be found at:

http://www.tbi.tn.gov/law_enforcement/documents/Edition50secured.pdf



Crime Online Class

A new class will be offered this summer focusing on using and generating reports with the Tennessee Crime Online Utility. This website is a very useful tool for agencies to monitor the quality of their data entry, as well as allows them to run their own reports on the variables that are important to them.

The class will cover the different portions of the website and how to use them. At the end of the class, attendees will understand how Crime Online is set-up and will be able to run their own agency reports, including reports that check for common errors in the data.

Class dates will be released soon. If you have any questions or suggestions for the class, please contact Caitlin Orman (615-744-4136; Caitlin.Orman@tn.gov) or Kelsie Conrad (615-744-4016; Kelsie.Conrad@tn.gov).

Publication Timeline

(All dates are tentative and subject to change)





2014 TIBRS TRAINING SCHEDULE - ADDITIONAL CLASSES SCHEDULED!

IMPORTANT: We are teaching a new class this year entitled “TIBRS Overview & Report Writing.” This class was not developed for RACs or Alternate RACs, and DOES NOT count toward their annual TIBRS training requirement.

APRIL		
Thursday, April 3	Introduction to Data Collection	Union University, Jackson
Friday, April 4	THIS CLASS IS FULL TIBRS Review	Union University, Jackson
Tuesday, April 8	THIS CLASS IS FULL TIBRS Overview & Report Writing NOT FOR RACs or Alt. RACs!	TBI Headquarters, Nashville
Friday, April 11	TIBRS Review	TBI Headquarters, Nashville
Wednesday, April 16	TIBRS Overview & Report Writing NOT FOR RACs or Alt. RACs!	TBI Headquarters, Nashville
Wednesday, April 23	Introduction to Data Collection	TBI Headquarters, Nashville
Thursday, April 24	TnCOP Software	TBI Headquarters, Nashville
MAY		
Tuesday, May 6	TIBRS Overview & Report Writing NOT FOR RACs or Alt. RACs!	TBI Headquarters, Nashville
Monday, May 12	Introduction to Data Collection	TBI Headquarters, Nashville
Tuesday, May 13	TnCOP Software	TBI Headquarters, Nashville
Friday, May 30	TIBRS Review	TBI Headquarters, Nashville
JUNE		
Tuesday, June 10	Introduction to Data Collection	Civic Center, Sevierville
Wednesday, June 11	TIBRS Review	Civic Center, Sevierville
Thursday, June 12	TIBRS Overview & Report Writing NOT FOR RACs or Alt. RACs!	Civic Center, Sevierville
Tuesday, June 17	TIBRS Review	TBI Headquarters, Nashville
Friday, June 20	TIBRS Overview & Report Writing NOT FOR RACs or Alt. RACs!	University of the South
Tuesday, June 24	Introduction to Data Collection	TBI Headquarters, Nashville
Wednesday, June 25	TnCOP Software	TBI Headquarters, Nashville
Friday, June 27	TIBRS Overview & Report Writing NOT FOR RACs or Alt. RACs!	TBI Headquarters, Nashville
JULY		
Wednesday, July 9	Introduction to Data Collection	Union University, Jackson
Thursday, July 10	TIBRS Review	Union University, Jackson
Friday, July 11	TIBRS Overview & Report Writing NOT FOR RACs or Alt. RACs!	Union University, Jackson
Tuesday, July 29	TIBRS Review	TBI Headquarters, Nashville

AUGUST		
Tuesday, August 5	Introduction to Data Collection	TBI Headquarters, Nashville
Wednesday, August 6	TnCOP Software	TBI Headquarters, Nashville
Tuesday, August 12	Introduction to Data Collection	Civic Center, Sevierville
Wednesday, August 13	TIBRS Review	Civic Center, Sevierville
Thursday, August 14	TIBRS Overview & Report Writing <i>NOT FOR RACs or Alt. RACs!</i>	Civic Center, Sevierville
Tuesday, August 19	TIBRS Overview & Report Writing <i>NOT FOR RACs or Alt. RACs!</i>	TBI Headquarters, Nashville
Tuesday, August 26	Introduction to Data Collection	TBI Headquarters, Nashville
Wednesday, August 27	TIBRS Review	TBI Headquarters, Nashville
SEPTEMBER		
Monday-Wednesday, September 15-17	Annual TIBRS Conference	Pigeon Forge

To sign up for a TIBRS class (other than the annual conference), please email Dale King (Dale.King@tn.gov).

Online Registration information for the TIBRS Conference will be available in June, 2014.

West Tennessee LEIC- Jennifer Brooks

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 121 Executive Drive, Jackson, TN 38305
 Email: Jennifer.Brooks@tn.gov

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 901 R.S. Gass Boulevard, Nashville, TN 37216
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Benton	Gibson	Humphreys	Perry
Carroll	Hardeman	Lake	Shelby
Chester	Hardin	Lauderdale	Stewart
Crockett	Haywood	Lawrence	Tipton
Decatur	Henderson	Lewis	Wayne
Dickson	Henry	Madison	Weakley
Dyer	Hickman	McNairy	
Fayette	Houston	Obion	

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

East Tennessee LEIC- Jim Clabo

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 1792 Neals Commerce Lane Knoxville, TN 37914
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Anderson	Grainger	Loudon	Roane	Blount	Greene	McMinn
Scott	Bradley	Hamblen	Meigs	Sevier	Campbell	Hamilton
Monroe	Sullivan	Carter	Hancock	Morgan	Unicoi	Claiborne
Hawkins	Overton	Union	Cocke	Jefferson	Pickett	Washington
Cumberland	Johnson	Polk	Fentress	Knox	Rhea	

TIBRS User Group Officers

President	Patrick Twele	Memphis Police Department	patrick.twele@memphistn.gov	(901) 636-4893
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West	Amy Simcox	Memphis Police Department	amy.simcox@memphistn.org	(901) 636-3511
College	Lisa Lynch-Morris	Volunteer State Community College	lisa.lynch@volstate.edu	(615) 230-3595

CJIS Support Center Contact Information for TIBRS

NAME	TITLE	PHONE	E-MAIL	WORK HOURS
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Caitlin Orman	Statistical Analyst	(615) 744-4136	Caitlin.Orman@tn.gov	8:00 - 4:30
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Jennifer Brooks	West Tennessee LEIC	(731) 984-6677	Jennifer.Brooks@tn.gov	8:00 - 4:30
Ryan Spraggins	Middle Tennessee LEIC	(615) 744-4290	Ryan.Spraggins@tn.gov	8:00 - 4:30
Jim Clabo	East Tennessee LEIC	(865) 549-7853	James.Clabo@tn.gov	7:00 - 3:30 EST
CSU	Fax Number	(615) 744-4662		