CJIS Support Center—TIBRS

April 2017 | Volume 22, Issue 4

Newsletter

Viewing 2016 Publications

The 2016 Crime in Tennessee reports will be posted on the TBI Sharepoint site prior to release to the public and media. Tentative posting and release dates for all reports are on page 2 of this newsletter.

You will need to use the same login credentials you use to access your data at TNCrimeonline. An email will be sent to the TIBRS Listserv when the reports are available on the Sharepoint site. If you do not have a TNCrimeonline account or do not remember your password, please contact Steven Jancarek or Yeselin Melendrez. Their contact information is on the last page of this newsletter.

Arrest Related Death Incidents

The CJIS Support Center monitors TIBRS submissions and news articles concerning deaths that fall within the program guidelines. Your agency is responsible for submitting any qualifying ARD incidents within 30 days after the occurrence. Deaths reportable to the ARD program include those killed by any use of force by law enforcement officers as well as deaths attributed to intoxication, suicide, accidental injury, illness or natural causes.

Please contact Ms. Yeselin Melendrez if you have any questions concerning the ARD program. Her contact information is on page 6.

2017 Publication Schedule

Date	Tentative Deadline
04/06/2017	2016 Crime in Tennessee posted on SharePoint for agencies
04/13/2017	2016 Crime in Tennessee release
04/27/2017	2016 Hate Crime/LEOKA release
05/11/2017	2016 School Crime report release
05/30/2017	2016 Domestic Violence release
07/27/2017	2016 Six Month Data Review for Crime in Tennessee/Hate Crime/ LEOKA for agencies to review

Data Entry and File Submission

Some confusion still exists about the timing of data entry and inclusion of that data in the monthly file submission. For TnCOP users, TBI generates a database extract on the first working day of the month for the entries made in the previous month. For example, the extract will be generated for March 2017 on Monday, April 4th and include all data entered or modified between March 1, 2017 – March 31, 2017. The monthly TIBRS files will be pulled from that extract by TBI staff.

Based upon that timing, any data entered after March 31, 2017 will not be included in the file pulled by TBI for March data. We occasionally talk to agencies who are frantically entering data for the previous month so it will be entered before the 10th of the month after the data month. The 10th of the month deadline is for agencies using commercial software vendors ONLY. Agencies using a commercial RMS vendor must have their files into us by the 10th of the month to avoid being considered late. It would be helpful to us and to the FBI for agencies using a vendor to submit their data as close to the first of the month as possible.

2017 Training Schedule

APRIL		
Tuesday, April 4	**Introduction to Data Collection**	**Sevierville Civic Center**
Wednesday, April 5	**TIBRS Review**	**Sevierville Civic Center**
Thursday, April 6	**Overview and Report Writing**	**Sevierville Civic Center**
Tuesday, April 18	**TIBRS Review**	**Training Room 3**
MAY		
Tuesday, May 9	**Introduction to Data Collection**	**Union University, Jackson**
Wednesday, May 10	**TIBRS Review**	**Union University, Jackson**
Thursday, May 11	**Overview and Report Writing**	**Union University, Jackson**
Wednesday , May 24	**N-DEx**	**TBI Computer Classroom**
Thursday, May 25	**TnCrimeOnline**	**TBI Computer Classroom**
Wednesday, May 31	**TIBRS Review**	**Training Room 3**
JUNE		
Wednesday, June 7	**Introduction to Data Collection**	**Training Room 2**
Thursday, June 8	**TnCOP Software**	**TBI Computer Classroom**
Tuesday, June 20	**Introduction to Data Collection**	**Roane State, Harriman**
Wednesday, June 21	**TIBRS Review**	**Roane State, Harriman**
Thursday, June 22	**Overview and Report Writing**	**Roane State, Harriman**

TO SIGN UP FOR A TIBRS CLASS PLEASE EMAIL ZACK.FRISBEE@TN.GOV
Or KARISSA.GARRISON@TN.GOV

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

Please note the following when signing up for classes:

TIBRS Overview & Report Writing classes <u>do</u> <u>not</u> count toward initial or recertification training requirements for Reporting Agency Coordinators (RACs) or Alternate RACs.

TNCrimeOnline classes <u>do</u> <u>not</u> 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 <u>new users only</u> due to limited seating.

TIBRS TIP OF THE MONTH:

Unlike Group B offenses, Group A offenses must be reported when known to law enforcement. Group B reports require an "arrest," before being reportable. Group A offenses are reportable regardless of arrest, prosecution or indictment. Simply having knowledge of the Group A incident makes it reportable to TIBRS.

Fall 2017 TIBRS Changes

The fall 2017 TIBRS changes were emailed to vendors and agencies using vendors on March 31st. The changes include two new drug codes – Fentanyl (Y) and Carfentanil (T). This is an expansion of the FBI drug codes entered with Drug Narcotic Violations (35A).

The other major change impacts the data collection in two ways. We will cease collecting the Officer Involved Shooting segment beginning in November for October data. This change will impact data fields currently collected in the TIBRS administrative data segment as well. Please refer to the link for additional information. https://www.tn.gov/tbi/article/tibrs-manuals-information-handouts

Audit Tip of the Month: Entering the Correct Incident Date and Time

One of our common audit findings is the incorrect date and/or time that an incident occurred.

When reporting an incident to TIBRS, the incident date and time should be the date and time the incident occurred. If the exact date and time is not known, the earliest possible date the incident could have occurred should be used.

For example: A family leaves home on February 1st at 0500 hours for vacation. They return home on February 8th at 1500 hours to find the back door kicked in and items missing from their home. The officer arrives on the scene on February 8th at 1530 hours.

What date/time should be used as the incident date?
> February 8th, 1530 hours
> February 1st, 0500 hours
> February 8th, 1500 hours.

Since the exact date/time of the incident is unknown, the earliest possible date/time should be used. In this example, the answer is B, when the family left on vacation.

Only in the case where the exact or earliest possible date/time is unknown and the earliest possible date cannot be determined should the report date be used. The use of the report date and time should be *very rare*.

CJIS SUPPORT CENTER
901 R.S. GASS BLVD.
NASHVILLE, TN 37216-2639
FAX 615-744-4555

Assistant DIRECTOR, CJIS Division		
Pam Beck	615-744-4206	Pam.beck@tn.gov
CJIS DIRECTOR		
Jackie Vandercook	(615) 744-4014	Jackie.Vandercook@tn.gov
CJIS SUPERVISOR TIBRS & N-DEx		
Dale King	(615) 744-4026	Dale.King@tn.gov
CJIS SUPPORT SPECIALISTS		
Steven Jancarek Data Analyst and Data Maintenance	(615) 744-4024	Steven.Jancarek@tn.gov
Zack Frisbee TIBRS Lead Trainer	(615) 744-4214	Zack.Frisbee@tn.gov
Karissa Garrison TIBRS Trainer	(615) 744-4018	Karissa.Garrison@tn.gov
Ashley Anderson TIBRS Quality Control	(615) 744-4030	Ashley.Anderson@tn.gov
Debbie Lamb TIBRS Lead Auditor, East Tennessee	(865) 549-7853	Debbie.Lamb@tn.gov
Suzanne Wiggins TIBRS Auditor, Middle Tennessee	(615) 744-4290	Suzanne.Wiggins@tn.gov
Yeselin Melendrez Publications/Analysis/Training	(615) 744-4136	Yeselin.Melendrez@tn.gov
Randall Hendrix TIBRS Auditor, West Tennessee	(731) 984-6677	Randall.G.Hendrix@tn.gov

REGIONAL CJIS SUPPORT CENTER REPRESENTATIVES/AUDITORS

TIBRS East Tennessee Representative	TIBRS Middle Tennessee Representative	TIBRS West Tennessee Representative
Debbie Lamb	**Suzanne Wiggins**	**Randall Hendrix**
1791 Neals Commerce Lane	**901 R.S. Gass Blvd.**	**121 Executive Drive**
Knoxville, TN 37914	**Nashville, TN 37216**	**Jackson, TN 38305**
(865) 549-7853	**(615) 744-4290**	**(731) 984-6677**
FAX: (865) 549-7811	**FAX: (615) 744-4555**	**FAX: (731) 668-9769**
Debbie.Lamb@tn.gov	**Suzanne.Wiggins@tn.gov**	**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

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

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