

Crime Statistics Newsletter

Crime in TN – 6 Month Data Review

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Every law enforcement agency should have received their Crime in Tennessee data in the mail in July. Some agencies may have notations on the review page.

Please review your agency's data and correct any errors that were noted, as well as verify that all data has been submitted January 1, 2014–June 30, 2014. Remember that the data verification page must be signed by the Chief/Sheriff/Director at that agency and sent in to the CJIS Support Center via mail or fax (please note that the fax number has recently changed to 615-744-4555).

Some agencies may have received additional pages regarding LEOKA or bias motivated incidents that were reported.

Please review your agency's LEOKA data and fix any errors that were marked on the page. If there were incidents reported as bias motivated or with a bias motivation of unknown, data pages were sent out regarding this as well. **Please review these pages, verify that the data is correct and fix any errors.**

Along with the data review, a database update form was enclosed. Please complete it with the most current information and send back to Caitlin Orman via fax (615-744-4555) or e-mail (Caitlin.Orman@tn.gov).

TIBRS Conference Door Prizes

If your agency would like to donate a door prize to be given away at this year's TIBRS conference, please contact Lisa King at Lisa.King@tn.gov or one of the TIBRS User Group Officers (see page 7).

Correct Format/Ranges for Entering Latitude and Longitude

When entering data for TIBRS, please remember the valid latitudes and longitudes for Tennessee:

The valid latitude would be from 34.85654 to 36.75412. Format: 99.99999

The valid longitude would be from -81.59809 to -90.49735. Format 99.99999



TnCOP/CRMS Sanction Plan

1. **Sanction violations include, but shall not be limited to, the following:**
 - a. Computer security violations resulting in the disclosure of sensitive or classified information to unauthorized individuals or the accessing of TnCOP/CRMS information inappropriately and/or for unauthorized purposes.
 - b. Any activity that results in unauthorized modification or destruction of system data, loss of computer system processing capability or loss by theft or any computer media including but not limited to memory, optical or magnetic storage medium, hardcopy printouts, etc.
2. **When discrepancies are discovered at the agency, they must be documented and reported to the Agency Administrator and the RMS Administrator. The incident shall then be reported in writing to the TBI CJIS Support Center (CSC), along with any disciplinary action that was taken.**
3. **When non-compliance issues are discovered by the TBI CSC, they will be documented and reported to the Agency Administrator and RMS Administrator.**
4. **If an authorized user is found to be in noncompliance, the CSC will:**
 - a. Forward the investigation results to the head of the authorized user's employing agency;
 - b. Suspend or discontinue access to information by the authorized user, if necessary, until a determination regarding appropriate disciplinary measures, if any, are made by the employing agency under any applicable preferred service rules or other state or federal laws or regulations regarding the authorized user's employment;
 - c. Cooperate with the applicable agency in any disciplinary action and/or hearing as may be necessary; and,
 - d. Refer the matter to appropriate authorities for criminal prosecution, as necessary.
5. **If a participating agency is found to be in noncompliance, the Tennessee Fusion Center (TFC) will:**
 - a. Forward the investigation results to the Director of the CSC and the head of the participating agency;
 - b. Suspend participating agency access or terminate the MOU, if necessary, based on the severity of noncompliance; and,
 - c. Refer the matter to appropriate authorities for criminal prosecution, as necessary.
6. **All infractions will be documented and reported to the Agency Administrator and the RMS Administrator for review and immediate corrective action. A written formal response from the Chief Law Enforcement Officer (CLEO) shall be forwarded to the Director of the CSC within thirty (30) days of the agency being found to be in a non-compliance status. The following issues shall be addressed:**
 - a. Non-compliance issues cited;
 - b. Documentation of corrective measures;
 - c. Agency's plan to eliminate future non-compliance; and
 - d. Documentation of retraining of agency personnel, if applicable.

TnCOP/CRMS Sanction Plan (continued)

7. Where non-compliance remains an issue after thirty (30) days, the following will occur:

A letter from the Director of the CSC will be forwarded to the CLEO/Administrator, with a copy forwarded to the TBI Director, and other governing administrators. This letter will outline the infractions that lead to the imposed sanctions:

The following limited sanctions will be imposed:

- a. Access to the TnCOP/CRMS system will be suspended for sixty (60) days;
- b. The agency will be placed on sixty (60) days probation; and
- c. If the agency uses TnCOP as their sole TIBRS reporting software, one account will remain active for the purpose of uninterrupted reporting. The CSC will make a determination as to the person who will be provided the account information.

8. If non-compliance remains an issue at the conclusion of the sixty (60) day probationary period, additional sanctions will be enacted as detailed below:

A formal letter from the Director of the CSC will be forwarded to the CLEO/Administrator, the CSO, and other governing administrators. The letter will address the non-compliance issue(s), failure to carry out corrective measures, and previously imposed sanctions. Copies of all correspondence to the agency concerning non-compliance will be included.

The following limited sanctions will be imposed:

- a. The CSC will cancel all TnCOP/CRMS services to the agency;
- b. The participating agency MOU agreement will be suspended; and
- c. After six (6) months of terminated service, the agency may formally request reinstatement of TnCOP/CRMS services.

9. To regain access to suspended TnCOP/CRMS services, a formal letter from the agency's CLEO/Administrator must be submitted to the Director of the CSC. The following issues must be addressed:

- a. Non-compliance issue(s) that initiated the enforced sanctions;
- b. Corrective action taken by the agency's CLEO/Administrator;
- c. Implemented plans to ensure future compliance; and
- d. Documentation of retraining agency personnel.

10. The agency will be placed on probation for one year after TnCOP/CRMS services have been reinstated.

TIBRS 2014 Conference Registration and Hotel Reservation Information



CONFERENCE REGISTRATION IS NOW OPEN!

The 2014 TIBRS Conference will return to the Music Road Inn and Conference Center in Pigeon Forge, TN. This year the conference dates are September 15th through the 17th. 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. The information is below as well for your convenience.

How to Register:

Submitting your registration online at www.tbi.tn.gov is the preferred method. Click on the Law Enforcement Only tab on the left side.

Login – lawenforcement

Password – Tennessee1 (case sensitive)

Click on the TN Incident Based Reporting System link and then click on the TIBRS Conference Registration 2014 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 Com-patibility 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**

Conference Fees and Due Dates

Early Registration Fee (By August 22, 2014)	\$105.00
Late Registration Fee (After August 22, 2014)	\$140.00
Spouse/Guest Fee(Admission to luncheon on 9/16)	\$25.00

Making Hotel Reservations:

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

Go online to 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 – 4996, Password – 37000124

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

<https://secure.musicroadhotel.com/VIWebControls/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).

The deadline for making hotel reservations is August 13, 2014 to receive the conference rate of \$89.00.

Please make your reservations soon. For reservation inquiries, please call 1-855-790-4646.

Reminder about FERPA and How it Relates to TIBRS Reporting

FERPA (Family Educational Rights and Privacy Act) protects the privacy of student education records. Please remember that security records are NOT education records and thus are not protected under this law. FERPA explicitly allows the release of law enforcement records. Some colleges/universities have failed to report victim/offender/other incident information because they believe that doing so is a violation of FERPA. This is not the case, and Tennessee law requires that institutions of higher education report crime statistics to TBI for crimes that occur on campus and in student housing.



TIBRS Training Tip (Straight from the Manual!)

SPECIAL (99)

THIS CATEGORY IS NOT BEING USED AT THIS TIME. DO NOT CLASSIFY PROPERTY IN THIS CATEGORY.

On rare occasions, the national UCR Program will compile statistics on certain designated types of property which emerge as the object of current theft “fads.” During that time, in an effort to “track” these items, the “Special” category will be used. This category should never be used unless agencies receive prior notification from the TBI.

Please DO NOT use the property category of Special (99)!

Who to Contact?

Contact information for all staff members is on page 8.

TnCOP	Lisa King - TnCop.HelpDesk@tn.gov
TNCrimeOnline	Any of the statistical analysts
Training/Signing up for a Class	Dale King
TIBRS Incident Classification	Dale King, your auditor, or statistical analysts
CLEO/RAC/Alt RAC Change	Any of the statistical analysts
TIBRS Conference Registration	Caitlin Orman



2014 TIBRS Training Schedule – Classes Remaining

New class offered! TNCrimeOnline

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.

AUGUST		
Tuesday, August 5	Introduction to Data Collection	TBI Headquarters, Nashville
Wednesday, August 6	TnCOP Software	TBI Headquarters, Nashville
Thursday, August 7 – 8:00 am to 12:00 pm	Introduction to TNCrimeOnline THIS CLASS IS FULL!	TBI Headquarters, Nashville
Thursday, August 7 – 1:00 pm to 5:00 pm	Introduction to TNCrimeOnline	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 NOT FOR RACs or Alt. RACs!	Civic Center, Sevierville
Tuesday, August 19	TIBRS Overview & Report Writing NOT FOR RACs or Alt. RACs!	TBI Headquarters, Nashville
Tuesday, August 26	Introduction to Data Collection	TBI Headquarters, Nashville
Wednesday, August 27	TIBRS Review THIS CLASS IS FULL!	TBI Headquarters, Nashville
SEPTEMBER		
Monday-Wednesday, September 15-17	Annual TIBRS Conference	Pigeon Forge
OCTOBER		
Thursday, October 2	TIBRS Review	TBI Headquarters, Nashville
Wednesday, October 8	Introduction to Data Collection	Union University, Jackson
Thursday, October 9	TIBRS Review	Union University, Jackson
Friday, October 10	TIBRS Overview & Report Writing NOT FOR RACs or Alt. RACs!	Union University, Jackson

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 is available on the TBI website.

West Tennessee LEIC- Jennifer Brooks

(731) 984-6677 FAX (731) 668-9769
 121 Executive Drive, Jackson, TN 38305
 Email: Jennifer.Brooks@tn.gov

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	

Middle Tennessee LEIC- Ryan Spraggins

(615) 744-4290 FAX (615) 744-4555
 901 R.S. Gass Boulevard, Nashville, TN 37216
 Email: Ryan.Spraggins@tn.gov

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

(865) 549-7853 FAX (865) 549-7811
 1792 Neals Commerce Lane, Knoxville, TN 37914
 Email: James.Clabo@tn.gov

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

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 Sherriff's Office	mdenning@sumnersheriff.com
East Representative	Donna Patty	Knoxville Police Department	dpatty@cityofknoxville.org
Middle East Representative	Vacant		
Middle West Representative	Kathy Ryan	Lawrenceburg Police Department	k.ryan@lawrenceburgpolice.org
West Representative	Amy Simcox	Memphis Police Department	amy.simcox@memphistn.org
College	Lisa Lynch-Morris	Volunteer State Community College	lisa.lynch@volstate.edu

CJIS Support Center TIBRS Program Contact Information
901 R.S. Gass Boulevard, Nashville, TN 37216

Fax Number: 615-744-4555

Jackie Vandercook STATISTICS ASSISTANT DIRECTOR	(615) 744-4014	Jackie.Vandercook@tn.gov	7:00 - 3:30/4:30
<i>Data Analysis & Reporting Team (DART)</i>			
Steven Jancarek STATISTICAL ANALYST	(615) 744-4024	Steven.Jancarek@tn.gov	8:00 - 4:30
Caitlin Orman STATISTICAL ANALYST	(615) 744-4136	Caitlin.Orman@tn.gov	8:00 - 4:30
Kelsie Conrad STATISTICAL ANALYST	(615) 744-4016	Kelsie.Conrad@tn.gov	8:00 - 4:30
Lisa King LAW ENFORCEMENT INFORMATION COORDINATOR	(615) 744-4030	Lisa.Capps@tn.gov	7:00 - 3:30
<i>Auditing, Compliance & Training Team (ACTT)</i>			
Dale King LEAD LAW ENFORCEMENT INFORMATION COORDINATOR (TRAINING, AUDITING)	(615) 744-4026	Dale.King@tn.gov	7:00 - 3:30
Jennifer Brooks (AUDITING) LAW ENFORCEMENT INFORMATION COORDINATOR	(731) 984-6677	Jennifer.Brooks@tn.gov	8:00 - 4:30
Jim Clabo (AUDITING) LAW ENFORCEMENT INFORMATION COORDINATOR	(865) 549-7853	James.Clabo@tn.gov	7:00 - 3:30 (EST)
Ryan Spraggins (AUDITING) LAW ENFORCEMENT INFORMATION COORDINATOR	(615) 744-4290	Ryan.Spraggins@tn.gov	8:00 - 4:30