

# CJIS Support Center—TIBRS Newsletter

August 2021 | Volume 25 Issue 8, Page 1



*Our 25th Anniversary!*

## INSIDE THIS ISSUE

What's Happening in August	Page 1
Data Submission Schedule	Page 2
August Shout-Out!	Page 3
Training Schedule	Page 4
TIBRS Quick Facts	Page 5
TIBRS Trainer Talk	Page 6
On the Audit Trail Part 1	Page 7
On the Audit Trail Part 2	Page 8
TIBRS Auditors by County	Page 9
TIBRS User Group Officers	Page 10
CJIS Support Center Contact List	Page 11
September Issue Preview	Page 12

## AUGUST IS FAMILY FUN MONTH

Whether its riding roller coasters, backyard BBQs, fishing, swimming, or just hanging out, August is National Family Fun Month! So if you can, take some time during August and hang out with your family!

## OTHER MONTHLY/WEEKLY HAPPENINGS IN AUGUST

- ◆ ADMIT YOU'RE HAPPY MONTH
- ◆ INTERNATIONAL PIRATE MONTH (Argh!)
- ◆ NATIONAL CATFISH MONTH
- ◆ NATIONAL GOLF MONTH
- ◆ WEEK 1: INTERNATIONAL CLOWN WEEK
- ◆ WEEK 2: NATIONAL SMILE WEEK
- ◆ WEEK 3: FRIENDSHIP WEEK
- ◆ WEEK 4: BE KIND TO HUMANKIND WEEK

## OUT AND ABOUT

After Data Collection class, Debbie, Abby, and yours truly enjoyed a relaxing night of baseball at the Smokies game in Sevierville. They beat the Trash Pandas 7 to 6. Yes, that's their real name. The Trash Pandas.



# AUGUST 2021



# CJIS Support Center—TIBRS Newsletter

August 2021 | Volume 25 Issue 8, Page 2



*Our 25th Anniversary!*

## WEEKLY TIBRS SUBMISSION SCHEDULE

SUBMISSION DATE	REQUIRED DATA RANGE	DATA IN FILE
Wed. August 18	0000 August 8 thru 2359 August 14	August 2021
Wed. August 25	0000 August 15 thru 2359 August 21	August 2021
Wed. September 1	0000 August 22 thru 2359 August 28	August 2021
Wed. September 8 – 1 of 2	0000 August 29 thru 2359 August 31	August 2021
Wed. September 8 – 2 of 2	0000 September 1 thru 2359 September 4	September 2021
Wed. September 15	0000 September 5 thru 2359 September 11	September 2021
Wed. September 22	0000 September 12 thru 2359 September 18	September 2021
Wed. September 29	0000 September 19 thru 2359 September 25	September 2021
Wed. October 6 – 1 of 2	0000 September 26 thru 2359 September 30	September 2021
Wed. October 6 – 2 of 2	0000 October 1 thru 2359 October 2	October 2021
Wed. October 13	0000 October 3 thru 2359 October 9	October 2021
Wed. October 20	0000 October 10 thru 2359 October 16	October 2021
Wed. October 27	0000 October 17 thru 2359 October 23	October 2021
Wed. November 3	0000 October 24 thru 2359 October 30	October 2021
Wed. November 10 – 1 of 2	0000 October 31 thru 2359 October 31	October 2021
Wed. November 10 – 2 of 2	0000 November 1 thru 2359 November 6	November 2021
Wed. November 17	0000 November 7 thru 2359 November 13	November 2021
Wed. November 24	0000 November 14 thru 2359 November 20	November 2021
Wed. December 1	0000 November 21 thru 2359 November 27	November 2021
Wed. December 8 – 1 of 2	0000 November 28 thru 2359 November 30	November 2021
Wed. December 8 – 2 of 2	0000 December 1 thru 2359 December 4	December 2021
Wed. December 15	0000 December 5 thru 2359 December 11	December 2021
Wed. December 22	0000 December 12 thru 2359 December 18	December 2021
Wed. December 29	0000 December 19 thru 2359 December 25	December 2021
Wed. January 5 – 1 of 2	0000 December 26 thru 2359 December 31	December 2021
Wed. January 5 – 2 of 2	0000 January 1 thru 2359 January 1	January 2022

# AUGUST 2021



# CJIS Support Center—TIBRS Newsletter

August 2021 | Volume 25 Issue 8, Page 3



*Our 25th Anniversary!*

## AUGUST SHOUT-OUT!

Richard Frankich started his career in public service in 2000 at Metro Nashville 911, as a Dispatcher. Richard made the move to Cheatham County 911 in 2007, and he started with the Mount Juliet Police Dept. in 2013 as a dispatcher. During his time at Mt Juliet, he has served as a dispatch trainer, Records Supervisor (RAC) and Court Clerk, and most recently this year he was promoted to Administrative Services Manager, where he manages the day-to-day operations of the Administrative Services Division of the Police Department, which encompasses dispatch, records, court, and evidence. *And Richard does a consistent and conscientious job with TIBRS reporting!*

***SHOUT-OUT!!***



**CONGRATULATIONS RICHARD!**

From Sondra Eddings, July 2021 Shout-Out Recipient:

"I have no idea who nominated me for the July SHOUT-OUT and I am not even sure how to go about saying thank you or even if you have time to fit that in our newsletter, I was really surprised when I opened the newsletter and began to read it. I am still learning everyday so I am truly honored to be nominated for this. If possible I would just like to say thank you. I fully understand if time or space doesn't permit you to do this, but thanks to you and your staff for all you do and all the help and immediate attention you give to RACs like myself. Thanks again."

Each month in the TIBRS Newsletter we recognize TIBRS RACs and/or Alternate RACs or TBI staff for an achievement, or we may just give a Shout-Out for no reason at all!

***If you would like to nominate someone for the September 2021 Shout-Out, please send an email to [Dale.King@tn.gov](mailto:Dale.King@tn.gov). Please include a photo and a short bio.***

# AUGUST 2021



# CJIS Support Center—TIBRS Newsletter

August 2021 | Volume 25 Issue 8, Page 4



*Our 25th Anniversary!*

## TIBRS TRAINING SCHEDULE

August 2021	Class Type	Location/Time
Tuesday, August 17 <sup>th</sup>	Introduction to Data Collection <i>LIVE</i>	TBI Headquarters / 0830 – 1630 CDT
Wednesday, August 18 <sup>th</sup>	TNCOP Software <i>LIVE</i>	TBI Headquarters / 0830 – 1630 CDT
Thursday, August 19 <sup>th</sup>	TIBRS Review <i>LIVE</i>	TBI Headquarters / 0830 – 1630 CDT
September 2021	Class Type	Location/Time
Wednesday, September 8 <sup>th</sup>	Introduction to Data Collection <i>LIVE</i>	Univ. of Memphis - Lambuth / 0830 – 1630 CDT
Thursday, September 9 <sup>th</sup>	TIBRS Review <i>LIVE</i>	Univ. of Memphis - Lambuth / 0830 – 1630 CDT
Tuesday, September 14 <sup>th</sup>	Introduction to Data Collection <i>LIVE</i>	TBI Headquarters / 0830 – 1630 CDT
Wednesday, September 15 <sup>th</sup>	TNCOP Software <i>LIVE</i>	TBI Headquarters / 0830 – 1630 CDT
Thursday, September 16 <sup>th</sup>	TIBRS Review <i>LIVE</i>	TBI Headquarters / 0830 – 1630 CDT
Wednesday, September 29 <sup>th</sup>	TIBRS Overview & Report Writing Part 1 <i>ONLINE</i>	Online / 0830 – 1230 CDT
Thursday, September 30 <sup>th</sup>	TIBRS Overview & Report Writing Part 2 <i>ONLINE</i>	Online / 0830 – 1230 CDT
October 2021	Class Type	Location/Time
Monday, October 4 <sup>th</sup>	Introduction to Data Collection Part 1 <i>ONLINE</i>	Online / 0830 – 1230 CDT
Tuesday, October 5 <sup>th</sup>	Introduction to Data Collection Part 2 <i>ONLINE</i>	Online / 0830 – 1230 CDT
Wednesday, October 6 <sup>th</sup>	TNCOP Software Part 1 <i>ONLINE</i>	Online / 0830 – 1230 CDT
Thursday, October 7 <sup>th</sup>	TNCOP Software Part 1 <i>ONLINE</i>	Online / 0830 – 1230 CDT
Tuesday, October 12 <sup>th</sup>	Introduction to Data Collection	Sevierville Civic Center / 0830 – 1630 EDT
Wednesday, October 13 <sup>th</sup>	TIBRS Review	Sevierville Civic Center / 0830 – 1630 EDT
Tuesday, October 26 <sup>th</sup>	Introduction to Data Collection	TBI Headquarters (0830-0430)
Wednesday, October 27 <sup>th</sup>	TNCOP Software	TBI Headquarters (0830-0430)
Thursday, October 28 <sup>th</sup>	TIBRS Review	TBI Headquarters (0830-0430)

We have a new location for the classes in Jackson this year! Classes will be held on the campus of The University of Memphis Lambuth. For precise information regarding the location, parking, local restaurants, etc. please contact [Abby.S.Claud@tn.gov](mailto:Abby.S.Claud@tn.gov)

# AUGUST 2021



# CJIS Support Center—TIBRS Newsletter

August 2021 | Volume 25 Issue 8, Page 5



*Our 25th Anniversary!*

## SIGNING UP FOR TIBRS TRAINING

TIBRS Overview & Report Writing is a beneficial class for officers and supervisors who may need a better understanding of TIBRS. The class includes "TIBRS vs. TCA." This class is P.O.S.T. certified for 8 hours.

RAC Orientation/Crimelnsight does not count toward initial or recertification training requirements for RACs and/or Alternate RACs.

*However, due to the many advantages of using Crimelnsight, such as Mapping and details on how to run and build reports, we highly recommend that all RACs and Alternate RACs attend this class!*

If anyone has any questions regarding TIBRS classes, or would like to sign up for a class please contact:

Abby.S.Claud@tn.gov

## TIBRS QUICK FACTS

**HELD OVER FROM LAST MONTH BECAUSE THEY'RE VERY IMPORTANT!**

*2021 marks the 25th Anniversary for the TIBRS program!*

*ALL data from all agencies should be submitted weekly. This became mandatory August 1, 2020. Agencies still submitting data on a monthly basis are out of compliance with TIBRS!*

*If you have any questions regarding the conference in Pigeon Forge this year, please contact the TIBRS User Group. Their contact information is on page 10 of this newsletter.*

### Changes to TIBRS:

*Receiving files in the XML format; adding a check box for Cybercrime; adding a check box for Package Theft, and more! We will be sending out a new file layout to all agencies and At the end of this month!*

# AUGUST 2021





*Our 25th Anniversary!*

## TIBRS TRAINER TALK REPORTING ASSAULTS

Is It Simple Assault, Aggravated Assault, or Intimidation?

Lately the auditors have been seeing some confusion when it comes to the reporting of incidents involving different types of assaults. Remember that TIBRS collects data on incidents that occurred based on TIBRS definitions, not on charges lodged or TCA definitions. On occasion, agencies may charge offenders with Simple Assault even though a knife, gun, or other weapon was used in the incident. For TIBRS purposes, this type of assault must be classified as Aggravated Assault.

**Aggravated Assault:** An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Simple Assault:** An unlawful attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Here are three examples:

The suspect threatened to kill his neighbor during an argument. Your agency would report the offense of Intimidation to TIBRS, even though the officer might charge the offender with Simple Assault.

During the argument the suspect struck his neighbor (Personal Weapons, no injuries or minor injuries). Your agency will report the offense of Simple Assault.

If the strike in the previous incident was hard enough to knock a tooth out, you would report Aggravated Assault.

Remember: assault incidents are always submitted as Completed, never Attempted.

**SEE PAGE 7 FOR TIPS FOR REPORTING STRANGULATION/CHOKING INCIDENTS!**

# AUGUST 2021



# CJIS Support Center—TIBRS Newsletter

August 2021 | Volume 25 Issue 8, Page 7



*Our 25th Anniversary!*



## REPORTING STRANGULATION/CHOKING FOR TIBRS

TCA vs. TIBRS - Strangulation and Attempted Strangulation

During the recent FBI Review, there were many questions regarding the following:

**WARNING – AGGRAVATED ASSAULT WITH MINOR OR NO INJURY AND PERSONAL OR NO WEAPONS.**

In speaking with the RACs involved, the majority involved choking incidents with no injury. In **TCA** this is an Aggravated Assault regardless of injury but for **TIBRS**, it would be reported as Simple Assault unless there is serious bodily injury and/or loss of consciousness. Remember the words from TIBRS training and from page 3 of the TIBRS Manual, 14<sup>th</sup> ed.:

*Always remember, TCA is for charging. TIBRS is for reporting.*

Please refer to the TIBRS Manual, 14<sup>th</sup> ed. to help when classifying offenses and other entries such as property, locations, etc. If you still need assistance, please do not hesitate to contact your auditor.

**PLEASE SHARE THIS PAGE WITH YOUR AGENTS/OFFICERS/DEPUTIES!**

# AUGUST 2021



# CJIS Support Center—TIBRS Newsletter

August 2021 | Volume 25 Issue 8, Page 8



*Our 25th Anniversary!*



## CHANGES IN AGENCY PERSONNEL

All agencies have staffing changes at one time or another. If your agency Chief Law Enforcement Officer (CLEO), RAC, or Alternate RAC changes for any reason, please keep us in the loop! It is extremely important that we have your current contact information!

There have been times when we contact an agency to speak with the RAC only to find out he/she has resigned/retired, been promoted, etc., and is no longer the agency's RAC. Sometimes when speaking with the RAC, we find out that the chief or sheriff is no longer with the agency. The agency may have an interim chief or sheriff or a new one has been appointed. Please let us know!

If the CLEO, RAC, or Alt-RAC changes, please submit the [TIBRS CLEO/RAC/Alternate RAC Change form](#). Even if the CLEO is an interim, you still need to complete this form along with updating the [Memorandum of Understanding \(MOU\)](#). Once a permanent CLEO is in place, you will need to submit *both of these forms* again. Even if nothing changes, the MOU must be completed in its entirety and signed by the Interim Chief or Sheriff. The MOU must also be completed once a new CLEO is named.

If any of the information (i.e., Information Systems, RMS Administrator, Network Systems or Legal Counsel) on the MOU changes at any time, it must be updated, again in its entirety.

Please contact your auditor for the current form (TIBRS CLEO/RAC/Alternate RAC Change, CrimInsight Application, and Memorandum of Understanding).

# AUGUST 2021





# CJIS Support Center—TIBRS Newsletter

July 2021 | Volume 25 Issue 8, Page 9



*Our 25th Anniversary!*

## TIBRS AUDITORS BY REGION

### EAST TENNESSEE BY COUNTY DEBBIE LAMB

1791 Neals Commerce Lane, Knoxville, TN 37914  
(865) 549-7853 / FAX: (865) 549-7811  
Debbie.Lamb@tn.gov

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

### MIDDLE TENNESSEE BY COUNTY THOMAS HUFFMAN

901 R.S. Gass Blvd., Nashville, TN 37216  
(615) 744-4018 / FAX: (615) 744-4555  
Thomas.Huffman@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 BY COUNTY RANDALL HENDRIX

305 Smith Lane, Jackson, TN 38301  
(731) 984-6677 / FAX: (731) 668-9769  
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

# AUGUST 2021



# CJIS Support Center—TIBRS Newsletter

July 2021 | Volume 25 Issue 8, Page 10



*Our 25th Anniversary!*

GET INVOLVED WITH THE TIBRS USER GROUP!

## TIBRS USER GROUP OFFICERS

President	Patrick Twele	Memphis Police Department	patrick.twele@memphistn.gov
Vice President	Donna Patty	Knoxville Police Department	dpatty@cityofknoxville.org
Secretary/ Treasurer	Samantha McClain	Knoxville Police Department	smcclain@knoxvilletn.gov
East Representative	Barbie Watson	Cleveland Police Department	bwatson@clevelandtn.gov
Middle East Representative	Misty Christensen	Lebanon Police Department	Christensenm@lebanontn.org
Middle West Representative	Paige Jackson	Waynesboro Police Department	pjackson@cityofwaynesboro.org
West Representative	Angela Smith	Memphis Police Department	Angela.smith@memphistn.gov
Colleges/ Universities	Jennifer Mayberry	East Tennessee State University	mayberrj@etsu.edu



# AUGUST 2021



# CJIS Support Center—TIBRS Newsletter

July 2021 | Volume 25 Issue 8, Page 11



*Our 25th Anniversary!*

## TBI CJIS SUPPORT CENTER STAFF

ASSISTANT DIRECTORS, CJIS DIVISION		
Pam Beck	(615) 744-4206	Pam.Beck@tn.gov
Yeselin Pendleton	(615) 744-4136	Yeselin.Pendleton@tn.gov
CJIS SUPERVISOR, TIBRS & N-DEX		
Dale King	(615) 744-4026	Dale.King@tn.gov
CJIS DATA ANALYSIS & PUBLISHING		
Steven Jancarek	(615) 744-4024	Steven.Jancarek@tn.gov
Austin Pendergrass	(615) 744-4202	Austin.Pendergrass@tn.gov
CJIS DATA SUBMISSION PROCESSING		
Ashley Anderson	(615) 744-4030	Ashley.Anderson@tn.gov
CJIS SUPPORT SPECIALISTS: AUDITING		
Debbie Lamb	(865) 549-7853	Debbie.Lamb@tn.gov
Thomas Huffman	(615) 744-4018	Thomas.Huffman@tn.gov
Randall Hendrix	(731) 984-6677	Randall.G.Hendrix@tn.gov
CJIS SUPPORT SPECIALISTS: TRAINING		
Abby Claud	(615) 744-4290	Abby.S.Claud@tn.gov

EAST TENNESSEE POINT OF CONTACT	MIDDLE TENNESSEE POINT OF CONTACT	WEST TENNESSEE POINT OF CONTACT
Debbie Lamb 1791 Neals Commerce Lane Knoxville, TN 37914 (865) 549-7853 FAX: (865) 549-7811 Debbie.Lamb@tn.gov	Thomas Huffman 901 R.S. Gass Blvd. Nashville, TN 37216 (615) 744-4018 FAX: (615) 744-4555 Thomas.Huffman@tn.gov	Randall Hendrix 305 Smith Lane Jackson, TN 38301 (731) 984-6677 FAX: (731) 668-9769 Randall.G.Hendrix@tn.gov

# AUGUST 2021





*Our 25th Anniversary!*

COMING IN THE SEPTEMBER ISSUE

THE 2021 25th ANNIVERSARY TIBRS CONFERENCE!

ADDITIONAL INFORMATION ON THE NEXT TIBRS CHANGES!

FOUR NEW SHOUT-OUTS!

THE RETURN OF "THIS WEEK IN CRIME INSIGHT!"

READERS' CHOICE:  
WHAT YOU WOULD LIKE US TO WRITE ABOUT?

THE LAST WORD(S) FOR AUGUST:  
FAMILY FUN!

**AUGUST 2021**

