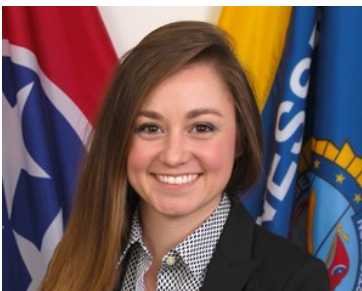


Crime Statistics Newsletter

Importance of TIBRS Data and Keeping Entry Current

- All law enforcement agencies as well as colleges and universities have been reporting data to the Tennessee Incident Based Reporting System (TIBRS) since at least 2000. Most agencies/colleges/universities began reporting earlier than 2000. **The TIBRS program has become the primary source of crime statistics data for state and local policy makers, contributing agencies, the general public and the media.**
- All law enforcement agencies/colleges/universities have access to aggregate statewide current data and their own individual incident level data through the password protected TnCrimeOnline system. **We strongly recommend that all data contributors monitor their data each month to ensure accurate information is being submitted.** Only data that has passed the TBI and FBI edit checks are displayed on the website. You also can obtain an incident list of all data processed each month as well as your error report displaying any incidents that did not pass edit checks and must be corrected with the next submission so that your data is accurate.
- Even though we do not release current agency or statewide data to the public or media until the annual release dates, **we do provide a statewide data report to the Governor's Crime Subcommittee on a monthly basis after the previous month's data files are processed.** It is very important that your agency/college/university keep data entry current. Even though it is not being released to the public/media, it is being used to measure effectiveness of policies and programs and needs to be as accurate as possible.
- For the past several years, we have conducted data reviews for the six months and year end data levels and provided this to the agencies/colleges/universities. We will continue that practice but hope to monitor the data more frequently beginning in 2014. We try to provide tentative data submission and publication deadlines in the autumn of each year. **However, we have been publishing annual reports since 2001, and the deadlines have been fairly consistent the last several years so your agency/college/university should be aware of pending publication and submission deadlines each year and maintain current data entry.**
- Additionally, your data entry (for TnCOP agencies) should be as current as possible by the last day of each month. **For agencies using vendors, your data files are due by close of business on the 10th (or first working day after the 10th) of each month.** However, we recommend data submission for vendor agencies as close to the first as possible to allow time for correction of any issues that prevent files from processing successfully.
- We operate the audit and training programs for TIBRS to **provide assistance to agencies so that data will be as accurate as possible as well as comply with requirements set by the FBI for the TIBRS program.** We also are available to assist with any classification questions.

Please remember all law enforcement agencies/colleges/universities are mandated under state law to report TIBRS data to TBI as detailed in the TIBRS Rules or TIBRS Crime on Campus Rules. If your data levels fall too far behind, your TIBRS certification can be lost which places your agency out of compliance with state law according to requirements provided.



Welcome Kelsie Conrad—Statistical Analyst

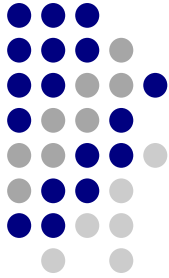
Kelsie joined the CJIS Support Center in January 2014. She graduated from the University of Central Florida with a M. S. in Criminal Justice Research and from the University of Florida with a B. S. in Telecommunications Management. She will be assisting the other statistical analysts with producing the annual crime reports, updating the Methamphetamine registry, and providing technical assistance to law enforcement agencies in the collection and analysis of crime incident data. She can be contacted by e-mail at Kelsie.Conrad@tn.gov or phone at (615) 744-4016.

Special points of interest:

- Crime in Tennessee/ Hate Crime/LEOKA data has been sent to each law enforcement agency for verification of their 2013 data.
- The statistics staff is considering offering classes about the TnCrimeonline utility in 2014. Please send us your input.
- The annual crime reports will not be sent out on CDs this year. All publications will be available for review on the TBI Sharepoint site.

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Data Deadlines

February 10

Final Crime on Campus data submissions due

February 24

2013 Crime on Campus Report Posted for Colleges/Universities

March 5

Tentative 2013 Crime on Campus released

March 10

Final Crime in Tennessee/Hate Crime and LEOKA data submissions due

March 31

2013 Crime in Tennessee report posted for agencies

April 7 or 14

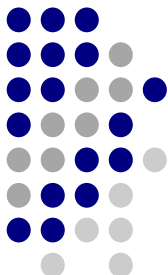
Tentative Crime in Tennessee release date

April 7

2013 Hate Crime and LEOKA Reports posted for agencies

April 14 or 21

2013 Hate Crime and LEOKA Reports released



Crime in Tennessee/Hate Crime/LEOKA Data Verification

Every law enforcement agency should have received their Crime in Tennessee data in the mail in January. 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 for 2013.** 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.

Some agencies may have received additional pages regarding LEOKA incidents that were reported. **Please review your agency's LEOKA data and fix any errors that were marked on the page.**

Finally, if there were incidents reported with an unknown bias motivation, or if there were questionable incidents marked as bias motivated, data pages were sent out regarding this as well. **Please review these pages, verify that the data is correct and fix any errors.**

Reminder: Aventaill No Longer Used to Access TnCOP

This is an additional reminder to agencies that **you should no longer be using the Aventaill VPN to access TnCOP.** Please use the following instructions to log onto the Fusion System/TnCOP application using the new method:

1. Open your Internet browser
2. Type the following URL into the address bar: <https://www.tfc.tn.gov/leadr/login.jsp>
3. Press Enter—This will present the CRMS Login screen.
4. Log in as you normally would using your ORI, Username and Password.

Additionally, you should not be using Sonic Wall or Secure Remote to access TnCOP.

If you have any questions about accessing TnCOP, please feel free to contact any member of the CJIS Support Center.

We Need Your Input!

It has been several years since we provided classroom instruction on using the TnCrimeonline utility. We are considering offering a few classes during this year based on demand and availability of the computer training room at TBI.

If you would be interested in receiving classroom instruction, please send an email to one of the statistics staff listed on the last page with TnCrimeonline class in the subject line by February 10th. Please include in the e-mail if you are a frequent user or a new user.

We will make a decision based upon the responses received. The class might be ½ day to 1 full day depending upon the response.



TIBRS Training Tip: DISSEMINATION OF INFORMATION CONTAINED IN THE CONSOLIDATED RECORDS MANAGEMENT SYSTEM (CRMS):

The CRMS is part of the Tennessee Fusion Center (TFC). Every time you login to the CRMS, you are agreeing to the statement on the right-hand side of the page. You are also agreeing to the Tennessee Regional Information Center (TRIC) Security Policy and the TFC Memorandum of Understanding (MOU). Clicking on the [TFC Security Policy](#) link at the bottom of the screen will direct you to the policy.

The screenshot shows the TFC login interface. On the left, there is a login form with fields for ORI (TNTBI0000), Username (dking), and Password (masked with dots). Below the form are 'Decline' and 'Accept and Sign In' buttons. To the right, there is a list of rules for using the system. At the bottom, there is a footer with the text: 'Release leadr-6.4.5 © Copyright 2011 NLETC. All Rights Reserved. TFC Security Policy CRMS Audit Feature Introduction'. A red arrow points from the 'Tennessee Fusion Center (TFC) Security Policy' text to the 'TFC Security Policy' link in the footer.

TFC

The use of the Repository is controlled by the TBI and the using Agency Administrator. Penalties for misuse of the information contained herein include denied future access and possible disciplinary action and or prosecution.

By logging onto this system you are agreeing to comply with the following Rules:

- Queries performed against this system are to be based on an association with legitimate investigative needs.
- Queries performed against this system are done so on behalf of Law Enforcement personnel.
- Use of information must be approved by expressed permission of the contributing agency.
- Usernames and Passwords must be maintained as private information and may not be shared with others.
- Use of the system in a manner outside the scope of these rules is strictly prohibited.
- Use of the system is periodically audited for compliance with these rules.

For assistance with Username and Password, see your agency CRMS Administrator or send an email to TnCop.HelpDesk@tn.gov giving your agency name, ORI, your name and contact phone number.

**Tennessee Fusion Center (TFC)
Security Policy**

Release leadr-6.4.5 © Copyright 2011 NLETC. All Rights Reserved. [TFC Security Policy](#) CRMS Audit Feature Introduction

QUESTION #1: May I use the CRMS to perform employee background checks?

ANSWER #1: NO!!

TRIC Privacy Policy, Section 5:

“Information obtained from or through the TRIC can only be used for lawful purposes. A lawful purpose means the request for data can be directly linked to a **law enforcement agency’s active criminal investigation**, or is a response to confirmed information that requires intervention to prevent a possible criminal act or threat to public safety.”

TRIC Privacy Policy, Section 6:

Information obtained from or through the TRIC will not be used or publicly disclosed for purposes other than those specified in the Memorandum of Understanding signed with the participating agency. Information cannot be **disseminated to unauthorized persons**. Use of the fusion center’s data in an unauthorized or illegal manner will subject the requestor to denial of further use of the fusion center, discipline by the requestor’s employing agency, **and/or criminal prosecution**.

QUESTION #2: May I print incidents from the CRMS and distribute copies to private citizens or the media?

ANSWER #2: NO!! The CRMS is a “law enforcement only” database. TRIC Security Policy Sections 5 and 6 clearly state proper dissemination of the data, which does not include the media or private citizens.

In addition, the MOU, Page 6, Bullet 4 states:

“The agency will restrict access to information to those law enforcement officials directly involved in criminal investigations, and shall not pass information to other entities without express permission from the owner of the information. Utilization of the TFC system in a manner falling outside the scope of this agreement is strictly prohibited.”

If you have not already done so, please read the above mentioned policies/rules today!

Access to Annual Crime Publications before Release to Public and the Media

All agencies were notified in the fall that we would not be sending the annual crime reports to the agencies on CD this year. We plan to make all publications available to the contributing agencies on the TBI Sharepoint site. We will be providing a link to the site in the March newsletter. A login and password will be required to view the reports. We will be using the same login and password that your agency uses to access the TnCrimeonline site. If you do not have an account, you must set one up in order to see the reports before they are released to the public and media.

If your RAC changed recently, we will deactivate the account for TnCrimeonline and ask the new RAC to submit the password form to change the agency password and reactivate the account.

If you need to set up an account, please go to http://www.tbi.tn.gov/law_enforcement/law_tibrs.shtml to download the form. You will need to enter the **login** – law enforcement and **password** - Tennessee1 (case sensitive) to access the page.

Follow the instructions on the form and fax or e-mail it to one of the statistics staff listed on the last page of this newsletter.

All accounts should be established by March 10, 2014 to ensure access to the pre-release of the reports which include 2013 Crime on Campus, 2013 Crime in Tennessee, 2013 Hate Crime in Tennessee, and 2013 Law Enforcement Officers Killed or Assaulted.



TIBRS Training Tip—Reporting Guidelines for Vandalism to Vehicles

When a vehicle is vandalized, the property category is ***never*** “Vehicle Parts/Accessories.” The correct property category should always be the ***vehicle type*** (Automobiles, Buses, Other Motor Vehicles, Trucks, or Recreational Vehicles).

EXAMPLE #1:

The offender threw a rock at a Chevrolet Camaro, breaking the windshield. The offense is Vandalism. The property category is Automobiles (03).

EXAMPLE #2:

Using a sharp cutting instrument, the offender cut the seat of a motorcycle. The offense is Vandalism. The property category is Other Motor Vehicles (24).

EXAMPLE #3:

Using a blunt object, the offender broke all of the windows of his neighbor’s pickup truck. The offense is Vandalism. The property category is Trucks (37).

So... why isn’t the property category Vehicle Parts/Accessories? As always, it’s all about collecting the most descriptive data possible. Whenever a vehicle is vandalized, it stands to reason that a “part or accessory” of the vehicle is damaged, so selecting Vehicle Parts/Accessories doesn’t really tell us anything we don’t already know. However, selecting the *vehicle category* tells us what type vehicles are being vandalized.



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.

FEBRUARY		
Tuesday, February 11	Introduction to Data Collection	TBI Headquarters, Nashville
Wednesday, February 12	TnCOP Software	TBI Headquarters, Nashville
MARCH		
Wednesday, March 5	Introduction to Data Collection	Civic Center, Sevierville
Thursday, March 6	TIBRS Review	Civic Center, Sevierville
Tuesday, March 25	Introduction to Data Collection	TBI Headquarters, Nashville
Wednesday, March 26	TnCOP Software	TBI Headquarters, Nashville
APRIL		
Thursday, April 3	Introduction to Data Collection	Union University, Jackson
Friday, April 4	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 CLASS JUST ADDED!	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 CLASS JUST ADDED!	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 CLASS JUST ADDED! NEW LOCATION!	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 CLASS JUST ADDED!	TIBRS Overview & Report Writing NOT FOR RACs or Alt. RACs!	TBI Headquarters, Nashville

Training Schedule Continued on Page 6



2014 TIBRS Training Schedule (cont.)

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 <i>NOT FOR RACs or Alt. RACs!</i>	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
 (731) 984-6677 FAX (731) 668-9769
 121 Executive Drive, Jackson, TN 38305
 Email: Jennifer.Brooks@tn.gov

Middle Tennessee LEIC- Ryan Spraggins
 (615) 744-4290 FAX (615) 744-4662
 901 R.S. Gass Boulevard, Nashville, TN 37216
 Email: Ryan.Spraggins@tn.gov

Benton	Gibson	Humphreys	Perry	Bedford	Franklin	Maury	Sumner
Carroll	Hardeman	Lake	Shelby	Bledsoe	Giles	Montgomery	Trousdale
Chester	Hardin	Lauderdale	Stewart	Cannon	Grundy	Moore	Van Buren
Crockett	Haywood	Lawrence	Tipton	Cheatham	Jackson	Putnam	Warren
Decatur	Henderson	Lewis	Wayne	Clay	Lincoln	Robertson	White
Dickson	Henry	Madison	Weakley	Coffee	Macon	Rutherford	Williamson
Dyer	Hickman	McNairy		Davidson	Marion	Sequatchie	Wilson
Fayette	Houston	Obion		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	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
Vice President	Sharon Case	Kimball Police Department	scase@townofkimball.com	(423) 837-7040
Sec/Treas	Michelle Denning	Sumner County Sheriff's Office	mdenning@sumnersheriff.com	(615) 442-1824
East Rep	Donna Patty	Knoxville Police Department	dpatty@cityofknoxville.org	(865) 215-7350
Middle East	Lois Evans	Marion County Sheriff's Office	loisevans@marioncosheriff.com	(423) 942-2525
Middle West	Kathy Ryan	Lawrenceburg Police Department	k.ryan@lawrenceburgpolice.org	(931) 762-0028
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
Jackie Vandercook	Statistics Assistant Director	(615) 744-4014	Jackie.Vandercook@tn.gov	7:00 - 3:30/4:30
Steven Jancarek	Statistical Analyst	(615) 744-4024	Steven.Jancarek@tn.gov	7:30 - 4:00/4:30
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
Jennifer Brooks	West Tennessee LEIC	(731) 984-6677	Jennifer.Brooks@tn.gov	8:00 - 4:30
Lisa King	Quality Control LEIC	(615) 744-4030	Lisa.Capps@tn.gov	7:00 - 3:30
Jim Clabo	East Tennessee LEIC	(865) 549-7853	James.Clabo@tn.gov	7:00 - 3:30 EST
Dale King	Training LEIC	(615) 744-4026	Dale.King@tn.gov	7:00 - 3:30
Ryan Spraggins	Middle Tennessee LEIC	(615) 744-4290	Ryan.Spraggins@tn.gov	8:00 - 4:30
CSU	Fax Number	(615) 744-4662		