

INCIDENT SUBMISSION PROCESS

Since we are preparing for year-end publications, we want to ensure everyone understands the data submission process. *If you use a commercial vendor*, your file must be created and submitted to TIBRS no later than the 10th of the month. Your file should only contain data that was entered, edited, modified or deleted during the previous month. For example, your January, 2016 submission is created using the time frame of 12/1 -12/31, 2016. It must be *received* by TBI no later than the 10th of January. **THERE ARE NO MECHANISMS THAT WILL AUTOMATICALLY SEND YOUR TIBRS DATA SUBMISSIONS TO TBI.**

If you use TnCOP, your data file will be created by TBI during the first or second working day of the month. The file will only include data that was entered, edited, modified or deleted during the previous month.

If you are feverishly working the first few days of the month to get those incidents included with your submission, you will not be successful. Our best advice? Just try to stay caught up on entries so it doesn't become a race against the clock.

TNCOP AND CRMS USERS

As a reminder if you use the TNCOP or CRMS services, it is very important that you make sure to check for JAVA updates on occasion. JAVA is an application that will sometimes help to improve performance that ensures TNCOP and CRMS will display correctly.

PLEASE NOTE THE FOLLOWING WHEN SIGNING UP FOR CLASSES

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

TNCrimeOnline (Entry or Advanced level) classes do not 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.

Due to limited seating, TnCOP Software classes are for new users only.

You can find the 2016 class schedule on page 3.

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2016 PUBLICATION SCHEDULE AND DATA DEADLINES

Please note that preliminary data submissions are due **January 12, 2016**. The yearly data review will be sent to each law enforcement agency at the end of January. All of the tentative publication and data deadlines for 2016 can be found below.

Date	Tentative Deadline
01/11/2016	Preliminary 2015 Data Submissions due
01/20/2016	Preliminary 2015 Crime on Campus data to Colleges/Universities for review
1/27/2016	Preliminary 2015 Crime in Tennessee/Hate Crime/LEOKA data to agencies for review
02/10/2016	Final 2015 Crime on Campus data submissions due
03/08/2016	2015 Crime on Campus posted on SharePoint for colleges/universities
03/10/2016	Final 2015 Crime in Tennessee/Hate Crime/LEOKA data submissions due
03/15/2016	2015 Crime on Campus release
04/06/2016	2015 Crime in Tennessee posted on SharePoint for agencies
04/13/2016	2015 Crime in Tennessee release
04/27/2016	2015 Hate Crime/LEOKA release
05/11/2016	2015 School Crime report release
06/08/2016	2015 Domestic Violence release
07/27/2016	2016 Six Month Data Review for Crime in Tennessee/Hate Crime/LEOKA for agencies to review

2016 TIBRS TRAINING SCHEDULE

JANUARY		
Monday, January 25	Introduction to Data Collection	TBI Computer Classroom
Tuesday, January 26	TnCOP Software	TBI Computer Classroom
Wednesday, February 10	Introduction to Data Collection	Union University, Jackson
Thursday, February 11	TIBRS Review	Union University, Jackson
Wednesday, February 17	Introduction to Data Collection	TBI Computer Classroom
Thursday, February 18	TnCOP Software	TBI Computer Classroom
MARCH		
Thursday, March 10	Introduction to Data Collection	Roane State, Harriman
Friday, March 11	TIBRS Review	Roane State, Harriman
Tuesday, March 22	TIBRS Review	TBI Classroom 1
Wednesday, March 30	Introduction to Data Collection	TBI Classroom 1
Thursday, March 31	TnCOP Software	TBI Computer Classroom
Tuesday, April 6	TIBRS Review	Harrell Theatre, Collierville
Wednesday, April 7	TIBRS Overview & Report Writing	Harrell Theatre, Collierville
Monday, April 11	Introduction to Data Collection	TBI Classroom 1
Tuesday, April 12	TnCOP Software	TBI Computer Classroom
Tuesday, April 19	TIBRS Review	TBI Classroom 1
Thursday, April 21	TIBRS Overview & Report Writing	TBI Classroom 1
Thursday, April 28	TNCrimeOnline (0900 to 1200)	TBI Computer Classroom
Thursday, April 28	TNCrimeOnline (1300 to 1600)	TBI Computer Classroom
Tuesday, May 17 (Tentative)	Introduction to Data Collection	Civic Center, Sevierville
Wednesday, May 18 (Tentative)	TIBRS Review	Civic Center, Sevierville
Thursday, May 19 (Tentative)	TIBRS Overview & Report Writing	Civic Center, Sevierville
Tuesday, May 24	Introduction to Data Collection	TBI Classroom 1
Wednesday, May 25	TnCOP Software	TBI Computer Classroom
Wednesday, June 15	TIBRS Review	TBI Classroom 2
Tuesday, June 21	Introduction to Data Collection	TBI Classroom 2
Wednesday, June 22	TnCOP Software	TBI Computer Classroom
Tuesday, June 28	Introduction to Data Collection	Union University, Jackson
Wednesday, June 29	TIBRS Review	Union University, Jackson
Thursday, June 30	TIBRS Overview & Report Writing	Union University, Jackson

To sign up for a TIBRS class, please email Zack.Frisbee@tn.gov

Please include: first and last name of attendee(s), your agency's name and ORI number, and the date(s) you wish to attend.



CJIS Support Center NCIC/TIES & TIBRS STAFF



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901 R.S. Gass Blvd.
Nashville, TN 37216-2639
FAX 615-744-4555

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VACANT (TIBRS) AUDITING		

REGIONAL CJIS SUPPORT CENTER REPRESENTATIVES/AUDITORS

East Tennessee TIBRS	Region 1 (East/Middle) TIES	Middle Tennessee TIBRS	Region 2 (Middle/West) TIES	West Tennessee TIBRS
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**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).**

West Tennessee - Terra Rosado
(731) 984-6677 FAX (731) 668-9769
121 Executive Park Drive, Jackson, TN 38305
Email: Terra.Rosado@tn.gov

Benton	Fayette	Hickman	McNairy
Carroll	Gibson	Houston	Obion
Cheatham	Giles	Humphreys	Perry
Chester	Hardeman	Lake	Shelby
Crockett	Hardin	Lauderdale	Stewart
Decatur	Haywood	Lawrence	Tipton
Dickson	Henderson	Lewis	Wayne
Dyer	Henry	Madison	Weakley

Middle Tennessee - Vacant
901 R.S. Cass Boulevard, Nashville, TN 37216

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

East Tennessee - Debbie Lamb
(865) 549-7853 Fax (865) 549-7811
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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

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