



# CJIS SUPPORT CENTER-TIBRS

NOVEMBER 2016 | VOLUME 21, ISSUE 11



## Meet Our New Team Members!



We would like to welcome Yeselin Melendrez to the CJIS Support Center TIBRS Unit. She is originally from Riverside, California. She has earned a bachelor's degree in Criminal Justice from Tennessee State University. Yeselin has over two years of experience with the TBI and is excited to be actively pursuing her career in the criminal justice field. She will be working as our lead in publications. Welcome Yeselin!

### TIBRS Newsletter

#### INSIDE THIS ISSUE:

New Employees	1
FBI: NIBRS Changes	2
Arrest and Custody Death Reports	2
Agency Contact Info	2
TIBRS: Data Entry Issues	3
2016 Training Schedule	4
Mandatory Training Notice	4
Staff List	5
TIBRS Region & TIBRS Officers	6

## FBI COMMUNICATION OF CHANGES TO NIBRS

The FBI has changed the communication process for changes/updates to the NIBRS data collection and edits. They will release updates on a monthly basis through Technical Operational Updates (TOU) for NIBRS. We will post these releases at <http://www.tn.gov/tbi/article/tibrs-manuals-information-handouts>

Additionally, the FBI's NIBRS Technical Specification 3.0 is also posted at the same location. We understand that it takes time to implement changes. We typically try to allow a six month window for state changes. We will communicate with agencies and vendors the deadlines for when these changes should be implemented in records management systems and allow time to do so. We believe the FBI will be phasing in changes over the next few years as well.

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## ARREST AND CUSTODY DEATHS REPORTING

All law enforcement administrators were recently mailed a letter from TBI Director Mark Gwyn about the requirement of reporting arrest and custody deaths. This is a federal and state reporting requirement. Failure to collect this data would cause the state to lose a percentage of its federal criminal justice grant awards.

**TBI** will begin collecting the information utilizing Adobe PDF forms on January 1, 2017. The forms will be posted on the TBI website. Eventually, these data collections will be electronic once the new system is in place. Details about the actual reporting and the TBI point of contact will be provided in December. We ask that all law enforcement agencies proactively send in these reports as events happen but TBI will also be monitoring open source systems for any occurrences as well to ensure all events are reported.

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## KEEPING AGENCY CONTACT INFORMATION CURRENT

If you have any changes at your agency that have an impact on **TIBRS**, please make sure to let us know! This includes changes in personnel, physical address, email address, telephone numbers or FAX numbers. For all changes, please contact Steven Jancarek: [Steven.Jancarek@tn.gov](mailto:Steven.Jancarek@tn.gov) or **615-744-4024**.

**WE APPRECIATE YOUR TIMELY NOTIFICATION OF CHANGES.**



## DATA ENTRY ISSUES:

### OFFENSE LOCATION

Offense locations should be reported as descriptively as possible to provide detailed information for an incident which can lead to identification of crime patterns or trends. A location type should be reported to show where each incident took place.

**TIBRS now accepts two location codes per incident offense.**

**The first code will be the primary code, which will be submitted to the FBI.**

**If you report two location codes, they must be different codes.**

EXAMPLE: An offense occurs in a restaurant parking lot.

Parking/Drop Lot/Garage should be submitted as the first location code

*Cyberspace (58) cannot be reported as the primary location code and cannot be the only location code submitted in an incident. It can only be used as a secondary location. For locations other than Cyberspace (58), the second location code is recommended but not mandatory. If you have only one location to report in an incident, and it is not Cyberspace, leave the secondary location field blank.*

### UNKNOWN OFFENDER ISSUE:

We are currently having an issue with suspect information, especially for unknown suspects. If you have a known suspect, we expect agencies to enter all of the applicable suspect information. Sometimes you will have an unknown suspect, and agencies are opting out of entering anything for that suspect. Please do not do this. If you have any information on a possible suspect, enter it. We will except unknown data for unknown suspects, but please put in as many descriptors as you can.

### LINKING PROPERTY TO OFFENSE ISSUES

We have had several agencies that received submittal errors linking property and offenses. If the property loss type is 1—None or 8—Unknown no property description can be entered. Since the property description fields must be blank, then the offense linkage fields should be blank as well.



## 2016 TIBRS TRAINING SCHEDULE

NOVEMBER		
Wednesday, November 9	Introduction to Data Collection	Union University, Jackson
Thursday, November 10	TIBRS Review	Union University, Jackson
Thursday, November 17	N-DEX	TBI Computer Classroom
Monday, November 21	Introduction to Data Collection	TBI Classroom 1
Tuesday, November 22	TIBRS Review	TBI Classroom 1
DECEMBER		
Tuesday, December 6	TIBRS Review	TBI Classroom 2
Monday, December 19	Introduction to Data Collection	TBI Computer Classroom
Tuesday, December 20	TnCOP Software	TBI Computer Classroom

**TO SIGN UP FOR A TIBRS CLASS, PLEASE EMAIL [ZACK.FRISBEE@TN.GOV](mailto: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.

### ANNUAL TIBRS TRAINING:

There are close to **100** agencies who haven't completed their required annual TIBRS training. The agencies will be contacted in early November. Failure to meet your annual training requirement will cause your agency to be decertified. Please don't let that happen! If you haven't completed your training this year, please see the class schedule in this newsletter and contact [Zack.Frisbee@tn.gov](mailto:Zack.Frisbee@tn.gov) or [Karissa.Garrison@tn.gov](mailto:Karissa.Garrison@tn.gov) to sign up now! We only have three Review classes left this year, and we will not be scheduling any more in 2016. Thank you, and we look forward to seeing you in a class soon!

### **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** 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.



## CJIS SUPPORT CENTER TIBRS STAFF

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



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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

### REGIONAL CJIS SUPPORT CENTER REPRESENTATIVES/AUDITORS

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

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](mailto: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: <a href="mailto:Debbie.Lamb@tn.gov">Debbie.Lamb@tn.gov</a>					
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: <a href="mailto:Suzanne.Wiggins@tn.gov">Suzanne.Wiggins@tn.gov</a>			

West Tennessee - Vacant			
(731) 984-6677 FAX (731) 668-9769			
121 Executive Park Drive, Jackson, TN 38305			

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	

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			
<b>President</b>	Patrick Twele	Memphis Police Department	<a href="mailto:patrick.twele@memphistn.gov">patrick.twele@memphistn.gov</a>
<b>Vice President</b>	Sharon Case	Kimball Police Department	<a href="mailto:scase@townofkimball.com">scase@townofkimball.com</a>
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<b>Middle West Representative</b>	Paige Jackson	Waynesboro Police Department	<a href="mailto:pjackson@cityofwaynesboro.org">pjackson@cityofwaynesboro.org</a>
<b>West Representative</b>	Amy Simcox	Memphis Police Department	<a href="mailto:amy.simcox@memphistn.gov">amy.simcox@memphistn.gov</a>
<b>Colleges/Universities</b>	Lisa Morris	Volunteer State Community College	<a href="mailto:lisa.morris@volstate.edu">lisa.morris@volstate.edu</a>