



CJIS Support Center—TIBRS Newsletter

April 2018 | Volume 23 Issue 4, P.1



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Viewing 2017 Crime in TN Publication

The 2017 Crime in Tennessee report will be posted on the TBI Sharepoint site prior to release the date. Tentative posting and release dates for all publications are on page 2 of this newsletter. Some dates have changed so please be sure to go over the schedule listed on the next page!

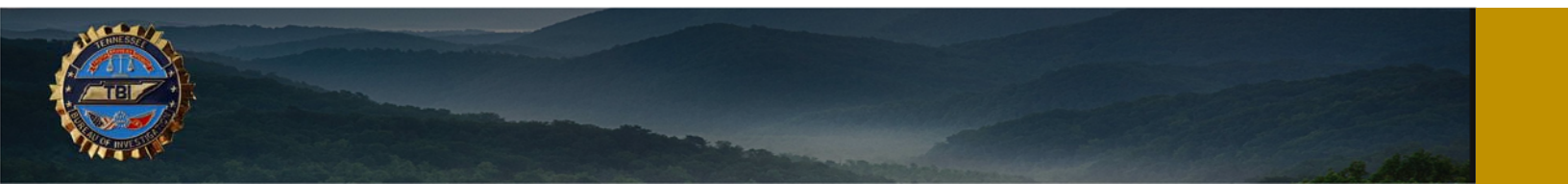
You will need to use the same login credentials you use to access your account in CrimeInsight. A Listserv will be sent out when the Crime in TN publication is posted on Sharepoint. If you have any questions concerning your login or password please contact Mr. Steven Jancarek.

CJIS Support Center Ensuring the best in quality assistance.

To better serve you, we kindly ask you to give us time to respond to your email or voicemail. We have been investing our time resolving issues that have already been resolved by someone else; consequently, impeding the efficiency in the office. To decrease the likelihood of attempting to resolve an issue that has been resolved by someone else in the office, please follow guidelines listed below.

- ⇒ For questions regarding account setups, passwords, or login assistance, please contact **Steven Jancarek**.
- ⇒ For questions concerning the Use of Force, Arrest Related Non-forcible Deaths or Deaths in Custody, please contact **Yeselin Melendrez**.
- ⇒ For questions pertaining to your monthly TIBRS file, uploads, or errors, please contact **Ashley Anderson**.
- ⇒ For questions concerning training, please contact **Zack Frisbee**.
- ⇒ For questions concerning TIBRS classification questions, please contact your Auditor or **Zack Frisbee**.

As an amenable reminder, we are here to assist you. We ask that you contact the appropriate person listed above to ensure better quality assistance. As always, we appreciate your cooperation and most importantly your patience.





2018 Publication Schedule

Date	Tentative Deadline
04/13/2018	2017 Crime in Tennessee posted on Sharepoint for agencies
04/20/2018	2017 Crime in Tennessee release
04/27/2018	2017 Hate Crime/LEOKA release
05/11/2018	2017 School Crime report release
06/08/2018	2017 Domestic Violence release
07/27/2018	2017 Six Month data review for Crime in Tennessee/Hate Crime/LEOKA for agencies to review

A Note from the Auditors—Agency Changes

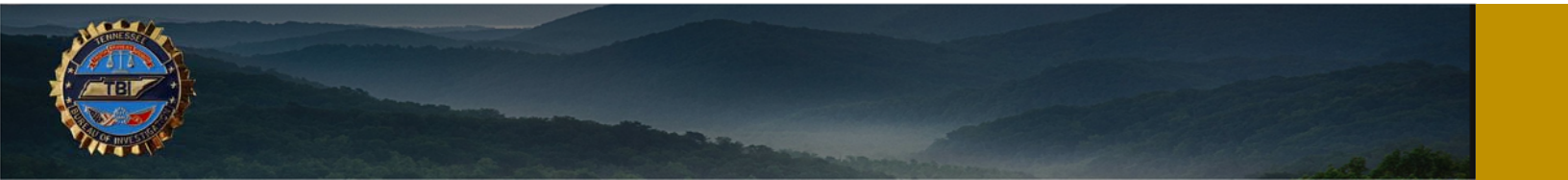
All agencies experience change in staffing at one time or another. If your agency RAC or Alt. RAC or Chief Law Enforcement Officer (CLEO) changes for any reason, please let us know. We have had instances where we call to speak with the agency RAC only to find out he/she has resigned, has been promoted, etc., and is no longer the 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.

In the event the RAC, Alt. RAC, or CLEO 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.

Another form that may need to be completed is the Memorandum of Understanding (MOU), especially if the CLEO changes. The MOU must be completed in its entirety. Even if the person is still listed as the legal counsel, you must complete that section.

Also, changes in name, address, phone/fax, or email will require a new form as well.

The TIBRS CLEO/RAC/Alternate RAC Change form is available at <https://www.tn.gov/tbi/law-enforcement-resources/law-enforcement-resources0/tibrs/tibrs-forms.html> or you may contact your auditor or someone else in the TIBRS unit for both forms.





ANNOUNCEMENT for TnCOP AGENCIES!!

In the next few months the TnCOP website will have a refreshed look and a different web address. It will function the same and your login will transfer from TnCOP. The new website will be named Tennessee Homeland Online Records or THOR. There are some screenshots below from the new site. The roll-out date hasn't been announced yet, but please don't panic. We will send out a Listserv before the new site is deployed.

THOR Login Page: The login page features the THOR logo and a form for entering a TNCOP ID (e.g., TNTBI0000) and a password (e.g., dh06677). A disclaimer states that the use of the repository is controlled by the TBI and the using Agency Administrator, and that users agree to comply with the following rules:

- Queries performed against this system are to be based on an association with legitimate investigative needs.
- Use of information must be approved by express permission of the contributing agency.
- Names and addresses should be maintained as private information and may not be shared with others.
- Use of the system is a privilege outside the scope of your

THOR Dashboard: The dashboard includes a search bar, a 'System Updates' section (dated 2018-03-01), and three main columns: 'About THOR', 'Help and Training', and 'External Links'. The 'About THOR' section describes it as a joint venture between the Tennessee Bureau of Investigation and Homeland Security. The 'Help and Training' section provides links for 'THOR Help' and 'THOR Manual'. The 'External Links' section includes links to the TBI Home Page, TBI Twitter, TBI Facebook, and the TN Dept of Safety and Homeland Security Home and Twitter.

Group A Report (TnCOP): This report shows details for an administrative incident. The incident number is 180315145618, occurring on 01/01/2018 at 01:01 - 01:30. The offense is 'WEAPON LAW VIOLATIONS' (Code: 520) in the location of 'OB'. The offender is 'john doe', born 12/12/1980, male, white, and arrested. The victim type is '5'.





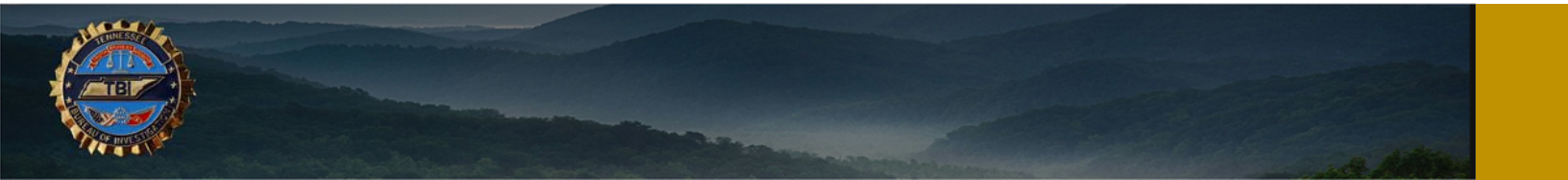
2018 Training Schedule

April 2018		
Tuesday, April 3 rd	CrimeInsight	TBI Headquarters
Tuesday, April 10 th	Introduction to Data Collection	Jackson, TN
Wednesday, April 11 th	TIBRS Review	Jackson, TN
Tuesday, April 17 th	Introduction to Data Collection	TBI Headquarters
Wednesday, April 18 th	TnCOP Software	TBI Headquarters
Thursday, April 19 th	TIBRS Overview & Report Writing	TBI Headquarters
Tuesday, April 24 th	TIBRS Review	TBI Headquarters
May 2018		
Tuesday, May 8 th	NAC Orientation/N-DEX	TBI Headquarters
Wednesday, May 16 th	Introduction to Data Collection	TBI Headquarters
Thursday, May 17 th	TnCOP Software	TBI Headquarters
Tuesday, May 22 nd	RAC Orientation/CrimeInsight	TBI Headquarters
Thursday, May 24 th	TIBRS Review	TBI Headquarters
June 2018		
Tuesday, June 5 th	Introduction to Data Collection	Sevierville, TN
Wednesday, June 6 th	TIBRS Review	Sevierville, TN
Thursday, June 7 th	TIBRS Overview & Report Writing	Sevierville, TN
Tuesday, June 19 th	Introduction to Data Collection	TBI Headquarters
Wednesday, June 20 th	TnCOP Software	TBI Headquarters
Tuesday, June 26 th	CrimeInsight	TBI Headquarters

As a Friendly Reminder. .

If you have signed up for a TIBRS class, but are unable to attend, please contact Zack via email as soon as possible. Many of our classes meet the maximum number of participants and are then marked “FULL” on the TBI web site. Once the class is full, we cannot add anyone else to the roster.

- TIBRS Overview & Report Writing class does not count toward initial or recertification training requirements for Reporting Agency Coordinators (RACs) or Alternate RACs.
- CrimeInsight class does not count toward initial or recertification training requirements for Reporting Agency Coordinators (RACs) or Alternate RACs. However, due to the many advantages of using CrimeInsight, we highly recommend that RACs and Alt. RACs attend the class if at all possible.
- Due to limited seating, TnCOP Software classes are for new users only.



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NOT ESCAPE
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CJIS Support Center
901 R.S. Gass Blvd.
Nashville, TN 37316
Fax 615-744-4555

ASSISTANT DIRECTOR, CJIS DIVISION		
Pam Beck	(615)-744-4206	Pam.Beck@tn.gov
CJIS SUPERVISOR TIBRS & N-DEX		
Dale King	(615) 744-4026	Dale.King@tn.gov
CJIS PROJECT MANAGER		
Susan Smithson	(615) 744-4020	Susan.Smithson@tn.gov
ADMINISTRATIVE ASSISTANT III		
Cindy Gore	(615) 744-4298	Cindy.Gore@tn.gov
CJIS SUPPORT SPECIALISTS: DATA ANALYSIS AND PUBLISHING		
Steven Jancarek Data Analysis/Data Maintenance	(615) 744-4024	Steven.Jancarek@tn.gov
Yeselin Melendrez Publications/Data Management	(615) 744-4136	Yeselin.Melendrez@tn.gov
CJIS SUPPORT SPECIALISTS: AUDITING		
Debbie Lamb East TN TIBRS Lead Auditor	(865) 549-7853	Debbie.Lamb@tn.gov
Abby Claud Middle TN TIBRS Auditor, Quality Control/Data Submissions	(615) 744-4290	Abby.S.Claud@tn.gov
Ashley Anderson Quality Control/Data Submissions	(615) 744-4030	Ashley.Anderson@tn.gov
Randall Hendrix West TN TIBRS Auditor	(731) 984-6677	Randall.G.Hendrix@tn.gov
CJIS SUPPORT SPECIALISTS: TRAINING		
Zack Frisbee TIBRS LEAD Trainer	(615) 744-4214	Zack.Frisbee@tn.gov
Vacant TIBRS Trainer	(615) 744-4018	Vacant

Debbie Lamb East TN Point of Contact	Abby Claud Middle TN Point of Contact	Randall Hendrix West TN Point of Contact
Debbie Lamb 1791 Neals Commerce Lane Knoxville, TN 37914 (865) 549-7853 FAX: (865) 549-7811 Debbie.Lamb@tn.gov	Abby Claud 901 R.S. Gass Blvd. Nashville, TN 37216 (615) 744-4290 FAX: (615) 744-4555 Abby.S.Claud@tn.gov	Randall Hendrix 121 Executive Drive Jackson, TN 38305 (731) 984-6677 FAX: (731) 668-9769 Randall.G.Hendrix@tn.gov



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East Tennessee - Debbie Lamb
(865) 549-7853 Fax (865) 549-7811
1791 Neals Commerce Lane, Knoxville, TN 37914
Email: 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 - Abby Claud
(615) 744-4290 FAX (615) 744-4555
901 R.S. Gass Boulevard, Nashville, TN 37216
Email: Abby.S.Claud@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 - Randall Hendrix
(731) 984-6677 FAX (731) 668-9769
121 Executive Park Drive, Jackson, TN 38305
Email: 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

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	Vacant	Vacant	Vacant
East Representative	Donna Patty	Knoxville Police Department	dpatty@cityofknoxville.org
Middle East Representative	Billy Mason	Jasper Police Department	billy-mason@jasperpolice.com
Middle West Representative	Paige Jackson	Waynesboro Police Department	pjackson@cityofwaynesboro.org
West Representative	Amy Simcox	Memphis Police Department	amy.simcox@memphistn.gov
Colleges/ Universities	Lisa Morris	Volunteer State Community College	lisa.morris@volstate.edu

