

Tennessee Bureau of Investigation

Crime Statistics Newsletter



Hot Topics

- Training Dates
- New Tool
- TIBRS Conference
- Credit Card Fraud



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Warmest wishes to you and your families during the upcoming Holiday Season. It has been a pleasure to work with each of you. We look forward to a continued working relationship in 2011.

Happy Holidays,

Jackie, Steven, Jim P., Dale, Jennifer,

Jim C., Lisa and Lynn

2011 TIBRS Training Calendar

EAST - SEVIERVILLE

Sevierville Civic Center, LeConte Auditorium, 200 Gary Wade Blvd., Sevierville, TN 37864
Class Begins at 0830 EST

MARCH	
Wednesday, March 9	Data Collection
Thursday, March 10	TIBRS Review
Friday, March 11	TIBRS Overview and Offense Definitions
MAY	
Wednesday, May 25	Data Collection
Thursday, May 26	TIBRS Review
OCTOBER	
Wednesday, October 26	TIBRS Overview and Offense Definitions
Thursday, October 27	Data Collection
Friday, October 28	TIBRS Review

WEST - UNION UNIVERSITY

Student Union Building, Harvey Hall, Union University Drive, Jackson, TN 38305
*PARK IN THE PENICK/PAC LOT (THE WEST LOT) Class Begins at 0830 CST

MARCH	
Wednesday, March 23	Data Collection
Thursday, March 24	TIBRS Review
Friday, March 25	TIBRS Overview and Offense Definitions
JUNE	
Thursday, June 9	Data Collection
Friday, June 10	TIBRS Review
OCTOBER	
Wednesday, October 12	TIBRS Overview and Offense Definitions
Thursday, October 13	Data Collection
Friday, October 14	TIBRS Review

TBI Annual Conference

2011 TIBRS CONFERENCE	
Monday, August 22: Registration Only	Music Road Hotel Pigeon Forge
Tuesday, August 23: Full Day	
Wednesday, August 24: Half Day	

Conference Information Will Be Emailed and Available at www.tbi.tn.gov in Late Spring 2011

2011 TIBRS Training Calendar cont.

MIDDLE - NASHVILLE

Training Classrooms/Computer Classroom, 1st Floor, TBI Headquarters, Nashville, TN 37216
Class Begins at 0830 CST

JANUARY	
Thursday, January 27	Data Collection
Friday, January 28	TnCOP Software
FEBRUARY	
Wednesday, February 16	TIBRS Review
Friday, February 18	TnCOP Software for Colleges and Universities Only
MARCH	
Thursday, March 3	Data Collection
Friday, March 4	TnCOP Software
Monday, March 21: 0830 to 1530	FBI N-DEx Training led by Sarah Wilson
Tuesday, March 22: 0830 to 1530	FBI N-DEx Training led by Sarah Wilson
Wednesday, March 23: 0830 to 1530	FBI N-DEx Training led by Sarah Wilson
Thursday, March 24: 0830 to 1530	FBI N-DEx Training led by Sarah Wilson
Friday, March 25: 0830 to 1530	FBI N-DEx Training led by Sarah Wilson
APRIL	
Friday, April 8	TnCOP Software for Colleges and Universities Only
Thursday, April 14	Data Collection
Friday, April 15	TIBRS Review
Wednesday, April 27	TIBRS Overview and Offense Definitions
MAY	
Thursday, May 12	Data Collection
Friday, May 13	TnCOP Software
Tuesday, May 17	TIBRS Review
JUNE	
Tuesday, June 14	Data Collection
Wednesday, June 15	TnCOP Software
Thursday, June 23	Data Collection
Friday, June 24	TIBRS Review
JULY	
Wednesday, July 13	TIBRS Overview and Offense Definitions
Thursday, July 21	Data Collection
Friday, July 22	TnCOP Software
Friday, July 29	TIBRS Review
AUGUST - DECEMBER	
NO CLASSES SCHEDULED	

New TIBRS Class Offered by TBI

Due to popular demand, the Tennessee Bureau of Investigation Crime Statistics Unit training staff is now offering a new class developed *specifically for supervisors and officers/deputies from all agencies*.

This entry-level class, entitled **TIBRS Overview & Offense Definitions** serves as an introduction to the Tennessee Incident Based Reporting System (TIBRS). Topics include:

Overview:

- Explains the difference between TCA and TIBRS definitions; when and why the differences occur; and the effect the differences may have regarding TIBRS at the reporting agency level.
- Explains how incidents are cleared by arrest or by exceptional means in TIBRS
- Presents data element requirements for Law Enforcement Officers Killed or Assaulted in the line of duty (LEOKA) entries; and
- Summary of the Consolidated Records Management System (CRMS).

Offense Definitions:

- Definitions of all Group A and Group B TIBRS offenses
- Emphasis on Burglary, Vandalism, Identity Theft
- Practical Exercises and Discussion

This eight-hour class is P.O.S.T. certified, and all participants receive a certificate upon successful completion of the class.

Nashville attendees will also receive a tour of the Fusion Center at TBI Headquarters!

TIBRS Overview & Offense Definitions will be taught several times in 2011, including at least four classes at TBI Headquarters in Nashville, two classes at the Sevierville Civic Center and two at Union University in Jackson. For questions, or to sign up for a class, please contact Dale King: dale.king@tn.gov or 615-744-4026 or Steven Jancarek: steven.jancarek@tn.gov or 615-744-4024.

IMPORTANT: Any time you have been added to a roster but find you are unable to attend, PLEASE notify us as soon as possible. Roster space for this class is in high demand, and seating is limited.

**Reporting Agency Coordinators (RACs) and Alternate RACs are welcome to attend this class; however attendance does not count toward their annual training requirement.*

Hot Topics Training Tips

The CSU training staff has developed a new tool to assist you with mastering TIBRS incident classifications. The tool is located on the TBI website under the heading [New! TIBRS Training Tips](#). Two current topics listed are [What's Hot in TIBRS](#) and [Reporting Burglaries in TIBRS](#). Both of the training aids are available for download and are printable. Please disseminate copies to any of your staff members who may benefit from reviewing them. If you have any topics you would like to see highlighted please contact a member of the training staff. We believe these tools will be beneficial to all who use them.

FBI's Law Enforcement National Data Exchange (N-DEx) Program

The FBI will begin loading data from Tennessee into the National Data Exchange (N-DEx) database within the next month. FBI staff were on site recently to extract the data. If your agency has data in the Tennessee Fusion System database known as CRMS, your data will be available through N-DEX. Functionality through the system includes searches – both basic and detailed; crime mapping; visualization and linking of persons, incidents and other data across jurisdictions; the ability to establish sharing groups and collaborative efforts; and subscriptions which notify the user of additional data that hits on a previous search. Increment 3 of the deployment of N-DEx will also include a “google-like” search capability. That functionality is scheduled to be available in late January 2011.

Your agency does not have to wait until all Tennessee data is available through N-DEx to acquire an account for the system. A process has been established to gain access to current data including federal records. Detailed instructions, application forms and the five required training modules are available at www.tbi.tn.gov. The applications and five training certificates must be submitted to TBI for approval.

Each user must obtain training for the N-DEx system. This can be accomplished in one of two ways: Complete the five core Computer Based Training (CBT) Modules that are on the TBI web site, or attend one day session of the hands-on training provided by the FBI at TBI Headquarters the week of March 21-25, 2011. Each class is limited to 25 participants.

The class schedule for the training at TBI Headquarters is:

Session 1: Monday, March 21, 8:30 – 3:30

Session 2: Tuesday, March 22, 8:30 – 3:30

Session 3: Wednesday, March 23, 8:30 – 3:30

Session 4: Thursday, March 24, 8:30– 3:30

Session 5: Friday, March 25, 8:30 – 3:30

If you take the five core CBTs on the TBI web site, you must print the certificate at the conclusion of each module and fax those certificates with the N-DEx application and one completed N-DEx bulk verification form to CSU at (615) 744-4662. Additional information and the forms can be found at <http://www.tbi.tn.gov> under the Law Enforcement link (Userid – lawenforcement, password – Tennessee1) and then click on the link for N-DEx on the Law Enforcement page.

If you choose to attend the N-DEx training at TBI Headquarters, please complete your N-DEx application with all signatures and the code word and fax to (615) 744-4662 by **February 15, 2011**.

Other requirements include an active account with Law Enforcement Online (LEO) which can be accomplished using the N-DEx application form. More details are provided on the TBI website.

Please note – all N-DEx applications should be submitted to TBI. The FBI will not process any applications without TBI approval.

CSU Publication Schedule for 2010

CSU has established several deadlines for data submission for the *2010 Crime in Tennessee, Hate Crime, Law Enforcement Officers Killed or Assaulted and Crime on Campus* reports. Please review these dates carefully. The data must be submitted correctly to the TBI based upon the schedule below in order to be included in the annual publication for 2010.

CSU will review your data for accuracy, completeness and reasonableness before we send out the preliminary data. However, you do not have to wait for CSU to review your reports. We strongly encourage you to use www.tncrimeonline.com to review and verify your data frequently between now and the dates below.

Crime in Tennessee/Crime in the United States Publication 2010 Deadlines

- | | |
|-------------------|--|
| January 21, 2011 | Mail preliminary <i>Crime on Campus 2010</i> . Data will also be available at www.tncrimeonline.com |
| January 31, 2011 | All changes to <i>Crime on Campus</i> data must be entered |
| February 10, 2011 | All 2010 data must be submitted to TBI to meet state and federal publication deadlines. (Note: Any data submitted after February 10th will be counted as a “late” monthly submission)

All changes to <i>Crime on Campus</i> must be submitted |
| February 15, 2011 | Mail preliminary data to agencies: <i>Crime in Tennessee 2010, Hate Crime 2010 and LEOKA 2010</i> |
| March 10, 2011 | Final revisions to 2010 data must be submitted electronically to TBI for state and FBI publication |
| March 16, 2011 | Database frozen for annual publications - no new data accepted for inclusion in published annual reports. (Note: Primary TIBRS database is a dynamic repository and will always accept updates. These updates will not be included in current publications.) |
| March 17, 2011 | TBI submits final data to FBI for the <i>2010 Crime in the United States</i> report (Note: Any data received after the 10th will be counted as a “late” monthly submission) |

CSU Publication Schedule for 2010 cont.

March 22, 2011	<i>Crime on Campus</i> mailed to colleges/universities
March 30, 2011	Tentative release of <i>Crime on Campus</i> to the public <i>Crime in Tennessee</i> mailed to agencies
April 6, 2011	Tentative release of <i>Crime in Tennessee</i> to the public
April 13, 2011	Tentative release of <i>Hate Crime</i> and <i>LEOKA</i> reports to the public
May 4, 2011	Tentative <i>School Crimes Report</i> release

TIBRS Incident Scenario

REPORTING CREDIT CARD FRAUD:

The FBI recently made some changes that will affect the way Credit Card Fraud is reported to TIBRS.

As of November 22, 2010: When the same victim at the same location is victimized multiple times by the same offender fraudulently using the same credit card, you may combine the incidents into one instead of reporting each of them separately.

VICTIM IN A CREDIT CARD FRAUD: (This refers to the use of the card, not the theft of the card, which would be reported in a separate incident.) When a credit card is used fraudulently, select the bank or business as the victim – not the person whose name appears on the card. This is because the bank or business is suffering the loss at the moment the card is used. Even though the incident(s) will be reported to your agency by the person whose name is on the card, select the bank or business where the card was used as the victim for TIBRS.

EXAMPLE

SCENARIO #1:

Mary received her credit card statement and discovered four purchases she had not made. Purchases were as follows:

January 10, 2010	Home Shopping Network	\$57.88
January 11, 2010	Home Shopping Network	\$148.22
January 14, 2010	Home Shopping Network	\$351.00
January 15, 2010	Home Shopping Network	\$894.45

TOTAL: \$1,451.55

(continued on page 8)

TIBRS Incident Scenario cont.

Scenario #1 would be reported to TIBRS as Credit Card Fraud (it also meets the TIBRS definition of Wire Fraud, but we would recommend Credit Card Fraud in this situation). Even though the credit card was used fraudulently on four different dates, two things remain the same:

The victim (Home Shopping Network) is the same.

The Location (Department/Discount Store) is the same.

In Scenario #1, there is no real advantage in submitting four separate incidents. We can obtain the same information in one incident. However, when completing the property segment, be sure to include all of the property fraudulently obtained (\$1,451.55). In the narrative, list each of the four dates when the property was obtained.

SCENARIO #2:

Mary received her credit card statement and discovered four purchases she had not made. Purchases were as follows:

January 10, 2010	Exxon	\$52.00
January 11, 2010	Ned's TV Shop	\$1,209.45
January 14, 2010	Home Shopping Network	\$184.30
January 15, 2010	Home Shopping Network	\$733.94

TOTAL: \$2,179.69

This would also be reported to TIBRS as Credit Card Fraud. However, this time there were four purchases involving three different victims at three different locations. Because of this, Scenario #2 must be reported differently than Scenario #1.

In Scenario #2, the information changes, thus requiring the submission of three separate incidents.

Incident 1: The victim is Exxon. The location is Service/Gas Station (\$52.00).

Incident 2: The victim is Ned's TV Shop. The location is Specialty Store (\$1,209.45).

Incident 3: The victim is the Home Shopping Network. The location is Department/Discount Store (\$918.24).

In Scenario #2, the victim(s) and location(s) information changes, thus requiring the submission of three separate incidents.

Changes in TIBRS State Repository

TBI recently installed the latest version of the program used to upload your monthly TIBRS data into the database. This process also checks for errors. A change to the time frame for Group B Arrests was included in the new program. We also identified some issues with the program that have been provided to our vendor for correction.

Group B Arrest Submission Policy Change

Beginning immediately, Group B Arrests will only be accepted in the database if the arrest date falls within the current year or one year back. All other Group B Arrest submissions will be rejected and the error message will read "Arrest date cannot pre-date base date". This change was made to address errors that we receive at the FBI each month and will allow us to conform to their submission policies. THIS CHANGE IS ONLY FOR GROUP B ARRESTS. Updates to Group A incidents will continue to be accepted from 2000 forward.

Issues with the New Program

Some valid incidents are being mistakenly rejected. These issues have been provided to our vendor and we are awaiting the corrections.

Error Rates

Because of the change in the Group B Arrest submission policy and the valid incidents being rejected at the database, we will manually generate error rates. If you print your report from www.tncrimeonline.com, the error rate may not be correct if you have valid incidents that were rejected by the repository erroneously.

The Group B errors will not count against your agency until the February 2011 file is submitted in March. *Do not re-submit those Group B Arrests. We will no longer accept them.*

The valid incidents that are generating errors will need to be re-submitted. We will notify the agencies once the corrections are made at the database. These errors will not count against your agency. *Please do not re-submit the incidents until you are asked to do so by TBI.*

Changes At Your Agency

If your agency has a new CLEO, RAC or Alt. RAC your agency should inform your respective LEIC as soon as possible in writing on department letterhead bearing the signature of the CLEO. If a new CLEO has been appointed, please provide, mailing address, phone number and email address. If a new RAC or Alt. RAC is appointed please supply the person's name, phone number, driver license number and email address along with the date the change is effective. Please forward a copy of the correspondence to the Nashville Office attention Steven Jancarek.

If your agency moves, changes phone numbers, acquires a new mailing address or has a change of email address for any person associated with TIBRS the steps of notification listed in the first paragraph should be followed.

All new RACs must meet the necessary training requirements. If you have questions concerning training please contact Dale King or Steven Jancarek. Contact information for CSU staff is located on the last page of this newsletter.

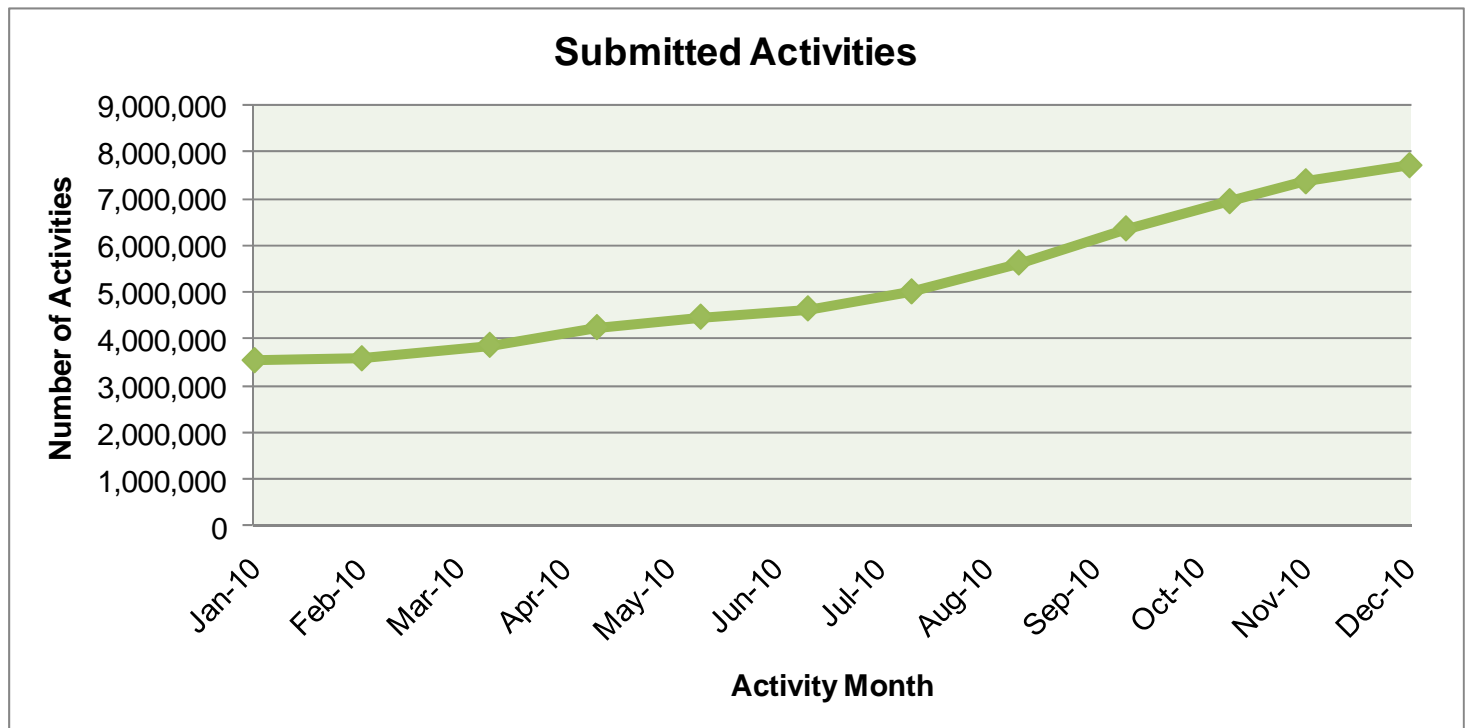
If your agency is using TnCOP and any personnel named on the MOU contact page changes, a new contact sheet should be completed and submitted to CSU. Your LEIC can assist with this process.

Tennessee Fusion Center Activity Update

The Fusion Center's CRMS passed the 400 installed agency mark during December 2010. At present there are over 416 agencies contributing data to the Fusion Center's Consolidated Records Management System.

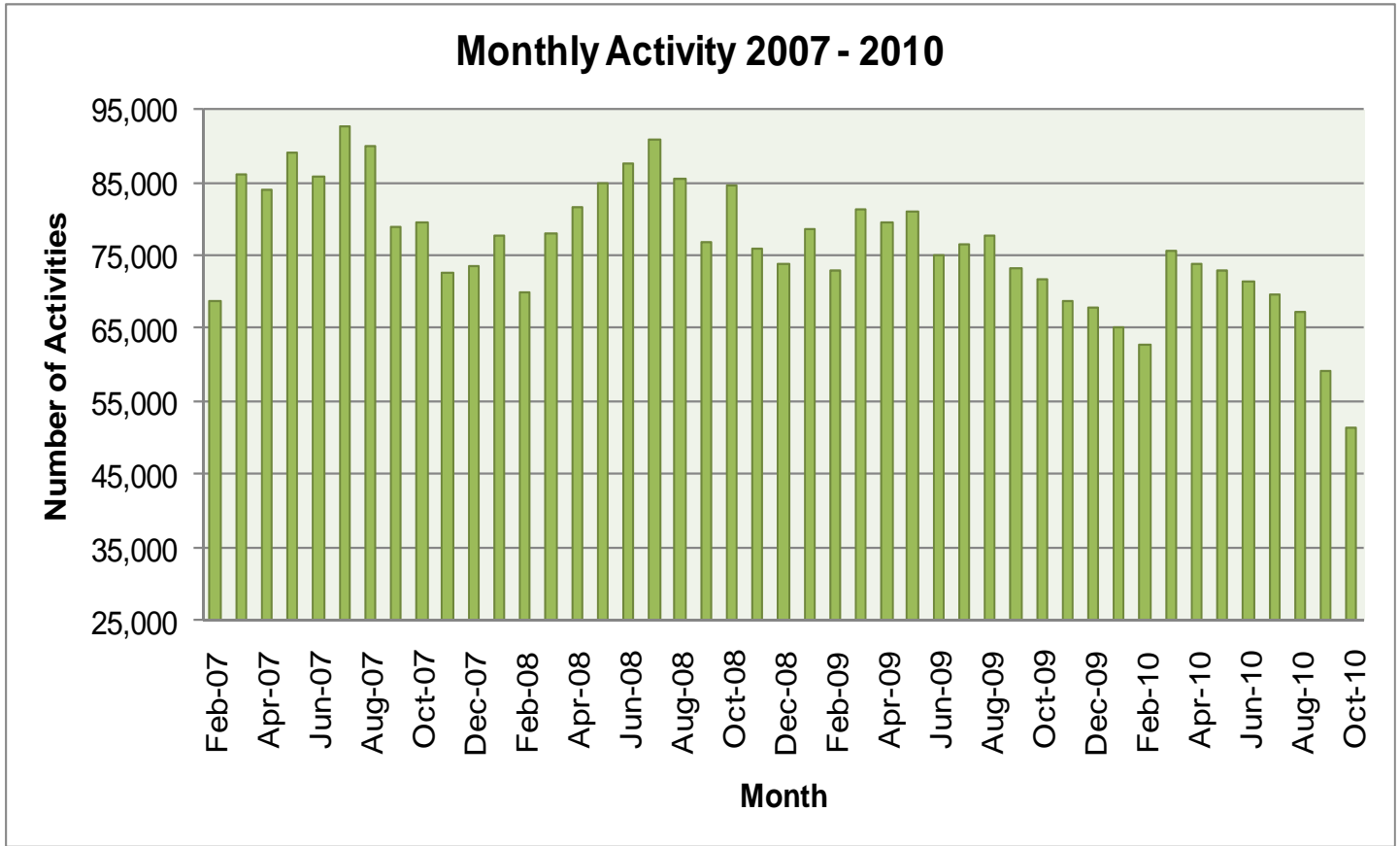
The CRMS now contains more than 42 million records from time periods as early as June of 1999 and those records are now available to all Law Enforcement in Tennessee. This gives officers an unprecedented volume of investigative information. This wealth of information contains activities, subjects, properties, locations and narrative reports submitted from Law Enforcement across the state.

Growth Trend – Showing the growth rate for this year's submitted activities.



Tennessee Fusion Center Activity Update cont.

Monthly Volume – Showing the number of activities for each month since 2007.



With this information Law Enforcement can see not only the activities within their jurisdiction, but also from surrounding jurisdictions and from across Tennessee giving a more comprehensive picture of activity and subjects.

Within a matter of minutes, an investigator can scan over 9 million narratives for indicators that could link components of their investigation with other activities in the system, providing new tips or leads that aid in case resolution.

The CRMS growth will continue. There are over 100 agencies scheduled for installation within the next three months bringing the total number of agencies contributing information to over 500 agencies. In that time, the cities of Chattanooga, Knoxville and Nashville will begin contributing information representing another year of rapid growth. During this installation period, over 300,000 activity records were contributed each month to the CRMS. The system currently collects information from Police Departments and Sheriff's Departments and the Tennessee Highway Patrol from across Tennessee.

To gain access to the system for your investigators, detectives and officers, send an email to TnCop.Helpdesk@tn.gov. Use REQUEST ACCESS in the subject line and we will be in touch to schedule setup.

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

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

Middle Tennessee LEIC- Lynn Snoddy (615) 744-4016
 FAX (615) 744-4662, 901 R.S. Gass Boulevard, Nashville, TN 37216
 Email: Lynn.Snoddy@tn.gov

Bedford	Franklin	Maury	Sumner
Bledsoe	Giles	Montgomery	Trousdale
Cannon	Grundy	Moore	Van Buren
Cheatham	Jackson	Putnam	Warren
Clay	Lincoln	Robertson	White
Coffee	Macon	Rutherford	Williamson
Davidson	Marion	Sequatchie	Wilson
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	Janet Brantley	Nashville Metro Police Department	janet.brantley@nashville.gov	(615) 862-7309
East Rep	Donna Patty	Knoxville Police Department	dpatty@cityofknoxville.org	(865) 215-7350
Middle East	Lois Evans	Marion County Sheriff's Department	loisevans@marioncosheriff.com	(423) 942-2525
Middle West	Denise Routzahn	Robertson County Sheriff's Department	droutzahn@robertsonsheriff.com	(615) 382-6172
West	Amy Ferguson	Memphis Police Department	amy.ferguson@memphistn.org	(901) 636-3511
College	Lisa Lynch	Volunteer State Community College	lisa.lynch@volstate.edu	(615) 230-3595

NAME	TITLE	PHONE	E-MAIL	WORK HOURS
Jackie Vandercook	Statistics Assistant Director	(615) 744-4014	Jackie.Vandercook@tn.gov	7:00 - 3:30
Steven Jancarek	Statistical Analyst 4	(615) 744-4024	Steven.Jancarek@tn.gov	7:00 - 3:30
Jim Purviance	Statistical Analyst 3	(615) 744-4136	Jim.Purviance@tn.gov	M-Th 7:00 - 5:30
Vacant	Statistical Analyst 2			
Jennifer Brooks	West Tennessee LEIC	(731) 984-6677	Jennifer.Brooks@tn.gov	M-Th 7:00 - 5:30
Lisa Capps	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	8:00 - 4:30 EST
Lynn Snoddy	Middle Tennessee LEIC	(615) 744-4016	Lynn.Snoddy@tn.gov	8:00 - 4:30
Dale King	Training LEIC	(615) 744-4026	Dale.King@tn.gov	7:00 - 3:30
Vacant	Training LEIC			
CSU	Fax Number	(615) 744-4662		