



CJIS Support Center–TIBRS Newsletter

January 2019 | Volume 24 Issue 1, P. 1

HAPPY NEW YEAR from the CJIS Support Center!



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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 2019 submission is created using the time frame of 12/1-12/31,2018. It must be received by TBI no later than the 10th of January. **Note:** There are no mechanisms that will automatically send your TIBRS DATA submissions to TBI. You are responsible for submitting your agency's data. The publication schedule is listed on the following page. Please contact your auditor if you have questions regarding your data.





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1st Quarter, 2019 TIBRS Publication Schedule

DATE	DEADLINE
Thursday Jan. 10, 2019	Preliminary 2018 data submissions due. This includes <u>all</u> agencies in the state. <i>ALL 2018 incidents must be entered and submitted by this date. If your file includes errors, they should be edited and resubmitted.</i>
Friday Jan. 18, 2019	Preliminary 2018 Crime on Campus data sent to colleges/universities for agencies to review, verify, and resubmit.
Friday Jan. 25, 2019	Preliminary 2018 Crime in Tennessee/Hate Crime/LEOKA data sent to agencies to review, verify, and resubmit.
Monday Feb. 11, 2019	FINAL 2018 Crime on Campus corrected data submissions due. <i>ALL incidents must be edited and resubmitted on or before this date!</i>
Friday Mar. 8, 2019	2018 Crime on Campus preliminary publication sent to college/university agencies for review.
Monday Mar. 11, 2019	FINAL 2018 Crime in Tennessee/Hate Crime/LEOKA data submissions all due. <i>ALL incidents must be edited and resubmitted on or before this date!</i>
Monday Mar. 18, 2019	2018 Crime on Campus publication release date.

If you have any questions regarding TIBRS publication deadlines, please contact our CJIS Support Center Publications Specialist, Yeselin Melendrez. *For all other questions, please contact your TIBRS Auditor or contact anyone in the CJIS Support Center.*

Thank you for all that you do to help make TN the best incident based reporting state in the country!

A Note from the Auditors

Happy New Year from your Auditors!!

Let's take an easy quiz to review topics covered last year. To help you with the answer, the question contains the month the article appeared in the newsletter. Archived newsletters are available at <https://www.tn.gov/tbi/law-enforcement-resources/law-enforcement-resources0/tibrs.html>.

We hope you make 100!

1.) Cannabis Oil (aka Marijuana Oil) is not reported using the same guidelines for reporting Marijuana. (January 2018)

- A. True
- B. False

2.) Which of the following offenses is reportable to TIBRS? (July 2018)

- A. Driving on Revoked License
- B. Driving While in Possession of Methamphetamine
- C. Driving on Suspended License
- D. Speeding

3.) Who is the victim in a Credit/Debit Card Fraud? (February 2018)

- A. Bank or Business who suffers the immediate loss
- B. Individual
- C. Society
- D. Government

4.) If a person is arrested based on a warrant, the arrest type is: (August 2018)

- A. On-View
- B. Summoned/Cited
- C. Taken Into Custody
- D. Referred to Institution Authority

5.) Who is your TIBRS CJIS Support Specialist (auditor)? (Every Newsletter)

- A. Middle - Thomas Huffman
- B. West - Randall Hendrix
- C. East - Debbie Lamb

(Questions and Answers continued on next page.)

6.) In the event of a change at your agency involving the RAC, Alt-RAC, or Chief Law Enforcement Official, are you required to notify TBI? (April and September 2018)

- A. Yes
- B. No

7.) A good narrative does not need to be lengthy but must contain: (October 2018)

- A. Who, What, When
- B. Who, What, When, How
- C. Who, What, When, Where and How, include Why if known

8.) For an audit, should you provide your auditor with all incident information including the narrative, supplemental narratives and/ or reports at the time of the audit? (May 2018)

- A. Yes
- B. No

9.) A family goes to the movies, leaving home at 6:15 p.m., 1-2-2018. They returned home at 8:50 p.m., 1-2-2018, to find their home broken into. The officer arrives at 9:15 p.m., 1-2-2018. What is my incident date and time? (November 2018)

- A. 1-2-2018, 8:50 p.m.
- B. 1-2-2018, 6:15 p.m.
- C. 1-2-2018, 9:15 p.m.

10.) If a Burglary/Breaking & Entering occurs and the damage to gain entry is valued at \$200, would an additional offense of Vandalism be reported? (December 2018)

- A. Yes
- B. No

Answers:

(1.) B. False (2.) B. Driving While in Possession of Methamphetamine, reported as a Drug/Narcotics Violation (3.) A. Bank or Business who suffers the immediate loss (4.) Taken into Custody (5.) Middle-Thomas Huffman, West-Randall Hendrix, East-Debbie Lamb. (6.) Yes (7.) C. Who, What, When, and How, include Why if Known (8.) A. Yes (9.) B 1-2-2018, 6:15 p.m. (10.) B. No



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2019 TIBRS Training

If anyone is interested in scheduling a class for early next year, please contact Zack.Frisbee@tn.gov. A new RAC or Alt. RAC will be required to take Introduction to Data Collection AND TnCOP Software (if your agency uses TnCOP) OR TIBRS Review (if you are a vendor agency). If you have any questions please reach out. If you have major staff changes (new RAC, new ALT. RAC, new Chief, new Sheriff etc.), please contact the TIBRS unit and update us of the change immediately.

January 2019		
Tuesday, January 22 nd	Introduction to Data Collection	TBI Headquarters
Wednesday, January 23 rd	TnCOP Software	TBI Headquarters
Tuesday, January 29 th	TIBRS Overview & Report Writing	TBI Headquarters
February 2019		
Tuesday, February 5 th	Introduction to Data Collection	Jackson, TN
Wednesday, February 6 th	TIBRS Review	Jackson, TN
Thursday, February 7 th	TIBRS Overview & Report Writing	Jackson, TN
Wednesday, February 20 th	Introduction to Data Collection	TBI Headquarters
Thursday, February 21 st	TnCOP Software	TBI Headquarters
Tuesday, February 26 th	RAC Orientation/CrimeInsight	TBI Headquarters

TIBRS Training—As a Friendly Reminder

- 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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Debbie Lamb East TN Point of Contact	Thomas Huffman 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	Thomas Huffman 901 R.S. Gass Blvd. Nashville, TN 37216 (615) 744-4018 FAX: (615) 744-4555 Thomas.Huffman@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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1791 Neals Commerce Lane, Knoxville, TN 37914						
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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 - Thomas Huffman			
(615) 744-4290 FAX (615) 744-4018			
901 R.S. Gass Boulevard, Nashville, TN 37216			
Email: Thomas.Huffman@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			
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121 Executive Drive, Jackson, TN 38305			
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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			
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