



# CJIS Support Center—TIBRS Newsletter

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## MUST READ!!! Changes to The New File Layout

### Mandatory Latitude and Longitude Postponed until April 1, 2019!

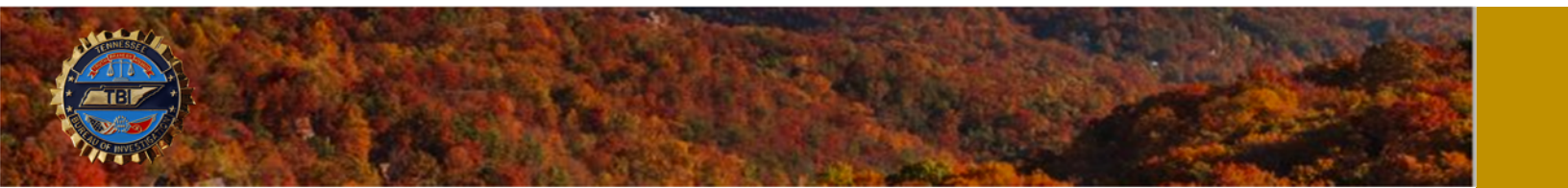
We were recently asked by the Tennessee Sheriffs' Association to provide additional training regarding the calculation of latitude and longitude coordinates for TIBRS. Although this has been covered throughout 2018 in all Data Collection classes, Review classes and the TIBRS Conference, we agree that additional training may be needed, so we have decided to provide regional classes between November, 2018 and March, 2019. This will be a one hour class. The class is not mandatory, but *for those of you who do not know how to calculate latitude and longitude, we would highly recommend it.*

We will be sending out class dates, times and locations in the near future via the TIBRS listserv.

***NOTE: In order to grant the opportunity for all agencies to complete the training, we have decided to postpone the mandatory collection of latitude and longitude until April 1, 2019.***

***Until then, we will continue to accept incident locations the same way we do now:***

***In a TIBRS incident, you are required to submit one or both the complete physical address (Street Number, Street Name, City, State and Zip). If you cannot determine the physical address, you must enter the Latitude and Longitude instead. It must be entered using the decimal format. Also, it must be between 34.85654 and 36.75412 Latitude and -81.59809 and -90.49735 Longitude.***





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## Linking Victims of Property Crimes to Domestic Violence-Related Incidents: Postponed Indefinitely!

This requirement had been mandated by the FBI. However, in September the FBI decided to make this optional for the time being. Many of our vendors had already set this up for their agencies.

**NOTE: In keeping with the FBI, we have decided to postpone the mandatory linking of domestic violence-related victims to property crimes. We expect the FBI to make this mandatory in the future. When that occurs, we will also make it mandatory.**

**Your vendor will not be required to change anything for the time being. Our vendor will block the aforementioned entries from entering our repository.**

As always, if you have any questions, please let us know!

### End of the Year TIBRS training:

If you have completed your training for the year, I'll see you next year. If you haven't completed your training, or you aren't sure, please e-mail to check. For new RACs and Alt. RACs you must complete two initial training classes (Intro/TnCOP or Intro/Review) depending on your agency's software. If you are re-certifying, you need a Review class or the annual TIBRS Conference. The available certification dates are below:

All classes are at the TBI headquarters in Nashville.

Introduction to Data Collection: November 14th

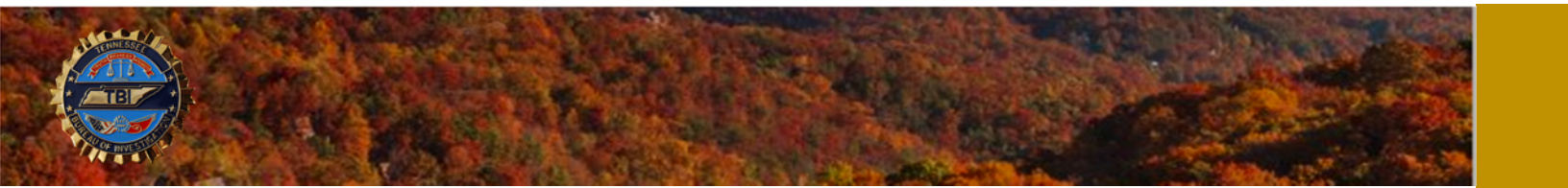
Review: November 7th (Full)

TnCOP: November 15th

Introduction to Data Collection: December 11th

TnCOP: December 12th

TIBRS Review: December 18th





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### Auditor's reporting Tip: Incident Date and Time

The incident date and time to be reported TIBRS should be the date and time the incident occurred. If the exact date and time is unknown, the earliest possible date the incident could have occurred should be reported.

For example: A family leaves home for the beach on October 1<sup>st</sup> at 0500 hours. They return home on October 8<sup>th</sup> at 1500 hours to find their home has been burglarized. They notify law enforcement and the officer arrives on scene on October 8<sup>th</sup> at 1530 hours.

The date and time reported to TIBRS will be October 1<sup>st</sup>, 0500 hours. Why? Because that's the last date/time the family saw their house and property intact. Since the exact date and time of the incident is unknown, the earliest possible date and time should be reported.

So... when do you use the "Report Date?" When the exact date/time or the earliest possible date/time cannot possibly be determined, enter the Report Date. Entering the Report Date should be very rare.

Questions? Contact your auditor! We're always happy to help!





## 2018 TIBRS Training

November 2018		
Wednesday, November 7 <sup>th</sup>	TIBRS Review ( <b>FULL</b> )	TBI Headquarters
Wednesday, November 14 <sup>th</sup>	Introduction to Data Collection	TBI Headquarters
Thursday, November 15 <sup>th</sup>	TnCOP Software	TBI Headquarters
Tuesday, November 27 <sup>th</sup>	RAC Orientation/CrimeInsight	TBI Headquarters
December 2018		
Tuesday, December 4 <sup>th</sup>	CrimeInsight	TBI Headquarters
Tuesday, December 11 <sup>th</sup>	Introduction to Data Collection	TBI Headquarters
Wednesday, December 12 <sup>th</sup>	TnCOP Software	TBI Headquarters
Tuesday, December 18 <sup>th</sup>	TIBRS Review	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, InCOP Software classes are for new users only.





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 Quality Control/Data Submissions		
Ashley Anderson	(615) 744-4030	Ashley.Anderson@tn.gov
CJIS SUPPORT SPECIALISTS: AUDITING		
Debbie Lamb East TN TIBRS Lead Auditor	(865) 549-7853	Debbie.Lamb@tn.gov
Thomas Huffman (Currently training to be the Middle TN TIBRS Auditor)	(615) 744-4018	Thomas.Huffman@tn.gov
Abby Claud Middle TN TIBRS Auditor	(615) 744-4290	Abby.S.Claud@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

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



THAT GUILT SHALL  
NOT ESCAPE  
NOR INNOCENCE  
SUFFER

**East Tennessee - Debbie Lamb**  
(865) 549-7853 Fax (865) 549-7811  
1791 Neals Commerce Lane, Knoxville, TN 37914  
Email: [Debbie.Lamb@tn.gov](mailto: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](mailto: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 Drive, Jackson, TN 38305  
Email: [Randall.G.Hendrix@tn.gov](mailto: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**

<b>President</b>	Patrick Twele	Memphis Police Department	<a href="mailto:patrick.twele@memphistn.gov">patrick.twele@memphistn.gov</a>
<b>Vice President</b>	Donna Patty	Knoxville Police Department	<a href="mailto:dpatty@cityofknoxville.org">dpatty@cityofknoxville.org</a>
<b>Secretary/Treasurer</b>	Jane Johnson	Portland Police Department	<a href="mailto:Jane.Johnson@cityofportlandtn.gov">Jane.Johnson@cityofportlandtn.gov</a>
<b>East Representative</b>	Samantha McClain	Knoxville Police Department	<a href="mailto:smcclain@knoxville.tn.gov">smcclain@knoxville.tn.gov</a>
<b>Middle East Representative</b>	Misty Christensen	Lebanon Police Department	<a href="mailto:Christensenm@lebanontn.org">Christensenm@lebanontn.org</a>
<b>Middle West Representative</b>	Paige Jackson	Waynesboro Police Department	<a href="mailto:pjackson@cityofwaynesboro.org">pjackson@cityofwaynesboro.org</a>
<b>West Representative</b>	Angela Smith	Memphis Police Department	<a href="mailto:Angela.smith@memphistn.gov">Angela.smith@memphistn.gov</a>
<b>Colleges/Universities</b>	Jennifer Mayberry	East Tennessee State University	<a href="mailto:mayberryj@etsu.edu">mayberryj@etsu.edu</a>

