



CJIS Support Center—TIBRS

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TIBRS Newsletter

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CrimeInsight Portal—New TIBRS Repository

The CJIS Support Center sent out a listserv message on October 31st instructing agencies to apply for access to the new TIBRS repository housed in the CrimeInsight Portal. **If you are an agency RAC who has not applied for access to the new repository, we urge you to do so now!** Once all RAC applications have been processed we will focus on processing Alt. RAC applications and other law enforcement personnel who are responsible for entering Use of Force, Non- force Arrest-Related Deaths, and Deaths in Custody information. Please be sure to type in your responses. **The application may either be signed manually or electronically. Please be advised, applications without a signature will not be accepted.** Once your application has been processed, an email confirmation will be sent to you by Steven Jancarek or Yeselin Melendrez giving you further instructions. Again, as mentioned earlier, we will be processing all agency RAC applications first. A TNCrimeonline class will be taught on November 8th that will include information about the new

TIBRS repository and changes to the Tncrimeonline data. Please refer to page 3 of this newsletter for additional information.

The CJIS Support Center wishes you a
Happy Thanksgiving!





Electronic Data Collection: Deaths in Custody DICRA

In addition to the new TIBRS repository, we will have a Deaths in Custody utility for agencies to use for reporting a death that occurred in a jail or prison. This new electronic utility will allow agencies to enter and update reports for Deaths in Custody. If you are the person responsible for reporting a death that occurred in your facility please fill out the application for access to the new CrimeInsight Portal.

Use of Force Utility Coming Soon:

The Use of Force utility will be available for agencies to use by the first of December. This utility will allow agencies to enter incidents that fall in the scope of the Arrest-Related Death Program. However, one important aspect of the Use of Force utility is to know whether an arrest-related death incident will need to be entered in the Use of Force utility or in the Non-Force Arrest Related Death utility. The Non-force Arrest Related Death utility will only be utilized when an officer is in pursuit of an arrest and the suspect dies from self-inflicted injury, suicide, intoxication, overdose, illness, or natural cause. Any other arrest related death circumstance, where the suspect died from use of force, should be entered in the Use of Force utility.

As an amenable reminder, your agency is responsible for reporting incidents that fall within the scope of the reporting criteria mentioned above regardless if the event is investigated by another agency, such as TBI. If you believe that you will be responsible for submitting such information to the CJIS Support Center, please fill out the application available online to get access to the CrimeInsight Portal.

ARD Follow Up Email

Some agencies have received a follow-up email from, Ms. Yeselin Melendrez, regarding the reporting of an Arrest Related Death (ARD) incident. If your agency has received a follow-up email concerning an ARD report, please be sure to respond to her email ASAP. **All Arrest-Related Death incidents that occurred from January- September 30, 2017, will be entered by Yeselin; therefore, it is important for your agency to verify and ensure that your agency submitted accurate data!** Any incident that occurred after September 30th will need to be entered, in the appropriate utility mentioned above, by the person responsible for submitting those reports to the CJIS Support Center. We encourage chiefs, sheriffs, detectives and other eligible law enforcement personnel to apply for access to the CrimeInsight Portal. The application can be retrieved here: <https://www.tn.gov/tbi/topic/tennessee-incident-based-reporting-system-tibrs>

Please contact, Yeselin if you have any questions concerning ARD incidents or if you have any questions about the utility that will be used to collect Arrest-Related Death information.



Year End Training Requirements ●

As it is quickly approaching the end of the year, your TIBRS Trainers would like to remind you to make sure that your TIBRS Certification is up to date. We have been calling and emailing all of the RACs and Alt. RACs who are in need of classes to complete their certification. If you are a new RAC or Alt. RAC and your agency uses TnCOP Software, you will have to take Introduction to Data Collection and TnCop Software by the end of the year to receive your TIBRS Certification. If you are a new RAC or Alt. RAC and your agency uses a vendor, then you will have to take Introduction to Data Collection and TIBRS Review by the end of the year to receive your TIBRS Certification. If you have already taken these classes and are looking to maintain your TIBRS Certification, the only class that you will need to take by the end of the year is TIBRS Review. Below is a list of the remaining classes that are still available before the end of the year. **ADDITIONAL CLASSES WILL NOT BE SCHEDULED!**

NOVEMBER		
Wednesday, November 8	TNCrimeOnline	TBI Computer Classroom
Tuesday, November 21	Introduction to Data Collection	Training Room 1
Wednesday, November 22	TnCOP Software	TBI Computer Classroom
Tuesday, November 28	TIBRS Review	Training Room 1 & 2
DECEMBER		
Wednesday, December 6	TIBRS Review	Training Room 2
Tuesday, December 12	Introduction to Data Collection	Training Room 1
Wednesday, December 13	TnCOP Software	TBI Computer Classroom
Tuesday, December 19	TIBRS Review	Training Room 1

All classes listed above will be held at the TBI Headquarters. Please be advised your agency will be decertified if do not comply with the TIBRS training requirements. Please contact Maggie Hueneke or Zack Frisbee (e-mail is preferred) if you are not sure which class you are required to take.

Please note the following when signing up for classes:

Your email should include: First and last name of attendee(s); Agency ORI number; The date(s) you wish to attend.

- **TIBRS Overview & Report Writing** classes do not count toward initial or recertification training requirements for Reporting Agency Coordinators (RACs) or Alternate RACs.
- **TnCOP Software** classes are for new users only due to limited seating.
- **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.





TIBRS Audit TIP

When two or more individuals are together, at the same time and the same place, and commit or assist in the commission of a crime or crimes, the subjects are *acting in concert*. They must be aware of, and consent to, the commission of the crime, or if non-consenting, their actions assist in the commission of the offense.

For example, two individuals are together in a vehicle. The officer performs a traffic stop and in the course of his investigation finds both individuals in possession of illegal narcotics. The officer charges both individuals with possession. Since these individuals were together, this would be reported to TIBRS as one incident, Drug/Narcotic Offense with two arrestees.

The same is true when two or more individuals commit a larceny, burglary, or other Group A offense. If they are together, commit the offense together, or aware of the other committing the offense, then it is one offense with multiple arrestees.

However, if it is a Group B offense, only one offense and only one set of arrestee data is reported. If the incident involves multiple offenders, report them as separate incidents.

Example: Five underage subjects, all drinking beer, are found by officers. The offense would be a Liquor Law Violation (Group B). In this situation, you would report five separate incidents to TIBRS, using five separate, unique incident numbers.

As always, if you have questions, please do not hesitate to contact your auditor or a member of the CJIS Support Staff.

Database Maintenance

If you have any changes at your agency that have an impact on **TIBRS**, please make sure to let us know as they happen! This includes changes in personnel, physical address, email address, telephone numbers or FAX numbers. For all changes, please contact Steven Jancarek at Steven.Jancarek@tn.gov or Yeselin Melendrez at Yeselin.Melendrez@tn.gov. We appreciate your timely notifications.



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<i>VACANT</i> <i>TIBRS Auditor, Middle Tennessee</i>	<i>(615) 744-4290</i>	
<i>Randall Hendrix</i> <i>TIBRS Auditor, West Tennessee</i>	<i>(731) 984-6677</i>	<i>Randall.G.Hendrix@tn.gov</i>

TIBRS East Tennessee Representative	TIBRS Middle Tennessee Representative	TIBRS West Tennessee Representative
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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

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 - Vacant (615) 744-4290 FAX (615) 744-4555 901 R.S. Gass Boulevard, Nashville, TN 37216 Email:			
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
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