

TIBRS Newsletter

What is a Clearance?

Reporting clearances in TIBRS is based upon the guidelines developed by the FBI. Group B incidents are only reported when an arrest is made, so they can only be cleared by *Arrest*. For TIBRS, a Group B incident is basically a form of an arrest report.

Group A Incidents may only be cleared by *Arrest* or by *Exceptional Clearance*. Only one of these two type clearances may be reported with each Group A Incident. One arrest or exceptional clearance will clear all offenses within the incident.

An exceptional clearance may only be reported if the following four conditions are all met: offender is known; his/her location is known; probable cause exists to support an arrest; and a reason beyond the control of law enforcement prevents an arrest. Specifically, those reasons are one of the following: death of the offender, prosecution declined, extradition denied (in custody of another jurisdiction), victim refused to cooperate or juvenile/no custody. More information about these exceptional clearance reasons may be found in the TIBRS Data Collection Manual, 12th ed. Page 9.

Per FBI guidelines for reporting clearances, “administrative closing” of a case at the agency level does not constitute a clearance in TIBRS. Also, recovery of property does not clear an incident for TIBRS purposes. An arrest or a valid exceptional clearance has to be reported to clear an incident

INSIDE THIS ISSUE:	
Crime in Tennessee Data Release and Verification	2
Publication Schedule	2
Reporting a Group B Arrest	3
Directions to TBI—GPS Issues	3
Managing the Audit Process	4
2016 Training Schedule	4
Training Tip	4
Staff List	5
TIBRS Regions & TIBRS Officers	6

Submitting a Classification Question

Now that all TIBRS Auditor positions have been filled, we are modifying our contact procedure for TIBRS classification questions. Beginning May 1, 2016, your first point of contact for all TIBRS classification-related questions (offenses, property, locations, etc.) will be your auditor. When sending in narratives for offense classification purposes, be sure to wait until you have all information available. Any supplemental narratives sent on a later date can completely alter the way that incidents are classified.

Once your auditor receives your question, she or he will confer with other members within the unit and send a response to your agency as soon as possible. Please allow sufficient time for your response as discussing your specific incident with other TIBRS staff member(s) can take some time. If your auditor is out of the office or otherwise currently unavailable, you may contact other members in our unit. Anytime this occurs, however, please copy your auditor on any emails that are exchanged to keep your auditor informed.

Data submission questions should be directed to Ashley Anderson. Contact information for all staff is on page 5 of this newsletter.

Crime in Tennessee Data Release and Verification

We are almost through with release of the annual crime data for 2015. We will begin the verification process for the first six months of 2016 data in July. We strongly encourage you to be vigilant about reviewing your data on a monthly basis. This is your data—TBI only houses it; releases to the media and public and reports it to the FBI for your agencies. All changes and updates must come from your agency. Any questions we receive from the media or public will be referred to your agency since you are considered the experts for your data.

We welcome suggestions on improving this process of review and verification. We realize it can be tedious but policy decisions are made based on the data reported by your agencies and all of us are responsible for ensuring the quality and accuracy of that data.

We will notify agencies via the TIBRS listserv when the Hate Crime Report is placed on the TBI SharePoint site since it will contain agency specific information. The last two reports for Domestic Violence and School Crime will be released to the media and public. We will send a TIBRS listserv email when those reports are re-leased.

2015 Publication Schedule

Date	<u>Tentative Deadline</u>
05/02/2016	2015 LEOKA and Domestic Violence reports released
05/23/2016	2015 School Crime and Hate Crime reports released
07/27/2016	2016 Six Month Data Review for Crime in Tennessee/Hate Crime/LEOKA for agencies to review

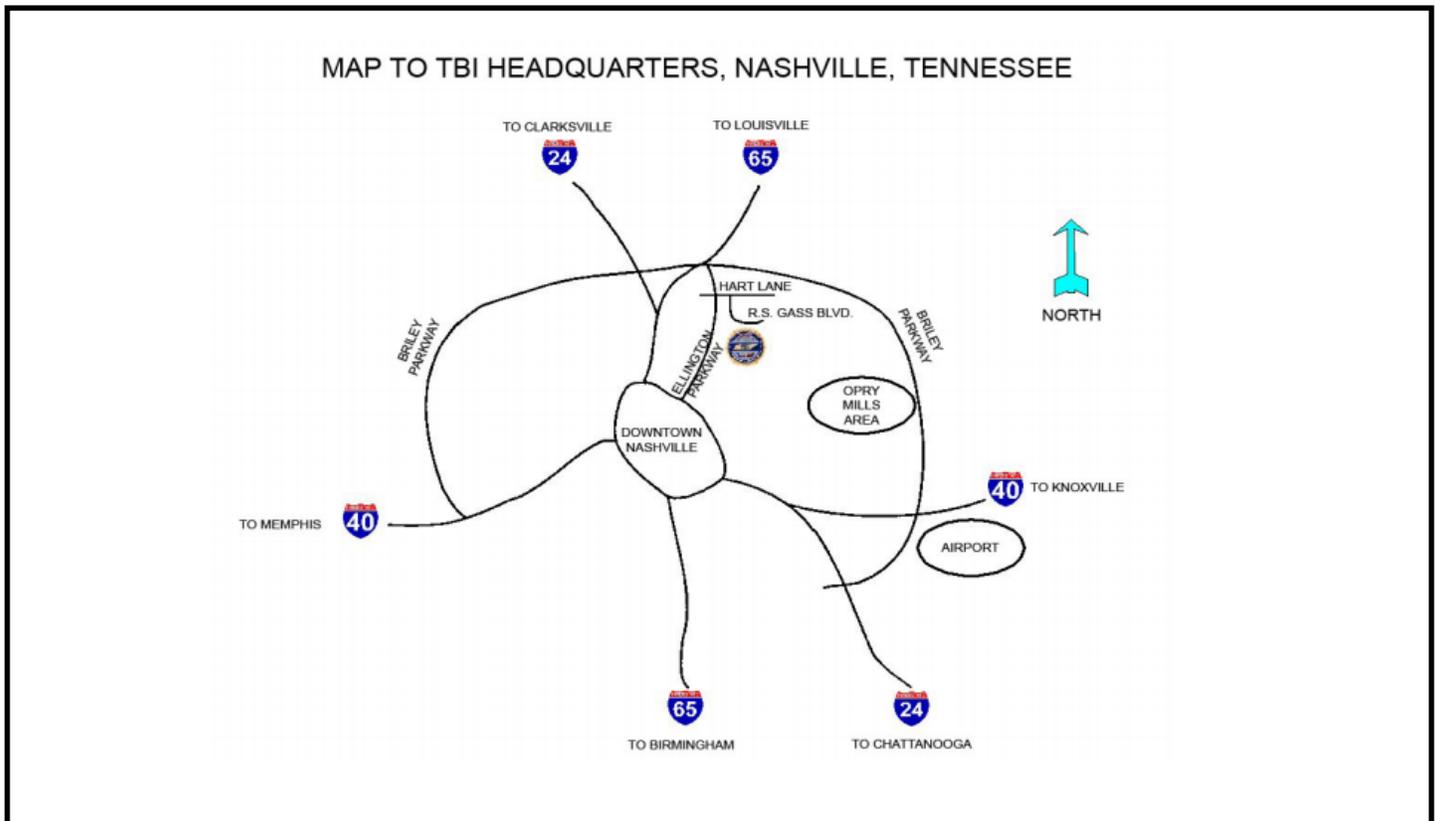
Reporting Group B Arrests

We have received several questions lately about when to report a Group B Incident. If an arrest or citation occurs for a reportable Group B offense type, it must be reported. If there is no arrest or citation, Group B incidents are not to be reported.

For example: A woman was acting belligerent in a parking lot. An officer responding to the scene talked to the woman and diffused the situation. The woman calmed down and was not arrested or cited. This incident does not meet the reporting guidelines for a Group B. If the woman was taken into custody or cited for Disorderly Conduct, reporting a Group B would be required.

Directions to TBI Headquarters

At this time, several mapping sites and GPS units show incorrect placement of the TBI Building located at 901 R.S. Gass Blvd. Nashville, TN 37216. You may, however, use the approximate address in your online search and/or GPS unit: Hart Ln., Nashville, TN 37216. When exiting from Ellington Parkway onto Ben Allen Road/Hart Lane, signs for the TBI are posted near the end of the ramps (the signs are dark brown with white letters). Follow these signs, then take the first right onto R.S. Gass Blvd. Follow the road around to the TBI facility (just a few hundred yards, on the right). Parking is available in front and to the left of the building.



Managing the Audit Process

Your auditor will advise you of the date and time of your review. You will also be asked to have specific information available for the auditor when they arrive. It is also very important that anytime a TIBRS Auditor comes to your agency, he or she has reasonable workspace accommodations. These accommodations include having a quiet area where the auditor will be uninterrupted, an appropriate desk and/or table, proper chairs, close proximity to an electrical outlet and access to restrooms. Please do not place the auditor in dispatch, break rooms, or areas where inmates or visitors are allowed. It is important that your agency fulfills these requirements in order to ensure an effective assessment. If you have any questions or concerns regarding this matter please contact Dale King at dale.king@tn.gov or 615-744-4026.

2016 TIBRS Training Schedule

Tuesday, May 17	Introduction to Data Collection	Civic Center, Sevierville
Wednesday, May 18	TIBRS Review	Civic Center, Sevierville
Thursday, May 19	TIBRS Overview & Report Writing	Civic Center, Sevierville
Tuesday, May 24	Introduction to Data Collection	TBI Classroom 1
Wednesday, May 25	TnCOP Software	TBI Computer Classroom
Wednesday, June 15	TIBRS Review	TBI Classroom 2
Tuesday, June 21	Introduction to Data Collection	TBI Classroom 2
Wednesday, June 22	TnCOP Software	TBI Computer Classroom
Tuesday, June 28	Introduction to Data Collection	Union University, Jackson
Wednesday, June 29	TIBRS Review	Union University, Jackson
Thursday, June 30	TIBRS Overview & Report Writing	Union University, Jackson

To sign up for a TIBRS class, please email Zack.Frisbee@tn.gov

Please include: first and last name of attendee(s), your agency's name and ORI number, and the date(s) you wish to attend.

Please note the following when signing up for classes:

TIBRS Overview & Report Writing classes do not count toward initial or recertification training requirements for Reporting Agency Coordinators (RACs) or Alternate RACs.

TNCrimeOnline (Entry or Advanced level) 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.

Training Tip

All agencies reporting offenses for Fraud need to be sure to report the Victim as the person or entity that suffered the immediate loss. For example, if an offender takes someone's wallet and debit card from his or her vehicle, then the Offense would be Theft from a Motor Vehicle (23F) and the Victim would be the owner of the wallet. However, if that same offender went to Wal-mart and purchased merchandise with the stolen debit card, the offense would be Credit Card/ATM Fraud (26B) and the Victim would be the business (Wal-mart).

The definition of Fraud is the intentional perversion of the truth for the purpose of inducing another person or another entity in reliance upon it to part with something of value or surrender a legal right. In the first example the Victim is the owner of the wallet and debit card, because the items were stolen from their rightful owner. In the second example the Victim is the business (Wal-mart) because the offender induced the entity (Wal-mart) to part with the merchandise.



CJIS Support Center NCIC/TIES & TIBRS STAFF



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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
For immediate TnCOP issues, call or send a text to 615-210-3726 (text messages are the preferred choice).**

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

Bedford	Jackson	Putnam	White
Cannon	Lincoln	Robertson	Williamson
Clay	Macon	Rutherford	Wilson
Coffee	Marion	Smith	
Davidson	Marshall	Sumner	
DeKalb	Mauzy	Trousdale	
Franklin	Montgomery	Van Buren	
Grundy	Moore	Warren	

East Tennessee - Debbie Lamb
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Anderson	Claiborne	Hamblen	Knox	Overton	Sequatchie
Bledsoe	Cocke	Hamilton	Loudon	Pickett	Sevier
Blount	Cumberland	Hancock	McMinn	Polk	Sullivan
Bradley	Fentress	Hawkins	Meigs	Rhea	Unicoi
Campbell	Grainger	Jefferson	Monroe	Roane	Union
Carter	Greene	Johnson	Morgan	Scott	Washington

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