

TIBRS Newsletter

Viewing 2015 Publications

The 2015 Crime in Tennessee reports will be posted on the TBI Sharepoint site prior to release to the public and media. Tentative posting and release dates for all reports are on page 2 of this newsletter.

You will need to use the same login credentials you use to access your data at TnCrimonline.com. An email will be sent to the TIBRS Listserv when the reports are available on the Sharepoint site. If you do not have a TnCrimeonline account or do not remember your password, please contact Steven Jancarek. Contact information is on the back page of this newsletter.

Agencies whose data will have a footnote in the Crime in Tennessee report have been notified. We strongly urge agencies whose data was not complete in the report to submit the data to TBI as soon as possible.

INSIDE THIS ISSUE:	
Crime in Tennessee Data Verification	2
Publication Schedule	2
LEOKA Reporting Clarification	3
Monthly Data Submissions	3
Training Class Information	4
2016 Training Schedule	4
Staff List	5
TIBRS Regions & TIBRS Officers	6

Welcome to Suzanne Wiggins

We would like to welcome Suzanne Wiggins to the CJIS Support Unit. She is originally from Bolivar, TN and graduated from the University of Tennessee at Knoxville with a B.S. in Management. Suzanne has two years of experience with the Department of Justice coordinating training for local law enforcement agencies throughout the United States. She will be the TIBRS auditor for the Middle Tennessee agencies. Suzanne can be contacted by email at Suzanne.Wiggins@tn.gov or phone at 615-744-4290.



Outdated Polices Pertaining to TIBRS Data Collection

Recently, an agency contacted us regarding their agency's policy in the reporting of vandalism offenses/incidents for TIBRS. Their policy states that vandalism is only reported if the value of property is \$100.00 or more. This was based on information obtained from what is now outdated information.

In 2009, we modified the way vandalism is reported for TIBRS. Introduction to Data Collection states **"Group A offenses must be reported to TIBRS when the crime is known to law enforcement."** Vandalism is a Group A offense, so it should be reported when known to law enforcement, regardless of the amount of property damaged.

Crime in Tennessee Data Verification Procedures

TBI is very appreciative of the hard work agencies demonstrate in keeping their TIBRS data current. The Tennessee program is regarded very highly on a national level and that is due in large part to the work done by the submitting agencies, colleges and universities.

TBI staff currently go through a data review and verification process twice a year of your agencies' data—in July for the first six months of the year and again in January for year end data. We provide a copy of that review to your agencies. We strongly recommend that you conduct your own review on a more frequent basis to ensure that the data TBI releases for your agency and the state is complete and accurate. The review can be done in multiple ways: running a monthly Group A incident list and Group B arrest list and comparing it to your system's data, looking at monthly data levels for both Group A and Group B by running those reports, reviewing the Agency Crime Summary report—also known as the Crime in Tennessee page to name a few. All of these reports are available at www.tncrimeonline.com at the law enforcement site. Even though we officially release data once a year, the statewide data comprised of all your agencies' data is utilized on a monthly basis throughout the year. It is very important that your data entry be current and any errors are corrected in a timely manner.

2015 Publication Schedule

Date	Tentative Deadline
04/06/2016	2015 Crime in Tennessee posted on SharePoint for agencies
04/13/2016	2015 Crime in Tennessee release
04/27/2016	2015 Hate Crime/LEOKA release
05/11/2016	2015 School Crime report release
06/08/2016	2015 Domestic Violence release
07/27/2016	2016 Six Month Data Review for Crime in Tennessee/Hate Crime/LEOKA for agencies to review

LEOKA Reporting Clarification from FBI

Law Enforcement Officers who meet the following criteria should be reported as LEOKA victims:

- Wear/carry a badge (ordinarily)
- Carry a firearm (ordinarily)
- Are duly sworn and have full arrest powers
- Member of a public governmental law enforcement agency and be paid from government funds set aside specifically for payment to sworn law enforcement
- Be acting in an official capacity, whether on or off duty, at the time of incident
- Deaths which are directly related to the injuries received during the incident

Exceptions to the above-listed criteria:

- Individuals who are killed or assaulted while serving as a law enforcement officer at the request of a law enforcement agency whose officers meet the current collection criteria
- Special circumstances will be reviewed by LEOKA staff on a case-by-case basis to determine inclusion
- Include military and civilian police and law enforcement officers of the Department of Defense (DoD), while performing a law enforcement function/duty, who are not in a combat or deployed (sent outside of the United States for a specific military support role mission) status. This includes DoD police and law enforcement officers who perform policing and criminal investigative functions while stationed (not deployed) on overseas bases, just as if they were based in the United States.

Deaths resulting from the following are **not** included in the LEOKA program's statistics:

- Natural causes such as heart attack, stroke, aneurysm , etc.
- On duty but death is attributed to personal situations such as lover's quarrel/triangle, neighbor conflict, etc.
- Suicide

Following are examples of job positions **not** included in LEOKA statistics:

- Corrections/correctional officers
- Bailiffs
- Parole/probation officers
- Federal judges

Monthly Data Submissions—Vendor Agencies Only

Please remember your monthly agency files are due to TBI no later than the 10th of each month. If possible, please submit the files as close to the first of the month as possible. Earlier submission allows time for possible issues that might prevent your file from successfully processing to be resolved before the monthly deadline. Monthly files should be submitted at the TBI website by following the steps below.

Access the TBI website at :tn.gov/tbi

Scroll down to the bottom of the home page under helpful links and click Law Enforcement Resources

Click: TIBRS >TIBRS Monthly Statistical Submission

Please check to ensure the “Agency ORI”, “Month to Submit”, and “Last Digit of current year” are all correct in the submission page fields. Browse for the file to submit.

The file name should be formatted as follows: ORI.X.year.day of year For example, TN0320100.X.2016.45

The sequential day of year should be the last part of the filename. There should be no extension (.txt, .doc, .csv).

For agencies using TNCOP—TBI staff generate your monthly file on the 1st or 2nd day of each month for the previous month. Any data entered beginning on the first day of the calendar month will not be included in the TBI generated file until the next month. For example if you enter data on April 1st in TnCOP, that data will be included in the file generated on May 1st for the April data entries.

2016 TIBRS Training Schedule

Wednesday, April 6	TIBRS Review	Harrell Theatre, Collierville
Thursday, April 7	TIBRS Overview & Report Writing	Harrell Theatre, Collierville
Monday, April 11	Introduction to Data Collection	TBI Classroom 1
Tuesday, April 12	TnCOP Software	TBI Computer Classroom
Tuesday, April 19	TIBRS Review	TBI Classroom 1
Thursday, April 21	TIBRS Overview & Report Writing	TBI Classroom 1
Thursday, April 28	TNCrimeOnline (0900 to 1200)	TBI Computer Classroom
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.

Due to limited seating, TnCOP Software classes are for new users only.



CJIS Support Center NCIC/TIES & TIBRS STAFF



Tennessee Bureau of Investigation
CJIS Support Center
901 R.S. Gass Blvd.
Nashville, TN 37216-2639
FAX 615-744-4555

CJIS DIRECTOR		
Jackie Vandercook	(615) 744-4014	Jackie.Vandercook@tn.gov
Dale King	(615) 744-4026	Dale.King@tn.gov
Steven Jancarek (TIBRS) STATISTICAL ANALYST	(615) 744-4024	Steven.Jancarek@tn.gov
VACANT (TIBRS) STATISTICAL ANALYST		
VACANT (TIBRS) STATISTICAL ANALYST		
Ashley Anderson (TIBRS) QUALITY CONTROL	(615) 744-4030	Ashley.Anderson@tn.gov
Elaine Bomar (TIES/NCIC) TRAINING	(615) 744-4043	Elaine.Bomar@tn.gov
Zack Frisbee (TIBRS) TRAINING	(615) 744-4214	Zack.Frisbee@tn.gov
Karissa Garrison (TIES/NCIC) TRAINING	(615) 744-4018	Karissa.Garrison@tn.gov
Margaret Goins (TIES/NCIC) AUDITING	(865) 549-7856	Margaret.M.Goins@tn.gov
Debbie Lamb (TIBRS) AUDITING	(865) 549-7853	Debbie.Lamb@tn.gov
Carletta Scott (TIES/NCIC) AUDITING	(731) 984-6699	Carletta.Scott@tn.gov
Terra Rosado (TIBRS) AUDITING	(731) 984-6677	Terra.Rosado@tn.gov
Suzanne Wiggins (TIBRS) AUDITING	(615) 744-4290	Suzanne.Wiggins@tn.gov

East Tennessee TIBRS	Region 2 (East/Middle) TIES	Middle Tennessee TIBRS	Region 1 (Middle/West) TIES	West Tennessee TIBRS
Debbie Lamb 1791 Neals Commerce Lane Knoxville, TN 37914 (865) 549-7853 FAX: (865) 549-7811 Debbie.Lamb@tn.gov	Margaret Goins 1791 Neals Commerce Lane Knoxville, TN 37914 (865) 549-7856 FAX: (865) 549-7811 Margaret.M.Goins@n.gov	Suzanne Wiggins 901 R.S. Gass Blvd. Nashville, TN 37216 (615) 744-4290 FAX: (615) 744-4555 Suzanne.Wiggins@tn.gov	Carletta Scott 121 Executive Drive Jackson, TN 38305 (731) 984-6699 FAX: (731) 668-9769 Carletta.Scott@tn.gov	Terra Rosado 121 Executive Drive Jackson, TN 38305 (731) 984-6677 FAX: (731) 668-9769 Terra.Rosado@tn.gov

**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).**

West Tennessee - Terra Rosado
(731) 984-6677 FAX (731) 668-9769
121 Executive Park Drive, Jackson, TN 38305

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

Middle Tennessee - Suzanne Wiggins
(615) 744-4290 FAX (615) 744-4555
901 R.S. Gass Boulevard, Nashville, TN 37216

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
(865) 549-7853 Fax (865) 549-7811
1791 Neals Commerce Lane, Knoxville, TN 37914

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

TIBRS User Group Officers			
President	Patrick Twele	Memphis Police Department	patrick.twele@memphistn.gov
Vice President	Sharon Case	Kimball Police Department	scase@townofkimball.com
Secretary/Treasurer	Michelle Denning	Sumner County Sheriff's Office	mdenning@sumnersheriff.com
East Representative	Donna Patty	Knoxville Police Department	dpatty@cityofknoxville.org
Middle East Representative	Billy Mason	Jasper Police Department	billymason@jasperpolice.com
Middle West Representative	Kathy Ryan	Lawrenceburg Police Department	k.ryan@lawrenceburgpolice.org
West Representative	Amy Simcox	Memphis Police Department	amy.simcox@memphistn.gov
Colleges/Universities	Lisa Morris	Volunteer State Community College	lisa.morris@volstate.edu