



# CJIS Support Center—TIBRS

August 2017 | Volume 22, Issue 8



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### ATTENTION

Two TNCRIMEONLINE classes have been added to the Training Schedule on page 4 .

## 2017 TIBRS Conference

The 2017 TIBRS Conference will return to the Music Road Inn and Convention Center in Pigeon Forge, TN. The conference dates are September 11th through the 13th. All persons planning to attend the conference are asked to complete registration prior to the conference. A packet containing complete conference registration and hotel reservation information was sent via listserv message during June. The packet contained information on registration. You can register at <http://tibrsconf.tbi.tn.gov/>.

**Hotel Information:** The reservation information for the Music Road Hotel and Inn is below. You can logon to their website to make reservations. The maximum number of nights you can stay at the conference rate of \$95 is four nights. That time period is blocked in the reservation calendar on the website. Please be aware that if you wish to stay longer than four nights, the room rate will be at the normal higher rate. The preferred method to make reservations is on the website. Please click on the following link to make reservations: [www.musicroadresort.com](http://www.musicroadresort.com). Select the Make a Reservation option, then click the GROUP LOGIN in the center of the page. The Group Code is 7151.

## Conference Update

The TIBRS User Group Officers held a planning meeting recently to discuss plans for the upcoming conference. One of the activities that will occur is a “meet and greet” on Monday evening, September 12th from 5:00 to 7:00—Sponsored by the TIBRS User Group.

Also, the theme for this year’s conference will be the reporting of Fraud. A lot of agencies struggle with Fraud and for that reason, the CJIS Support Center will add some clarity by focusing on various types of Fraud. **Hope to see everyone there for the 21st Annual TIBRS Conference!**



## Deaths in custody and Arrest Related Death (ARD) Incidents

Some confusion still exists among agencies with differentiating Deaths in Custody and Arrest Related Death Incidents. Please note the following:

Incidents that meet the **Deaths in Custody Reporting** criteria include deaths of ALL persons...

- ⇒ Confined in your correctional facilities, whether housed under your jurisdiction or that of another state
- ⇒ Under your jurisdiction but housed in private correctional facilities, whether located in or out of state
- ⇒ Under your jurisdiction but in special facilities (e.g. medical/treatment/release centers/halfway houses, police/court lockups, or work farms)
- ⇒ In transit to or from your facilities while under supervision

**\*\*Deaths in Custody are outside the scope of the Arrest Related Death program and TIBRS program.\*\***

Incidents that meet the **Arrest Related Death (ARD) Program** include:

- ⇒ Those killed in the process of an arrest or under the restraint of law enforcement officers
- ⇒ Individuals who die while attempting to elude police during the course of apprehension
- ⇒ Those killed by any use of force by law enforcement officers as well as those deaths whose deaths are not directly related to either police action or negligence, such as deaths attributed to suicide, accidental injury, illness, intoxication, or natural causes

**Please note: The ARD Program was initiated in order to comply with requirements set forth in the Deaths In Custody Reporting Act (DICRA)**

Your agency will be required to submit a preliminary ARD report within 30 days of the occurrence. Yeselin Melendrez will follow up with your agency, toward the end of the year, to obtain any additional information that your agency may have not had at the time of the initial report submission.

The ARD form and the Deaths in Custody form can be found here: <https://www.tn.gov/tbi/topic/tennessee-incident-based-reporting-system-tibrs>. All forms must be completed and submitted to Yeselin Melendrez by email [Yeselin.Melendrez@tn.gov](mailto:Yeselin.Melendrez@tn.gov) or by fax 615-744-4555. If you have any questions concerning Deaths in Custody or ARD Incidents please contact Yeselin by phone at 615 -744-4136 or by email.



## Six Month Data Review

The CJIS Support Center completed the 2017 TIBRS mid-year data review. All TIBRS contributing agencies should have received their data review page(s) in the mail. Please review your data and correct any issues that are noted and verify that all your agency’s data from January 1, 2017—June 30, 2017 has been entered. Some agencies received additional pages regarding LEOKA or bias motivated incidents that were reported. Please pay close attention to the bias motivated crime reported as “unknown” and fix any LEOKA incidents with unknown demographics.

We request that each agency administrator email Dale.King@tn.gov or Steven.Jancarek@tn.gov to verify that all information has been reviewed and/or corrected.

## TIBRS AUDIT TIP

When a purse, handbag, book bag, suitcase, or wallet is stolen, the correct property category is Purses/Handbags/Wallets. But what about the contents of the purse? The wallet? The book bag? For example, a book bag may contain books, calculators, cell phone, school ID, car keys, wallet, etc. A wallet may contain driver’s license, Social Security card, and debit card. A purse may contain a wallet, driver’s license, Social Security card, debit or credit cards, cash/change, make-up, Kindle, and car keys.

When one of these items is stolen, all the property is to be entered using the most appropriate category that the items would be described in. Here’s an example using the items listed above:

**Property**

Books  
 Calculator and Kindle  
 Driver’s license, school ID and Social Security  
 Cards  
 Credit/Debit Cards  
 Make-up  
 Cash  
 Cell Phone

**Category**

Textbooks  
 Computers/Hardware/Software  
 Identity Documents  
 Credit/Debit Cards  
 Consumable Goods  
 Vehicle Parts/Accessories  
 Money  
 Portable Electronic Communications

These are just examples of items that may be in a purse, wallet, book bag, or suitcase. There may be more items in them. Just remember that all the contents are to be reported; that the category of Purses/Handbags/Wallets does not include the contents.

As always, if you have questions about the category of property, consult the TIBRS Manual 13<sup>th</sup> edition. If you still have questions about which category would be most descriptive, call or email your TIBRS auditor.



## 2017 TRAINING SCHEDULE

AUGUST		
Tuesday, August 8	Introduction to Data Collection	Union University, Jackson
Wednesday, August 9	TIBRS Review	Union University, Jackson
Thursday, August 10	Overview and Report Writing	Union University, Jackson
Tuesday, August 15	N-DEx	TBI Computer Classroom
Tuesday, August 22	Introduction to Data Collection	Training Room 2
Wednesday, August 23	TnCOP Software	TBI Computer Classroom
Tuesday, August 29	TIBRS Review	Training Room 1
SEPTEMBER		
Tuesday, September 5	Introduction to Data Collection	Training Room 3
Wednesday, September 6	TnCOP Software	TBI Computer Classroom
Tuesday, September 26	Introduction to Data Collection	Roane State, Harriman
Wednesday, September 27	TIBRS Review	Roane State, Harriman
Thursday, September 28	Overview and Report Writing	Roane State, Harriman
OCTOBER		
Tuesday, October 10	N-DEx	TBI Computer Classroom
Wednesday, October 11	TNCrimeOnline	TBI Computer Classroom
Tuesday, October 17	TIBRS Review	Training Room 1
NOVEMBER		
Wednesday, November 8	TNCrimeOnline	TBI Computer Classroom
Wednesday, November 28	TIBRS Review	Training Room 1 & 2

To sign up for a TIBRS class please contact [Zack.Frisbee@tn.gov](mailto:Zack.Frisbee@tn.gov). Your email should include: First and last name of attendee(s); Agency ORI number; The date(s) you wish to attend. The training schedule is on the next page.

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** 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.

**TnCOP Software** classes are for new users only due to limited seating.



Training Slides of the Month





Training Slides of the Month

 **TIBRS TRAINING TIPS**

**EXPUNGEMENTS AND TIBRS**

Please do not use names such as John Doe, John Smith, Jane Doe, Jane Smith, etc. because they are names of actual persons and may cause confusion for those searching the CRMS.

In addition to editing the name, make sure to edit *all* segments that include the arrestee's personal identifiers (SSN, DL number, etc.), including the narrative.

 **TIBRS TRAINING TIPS**

**EXPUNGEMENTS AND TIBRS**

*DO NOT EDIT THE ARREST STATUS. IT SHOULD REMAIN "ARRESTED: YES."*

*DO NOT EDIT THE DATE OF BIRTH. IT IS NOT UNIQUE TO THAT PERSON - MANY PEOPLE SHARE THE SAME DOB.*

*DO NOT EDIT DESCRIPTORS SUCH AS EYE COLOR, HAIR COLOR, HEIGHT, WEIGHT, ETC.*

*FOR EDITING SCARS, MARKS AND TATTOOS, USE YOUR BEST JUDGMENT.*

***THE ENTIRE INCIDENT SHOULD NEVER BE DELETED FROM TIBRS!***

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## Training Slides of the Month

 **TIBRS TRAINING TIPS**

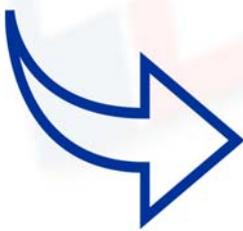
**EXPUNGEMENTS AND TIBRS**

CONDITIONAL EXPUNGEMENTS IN MULTIPLE-OFFENSE INCIDENTS

SCENARIO:

Robert Miller was arrested for using brass knuckles to strike another man.

It was reported to TIBRS as one incident containing two offenses (Aggravated Assault and a Weapon Law Violation). Miller was convicted. One year later, the court decided to expunge the weapons charge, but left the assault conviction intact.



 **TIBRS TRAINING TIPS**

**EXPUNGEMENTS AND TIBRS**

PROCEDURES FOR TIBRS

*DELETE* the Weapon Law Violation offense from the original incident. Once that offense is deleted, do not change anything in the remaining Aggravated Assault offense/incident. The Aggravated Assault offense was not included in the Order of Expungement, so there is no requirement to delete the name or any personal identifiers.

*RE-ENTER* the Weapon Law Violation using a new incident number that is unique (so that it cannot be “connected” to the Aggravated Assault incident). When re-entering the Weapon Law Violation, *DO NOT* include any personal identifiers pertaining to the offender (use the guidelines listed above).

Tennessee Bureau of Investigation  
CBS Support Center  
05/15/2014 - DJK

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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](mailto: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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 1791 Neals Commerce Lane, Knoxville, TN 37914  
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Anderson	Claiborne	Hamblen	Knox	Overton	Sequatchie
Bledsoe	Cocke	Hamilton	Loudon	Pickett	Sevier
Blount	Cumberland	Hancock	Marion 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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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	

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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

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