



CJIS SUPPORT CENTER –TIBRS

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TN ARREST-RELATED DEATH PROGRAM

All law enforcement administrators were mailed a letter from TBI Director Mark Gwyn about the requirement of reporting arrest and custody deaths. This is a federal and state reporting requirement. Failure to collect this data would cause the state to lose a percentage of its federal criminal justice grant awards. TBI will begin collecting the information utilizing Adobe PDF forms on **January 1, 2017**.

The forms are posted on the TBI website. Eventually, these data collections will be electronic once the new system is in place. The TBI point of contact is Yeselin Melendrez. You can contact her by phone (615) 744-4136 or by email at Yeselin.melendrez@tn.gov. We ask that all law enforcement agencies proactively submit these reports when events happen but TBI will monitor open source systems for any occurrences to ensure all events are reported.

TIBRS Newsletter

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HAPPY NEW YEAR FROM THE TRAINING STAFF!

We would like to thank you for completing your 2016 training on time. We appreciate everyone's hard work and dedication to their jobs. This system does not work unless everyone puts in the effort. The number of decertified agencies has fallen drastically and we would like to continue this trend. Have a great New Year!

2017 INCIDENT SUBMISSION PROCESS

Since we are preparing for year-end publications, we want to ensure everyone understands the data submission process. If you use a commercial vendor, your file must be created and submitted to TIBRS no later than the 10th of the month. Your file should only contain data that was entered, edited, modified or deleted during the previous month. For example, your January, 2017 submission is created using the time frame of 12/1-12/31, 2016. It must be received by TBI no later than the **10th of January**.

Note: There are no mechanisms that will automatically send your TIBRS DATA submissions to TBI.





2017 PUBLICATION SCHEDULE AND DATA DEADLINES

Please note that preliminary data submissions are due **January 10, 2017**. The yearly data review will be sent to each law enforcement agency at the end of January. All of the tentative publication and data deadlines for 2017 can be found below.

Date	Tentative Deadline
01/10/2017	Preliminary 2016 Data Submissions due
01/20/2017	Preliminary 2016 Crime on Campus data sent to Colleges/ Universities for review
1/27/2017	Preliminary 2016 Crime in Tennessee/Hate Crime/LEOKA data sent to agencies for review
02/10/2017	Final 2016 Crime on Campus data submissions due from colleges/ universities
03/08/2017	2016 Crime on Campus posted on SharePoint for colleges/ universities
03/10/2017	Final 2016 Crime in Tennessee/Hate Crime/LEOKA data submis- sions due
03/15/2017	2016 Crime on Campus release
04/06/2017	2016 Crime in Tennessee posted on SharePoint for agencies
04/13/2017	2016 Crime in Tennessee release
04/27/2017	2016 Hate Crime/LEOKA release
05/11/2017	2016 School Crime report release
05/30/2017	2016 Domestic Violence release
07/27/2017	2016 Six Month Data Review for Crime in Tennessee/Hate Crime/ LEOKA for agencies to review



TIBRS REPORTING

TIBRS MONTHLY SUBMISSION

After the 10th of each month, the auditors review levels to determine if an agency's Group A or Group B (or both) is low, or if there was no data submitted. If the report shows your data is low or there was no submission, we will contact the RAC to determine the reason for the decrease or no submission. Sometimes we are told that crime is down, but the more common reason is data entry is behind. We understand vacations, illness, family emergencies, etc. We have also encountered agencies that have made submissions; however, there was an issue with the file that was unknown to the RAC.

In this case, our phone call alerted the RAC to a problem which they were able to correct. We are also told that entries are up-to-date; however, most of the reports were entered after the first of the month.

Please remember that any report entered after the first of the month, will not show up until the next month's submission. For example: If an incident occurred in November, but it is entered on December 3rd, it will be submitted with the December submission in January.

Monthly submissions are due by the 10th of the month, but any report entered after the 1st of the month will not show up until the next month.

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



2017 TRAINING SCHEDULE

Wednesday, January 4	Introduction to Data Collection	Training Room 1
Thursday, January 5	TnCOP Software	TBI Computer Classroom
Thursday, January 26	TIBRS Review	TBI Computer Classroom
Wednesday, February 1	TnCrimeOnline	TBI Computer Classroom
Tuesday, February 8	N-DEx	TBI Computer Classroom
Wednesday, February 15	TIBRS Review	Training Room 1
Tuesday, February 21	Introduction to Data Collection	Training Room 3
Wednesday, February 22	TnCOP Software	TBI Computer Classroom
Thursday, February 23	Overview and Report Writing	Training Room 1
Tuesday, February 28	Introduction to Data Collection	Harrell Theatre, Collierville
Wednesday, March 1	TIBRS Review	Harrell Theatre, Collierville
Thursday, March 2	Overview and Report Writing	Harrell Theatre, Collierville
Tuesday, March 21	TIBRS Review	TBI Computer Classroom
Tuesday, March 28	Introduction to Data Collection	TBI Computer Classroom
Wednesday, March 29	TnCOP Software	TBI Computer Classroom
Tuesday, April 4	Introduction to Data Collection	Sevierville Civic Center
Wednesday, April 5	TIBRS Review	Sevierville Civic Center
Thursday, April 6	Overview and Report Writing	Sevierville Civic Center
Tuesday, April 18	TIBRS Review	Training Room 3
Tuesday, May 9	Introduction to Data Collection	Union University, Jackson
Wednesday, May 10	TIBRS Review	Union University, Jackson
Thursday, May 11	Overview and Report Writing	Union University, Jackson
Wednesday, May 24	N-DEx	TBI Computer Classroom
Thursday, May 25	TnCrimeOnline	TBI Computer Classroom
Wednesday, May 31	TIBRS Review	Training Room 3
Wednesday, June 7	Introduction to Data Collection	Training Room 2
Thursday, June 8	TnCOP Software	TBI Computer Classroom
Tuesday, June 20	Introduction to Data Collection	Roane State, Harriman
Wednesday, June 21	TIBRS Review	Roane State, Harriman
Thursday, June 22	Overview and Report Writing	Roane State, Harriman

TO SIGN UP FOR A TIBRS CLASS PLEASE EMAIL ZACK.FRISBEE@TN.GOV OR KARRISA.GARRISON@TN.GOV

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



REPORTING TIPS

TRAINING TIP: OFFICER INVOLVED SHOOTING INCIDENTS

When reporting an officer involved shooting with a justifiable homicide, you will be reporting multiple TIBRS incidents from one police report.

Example: During an argument, a man struck his spouse with an open hand, causing redness and swelling (minor injuries). An officer responded to the scene. When the officer arrived, the victim told him what happened. At that point, the offender threatened the officer, walking toward him with a knife. The officer repeatedly told the offender to drop the knife, but the man refused to comply and continued to approach the officer. Fearing for his life and the lives of others present, the officer fired three times, killing the offender.

How is this reported to TIBRS?

Even though all of the information in the example would be included on one police report, you would actually have three separate incidents for TIBRS:

Incident #1: Simple Assault (Personal Weapons, Minor Injury, Domestic Related).

- The offender is the man who committed the assault.
- The victim is the spouse.

Incident #2: Aggravated Assault (Knife/Cutting Instrument, No Injuries)

- The offender is the man who threatened the officer with the knife.
- The victim is the officer.
- LEOKA Segment entry is required and
- Officer Involved Shooting (OIS) is required.

Incident #3: Justifiable Homicide Note: this is not counted as a crime.

- The offender in a justifiable homicide is going to be the officer or citizen that kills the other party.
- The victim in a justifiable homicide is going to be the person that was killed (perpetrator in the predicate offense).
- LEOKA entry is not required – it is reported in the predicate incident (Aggravated Assault).
- OIS entry is not required – it is reported in the predicate incident (Aggravated Assault).

As of January 1, 2017, the Arrest—Related Death (ARD) form must be submitted. The ARD form can be retrieved from the TBI website — please refer to page 1.



REPORTING TIPS

CLASSIFYING AMMUNITION

For TIBRS, the definition of “Explosives” is a device that explodes or causes an explosion. It includes ammunition, bombs, Molotov Cocktails, fireworks, etc; however, many agencies are still misclassifying ammunition as “Firearm Accessories.” In order to eliminate confusion, we have edited the name from “Explosives” to “Explosives/Ammunition”. This should add clarification that all live ammunition should be classified as “Explosives/Ammunition.”

Correspondingly, we have updated pages 27 and 29 in the 13th Edition Data Collection manual. Please visit the TIBRS website in order to view the manual with the most recent changes. As always, here in the TIBRS division, we are working daily to improve data quality and provide better clarification. If you have any questions, please let us know.

TIBRS TRAINING SLIDE OF THE MONTH

Some agencies are still having a problem determining what is reported by their jurisdiction. The rule of thumb is, if it happens in your jurisdiction it is yours to report.

JURISDICTIONAL REPORTING GUIDELINES

**Municipal police agencies report
incidents within their city jurisdiction.
*(If it happens in the city, the city reports it)***

**County law enforcement agencies
report incidents which take place in
the county outside the city’s jurisdiction.
*(If it happens in the county, the county reports it)***





**CJIS SUPPORT CENTER
TIBRS STAFF**

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 FAX 615-744-4555



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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).

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	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

Middle Tennessee - Suzanne Wiggins			
(615) 744-4290 FAX (615) 744-4555			
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Email: Suzanne.Wiggins@tn.gov			
Bedford	Grundy	Putnam	White
Cannon	Jackson	Robertson	Williamson
Cheatham	Lincoln	Rutherford	Wilson
Clay	Macon	Smith	
Coffee	Marshall	Sumner	
Davidson	Mauy	Trousdale	
DeKalb	Moore	Van Buren	
Franklin	Morristown PD	Warren	

West Tennessee - Randall Hendrix			
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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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