



# Crime Statistics Newsletter

VOLUME 16, ISSUE 2

MAY 2012

## SPECIAL POINTS OF INTEREST:

- 10th Edition of Data Collection manual released
- New Repository for collecting TIBRS data
- Jurisdictional Guidelines

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## Data Collection Manual, 10th Ed.

The Crime Statistics Unit released the 10th Edition of the TIBRS Data Collection Manual at the beginning of May 2012. Copies of the updated Data Collection Manual were mailed to all TIBRS reporting entities across the state of Tennessee.

Included in the new edition are updated property categories and location codes along with various edits that, we hope, make the manual both user friendly and easy to follow.

An electronic version of the new TIBRS Data Collection Manual is available on the Law Enforcement Only portion of the [www.tbi.tn.gov](http://www.tbi.tn.gov) website.

## TIBRS DATA COLLECTION

AN INSTRUCTIONAL MANUAL  
FOR THE IMPLEMENTATION OF THE  
TENNESSEE INCIDENT BASED  
REPORTING SYSTEM



PREPARED BY:  
TENNESSEE BUREAU OF INVESTIGATION  
CRIME STATISTICS UNIT

10<sup>th</sup> EDITION  
MARCH 2012

## Update of FBI Rape Definition

The FBI has changed the way Rape offenses are defined. The new definition allows for same sex rape and removes the word "forcible" from the Summary definition. Per the

new definition, Rape now includes the offenses of Forcible Sodomy, Forcible Rape, and Sexual Assault with an Object. This effectively collapses three sexual assault offenses into

one. This change has little effect on NIBRS reporting states such as Tennessee. Rather, it has a greater effect on the *Summary Reporting program*.

*New repository system changes should go into effect on August 1, 2012 for the files that will be generated and processed beginning September 1, 2012.*

**2012 TIBRS Conference Location (pictured to right): Music Road Hotel and Convention Center in Pigeon Forge, TN**

# NEW REPOSITORY



We will be moving to a new system for processing your TIBRS data this summer which will include an additional data element and new data values. The system should be operational sometime in August and we will begin internal testing by the end of May.

Some changes to your submissions and data collection will occur. These changes should go into effect with your systems on August 1, 2012 for the files that will be generated and processed beginning September 1, 2012. The changes include the implementation of some FBI items including the new property and location codes that have been discussed in TIBRS training sessions this year as well as the capture of the cargo theft indicator. Other changes are from TBI and deal primarily with edits for things such as invalid victim to offender relationships for incest and statutory rape, and requiring a weapon or injury for an aggravated assault offense.

We will also accept Group B arrests edits/submissions for arrests older than 2011 which will allow the removal of arrestee names for expunged records. Beginning with the August file submission in September, agencies may re-submit these arrests in order to edit or remove arrestee names. With the new system, the re-submission of Group B Arrests will no longer generate an error while our current system does.

Notice of the summarized repository changes was given to all agencies utilizing vendors as well as the actual vendors a few weeks ago. The changes also were sent to the vendor who handles the TnCOP software.

Additional changes are expected in early 2013. We will discuss these at the upcoming TIBRS Conference in September as well as provide notice to vendors in late summer. Please contact Jackie Vandercook if you have any questions regarding the new repository.

## 2012 TIBRS Conference



The annual TIBRS Conference is fast approaching. This year's conference will be held September 17th through 19th at the Music Road Hotel and Convention Center in Pigeon Forge, TN.

The CSU will begin sending conference registration materials in June.

# 2011 PUBLICATION UPDATE

The Crime Statistics Unit has released several annual publications over the past three months. Utilizing TIBRS data, several reports are generated yearly for publication by the TBI. These reports reflect the TIBRS crime data collected for the calendar year and are available to the public in electronic PDF format via the [www.tbi.tn.gov](http://www.tbi.tn.gov)

website. The following 2011 publications have been released and are currently available on the web: Crime on Campus, Crime in Tennessee, Hate Crime/LEOKA, and School Crime.

Please note that Adobe Reader 6.0 or above is required to open published PDF documents on the CSU's website.



## Auditor's Corner

The regional LEIC's utilize the *Auditor's Corner* to share general information as well as specific issues directly related to audits with Tennessee law enforcement agencies.

### Quality Control Reports

Following an audit, agencies should thoroughly review the Quality Control report provided by your LEIC. This report details audit findings as well as instructions on how to rectify identified errors.

All agencies are required to submit a written response to the TBI following an audit. Instructions detailing what should be included in the

written response as well as the due date are included at the bottom of the Quality Control Report .

Should you have any questions concerning your agency's audit such as findings, correcting errors, or submitting written responses please do not hesitate to contact your regional LEIC. (Please refer to contact list on last page of the newsletter).



### Quality Control Issues

Auditors have found that, though covered frequently in TIBRS training classes, incorrect property categories are being used when reporting damage to a vehicle.

For example when damage to a vehicle (broken windows, slashed tires, etc.) are reported in an incident, the **correct** property category would be the appropriate Vehicle Type (Automobiles, Buses, Other Motor Vehicles, Recreational Vehicles, or Trucks). The **incorrect** property category is Vehicle Parts/Accessories.

*Please contact your regional LEIC with any questions concerning your agency's audit.*

# TIBRS Jurisdictional Reporting Guidelines

## **BASIC GUIDELINES:**

Municipal police agencies report incidents within their city jurisdiction.

County law enforcement agencies report incidents which take place in the county outside the city's jurisdiction.

State police agencies report incidents in which they have original jurisdiction only. (Public Corruption, Official Misconduct, Organized Crime, Fugitives, etc.)

If a federal agency is working with a local or county agency, the agency with the most local jurisdiction will report the incident.

*Example:* Metro Nashville Police Department investigated an assault that occurred on Belmont University's campus.

Two weeks later, Metro PD arrested the offender. Belmont is responsible for reporting the incident and the arrest to TIBRS because *that is the jurisdiction in which the assault occurred*. Metro PD has nothing to report to TIBRS in this example.

## **OVERLAPPING JURISDICTIONS:**

In situations involving overlapping jurisdictions (i.e. cities within counties, but not to include any college or university campus) we allow limited agency discretion in the reporting of certain incidents.

We will only allow this discretion if the agencies involved have an agreement in place as to who will report the incident to TIBRS when these situations occur. This will reduce the risk of both (or neither) agencies reporting the incident.

**THIS ONLY APPLIES TO INCIDENTS CONTAINING THE FOLLOWING GROUP A OFFENSES: Drug/Narcotic Violations, Drug Equipment Violations and Stolen Property Offenses. It applies to ALL Group B offenses**

## **SCHOOL RESOURCE OFFICERS:**

We prefer that all incidents in that environment, *regardless of the offense type*, be reported by the SRO's agency.

(Usually the county, but not in all cases)

*With the exception of outlying streets (please see diagram on next page), discretionary reporting for overlapping jurisdictions does not apply to colleges and universities, because they report under a different statute which does not allow it. If a reportable crime occurs on the campus, the college/university must report it to TIBRS.*

## **CRIMES THAT OCCUR ON CAMPUS, BUT ARE REPORTED TO LOCAL POLICE AUTHORITIES:**

Colleges/universities are required to make a reasonable, good-faith effort to obtain the necessary information from outside law enforcement agencies for inclusion in their monthly TIBRS submission.

# TIBRS Jurisdictional Guidelines (Colleges)

## TIBRS DEFINITION OF CAMPUS:

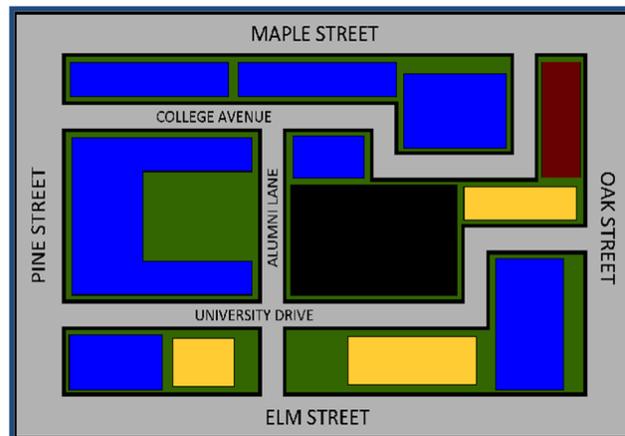
Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to, the institution's purposes, including but not limited to: student housing, classrooms, athletic buildings and facilities, concert halls, administration buildings, parking areas, courtyards or other common areas; and any building or property that is owned by an institution but controlled by another person that is within or reasonably contiguous to the aforementioned areas, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). Includes all public property, including thoroughfares, streets and sidewalks, and parking facilities, that is within or immediately adjacent to the institution's commonly defined area.

## INCLUDES:

Any building or property owned or controlled by a student organization that is officially recognized by the institution; Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution; Any building or property not owned and/or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's purposes.

## DOES NOT INCLUDE:

Businesses, structures, residences, restaurants, parking areas, etc. not owned, operated and/or used by the college/university.



	BUILDINGS AFFILIATED WITH THE COLLEGE/UNIVERSITY Reporting Agency: College/University		PARKING AREAS AFFILIATED WITH THE COLLEGE/UNIVERSITY Reporting Agency: College/University
	BUILDINGS <b>NOT</b> AFFILIATED WITH OR USED BY THE COLLEGE/UNIVERSITY Reporting Agency: Local Law Enforcement		PARKING AREAS <b>NOT</b> AFFILIATED WITH OR USED BY THE COLLEGE/UNIVERSITY Reporting Agency: Local Law Enforcement Agency

In the diagram above, incidents occurring on College Avenue, Alumni Lane and University Drive should be reported by the college/university. However, incidents occurring on Pine Street, Maple Street, Oak Street or Elm Street may be reported by the college/university or the local law enforcement agency, as long as the agencies have an agreement in place as to who will be the reporting agency when incidents occur in those particular areas. This will reduce the risk of both (or neither) agencies reporting the incident(s).

# REVISED 2012 TIBRS Training Schedule

Training classes printed in **RED** have been cancelled.

JUNE		
Friday, June 8	TIBRS Overview & Definitions	Nashville
Wednesday, June 13	Data Collection	Jackson
Thursday, June 14	TIBRS Review	Jackson
Friday, June 15	TIBRS Review for Colleges & Universities	Jackson
Thursday, June 28	Data Collection	Nashville
Friday, June 29	TnCOP Software	Nashville
JULY		
All classes rescheduled		
AUGUST		
All classes rescheduled		
SEPTEMBER		
September 17-19	2012 TIBRS Conference	Pigeon Forge
OCTOBER		
Tuesday, October 9	Data Collection	Nashville
Wednesday, October 10	TnCOP Software	Nashville
Thursday, October 25	TIBRS Review	Nashville
NOVEMBER		
Friday, November 2	TIBRS Review for Colleges & Universities	Nashville
Thursday, November 8	Data Collection	Nashville
Friday, November 9	TnCOP Software	Nashville
Monday, November 26	TIBRS Review	Nashville

The 2012 Training Calendar has been **REVISED** since the last version of the newsletter. Please note that **classes previously scheduled from July through August have been cancelled.**

As a result, more classes have been scheduled following the TIBRS conference in September. Please see updated Training Schedule (to left).

**\*This class is for officers/ deputies/supervisors only. This class is NOT for RAC's or Alt RAC's and does not count toward your Initial or Annual TIBRS certification.**

To sign up for a class, please contact:

**Dale King**  
615-744-4026  
[Dale.King@tn.gov](mailto:Dale.King@tn.gov)

or

**Steven Jancarek**  
615-744-4024  
[Steven.Jancarek@tn.gov](mailto:Steven.Jancarek@tn.gov)



### Crime Statistics Unit Contact Information

<b>West Tennessee LEIC- Jennifer Brooks</b> (731) 984-6677 FAX (731) 668-9769, 121 Executive Drive Jackson, TN 38305 Email: Jennifer.Brooks@tn.gov			
Benton	Gibson	Humphreys	Perry
Carroll	Hardeman	Lake	Shelby
Chester	Hardin	Lauderdale	Stewart
Crockett	Haywood	Lawrence	Tipton
Decatur	Henderson	Lewis	Wayne
Dickson	Henry	Madison	Weakley
Dyer	Hickman	McNairy	
Fayette	Houston	Obion	

<b>Middle Tennessee LEIC- Lynn Snoddy</b> (615) 744-4016 FAX (615) 744-4662, 901 R.S. Gass Boulevard, Nashville, TN 37216 Email: Lynn.Snoddy@tn.gov			
Bedford	Franklin	Maury	Sumner
Bledsoe	Giles	Montgomery	Trousdale
Cannon	Grundy	Moore	Van Buren
Cheatham	Jackson	Putnam	Warren
Clay	Lincoln	Robertson	White
Coffee	Macon	Rutherford	Williamson
Davidson	Marion	Sequatchie	Wilson
DeKalb	Marshall	Smith	

<b>East Tennessee LEIC- Jim Clabo</b> (865) 549-7853 FAX (865) 549-7811, 1791 Neals Commerce Lane Knoxville, TN 37914 Email: James.Clabo@tn.gov			
Anderson	Grainger	Loudon	Roane
Blount	Greene	McMinn	Scott
Bradley	Hamblen	Meigs	Sevier
Campbell	Hamilton	Monroe	Sullivan
Carter	Hancock	Morgan	Unicoi
Claiborne	Hawkins	Overton	Union
Cocke	Jefferson	Pickett	Washington
Cumberland	Johnson	Polk	
Fentress	Knox	Rhea	



### TIBRS User Group Officers

President	Patrick Twele	Memphis Police Department	patrick.twele@memphistn.gov	(901) 636-4893
Vice President	Sharon Case	Kimball Police Department	scase@townofkimball.com	(423) 837-7040
Sec/Treas	Janet Brantley	Nashville Metro Police Department	janet.brantley@nashville.gov	(615) 862-7309
East Rep	Donna Patty	Knoxville Police Department	dpatty@cityofknoxville.org	(865) 215-7350
Middle East	Lois Evans	Marion County Sheriff's Department	loisevans@marioncosheriff.com	(423) 942-2525
Middle West	Denise Routzahn	Robertson County Sheriff's Department	droutzahn@robertsonsheriff.com	(615) 382-6172
West	Amy Ferguson	Memphis Police Department	amy.ferguson@memphistn.org	(901) 636-3511
College	Lisa Lynch-Morris	Volunteer State Community College	lisa.lynch@volstate.edu	(615) 230-3595

### Crime Statistics Unit Contact Information

NAME	TITLE	PHONE	E-MAIL	WORK HOURS
Jackie Vandercook	Statistics Assistant Director	(615) 744-4014	Jackie.Vandercook@tn.gov	7:00 - 3:30/4:30
Steven Jancarek	Statistical Analyst 4	(615) 744-4024	Steven.Jancarek@tn.gov	7:30 - 4:00/4:30
Jennifer Brooks	West Tennessee LEIC	(731) 984-6677	Jennifer.Brooks@tn.gov	8:00 - 4:30
Lisa Capps	Quality Control LEIC	(615) 744-4030	Lisa.Capps@tn.gov	7:00 - 3:30
Jim Clabo	East Tennessee LEIC	(865) 549-7853	James.Clabo@tn.gov	7:00 - 3:30 EST
Lynn Snoddy	Middle Tennessee LEIC	(615) 744-4016	Lynn.Snoddy@tn.gov	8:00 - 4:30
Dale King	Training LEIC	(615) 744-4026	Dale.King@tn.gov	7:00 - 3:30
Shardae Dawkins	Statistics LEIC	(615) 744-4136	Shardae.Dawkins@tn.gov	8:00 - 4:30
CSU	Fax Number	(615) 744-4662		