

20th Annual TIBRS Conference

The 2016 TIBRS Conference was held in Pigeon Forge, TN September 12—14, 2016. There were over 300 people in attendance for the 20th anniversary of the TIBRS User Group. The TIBRS User Group Officers hosted a reception immediately after registration to give attendees a chance to network in a smaller setting.

TBI Director Mark Gwyn opened up the conference. Several guest speakers provided useful information to help agencies carry out their responsibilities with the TIBRS program. We had a very special guest on Tuesday afternoon. Former TBI Director Larry Wallace made an appearance and spoke briefly about the importance of the program and how valuable the agencies' participation is to the successful collection of quality data. Dr. James McCutcheon from the University of Memphis provided information on how the data is used by practitioners and researchers. His presentation emphasized the importance of data quality and accuracy.

QC Exception Report

The QC Exception report is now posted on the Contributing Agencies web site at www.tncrimeonline.com. Agencies now have the capability to run their own reports and work on QC issues before the report is sent to Ashley Anderson. We suggest you run the report a couple of days after your file is processed each month. Incidents on the report should be reviewed for accuracy. The report can be downloaded in several ways. We suggest you save it as either a .pdf or Excel file. Please note on the downloaded report if an incident is correct or if you will be making changes. Please send the report to Ms. Anderson and she will set the QC flag so that correct incidents will not appear the next time you run the QC Exception report.

Changing Records Management System (RMS) Vendors

Occasionally, we will receive notifications from agencies that they plan to change records management system vendors—sometimes after the fact. We will work with you as you transition to a new vendor but we also need to ensure that your data submissions remain accurate and complete. We ask that the following process be followed to change RMS vendors.

Your agency must send TBI a letter (preferably a couple of months before you wish to change) on agency letterhead **signed by the Chief or Sheriff**. The letter must contain the following information: the date you plan to change or begin testing; the name of the new vendor; vendor contact information; and if your agency will continue submitting data with your current system as you test with the new vendor. Your agency has the option to waive dual submissions but the new vendor files could impact your TIBRS certification/compliance if the file will not process or the error rate is 4% or higher. Upon receipt of the letter, we will contact your agency with additional instructions. Please note that if your agency's data is currently submitted to the Tennessee Fusion Center, the new vendor may not have that capability and will need further specifications for that process and we recommend that functionality be included with vendor contracts.

TIBRS Newsletter

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Guidelines for Reporting Property

It has come to our attention through QARs at individual agencies that several agencies are experiencing issues with the correct reporting of Property and Property Values involved in an incident. Remember that when entering/submitting property data to the TIBRS program, care should be taken to ensure that all property involved in the incident is reported and the property is classified in the most descriptive category possible. Below are examples of commonly seen issues:

Example 1: An offender goes to the local Walmart and takes the following property – a shirt, a DVD, and a candy bar and exits the store without paying. All of the above mentioned property items are reported using the category of Merchandise. *That is incorrect!*

While the items do meet the definition for Merchandise – Items held for sale, the following are the more descriptive categories that should be used to report the property to TIBRS:

Shirt: Clothes/Furs

DVD: Recordings – Audio/Visual

Candy bar: Consumable Goods.

Remember – for TIBRS, always use the most descriptive category when classifying property!

Speaking of property... The category of Special (99) *is not being used* at this time. This category should **never** be used *unless agencies have received prior notification from the TBI*. All agencies should review their data and if this category has been used, the incident(s) should be edited and the most descriptive category should be used to describe the property involved in the incident(s). A good tool for agencies to use to determine if their agency has any incidents with this issue would be the QC Exception Report in the Tennessee Crime Online program.

Another issue in reporting Property to TIBRS is the Property Value being reported incorrectly. Agencies should report the total dollar value of the property burned, stolen, destroyed, etc., in an incident using whole dollars only. Values should be rounded to the nearest whole dollar.

Example 1: Property involved in an incident comes to a total of \$139.43. The value that should be reported to TIBRS is -- \$139.

Example 2: Property involved in an incident comes to a total of \$19.79. The value that should be reported to TIBRS is -- \$20.

N-DEx Training

We would like to encourage anyone in an investigator role to attend our next N-DEx trainings September 27th November 17th. We are currently accepting sign-ups. The only requirement is N-DEx access. If you don't already have an N-DEx account, feel free to contact Zack Frisbee Zack.Frisbee@tn.gov or Suzanne Wiggins Suzanne.Wiggins@tn.gov and we will assist you in the registration process

2016 TIBRS Training Schedule

Tuesday, October 11	Introduction to Data Collection	Roane State, Harriman
Wednesday, October 12	TIBRS Review	Roane State, Harriman
Thursday, October 20	Introduction to Data Collection	TBI Classroom 3
Friday, October 21	TnCOP Software	TBI Computer Classroom
Wednesday, November 9	Introduction to Data Collection	Union University, Jackson
Thursday, November 10	TIBRS Review	Union University, Jackson
Thursday, November 17	N-DEx	TBI Computer Classroom
Monday, November 21	Introduction to Data Collection	TBI Classroom 1
Tuesday, November 22	TIBRS Review	TBI Classroom 1

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 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.

Keeping Agency Contact Information Current

If you have any changes at your agency that have an impact on TIBRS, please make sure to let us know! This includes changes in personnel, physical address, email address, telephone numbers or FAX numbers. For all changes, please contact Steven Jancarek: Steven.Jancarek@tn.gov or 615-744-4024. We appreciate your timely notification of changes.

TBI Staff Changes

Terra Rosado is no longer with the TBI. Terra took a job out of state. She will be missed!

We will be hiring a new west Tennessee auditor as soon as possible, but it will probably be 1 ½ to 2 months before that process is completed. In the interim, we ask that west Tennessee agencies please direct all calls and emails to:

Suzanne Wiggins, 615-744-4290 Suzanne.Wiggins@tn.gov or Steven Jancarek, 615-744-4024 Steven.Jancarek@tn.gov.



CJIS Support Center TIBRS & NCIC/TIES STAFF



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

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Karen Holmes (NCIC/TIES) TRAINING	(615) 744-4016	Karen.D.Holmes@tn.gov
Steven Jancarek (TIBRS) DATA/ANALYSIS	(615) 744-4024	Steven.Jancarek@tn.gov
Debbie Lamb (TIBRS) AUDITING	(865) 549-7853	Debbie.Lamb@tn.gov
Carletta Scott (NCIC/TIES) AUDITING	(731) 984-6699	Carletta.Scott@tn.gov
Suzanne Wiggins (TIBRS) AUDITING	(615) 744-4290	Suzanne.Wiggins@tn.gov
VACANT (TIBRS) AUDITING		
VACANT (TIBRS) PUBLICATIONS/ANALYSIS/TRAINING		

REGIONAL CJIS SUPPORT CENTER REPRESENTATIVES/AUDITORS				
<i>East Tennessee TIBRS</i>	<i>Region 2 (East/Middle) TIES</i>	<i>Middle Tennessee TIBRS</i>	<i>Region 1 (Middle/West) TIES</i>	<i>West Tennessee TIBRS</i>
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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).**

West Tennessee - Vacant
(731) 984-6677 FAX (731) 668-9769
121 Executive Park Drive, Jackson, TN
38305 Email:

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
Email: Suzanne.Wiggins@tn.gov

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
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

TIBRS User Group Officers			
President	Patrick Twele	Memphis Police Department	patrick.twele@memphistn.gov
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