



# CRIME STATISTICS NEWSLETTER

## TIBRS User Group Conference 2011 Update

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The TIBRS Conference was held in Pigeon Forge on August 23-24 with over 320 persons in attendance. Topics covered included an update on the FBI's N-DEx information sharing program; a presentation on the Tennessee Fusion Center; and reporting and classifying Fraud. There were also several presentations that focused on classification and reporting different type crimes. One of those sessions was based on reports that had been sent to the Crime Statistics Unit for assistance with classification.

The conference closed with TIBRS Jeopardy with three people participating. The winners (in order of final score) were: Jim Fanguy—MTSU PD, Darlene Robertson—Lewisburg PD and Samantha Smallin—McMinn County SO.

The 2012 conference will be held in Pigeon Forge September 17-19, 2012. We hope to see you there.

## Deaths In Custody / Arrest Related Report

The Crime Statistics Unit will be launching a new initiative in the next month to collect additional information on deaths occurring when an offender is in custody or during the course of arrest. This effort is part of the national program managed by the Bureau of Justice Statistics (BJS). The data collection will be web-based. If you know of an event that meets the criteria for reporting this information, you will be able to enter it on the web site for submission to TBI and ultimately to BJS. Additionally, the CSU staff will be reviewing news reports as well as information obtained from medical examiners for qualifying events. If a potential event is identified, your agency will be contacted to provide further information and a determination will be made concerning entry into the state Deaths in Custody / Arrest Related Deaths System. This information will only be collected for statistical purposes and only provided to BJS. Additional information on the system and qualifying events will be provided before the system is deployed.

## **CLEO RAC and Alt RAC Information**

If a Chief Law Enforcement Officer (CLEO), RAC or Alt RAC is stricken with a serious illness or passes away, the TIBRS User Group Officers requests the agency make contact with any member of the Crime Statistics Unit in Nashville as soon as possible.

In the event a CLEO, RAC or Alt RAC becomes seriously ill, the TIBRS User Group requests the agency provide hospital and/or residence information and everyone will keep that person in their thoughts and offer any assistance that is readily available.

In the unforeseen event the CLEO, RAC or Alt RAC passes away, the TIBRS User Group requests the agency provide funeral arrangements. Upon notification, the TIBRS User Group will send flowers to the funeral home or memorial site of the deceased person as long as sufficient notice is received.

## **Reporting Annual College and University Enrollment Numbers**

It is once again time to collect the enrollment figures for the Crime on Campus report. We will be collecting the enrollment figures as of September 30, 2011. The figures should reflect the student enrollment for the fall term of your institution. The form to use to report your data will be available online at the TBI website behind the Law Enforcement Only link. The deadline for submitting the data will be Friday, October 28, 2011.

## **Full Time LEA Employee Counts**

It will soon be time to submit the number of Full Time Employees for the Law Enforcement Agencies. The data to be submitted will be the actual number of Full Time Employees at the agency as of October 31, 2011. Agencies will be mailed a letter November 1, 2011 regarding this. The form to use will be available online at the TBI website behind the Law Enforcement Only link. The deadline for submitting the data will be Friday, November 18, 2011.

## Training Dates

East Tennessee (All classes 8:30 to 4:30 Eastern Time)	
Sevierville Civic Center	<p style="text-align: center;"><b>Introduction to Data Collection</b> October 27</p> <p style="text-align: center;">TIBRS Review October 28</p> <p style="text-align: center;"><b>TIBRS Overview and Offense Definitions - Class is for officers/deputies/supervisors only.</b> October 26</p>
West Tennessee (All classes 8:30 to 4:30 Central Time)	
Union University	<p style="text-align: center;"><b>Introduction to Data Collection</b> October 13</p> <p style="text-align: center;"><b>TIBRS Review</b> October 14</p> <p style="text-align: center;"><b>TIBRS Overview and Offense Definitions - Class is for officers/deputies/supervisors only.</b> October 12</p>
Middle Tennessee (All classes 8:30 to 4:30 Central Time)	
TBI Headquarters	<p style="text-align: center;"><b>Introduction to Data Collection</b> October 6 November 28</p> <p style="text-align: center;"><b>Introduction to TnCOP Software</b> November 29</p> <p style="text-align: center;"><b>TIBRS Review</b> November 18</p>

Visit [www.tbi.tn.gov](http://www.tbi.tn.gov) and enter the Law Enforcement site to view the latest training schedule. Contact Dale King to schedule training at 615-744-4026 or [dale.king@tn.gov](mailto:dale.king@tn.gov)

## New Firewall at TBI

TBI moved to a new firewall on Sunday, September 18, 2011. You should have received information through the TIBRS listserv e-mail notification system regarding the change. The new firewall will work with Windows 7 operating system as well as 64-bit computers. This will be the mechanism you must use to access CRMS, TnCOP, SOR, etc. If you need assistance regarding the change, please contact the help desk set up for this project at (615) 744-4357 and leave your name and phone number and someone will contact you regarding your questions.

## Email Communications

Is there anyone in your department who would benefit from receiving emails from the CSU in regards to TIBRS information and major announcements? If so please send their email address to: Jackie.Vandercook@tn.gov.

Please take a moment and add Jackie.Vandercook@tn.gov to your address book and/or your list of trusted contacts. All general TIBRS emails generated through the ListServ will be sent from Jackie's email address. By taking these steps you stand a greater chance of TIBRS emails making it past spam filters. The CSU will never share, sell or rent your email address to any entity outside of TBI. If your email address changes please email Jackie Vandercook and provide your old email address along with the new one.

## Change in Agency Personnel

We need to be notified in writing if any of the following people or their responsibilities change: Chief/Sheriff/Administrator, RAC, and Alt RAC. Please provide the name and e-mail address for all three individuals. We also need the driver license number for the RAC and Alt RAC to track TIBRS training. Additionally, if any of the people named on the Agency Contact List for the Tennessee Fusion System changes, we need the Agency Contact List Form completed and faxed to TBI CSU. Please contact a member of the CSU for the form. Changing a RAC or Alt RAC will not change the personnel with Fusion System responsibilities. Notification of changes must be done for changes in each system using a letter for Administrator/RAC/Alt RAC and the above mentioned form for Fusion System staff changes.

Please note: if the RAC changes at your agency, we will de-activate your agency account at TnCrimeonline.com and you will need to complete the online access request password form to activate the account. This is done to protect your agency information from personnel that should no longer have access to the system.

## Uploading Your Monthly TIBRS File

If your agency uses a commercial vendor's records management system, you submit your monthly file to the TBI web site. If you had "bookmarked" that site in the past, please delete that bookmark since the IP address changed in late August. The link to upload is still located in the same place on the web site—but old bookmarks will no longer work. Go to [www.tbi.tn.gov](http://www.tbi.tn.gov), click on the Law Enforcement Only page. Enter userid and password and then click on the TN Incident Based Reporting System link on the right side. Click on the TIBRS Monthly Statistical Submission link and the normal upload page will appear. After loading your file, you should see a "File Saved" message at the bottom of the page.

## TIBRS Training Tips Available Online

The CSU training staff has added several TIBRS Training Tips to the TBI's website. To access these tips visit [www.tbi.tn.gov](http://www.tbi.tn.gov), select the Law Enforcement Only link located on the left menu bar just above the Wanted Poster. When prompted, enter the username: lawenforcement and password: Tennessee1. Once you are logged into the Law Enforcement site click on the TIBRS link located on the right menu bar. Once the TIBRS page loads you will see these tips along with other valuable TIBRS information.

### **New! TIBRS Training Tips**

Jurisdictional Reporting Guidelines  
Reporting Guidelines for Overlapping Jurisdictions  
What's Hot in TIBRS  
Reporting Burglaries to TIBRS  
Reporting Credit Card Fraud

### **Additional Information/Handouts**

Acronyms used in TIBRS Classes  
TCA TIBRS 38-10-101  
TCA TIBRS 49-7-2201  
TnCOP Help desk instructions  
TnCOP software site access instructions  
US Map showing NIBRS participation  
Victim/Offense Comparison chart

More Tips coming soon!

## Narratives, Narratives, Narratives

The inclusion of a well written narrative is more important now than ever. A well written narrative will include not only the details of the incident but personal identifiers of the victim and offender. If your agency is using TnCOP or your RMS data is being replicated to CRMS, the narrative is part of the most useful information collected. Narrative information is searchable in CRMS and N-DEX. Both systems can assist agencies in identifying possible offenders while identifying specific victim characteristics. A query can be executed based upon specific personal identifiers such as scars, marks and tattoos. Recently a query search based on a tattoo was initiated to help identify a deceased person that was found with no identification upon their person.

Because of the importance of a narrative the lack of narrative information will result in an audit finding when your LEIC conducts your agency's quality assurance review.

## FBI's Law Enforcement National Data Exchange (N-DEx)

Implementation of the FBI's Law Enforcement National Data Exchange (N-DEx) is moving forward. The FBI has more than 100,000,000 records in the system. A screen shot is provided below with the words "dragon tattoo" entered into the "Google" type search.

The screenshot displays the N-DEx search interface. At the top, there is a navigation bar with links for Help, Training, and Sign Out. Below this is a secondary navigation bar with links for Search, Subscription, Notification, Collaboration, Preferences, and Training Admin. The main content area features a search bar with the text "dragon tattoo" entered. To the right of the search bar is a "Search" button and a link for "Advanced Search". The interface also includes a "Saved Searches" section on the left, a "Filters" section with "Reason" and "History" tabs, and a "Search Purpose" dropdown menu set to "Criminal Justice". There are also input fields for "Search reason (required)" and "Search on behalf of (optional)".

Data from Tennessee's CRMS has been provided to the FBI. Tennessee has over 4.5 million Incident and arrest records in the N-DEx system from 1997—December 2, 2010. TBI will be submitting the data since December 2nd sometime during September and then will begin submitting updates to the FBI on a weekly basis.

In addition to all the available Tennessee data, users have access to other states' data as well as federal records from the FBI, ATF, DEA and Bureau of Prisons to name a few. Additionally, the system provides tools for more detailed searching, geo-visualization of linked incidents/people/places, etc.; and link visualization of incidents/people/places, etc.

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## (N-DEx) Status Update Continued

### *How do I access the system?*

The requirements that must be completed before access will be provided to N-DEx changed in late June. The new procedures are provided below.

1. You must be employed by an agency with a law enforcement ORI.
2. You must have a current account with the FBI's Law Enforcement Online (LEO) system. If you have a current account, skip to step 5. If you do not have an account, please go to [www.leo.gov](http://www.leo.gov) and download the application.
3. Fax the completed application to the toll free number on the application.
4. After faxing the application to the FBI, watch for an e-mail with instructions for activating your LEO account.
5. Complete the five core Computer Based Training Modules found at [www.tbi.tn.gov](http://www.tbi.tn.gov) under the Law Enforcement Only link and then under the N-DEx tab.

Note; The CBTs can also be found at [www.leo.gov](http://www.leo.gov).

Print each certificate from the core CBTs as you complete each CBT. Fax the CBT certificates to (615) 744-4662 or scan the certificates and e-mail them to:

[Jackie.vandercook@tn.gov](mailto:Jackie.vandercook@tn.gov)

6. Go to [www.leo.gov](http://www.leo.gov) and login to your account.
7. Click on the "SIGS" tab at the top of the page.
8. Click on the "Unrestricted" tab on the next page.
9. Click on the N-DEx icon.
10. Scroll down until you see the Tennessee N-DEx Request Access and click on the link.
11. Click on the "I meet the criteria:" link after reading the qualifying criteria.

Note: all of your login information is tied to this request so you do not need to re-enter it.

Once your account is approved, you will access N-DEx by clicking on the CJIS Portal link on the left side of the LEO home page and then clicking on the N-DEx icon. Please read all information as you progress to accessing N-DEx. You must agree to all conditions before gaining access each time.

The system is for investigative purposes only and subject to the same FBI CJIS rules as NCIC. Please read all the information on the N-DEx applications as well as the information provided on the screens as you are logging into N-DEx so that you are aware of the security restrictions regarding use of the system. N-DEx has been added to the list of programs covered under the FBI CJIS audit responsibilities.

We are excited about the prospects of N-DEx and will be providing success stories as we hear about them. If N-DEx contributes to a crime being solved by your agency, please share that success story with the CSU through e-mail or letter.

## Incident Classification Assistance

The CSU requires a narrative when assisting with any reporting determinations or offense classifications. The CSU needs the narrative so that the most accurate decision may be provided to the agency for reporting. The CSU cannot make any exceptions to this practice. In the June 2006 Crime Statistics Newsletter page 6 the SOP for classifying offenses was first published. Below is a revised copy of the original print which now includes the option to email a copy of the narrative. If you have any questions please contact your LEIC and if they are unavailable call any member of the CSU.

The TBI - CSU has a Standard Operating Procedure in place detailing the process to have offenses classified by the CSU. Below is a synopsis of the SOP.

- 1) Contact your LEIC. If your LEIC is absent please call another CSU staff person.
- 2) Fax, or e-mail a copy of the full narrative to the CSU member.
- 3) The narrative will be evaluated by the LEIC and or other CSU staff members.
- 4) In the event the LEIC or other staff members cannot determine the proper offense the CSU Statistics Assistant Director will evaluate the narrative. In the event the CSU SAD cannot determine a proper classification a letter will be drafted by the SAD to the FBI with a copy being sent to the RAC.
- 5) Once all classifications are determined the person making the offense classification request will be notified.\*

(Crime Statistics Newsletter pg 6, June 2006, Volume 10 Issue 2)

\*Revised May 05, 2011

## 2011 Publication Schedule

January 13, 2012	Send preliminary Crime on Campus pages to Colleges/Universities
January 23, 2012	Send preliminary Crime in Tennessee, Hate Crime, and LEOKA pages to agencies with possible data issues identified
March 12, 2012	All data submitted by agencies/colleges/universities to TBI for 2011
March 29, 2012	Crime on Campus CD mailed to Colleges/Universities
April 4, 2012	TENTATIVE release date for 2011 Crime on Campus
April 11, 2012	Crime in Tennessee CD mailed to agencies
April 18, 2012	TENTATIVE release date for 2011 Crime in Tennessee
April 27, 2012	2011 Hate Crime and 2011 LEOKA CD mailed to agencies
May 3, 2012	TENTATIVE release date for 2011 Hate Crime and 2011 LEOKA
May 17, 2012	TENTATIVE release of 2011 School Crimes Report

**West Tennessee LEIC- Jennifer Brooks** (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	

**Middle Tennessee LEIC- Lynn Snoddy** (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	

**East Tennessee LEIC- Jim Clabo** (865) 549-7853  
 FAX (865) 549-7811, 1792 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
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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
Steven Jancarek	Statistical Analyst 4	(615) 744-4024	Steven.Jancarek@tn.gov	7:30 - 4:00
Vacant	Statistical Analyst 3			
Vacant	Statistical Analyst 2			
Jennifer Brooks	West Tennessee LEIC	(731) 984-6677	Jennifer.Brooks@tn.gov	M-Th 7:00 - 5:30
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	8:00 - 4:30 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
Vacant	Training LEIC			
CSU	Fax Number	(615) 744-4662		