



# *TIBRS TRAINING TIPS*

*WHAT IS THE  
RIGHT TIBRS  
TRAINING CLASS  
FOR ME?*

A large, semi-transparent watermark of the Tennessee Bureau of Investigation (TBI) seal is centered behind the text. The seal features a scale of justice, a sword, and the words "TRUTH", "BRAVERY", and "INTEGRITY". The text "TENNESSEE" and "TBI BUREAU OF INVESTIGATION" is also visible within the seal's design.



# *TIBRS TRAINING TIPS*

## *WHAT IS THE RIGHT TIBRS TRAINING CLASS FOR ME?*

Newly appointed Reporting Agency Coordinators (RACs) and Alternate Reporting Agency Coordinators (Alt. RACs) are required to receive sixteen (16) hours of initial certification training. The first required class for ALL new RACs/Alt. RACs is Introduction to TIBRS Data Collection (8 hours). The second required class depends on the type of software the agency uses to submit their data to TIBRS. If the agency uses vendor software, the newly appointed RAC/Alt. RAC must attend a TIBRS Review class (8 hours). If the agency uses TnCOP (TBI's version of TIBRS reporting software), the newly appointed RAC/Alt. RAC must attend an Introduction to TnCOP Software class (8 hours). In subsequent years, all RACs/Alt. RACs are required to receive eight (8) hours of training annually by attending a TIBRS Review class or the annual TIBRS Training Conference.







# *TIBRS TRAINING TIPS*

## *INTRODUCTION TO TIBRS DATA COLLECTION*

8 Hours – Taught regionally (Jackson, Nashville, Sevierville, Harriman).

This is the basic, introductory level TIBRS class.

As previously stated, every newly appointed RAC/Alt. RAC is required to complete this training session prior to any other TIBRS class.

The objective of this training session is to introduce new RACs/Alt. RACs to the TIBRS system. Students will learn the data collection process and requirements. Training also includes explanations of offense definitions and classifications.

***P.O.S.T. APPROVED: YES, 8 HOURS***

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# *TIBRS TRAINING TIPS*

## *TnCOP SOFTWARE*

8 Hours – Taught in Nashville only.

This is a basic, introductory level class. RACs and Alternate RACs are only required if their agency uses TNCOP software, as opposed to software provided by a vendor. As previously stated, every newly appointed RAC/Alt. RAC is required to attend this training session prior to any other TIBRS class.

The objective of this training session is to introduce new RACs/Alt. RACs to the TIBRS system. Students will learn the data collection process and requirements. Training also includes explanations of offense definitions and classifications.

***P.O.S.T. APPROVED: YES, 8 HOURS***

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# *TIBRS TRAINING TIPS*

## *TIBRS REVIEW*

8 Hours – Taught regionally (Jackson, Nashville, Sevierville, Harriman).

The objective of this training session is to review various aspects of TIBRS. This class offers comprehensive practice exercises and discussion pertaining to the classification of incidents, locations, property and more. Famous crimes and criminals are researched and presented for interactive class discussion. They are designed to challenge class participants in classifying various segments of incidents such as murder, sex offenses, robbery, theft, burglary, vandalism, etc. Also includes information regarding changes/modifications to the TIBRS program.



***P.O.S.T. APPROVED: YES, 8 HOURS***

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# *TIBRS TRAINING TIPS*

## *ANNUAL TIBRS CONFERENCE*

8 Hours – Taught over a period of 1 ½ days.

Similar to TIBRS Review, the conference allows attendees to review various aspects of TIBRS. Networking, TIBRS Updates, guest speakers from the FBI, and the chance to meet the CJIS Support Center TIBRS/N-DEx staff are some of the advantages of attending the Annual TIBRS Conference.

The conference offers comprehensive practice exercises and discussion pertaining to the classification of incidents, locations, property and more. Famous Crimes, TIBRS TV and TIBRS Jeopardy are just three examples of the educational and entertaining ways to stay in tune with various aspects of the program. Contact the CJIS Support Center for more information!



**P.O.S.T. APPROVED: YES, 8 HOURS**

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# *TIBRS TRAINING TIPS*

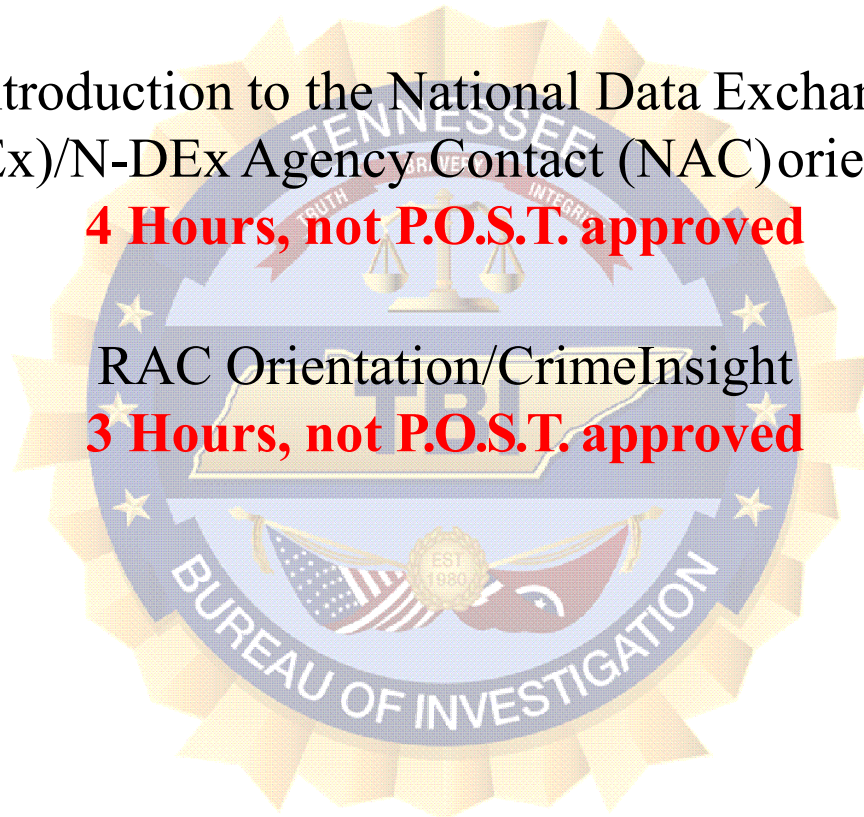
## *ADDITIONAL TRAINING AVAILABLE*

Introduction to the National Data Exchange  
(N-DEx)/N-DEx Agency Contact (NAC) orientation.

**4 Hours, not P.O.S.T. approved**

RAC Orientation/CrimeInsight

**3 Hours, not P.O.S.T. approved**





# *TIBRS TRAINING TIPS*

## *TIBRS OVERVIEW AND REPORT WRITING*

8 Hours

Taught regionally in Jackson, Nashville, Sevierville and Harriman.

***This class is for officers/deputies/supervisors only.***

***This class is not for RACs or Alternate RACs and does not count toward their initial or annual TIBRS training requirement(s).***

Basic TIBRS rules and definitions are discussed.

Also includes Jurisdictional Reporting Guidelines and an explanation of the differences between TCA and TIBRS.

The afternoon session discusses report writing. This is not a “basic” report writing class – it is report writing for TIBRS.



***P.O.S.T. APPROVED: YES, 8 HOURS***

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# *TIBRS TRAINING TIPS*

## *WHO DO I CONTACT TO SIGN UP FOR A CLASS?*

To sign up for any TIBRS training class,  
please email Abby Claud.

[Abby.S.Claud@tn.gov](mailto:Abby.S.Claud@tn.gov)

