



# CJIS Support Center—TIBRS Newsletter

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## Accessing the CrimeInsight Portal

If you are using Internet Explorer to navigate to the new repository, you will not be able to login in. The CrimeInsight portal is not compatible with Internet Explorer. In order to successfully login into your account you will need to either use Mozilla, Firefox, or Google Chrome. Also, please be sure to delete any old existing bookmark as failing to do so will lead to unwarranted failed login attempts. Also, as a reminder, your username will always be as follows: “Tbi-ad\firstname.lastname” and your password will always be the one you submitted on your application.

As a courtesy, before you call the CJIS Support Center, we ask that you double check to see you are using the appropriate web browser and following the correct username format listed above.

## CJIS Support Center—Ensuring better quality assistance.

Due to the new repository, as expected, we have been experiencing a high volume of phone calls and emails concerning questions about account setups, passwords, monthly submissions, error rates, deaths in custody entries, et cetera. To better serve you we kindly ask you to give us time to respond to your email or voicemail. We have been investing our time resolving issues that have already been resolved by someone else; consequently, impeding the efficiency in the office. We appreciate your questions, concerns and your willingness to learn the new site. To decrease the likelihood of attempting to resolve an issue that has been resolved by someone else, please follow guidelines listed below.

- ⇒ For questions regarding account setups, passwords, or login assistance, please contact Steven Jancarek.
- ⇒ For questions concerning the Use of Force, Arrest Related Non-forcible Deaths or Deaths in Custody please contact Yeselin Melendrez.
- ⇒ For questions pertaining to monthly TIBRS file, uploads, or errors please contact Ashley Anderson.

As an amenable reminder, we are here to assist you. We ask that you contact the appropriate person listed above to ensure better quality assistance. As always, we appreciate your cooperation and most importantly your patience.





## Deaths in Custody

A listserv message was sent out in December notifying agencies that the Deaths in Custody Utility is available. The utility is located in the “View Repository Site” listed under the Web Entry Tab. The deadline for all **2017** Deaths in Custody—deaths that occurred in prison or jail—are due by the end of day on **February 15th** (Note: we extended the deadline). We eagerly request all applicable agencies to begin making these entries in the CrimeInsight portal. As a friendly reminder, this is not part of your TIBRS monthly submission. If you have any questions concerning this request please contact Ms. Yeselin Melendrez.

## Use of Force

In addition to the Deaths in Custody, the Use of Force Utility is also available. If you have received an email from Ms. Melendrez regarding a 2017 Arrest-related death incident, please ensure that the incident is entered by the end of day, **February 15th**.

In addition, please keep in mind three types of use-of-force events will be collected in the Use of Force Utility.

These events include:

1. When a fatality occurs connected to use of force by a law enforcement officer.
2. When there is serious bodily injury to a person connected to use of force by a law enforcement officer.
3. When a firearm is discharged by law enforcement at or in a direction of a person that did not otherwise result in death or serious bodily injury.

If you have any questions concerning Use of Force incidents please contact Yeselin Melendrez as soon as possible by phone or email.

Please Note: if you had zero Use of Force incidents for the previous monthly, you will need to submit a zero report in the beginning of the month. You will not be required to submit a zero report for 2017.

## Arrest-Related Non-Forcible Deaths (ARNFD)

Since these incidents are not very common, we will not be collecting these particular incidents via the CrimeInsight Portal. A fillable pdf will be used to collect incidents that fall in the scope of the reporting criteria which include the following:

All deaths attributed to *suicide, alcohol, or other drug intoxications, or medical conditions* (e.g. cardiac arrest) that occur during the process by or in the custody of state or local law enforcement personnel will need to be reported.

Again, if you have any questions concerning ARNFD please contact Ms. Melendrez.





## TIBRS Audit Tip

Drug/Narcotic Violation – Two Topics

### Cannabis Oil

Cannabis Oil, AKA Marijuana Oil, is a by-product of a solvent extraction process involving isopropyl alcohol or butane. Cannabis oil is the most concentrated form of three main cannabis products. It can be smoked in a bong, pipe, or a modified e-cigarette.

When reporting Cannabis Oil, use the same guidelines for reporting marijuana. Report the weight in grams, ounces, etc. If a modified e-cigarette is used, remember to report an additional offense of Drug Equipment.

### Unknown Drug Type

While on a traffic stop, the suspect is found in possession of drugs. The officer does not field test the drugs, but sends it to the lab for identification. What do you use for the Drug Type *in the offense segment*? Report the suspected drug type. Then, if it turns out to be something else you, can edit your incident from the suspected drug type to the actual drug type.

## Group A, Group B and Error Rate reports

You will soon be able to access more of your administrative data by navigating to the “View TIBRS Reporting Site” located in the LEA box. Agencies will be able to access additional administrative reports including Error Rates (use the information found in the Current Columns), Current Error Lists, Outstanding Errors (all uncorrected errors since the new system deployed), Group A Incident List, Group A Arrest List, Group B Incident List. We anticipate deploying these reports in the next week or so. We appreciate your patience. We wanted to ensure the reports were accurately depicting your agency’s information.

## 2018 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 10<sup>th</sup> of the month. Your file should only contain data that was entered, edited, modified or deleted during the previous month. For example, your January, 2018 submission is created using the time frame of 12/1-12/31, 2017. It must be received by TBI no later than the **10<sup>th</sup> of January**.

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





## 2018 Publication Schedule

Please note that preliminary data submissions are due **January 12, 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 2018 are listed below.

DATE	TENTATIVE DEADLINE
01/12/2018	Preliminary 2017 Data Submissions due
01/19/2018	Preliminary 2017 Crime on Campus data to Colleges/Universities for review
01/26/2018	Preliminary 2017 Crime in Tennessee/Hate Crime/LEOKA data to agencies for review
02/12/2018	Final 2017 Crime on Campus data submissions due
02/15/2018	Final 2017 Use of Force and Death in Custody Reporting Act (DICRA) data submissions due
03/09/2018	2017 Crime on Campus posted on Share-Point for colleges/universities
03/12/2018	Final 2017 Crime in Tennessee/Hate Crime/LEOKA data submissions due
03/15/2018	2017 Crime on Campus release
03/24/2018	2017 Use of Force and DICRA posted on SharePoint
03/31/2018	2017 Use of Force and DICRA release
04/06/2018	2017 Crime in Tennessee posted on SharePoint for agencies
04/13/2018	2017 Crime in Tennessee release
04/27/2018	2017 Hate Crime/LEOKA release
05/11/2018	2017 School Crime report release
06/08/2018	2017 Domestic Violence release
07/27/2018	2017 Six Month data review for Crime in Tennessee/Hate Crime/LEOKA for agencies to review





## 2018 Training Schedule—HAPPY NEW YEAR!

We hope that your holidays were wonderful! As we bring in the New Year, your TIBRS Trainers would like to encourage you to make completing your TIBRS Certification early a part of your resolutions. The holidays are stressful enough without trying to find the time to come to a TIBRS class. Save yourself the hassle by coming to class early this year! Below are the classes currently available for 2018. Sign up today!

January 2018		
Wednesday, January 10 <sup>th</sup>	RAC Orientation/CrimeInsight	TBI Headquarters
Tuesday, January 16 <sup>th</sup>	Introduction to Data Collection	TBI Headquarters
Wednesday, January 17 <sup>th</sup>	TnCOP Software	TBI Headquarters
February 2018		
Tuesday, February 6 <sup>th</sup>	Introduction to Data Collection	Jackson, TN
Wednesday, February 7 <sup>th</sup>	TIBRS Review	Jackson, TN
Tuesday, February 20 <sup>th</sup>	Introduction to Data Collection	TBI Headquarters
Wednesday, February 21 <sup>st</sup>	TIBRS Review	TBI Headquarters
Thursday, February 22 <sup>nd</sup>	NAC Orientation/N-DEx	TBI Headquarters
Tuesday, February 27 <sup>th</sup>	CrimeInsight	TBI Headquarters
March 2018		
Tuesday, March 6 <sup>th</sup>	Introduction to Data Collection	Harriman, TN
Wednesday, March 7 <sup>th</sup>	TIBRS Review	Harriman, TN
Tuesday, March 20 <sup>th</sup>	TIBRS Review	TBI Headquarters
Wednesday, March 21 <sup>st</sup>	Introduction to Data Collection	TBI Headquarters
Thursday, March 22 <sup>nd</sup>	TnCOP Software	TBI Headquarters
Tuesday, March 27 <sup>th</sup>	RAC Orientation/CrimeInsight	TBI Headquarters

- TIBRS Overview & Report Writing classes do not count toward initial or recertification training requirements for Reporting Agency Coordinators (RACs) or Alternate RACs.
- CrimeInsight 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 CrimeInsight, 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.

If you have signed up for a TIBRS class, but are unable to attend, please contact Zack or Maggie via email as soon as possible. Many of our classes meet the maximum number of participants and are then marked "FULL" on the TBI web site. Once the class is full, we cannot add anyone else to the roster.





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THAT GUILT SHALL  
NOT ESCAPE  
NOR INNOCENCE  
SUFFER

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Anderson	Claiborne	Hamblen	Knox	Morgan	Scott	Washington
Bledsoe	Cocke	Hamilton	Loudon	Overton	Sequatchie	
Blount	Cumberland	Hancock	Marion	Pickett	Sevier	
Bradley	Fentress	Hawkins	McMinn	Polk	Sullivan	
Campbell	Grainger	Jefferson	Meigs	Rhea	Unicoi	
Carter	Greene	Johnson	Monroe	Roane	Union	

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Bedford	Grundy	Putnam	White
Cannon	Jackson	Robertson	Williamson
Cheatham	Lincoln	Rutherford	Wilson
Clay	Macon	Smith	
Coffee	Marshall	Sumner	
Davidson	Maury	Trousdale	
DeKalb	Moore	Van Buren	
Franklin	Morristown PD	Warren	

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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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