



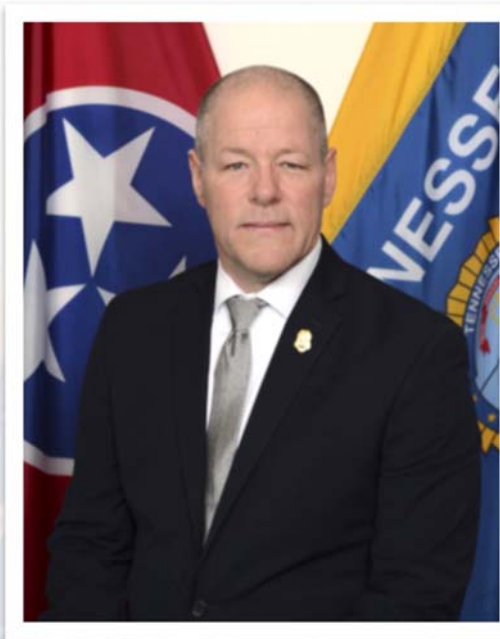
CJIS Support Center—TIBRS Newsletter

August 2018 | Volume 23 Issue 8, P. 1

Welcome Director Rausch!

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Director David B. Rausch was born in Louisville, Kentucky. He earned his Bachelor of Arts in Political Science in 1986 and his Master of Science in Justice Administration in 2001, both from the University of Louisville. He was enlisted and served in the United States Army Military Police Corps from 1986 to 1990, where he attained the rank of Sergeant. He served for 25 years in the Knoxville Police Department,

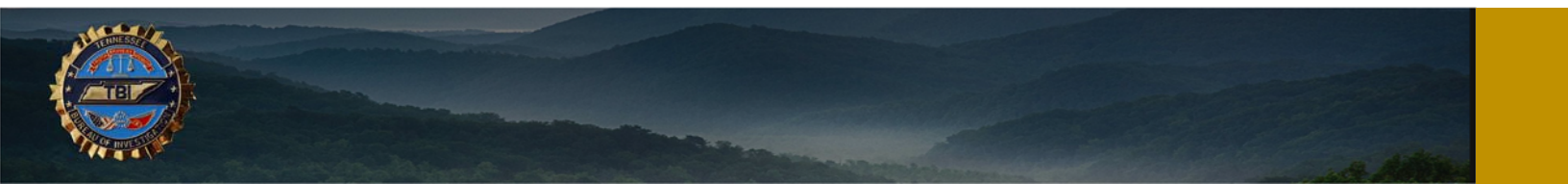
from 1993 to 2018, and served his last 7 years as Chief of Police. He also served on the department's Special Operations Squad (SWAT Team) for 10 years from 1997 to 2007. Please join us in welcoming our new TBI Director, David B. Rausch.

Auditor's Tips—A Review

Since we began this monthly article, we have covered several issues that we find when conducting an audit. With the Mid-Year Data Review coming up, we thought we would do our own review.

Property Values - Use the fair market value for articles that are subject to depreciation.

- Use the victim's valuation of items involved in the incident.
- When the victim obviously exaggerates the value, common sense and good judgment will dictate a fair market value to be placed on the items by law enforcement.





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Auditor's Tips—A Review Continued..

During audits, auditors see varying values for property. But when we notice an item is valued at \$1, especially if it is a large item like a vehicle, something is amiss. *Remember, when it comes to property value, all we need is a reasonable estimate.*

Personal Identifiers - Victim identifiers are very important. Why? An offender may be targeting a particular type of victim. The information you enter allows agencies to recognize trends and hopefully use the data to prevent crime.

For example: If all that is known is the sex and/or race of a victim, enter that information into the victim segment. It may not be much but at least it's a start.

Date/Time - When reporting an incident to TIBRS, the incident date and time should be the date and time the incident occurred. If the exact date and time is not known, the earliest possible date the incident could have occurred should be used.

Arrest Type -

- **On-View:** The offender is arrested at the scene without a warrant or previous incident report for the crime he/she just committed.
- **Summoned/Cited:** The offender is issued a citation or summons at the scene and released on his own recognizance until his scheduled court appearance.
- **Taken Into Custody:** The offender is arrested based on a warrant for an incident that occurred on an earlier date/time. *Remember, the warrant must be served!*
- **Referred to Institution Authority:** **This arrest code only applies to colleges and Universities.** This code is used when a college/university student is disciplined by the institution in lieu of being formally





TIBRS QAR Tip

We've recently performed several audits and noticed the lack of supplemental information to be a common factor in audit findings. You may receive unnecessary audit findings due to the auditor not knowing everything that happened in an incident. For example, leaving out recovered property, not updating a later arrest, not entering additional offenses, etc. – all because there is a breakdown of communication within the agency. Please make sure you are notified within your agency when additional information becomes available for the incidents you're entering, or incidents you have already entered! By doing this, your incidents will be updated prior to the audit and the auditor will have the most up-to-date information available. Keep up the good work and have a great August!

TIBRS Tip of the Month

Please give accurate property values. The reporting software will allow you to report \$1 for your property values, but this could lead to an unnecessary audit finding.



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PROPERTY VALUE

TIBRS collects the actual value of property, or a reasonable estimate when the actual value is unknown.

VALUE OF RECOVERED PROPERTY

The value of recovered property may be *equal to or less* than the amount originally entered, but it may *never* be greater than that amount.





Use of Force Reporting

Whether your agency was involved in a use of force event or not, all agencies are required to submit a Use of Force report each month for the prior month.

For example, if your agency was not involved in a use of force incident during the month of July than you have until the 10th of August to submit a zero report for the month of July.

If, however, your agency was involved in a use of force event during the month of July, than you have 30 days to submit a preliminary report in CrimeInsight.

Note, there is an edit function available to those who choose to use the Web Entry form in CrimeInsight. The report can be edited once the investigation is no longer pending.

As mentioned in previous newsletters, you will need access to the CrimeInsight Portal to submit a report. Law Enforcement Agencies will ALWAYS refer to the green box, as shown below. You will ALWAYS select the **Repository Site** for Use of force submissions.

Public	Law Enforcement Agency (LEA)	Admin
<p>View TIBRS Reporting Site</p> <p>View Theme Oriented Public Site (TOPS)</p>	<p>View TIBRS Reporting Site</p> <p>View Repository Site</p> <p>View Use of Force/DICRA Reports (Coming Soon)</p>	<p>View TIBRS Reporting Site</p>

Once signed into the **Repository Site**, there are two options to choose from –Use of Force Data Upload or Web Entry.





Use of Force Reporting Continued

Use of Force Upload: this option is available to vendor agencies who are using a vendor to submit Use of Force data. This option requires a JSON file from your vendor. Whether the JSON file is a zero report or incident, you will ALWAYS upload the file in the Use of Force Data Upload tab as shown below.

NIBRS data upload	Use of Force data upload	Data status
Upload a Use of Force data file...		
<input type="button" value="Choose a file"/> no file selected		
<input type="button" value="Upload"/> <input type="button" value="Cancel"/>		

Web Entry: this option allows agencies to manually enter a report in CrimeInsight. Below is a visual of what you would initially enter when navigating to the web entry form in CrimeInsight.

Web Entry ▾

- Incident Editor
- Death in Custody
- Use of Force

Use of Force Report Type:

Incident
 Zero Report

ORI:

Please select ▾

Month: Year:

Use of Force Report Type

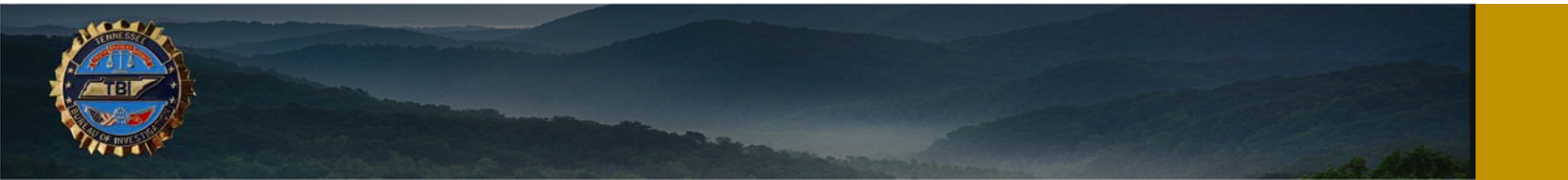
Incident
 Zero Report

ORI:

Please select ▾

Case Number:

Note: ORIs are listed in numeric order, not in alpha order. The CJIS Support Center is only collecting Zero Reports for this year—2018—only. We are not collecting zero reports for anything prior to 2018. Incidents will need to be assigned a case number for entry. Contact Yeselin for questions!





Steel	2449.00	2537.90	19.80%
Beryllium	2763.00	2754.89	-1.60%
Manganese	558.00	579.34	38.00%

2018 Use of Force Data

The CJIS Support Center has discovered that there are still some agencies who have not entered Use of Force data in CrimeInsight this year. If you haven't done so already, we ask that you submit zero reports—these particular reports are used to indicate that your agency was not involved in any Use of Force events.

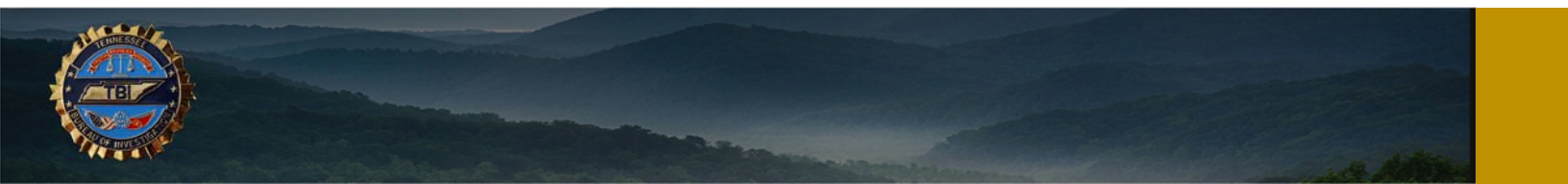
Please keep in mind, if you do have an incident to report, TBI is NOT responsible for submitting a Use of Force report for your agency in CrimeInsight. Each agency is responsible for submitting a report for its own officers involved in an event.

If you have any questions on whether an incident meets the reporting criteria please send the police narrative to Yeselin by fax at 615-744-4555 or by email Yeselin.Melendrez@tn.gov. If you have other questions relating to the actual reporting please contact Yeselin. She would be glad to assist you with the process.

TIBRS Training—As a Friendly Reminder

- TIBRS Overview & Report Writing class does not count toward initial or recertification training requirements for Reporting Agency Coordinators (RACs) or Alternate RACs.
- CrimeInsight class does 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 class if at all possible.
- Due to limited seating, InCOP Software classes are for new users only.

Please refer to the next page for the 2018 TIBRS Training Schedule.





2018 TIBRS Training

August 2018		
Tuesday, August 7th	Introduction to Data Collection	Jackson, TN
Wednesday, August 8th	TIBRS Review	Jackson, TN
Tuesday, August 14th	NAC Orientation/N-DEX	TBI Headquarters
Wednesday, August 15th	CrimeInsight	TBI Headquarters
Wednesday, August 22nd	TIBRS Review	TBI Headquarters
September 2018		
Wednesday, September 5th	Introduction to Data Collection	TBI Headquarters
Thursday, September 6th	TnCOP Software	TBI Headquarters
Monday, September 10th	Annual TIBRS Conference	Pigeon Forge, TN
Tuesday, September 11th	Annual TIBRS Conference	Pigeon Forge, TN
Wednesday, September 12th	Annual TIBRS Conference	Pigeon Forge, TN
October 2018		
Tuesday, October 9th	Introduction to Data Collection	Harriman, TN
Wednesday, October 10th	TIBRS Review	Harriman, TN
Wednesday, October 17th	TIBRS Overview & Report Writing	TBI Headquarters
Thursday, October 18th	TIBRS Review	TBI Headquarters
Thursday, October 25th	CrimeInsight	TBI Headquarters



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NOT ESCAPE
NOR INNOCENCE
SUFFER



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Randall Hendrix West TN TIBRS Auditor	(731) 984-6677	Randall.G.Hendrix@tn.gov
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Vacant TIBRS Trainer	Vacant	Vacant

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1791 Neals Commerce Lane, Knoxville, TN 37914
Email: Debbie.Lamb@tn.gov

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	

West Tennessee - Randall Hendrix
(731) 984-6677 FAX (731) 668-9769
121 Executive Park Drive, Jackson, TN 38305
Email: Randall.G.Hendrix@tn.gov

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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