



CJIS Support Center—TIBRS Newsletter

May 2018 | Volume 23 Issue 5, P.1

TIBRS Reporting Site vs Repository Site

There’s still some confusion that exists among some agencies in distinguishing the difference between the TIBRS Reporting Site and the Repository Site in CrimeInsight.

- The [TIBRS Reporting Site](#) is used to generate Agency Crime Summary Overviews, Crime in TN reports, QC exception reports, statistical reports, etc. You will never use this site to report TIBRS incidents nor will you ever use it to upload your monthly TIBRS file.
- The [Repository Site](#), in contrast, is used to upload TIBRS monthly files by vendor agencies. Tncop agencies will never upload a monthly TIBRS file—Ashley Anderson will continue to pull and process your monthly file for you.

Whether you’re a vendor agency or Tncop agency, the [Repository Site](#) will also be used to enter Use of Force and/or Deaths in Custody reports. There are two methods of submittal for Use of Force in CrimeInsight—upload or

manual entry. Agencies who are using their vendors to submit Use of Force will need to obtain a Use of Force JSON file from their vendor for upload. TnCop agencies and vendor agencies who are not using a vendor will need to manually enter a Use of Force report using the Use of Force web entry form listed under the “Web Entry” Tab.

Currently, there is only one method for reporting Deaths in Custody (DICRA) reports in CrimeInsight. The only method for submitting a DICRA incident is by manually entering it in CrimeInsight. The form is listed under the “Web Entry” tab.

Additionally, Arrest Related Non-Forcible Deaths will never be submitted in the [Repository Site](#). Please refer to page 3 of this newsletter for definition and reporting instructions.

As a friendly reminder, Use of Force, Deaths in Custody and Arrest Related Non-Forcible Deaths are not part of the TIBRS program.

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Use of Force Reporting

By law, your agency is required to submit a Use of Force report in the CrimeInsight—Repository Site—for events that meet the reporting guidelines below.

1. When a fatality occurs connected to use of force by a law enforcement officer.
2. When there is a 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.

The definition of serious bodily injury is based in part on 18 United States Code 2246 (4) and means “bodily injury that involves a substantial risk of death, unconsciousness, protected and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.”

Whether there’s an incident or not agencies will always need to submit a Use of Force report in the CrimeInsight—Repository Site—by either upload or manual entry.

- **Zero Report-** Agencies with zero Use of Force incidents are responsible for submitting a zero report by the **10th of each month**. This can be done by either manually entering the report using the Use of Force web entry form or by uploading a JSON file.
- **Incident Report-** Agencies who do have a reportable incident will need to must submit a preliminary report within 30 days of the occurrence. The edit functionality on the web entry form allows agencies to edit reports once investigation is no longer pending. Agencies using a vendor for Use of Force will need to upload a JSON file in the “Use of Force Upload” tab.

Deaths in Custody (DICRA) —Jail or Prison Reporting

Agencies are also responsible for submitting deaths that occur in a prison or in a jail. We advise that you refer to the web entry form in the CrimeInsight—Repository Site—to get an idea of what information you need in order to submit a completed form as there is no edit functionality to the DICRA form in CrimeInsight. Also, there is no zero reporting in place for DICRA, so agencies will not be required to submit a zero report for Deaths in Custody.

If you have any questions with the reporting of a Death in Custody or Use of Force please contact Yeselin Melendrez by phone at 615-744-4136 or by email Yeselin.Melendrez@tn.gov.





Arrest-Related Non Forcible Deaths (ARNFD) Reporting

Since these incidents are not very common, we will not be collecting ARNFD incidents in the CrimeInsight Respository Site. Instead, agencies will utilize a fillable pdf for incidents that fall in the scope of the reporting criteria listed below. Link to form: <https://www.tn.gov/tbi/law-enforcement-resources/law-enforcement-resources0/tibrs/tibrs-forms.html>.

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

Please send Yeselin a copy of the police narrative by fax at 615-744-4555 or by email Yeselin.Melendrez@tn.gov if you believe an incident meets the above reporting criteria. There is no zero reporting for ARFDs; therefore, agencies will not be required to submit zero reports for ARNFDs.

Partners in Crime..Stats

The TBI CJIS unit had four guests in our recent TIBRS classes in Jackson, TN. We were pleased to welcome Bill Welch, Scott Cline, Dean Milne, and Jason Buschjost of the Missouri Highway Patrol. They are Trainers/Auditors with the State of Missouri's NIBRS (MIBRS) program.

As you know, Tennessee has been reporting NIBRS/TIBRS data since 1996. Our friends from Missouri are now coming on board to report to NIBRS, as well.

The classes they attended were Introduction to Data Collection on April 10th and TIBRS Review on April 11th. It was an honor to share our state's knowledge and implementation of NIBRS with one of our neighboring states!



Our TIBRS program is top rated, and that is thanks to the hard work and dedication of our Tennessee agencies. Keep up the good work Tennessee! We wish the State of Missouri the very best as they make their transition to NIBRS.





2018 Publication Schedule

Date	Deadlines
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

A Note from the Auditors

As part of the Quality Assurance Reviews (QAR), auditors are provided with narratives from your agency’s reports. Once the QAR is complete, the auditor will complete a report and send it to your agency with the finding(s) that must be changed. Upon reading the report, the agency has the option of contesting any or all findings from the audit. Should they choose that option, the agency’s RAC sends an email to CJIS Supervisor Dale King, with a detailed account of the contested finding(s). He will review the contested finding(s) and complete a Contested TIBRS QAR Report, which will be placed in the agency’s file. A copy will also be sent to the agency. The report will include a summation of the contested finding(s), including whether they are valid or invalid.

IMPORTANT! We have had several contested findings recently that had to be changed because there was additional information, such as supplemental narratives and/or reports that were not made available to the TBI Auditor at the time they were performing the QAR. As a reminder, please provide **complete** narratives, including any supplemental information to the TIBRS auditors.

TIBRS Training—As a Friendly Reminder. .

If you have signed up for a TIBRS class, but are unable to attend, please contact Zack 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.





TIBRS Training—As a Friendly Reminder. .(Continued)

- 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, TnCOP Software classes are for new users only.

2018 Training Schedule

May 2018		
Tuesday, May 8 th	NAC Orientation/N-DEX	TBI Headquarters
Wednesday, May 16 th	Introduction to Data Collection	TBI Headquarters
Thursday, May 17 th	TnCOP Software	TBI Headquarters
Tuesday, May 22 nd	RAC Orientation/CrimeInsight	TBI Headquarters
Thursday, May 24 th	TIBRS Review	TBI Headquarters
June 2018		
Tuesday, June 5 th	Introduction to Data Collection	Sevierville, TN
Wednesday, June 6 th	TIBRS Review	Sevierville, TN
Thursday, June 7 th	TIBRS Overview & Report Writing	Sevierville, TN
Tuesday, June 19 th	Introduction to Data Collection	TBI Headquarters
Wednesday, June 20 th	TnCOP Software	TBI Headquarters
Tuesday, June 26 th	CrimeInsight	TBI Headquarters
July 2018		
Tuesday, July 10 th	Introduction to Data Collection	TBI Headquarters
Wednesday, July 11 th	TnCOP Software	TBI Headquarters
Thursday, July 12 th	RAC Orientation/CrimeInsight	TBI Headquarters
Tuesday, July 17 th	TIBRS Review	TBI Headquarters
August 2018		
Tuesday, August 7 th	Introduction to Data Collection	Jackson, TN
Wednesday, August 8 th	TIBRS Review	Jackson, TN
Thursday, August 9 th	TIBRS Overview & Report Writing	Jackson, TN
Tuesday, August 14 th	NAC Orientation/N-DEX	TBI Headquarters
Wednesday, August 15 th	CrimeInsight	TBI Headquarters
Wednesday, August 22 nd	TIBRS Review	TBI Headquarters



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Vacant TIBRS Trainer	(615) 744-4018	Vacant

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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	

Middle Tennessee - Abby Claud
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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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