



CJIS Support Center–TIBRS Newsletter

October 2018 | Volume 23 Issue 10, P. 1

Inside this Issue:

Welcome Note!	P. 1
2018 Conference	P. 1
TIBRS Auditors	P. 2
Use Of Force Reporting	P. 3
Death in Custody Reporting	P. 3
2018 Training Schedule	P. 4
CJIS Support Contact List	P. 5-6

Meet Our New Team Member!

Thomas was born and raised in Clarksville, TN. He served in the United States Army for 4 years, and attended school at Austin Peay State University immediately after leaving the Army on active duty status.

Thomas obtained his Bachelor of Science degree in Criminal Justice, then enrolled at Bethel University to pursue his Master of Science degree in Criminal Justice.

He really enjoys helping others and is excited to work for Tennessee Bureau of Investigation as the middle Tennessee TIBRS auditor. Welcome, Thomas!



Thomas: “The entire staff here has welcomed me with open arms and has treated me like family. I look forward to working extensively with the CJIS Division within the TBI and do all that I can to make a difference for the entire State of Tennessee. I would like to thank the Tennessee Bureau of Investigation for giving me this amazing opportunity to serve my home state!”

The 2018 TIBRS Conference was a success!

The TBI CJIS unit would like to thank our guest speakers Capt. Bobby Hubbs and Special Agent Samera Zavaro for an outstanding demonstration of their specialized trades. We would also like to thank the TIBRS User Group for everything they do every year. Finally, we’d like to thank all of the 314 conference attendees, without whom, TIBRS wouldn’t be viable resource. We also appreciate everyone who stayed after to the Conference for the CrimeInsight/RAC Orientation. We are pleased to say well over 120 people stayed.





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Monthly Tip—A note from your auditors

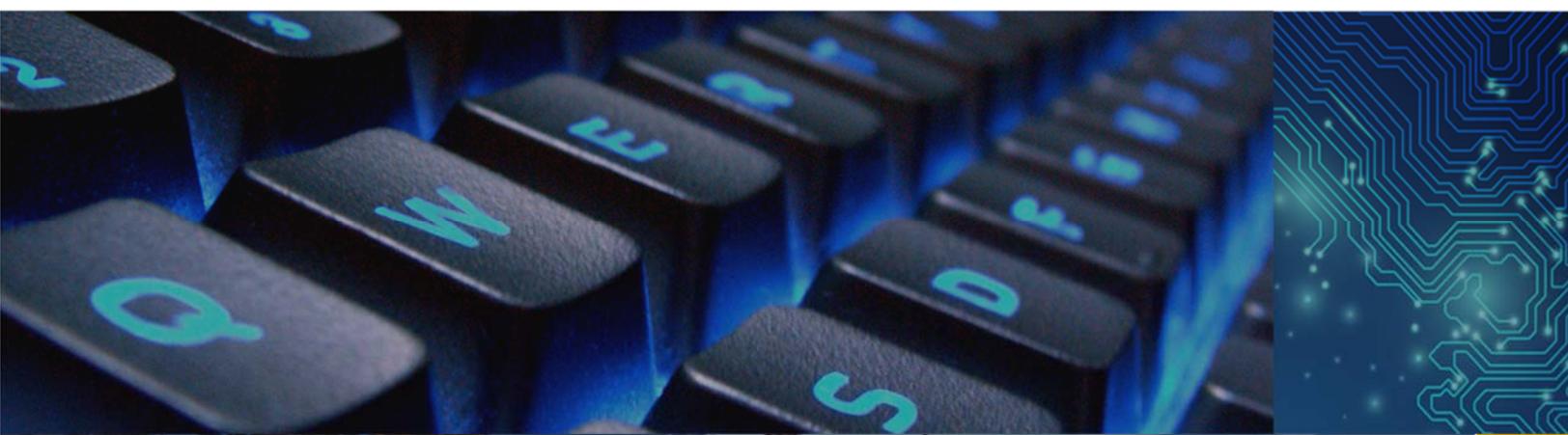
During some recent audits, we have read narratives that are vague, incomplete and in some cases, non-existent. In some instances, a narrative has not been entered into the vendor software or TnCOP. The narrative is one of the first things an auditor reviews when conducting an audit. The narrative should tell the story of what occurred. We realize that on occasion the RAC receives the officer's reports before the narrative is written.

When that is the case, please remember to check back with the officer, detective, deputy, etc. and request an updated version of the report.

It is likely that the updated report will include the narrative.

Narratives are used to classify an incident and are part of the investigative tools in the Tennessee [Bureau of Investigation] Homeland Online Records (THOR) system, formerly known as the CRMS.

A narrative does not have to be lengthy, but it must contain the basics: Who, What, When, Where, and How. If the motive is known, include Why. The narrative should be thorough and specific.





CJIS Support Center–TIBRS Newsletter

October 2018 | Volume 23 Issue 10, P. 3

CrimeInsight



When accessing the CrimeInsight Portal, we advise that LEA agencies use Firefox or Google Chrome. The site does not function well with Internet Explorer.



Use of Force Reporting

Whether there's a reportable Use of Force incident or not, agencies must always submit a monthly Use of Force report in the CrimeInsight Repository Site.

Zero Report- Agencies with zero Use of Force incidents are responsible for submitting a zero report by the 10th of each month for the previous month.

Incident Report- Agencies with a reportable incident 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 jail or in a prison. 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 about reporting a Death in Custody or Use of Force incident, please contact Yeselin by phone at 615-744-4136 or by email Yeselin.Melendrez@tn.gov.





2018 TIBRS Training

October 2018		
Tuesday, October 9 th	Introduction to Data Collection	Harriman, TN
Wednesday, October 10 th	TIBRS Review	Harriman, TN
Wednesday, October 17 th	TIBRS Overview & Report Writing	TBI Headquarters
Thursday, October 18 th	TIBRS Review	TBI Headquarters
Thursday, October 25 th	CrimeInsight	TBI Headquarters
November 2018		
Tuesday, November 6 th	NAC Orientation/N-DEX	TBI Headquarters
Wednesday, November 7 th	TIBRS Review	TBI Headquarters
Wednesday, November 14 th	Introduction to Data Collection	TBI Headquarters
Thursday, November 15 th	TnCOP Software	TBI Headquarters
Tuesday, November 27 th	RAC Orientation/CrimeInsight	TBI Headquarters
December 2018		
Tuesday, December 4 th	CrimeInsight	TBI Headquarters
Tuesday, December 11 th	Introduction to Data Collection	TBI Headquarters
Wednesday, December 12 th	TnCOP Software	TBI Headquarters
Tuesday, December 18 th	TIBRS Review	TBI Headquarters

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, TnCOP Software classes are for new users only.



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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	

West Tennessee - Randall Hendrix
(731) 984-6677 FAX (731) 668-9769
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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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