



iSOMS® Incident Reports / IBRS

Remove from State System / Expunge Record(s)

Information Only Checkbox

Nonreportable / IBRS

IBRS Reporting **does not** want Group A and Group B UCRs on the same report.

There is an exception for this in Tennessee, but IBRS wants iSOMS, at submission time, to create a different incident number. We do not want to make invalid Case Numbers in the state system. You will need to add a new report for Group B; in this way, your agency has assigned it a new Incident Case Number.

However, there is a way with iSOMS to have the report on your Incident Report but *not* got to the state system, which is explained below. Also, at the end of this document is our question to and response from the Tennessee TBI about Group A 35A (drug) + Group B 90D (DUI).

Information Only Checkbox (new to iSOMS)

This feature is new to iSOMS. In general, this means you can add any combination of UCRs, Offenders, Victims, Property, etc. even if they are not fully IBRS complaint. This allows you to have a *full* and *complete* incident report for your agency and/or the district attorney, yet not be part of the IBRS validation or submission process.

This feature is on UCR, Offender, Victim, Property, Witness, and Complainant. It uses a checkbox that is called **Information Only**.

In the example below, having **09D (TN) + 35A** would be OK, but having the **90Z (group B)** would be a validation error and therefore IBRS does not want it reported on the same incident report.

3 UCRs

	UCR	Charge Code
	09D-Negligent Vehicular Manslaughter	AGGRAVATED VEHICULAR HOMICIDE
	35A-Drug/narcotics Violations	DRUGS-DELIVER OF SCHEDULE 1
	90Z-All Other Offenses	AGGRAVATED ASSAULT



In iSOMS, on each UCR there is a checkbox in the upper right called **Information Only**.

A screenshot of the 'View UCR' form in the iSOMS system. The form has a blue header bar with the title 'View UCR'. Below the header, the 'Case #' is 04008849. The 'Charge Code' is 1021 AGGRAVATED ASSAULT. There is a checkbox labeled 'Information Only' which is currently unchecked. Below this, the 'UCR Code' is 90Z-All Other Offenses, and the 'Attempted/Completed' status is C-Completed. A black arrow points from the 'Information Only' checkbox to a separate box below the form that contains a checked checkbox and the text 'Information Only'.

If you check that box:

1. The UCR will **NOT** be part of any IBRS validation.
2. The UCR will **NOT** be submitted to the State IBR System.

This allows your agency to enter any UCR you want reported or printed to this incident report. If that box is *not* checked (which is the default), then it is part of the validation process.

Additional Example

At a traffic stop, an offender has warrants from another agency, and the offender has drug paraphernalia that leads to an arrest. The UCRs involved are:

1. **35B** – Drug paraphernalia
and
2. **90Z** – All Other Offenses

However, IBRS does not want these two UCRs to be reported on the same incident report. Most agencies just report the 35B UCR but do not list the 90Z UCR at all.

In both WinSOMS and iSOMS, you get a validation error if you have both the 35B + 90Z on the report. But in iSOMS, if you check the **Information Only** box, then it can be included on your report and printed without being reported to the state.



History Note

An Arkansas Sheriff's Office advised they needed UCRs on the report for the Judge/District Attorney. We advised using the Offender Charges tab to "throw the book at them", but their Judge and DA wanted it as only the primary crime involved. They wanted to have the primary crime easy to see on page one of the printed Incident report, so they would not have to review every offender to see what charges were filed.

We could not do this in WinSOMS, because if a UCR was on the report it was part of the validation. Knowing this, we added the **Information Only** checkbox to iSOMS. The **Information Only** checkbox is on every window related to IBRS in iSOMS. That means the same box is on UCR, Offender, Victim, and Property.

Example: UCR 520 Weapon Violation [*Knife on Juvenile at school*]

You would of course seize/take the knife. However, you would not report this property to IBRS. Even so, you need to add it to the property section of your report. In both WinSOMS and iSOMS, you could use *Loss Type 0-Evidence/Department Use*. In iSOMS, however, you can mark it as **Information Only**. This will include it in the report but not be part of the validation.

Example: UCR 220 – Burglary.

You might want to add 3 suspects to the *Offender* segment because of the investigation, but you do not really know enough about them to add the race, sex or age. Of course you can't add them in WinSOMS, as it has all be connected and compliant with IBRS. Pretend, for example, you are watching a video of a break in. You see three people, all about 5'4 – 5'7. They are all wearing baggy clothes, and their faces are covered. You can only tell there are three people in the video, but do not know race/sex.

You need to report all three on your incident report but would get validation error unless you entered the race/sex/age/ethnicity and resident status. You of course could use U-Unknown, but in Oklahoma (SIBRS) you get an error in their repository because you sent more than one (1) unknown offender.

In this example, you would add all three (3) offenders, but mark two of them as **Information Only**. Then they would not be part of the validation, nor submitted to SIBRS.



Expunge from State System

If an entire Incident Report or Single Offender has been submitted to the state IBRS system and it needs to be removed. Either because of mistake or expungement, you have two (2) options.

IBRS: What if you need to remove a single offender from a group incident report? (For example: **220 Burglary** with three arrested offenders when one of the offenders gets their record expunged from the arrest, or a single Group B 90D Dui, i.e. 1 offender on report.)

Our history with expungements from a judge says Delete/Remove. That means delete the record so no can see it, search for it, or accidentally get included on a records check. Delete is best option. However, how does that trickle up to the state so it also deleted from the State IBRS system?

Group A – Single Offender: **Delete** the offender record. We will automatically mark the entire incident to be resubmitted to the state. Which, in that next submission, would include this incident, but NOT include the deleted offender.

Group B – Incident Single Offender: **Delete** the entire incident record. We will automatically mark the entire incident to be resubmitted to the state. In the next submission, this would submit a Delete Record for entire incident from the state.

Mistake to remove from State System

Group A – Single Offender: **Mark Offender as Information Only / or Delete.** We will automatically mark the entire incident to be resubmitted to the state. In the next submission, this would include this incident, but NOT include the deleted offender. So, if you want to keep the offender on the report as they are not expunged (just a mistake), using **Information Only** is the way to go.

Group B – Incident Single Offender: **Mark Report as non-reportable.** We will automatically mark the entire incident to be resubmitted to the state. Which, in that next submission would submit a Delete Record for entire incident from the state.



This is Tennessee's Response to our question about Submitting Group A + Group B together.

M & M Question to TBI:

We have a general testing question:

Group As and Group Bs are should not be on the same report (with the exception of the 90D+35A). Is that still the case?

TBI Response:

You still may not submit a Group A and Group B together on the same report. There are two "options" to this rule and they are:

1. For a DUI and a Drug/Narcotic Violation occurring in the same incident – agencies must report the Group A – Drug/Narcotic Violation. Agencies then have the "option" to report the Group B – DUI as well – **AS long as they report the DUI using a completely different, unique incident number to do so.**
2. The same "option" will apply in an incident with the following two offenses in the same incident – a DUI and a Negligent Vehicular Manslaughter. Agencies must report the Group A – Negligent Vehicular Manslaughter. They then have the "option" to report a separate Group B incident with DUI as the arresting offense. Agencies must use a different, unique incident number to do this.

M & M Question to TBI:

Question: Is there anything about submitting different Group Bs on the same report?

Example: 90Z + 90D

TBI Response:

If the same offender is being arrested for multiple Group B offenses in the same incident, agencies should determine the most serious reported offense and report that offense only as the arresting offense. Agencies should then include a detailed narrative that will list what occurred in the incident.



TIBRS Training Tips

This section contains tips and important information concerning expungement related to TIBRS (Tennessee Incident Based Reporting System).

Name Changes

TIBRS incidents are not affected by court dispositions, including expungements. However, if you receive notice that a case has been expunged, consider this option:

You may edit the arrestee's name to:

FIRST NAME: *Case*

LAST NAME: *Expunged*

Please do **not** use names such as: John Doe, John Smith, Jane Doe, Jane Smith, etc. because they are names of actual persons and **may cause confusion for those searching the CRMS.**

Personal Identifiers

In addition to editing the name, make sure to edit all segments that include the arrestee's personal identifiers (SSN, DL number, etc.), **including the narrative.**

IMPORTANT: Do not edit the arrest status. It should remain **"Arrested: YES."**

Do **not** edit the date of birth. It is not unique to that person - many people share the same DOB.

Do **not** edit descriptors such as eye color, hair color, height, weight, etc.

For editing scars, marks and tattoos, use your best judgment.

The entire incident should **never** be deleted from TIBRS!

Continued on the next page.



Conditional Expungements in Multiple-Offense Incidents Scenario:

Robert Miller was arrested for using brass knuckles to strike another man.

It was reported to TIBRS as one incident, containing two offenses (Aggravated Assault and a Weapon Law Violation). Miller was convicted. One year later, the court decided to expunge the weapons charge, but left the assault conviction intact.

Procedures for TIBRS

DELETE the Weapon Law Violation offense from the original incident. Once that offense is deleted, do not change anything in the remaining Aggravated Assault offense/incident.

This is because the Aggravated Assault offense was not included in the Order of Expungement, so do not delete the name or any personal identifiers of the arrestee.

RE-ENTER the Weapon Law Violation using a new incident number that is unique (so that it cannot be "connected" to the Aggravated Assault incident).

When re-entering the Weapon Law Violation, DO NOT include any personal identifiers pertaining to the offender (use the guidelines listed above).



For More Information...

We hope this manual has been helpful to you and your agency. If you have any more questions, don't hesitate to call us at 888-644-5786.

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