

SOR Single-Entry System

PURPOSE: The SOR Single-Entry System is a combination of the old Sex Offender Registry Database and NCIC. Its purpose is to simplify the registration process by simultaneously creating or updating the NCIC entry so the information in both systems matches, and to reduce the number of errors in each.

NCIC policy requires anyone having direct or indirect contact with NCIC to at least have a Query certification. Therefore, all SOR operators MUST be Query certified. (Also see SOP #20 - NCIC Entry and Validation for Registering Agencies and NCIC 2000 Operating Manual)

PROCEDURE:

1. Initial Registration
2. Annual/Quarterly/Monthly Reporting
3. Information Updates
 - A. Active (including offender relocations within TN)
 - B. Active-Incapacitated
 - C. Active-Resides in Another State, Works in TN
 - D. Absconders
 - E. Inactive – Deceased
 - F. Inactive – Incarcerated
 - G. Inactive – Moved to Another State
 - H. Inactive – Deported
4. SOR Single-Entry Issues

Initial Registration

PURPOSE: The purpose of this procedure is to establish the guidelines and process in which Local Law Enforcement Agencies register convicted sexual offenders, utilizing the available resources at hand, to include the Tennessee Sex Offender Registry Single-Entry Database. **An Initial Registration into SOR will generate the NCIC entry and automatically populate the NIC#.**

PROCEDURAL PROCESS:

The information necessary for an Initial Registration in SOR is:

1. Offender's identification
2. Proof of Conviction (including Offense, DOO, DOC, Date of Release, Age of victim)
3. Criminal History (III, and NLETS)
4. Driver's License/ID
5. Vehicle registration

This information should be collected prior to beginning the Initial Registration in SOR as it will be used during the process.

I. Log into the SOR Single-Entry Database using your issued user name and password.

II. Sexual Offender Registry Selection Option Page

- a. Inquire on the sex offender's last and first name, and/or TOMIS/SO #.
- b. If no results are found, return to the search page to proceed with the initial registration.
- c. If results were found, such as an existing TOMIS/SO#, see SOP for information updates.

III. Initial Registration

- a. At the Main Menu, click on "Initial Registration".
- b. Answer the question, "Is the Offender Present During Entry of this information"? (note: offender should always be present for initial registration).
- c. Continue.
- d. Answer the three questions before proceeding:
 1. Was the offense committed in Tennessee?
 2. Was the offender adjudicated as a juvenile?
 3. Was the offender required to register in another jurisdiction, and/or has the offender been convicted of a sexual offense in another jurisdiction?

- e. From the answers you gave, this next page informs you whether or not the offender has to register. If you receive a notice stating that the offender does not have to register, please contact TBI.
- f. Continue

IV. Section A- Registrant Information

- a. If the offender has an existing TOMIS number, please enter the number in the box provided. If the offender does not have a TOMIS number, click "Generate SO Number".
- b. Enter the offender's general information.
- c. Add supplemental information by clicking on "Add Alias Information" (i.e., any additional names, DOB, and SSN not entered in the offender's general information).
- d. When finished, click "Back to Section A".
- e. Continue

Section A- Continue- Other Information

- a. Enter other features and identification information. * No dashes or special characters, height must have 3 digits (509 not 5-9), hair – if bald, use 'unknown', TN DL # must be 9 numbers. If not, add '0' in front of the number. GPS Device is for probation and parole only.
- b. Click "SMTs, CMCs and MNUs" to enter scars, marks, tattoos (SMT), medical information (CMC) and any government ID's or other state SID #'s (MNU).
- c. When finished, click "Return to Section A".
- d. Continue
- e. At the "Page Summary" screen, please review all information. If there is a mistake, click "previous section" and make necessary corrections. If not, continue.

V. Section B- Primary Place of Residence

- a. If this address is also the offender's mailing address, check the appropriate box.
- b. Enter a start date. This is the date the offender started living at the listed address.
- c. Enter all address information and agency to be notified.
- d. Skip the check boxes regarding NIC. These are for existing entries that relocate to a new jurisdiction. **Do not check these boxes for an Initial Registration!**
- d. Mark appropriate box if minors are living in residence, homeless, or living in an assisted living facility. (If homeless, put '000 Homeless' for street address)
- e. Once you have verified the offender's address, click "Verification Information" to note how this information was verified by the registering agency.
- f. Click "Return to Address Page".
- g. Continue.

Secondary Address or Places of Physical Presence (only if applicable).

- a. Enter start date. This is the date the offender started living at the listed address.
- b. Enter all address information and agency to be notified.

- c. Mark box if minors are living in residence or living in an assisted living facility.
- d. Once you have verified the offender's address, click "Verification Information" to note how this information was verified by the registering agency.
- e. When finish click "Return to Address Page".
- f. Continue.

Relative Information

- a. Enter relative information.
- b. Continue

Electronic Identification

- a. Choose appropriate e-mail communication
- b. Enter start date.
- c. Enter Electronic ID
- d. Enter agency to be notified.
- e. Continue
- f. At the "Page Summary" screen, please review all information. If there is a mistake click "previous section" and make necessary corrections. If not, continue.

VI. Section C- Vehicle Information

- a. Enter all vehicle information owned or used by the offender.
- b. Click "add record".
- c. Add additional vehicles if necessary.
- d. Continue
- e. At the "Page Summary" screen, please review all information. If there is a mistake, click "previous section" and make necessary corrections. If not, continue.

Vessel Information

****This section is not currently working in SOR. Put any boats or vessels in the note section (Section H). The NCIC person will need to add it to the NCIC entry manually. This should not interfere with submitting updates in SOR.**

VII. Section D- Campus Activity (Only if Applicable)

- a. Choose appropriate box for student, employee or volunteer.
- b. Enter a start date.
- c. Enter school information and agency to be notified.
- d. Click "add record" to add multiple entries
- e. At the "Page Summary" screen, please review all information. If there is a mistake click "previous section" and make necessary corrections, if not continue.

VIII. **Section E- Employment Information**

- a. Choose appropriate box for employed, self-employed or unemployed. If unemployed, type "Unemployed" in the Type of Work field.
- b. Enter start date.
- c. Enter end date when the offender leaves one job and starts another.
- d. Click "add record: to add multiple entries.
- e. Continue
- f. At the "Page Summary" screen, please review all information. If there is a mistake click "previous section" and make necessary corrections. If not, continue.

IX. **Section F - Offense Information**

- a. Enter all offense information. The date of offense is required.
 - b. For Tennessee convictions, click the "Underlying Offense" box to choose your conviction.
 - c. For out of state convictions, click the "code" box and choose the **3699:39-13-PT5** code.
 - d. Enter the out of state conviction exactly as it is listed in the other state in the code description box.
 - e. Mark appropriate boxes for victim: victim's age, was a minor/child, victim sex, victim relationship, and number of victims. Click "Add Victim".
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- d. Click "add record".
 - e. Continue

Release Information

- a. Enter release date.
- b. Click on "Type of Release" to the appropriate release information for the offender.
- c. Continue
- d. At the "Page Summary" screen, please review all information. If there is a mistake, click "previous section" and make necessary corrections. If not, continue.

X. **Section G- Probation and Parole ONLY**

- a. Enter the probation officer's information and agency to be notified.
- b. Continue
- c. At the "Page Summary" screen, please review all information. If there is a mistake, click "previous section" and make necessary corrections. If not, continue.

XI. **Section H- Offender Classification Information**

- a. Choose the offender's "status" information.
- b. Enter any appropriate notes in the "notes" section.
- c. Classification is automatically assigned by the database to an offender based on the TN conviction. If they were convicted in another state, they will be 'violent pending TBI review'.
- d. Continue

e. At the "Page Summary" screen, please review all information. If there is a mistake click "previous section" and make necessary corrections. If not, continue.

XII. Section I- Acknowledgment

- a. Choose appropriate box. This acknowledges that the offender has read and understands the requirements or the requirements have been read to him.
- b. Continue

XIII. Section J- Contributing Agency Information

- a. This will be your agencies information.
- b. Continue

Requirements

- a. Mark appropriate boxes for warrants, criminal histories, photographs and fingerprints.
- b. Enter the offender's FBI number and Tennessee SID number. If there is no number found, mark the No FBI, No SID box.
- c. The NCIC Entry and NIC # will be generated once you submit the Initial Registration in SOR. So, mark the 'No NIC' box.
- d. Make a copy of offender's driver's license or government ID and mark the appropriate box.
- e. Check appropriate box if DNA was collected from the offender.
- f. If the Annual Fee is collected, mark appropriate box and enter amount, date and agency fee paid to. Refer to the SOP for 'SOR Fee Collection by Agency'.
- g. Continue

Verify Reporting Information

- a. The first date shown is the date of the registration.
- b. The second date is the next date the offender is allowed to report.
- c. The third date is the date the offender is considered in violation.
- d. Continue
- e. At the "Page Summary" screen, please review all information. If there is a mistake click "previous section" and make necessary corrections. If not, continue.
- f. Skip 'Validating Officer'. This is not functioning properly at this time.
- g. Sign form, click "Submit" and click "Continue".
- h. If necessary, sign Instruction form, submit and continue.

Registration Submission

- II. Upload photo of offender
- III. Make submission.

**** An Initial Registration into SOR will generate the NCIC entry and automatically populate the NIC#.**

Annual/Quarterly/Monthly Reporting

PURPOSE: The purpose of this procedure is to establish the guidelines and process in which Local Law Enforcement Agencies register convicted sexual offenders, utilizing the available resources at hand, to include the Tennessee Sex Offender Registry Single-Entry Database. **All information submitted through SOR will populate the NCIC entry upon submission.**

PROCEDURAL PROCESS:

I. Log into the SOR Single-Entry Database using your issued user name and password.

XIV. Sexual Offender Registry Selection Option Page

- a. Choose Information Update
- b. Answer the question, "Is the Offender Present During Entry of this Information"? (note: offender should always be present when doing an Annual/Quarterly/Monthly Report.)
- c. Continue

XV. Search Criteria Screen

- a. Enter the offender's TOMIS or SO#.
- e. Click "Continue"

XVI. The Select Option Screen

- a. Choose "Annual/Quarterly/Monthly Reporting."

**** Note**** Offender must be in Active status to do an Annual/Quarterly/Monthly Report. If the offender is in "Possible Violation", this will have to be dealt with before an Annual/Quarterly/Monthly Report can be done. Go to 'Violation Status' and answer Yes or No. Continue thru to the end and submit for update.

XVII. The Annual/Reporting/Monthly Screen

- a. Select the first link if there are no changes to the offender's information, and proceed to section I.
- b. Select the second link if there are changes to be made to the offender's information and proceed to the appropriate section to make changes.
- c. Proceed by continuing to click "continue" to section I.

XVIII. Section 1- Acknowledgement

- a. Choose appropriate box. This acknowledges that the offender has read and understands the requirements or the requirements have been read to him.
- b. Continue
- c. Continue

XIX. Section J- Requirements Screen

- a. Verify offender's FBI #/SID #/NIC #.
- b. Mark appropriate box for warrants, criminal history, photographs, and fingerprints. (It is at the discretion of the local law enforcement agency as to when to update this information).
- c. Mark appropriate box if fee is collected and enter amount, date and agency fee paid to. Continue

Verifying Reporting Information

- d. The first date shown is the date of the registration.
- e. The second date is the next date the offender is allowed to report.
- f. The third date is the date the offender is considered in violation.
- g. Continue
- h. At the "Page Summary" screen, please review all information. If there is a mistake click "previous screen" and make necessary corrections, if not continue.
- k. Sign form, click "Submit" and click "Continue".

VIII. Submit Update Screen

- f. Upload current photographs.
- g. Make Submission

**It is important to do Annual /Quarterly/Monthly Reports when they are due.

Annual/Quarterly/Monthly Reporting is different than Information Updates in that all registered offenders are required by law to REPORT either annually (7 days before/after their birthday), Quarterly (Mar, Jun, Sept, Dec) or Monthly if they are Homeless. This is part of the Sex Offender Tracking effort. They can update their information any time throughout the year for things like address, employment, school, vehicles, etc. This can be done with an Information Update.

Issues :

1. An IU is done instead of an AR/QR/Monthly.

The SOR database is designed to monitor the reporting dates and the type of update being done. If the next reporting date is 3/1/2015 and a QR is done on 3/15/2015, the reporting dates are automatically updated to the next Quarterly reporting month (6/1/2015). If they do an IU instead of a QR, the reporting dates do not change and the offender goes into Possible Violation Status on 4/1/2015 even though he came in on 3/15/2015.

2. AR/QR is done when it's not time.

Scenario: An offender is released from jail in May and goes to the PD to report. They see he's not done a quarterly report since December. Instead of doing an IU to update his information, they do a QR, then tell the offender his next report date is September. The offender goes into violation status on July 1. Why?

May is not a Quarterly Reporting month. They are March, June, September, and December. The officer should have done an IU when the offender showed up in May and updated his information. The offender should have reported again in June for his QR. This would have updated his reporting dates correctly and he would not have been placed in violation.

Information Update

PURPOSE: The purpose of this procedure is to establish the guidelines and process in which Local Law Enforcement Agencies register convicted sexual offenders, utilizing the available resources at hand, to include the Tennessee Sex Offender Registry Single-Entry Database.

PROCEDURAL PROCESS:

XX. Log into the SOR Single-Entry Database using your issued user name and password.

XXI. Sexual Offender Registry Selection Option Page

- a. Choose Information Update
- b. Answer the question, "Is the Offender Present During Entry of this Information"? (note: offender should always be present when updating his/her record, unless incarcerated).
- c. Continue

III. Search Criteria Screen

- h. Enter the offenders TOMIS or SO#.
- i. Click "Go"

i. The Select Option Screen

- Click "Change of Information (Between Reporting Dates)"

j. Offender Information

- Choose appropriated section for changes.
- Continue to the "Page Summary Screen".
- At the "Page Summary" screen, please review all information. If there is a mistake click "previous section" and make necessary corrections. If not, continue.
- Click "Accept Changes".
- Click "Submit and Print Forms"
- Continue
- Continue
- Continue
- Click "Accept Changes".
- Click "Submit for Update".

Sex Offender Status' in SOR Database

Active

40-39-203. Registration forms; time for completion; contents; photographs

(a)(1) Within forty-eight (48) hours of establishing or changing a primary or secondary residence, establishing a physical presence at a particular location, becoming employed or practicing a vocation or becoming a student in this state, the offender shall register or report in person, as required by this part. Likewise, within forty-eight (48) hours of release on probation or any alternative to incarceration, excluding parole, the offender shall register or report in person, as required by this part.

(2) Regardless of an offender's date of conviction, adjudication or discharge from supervision, an offender whose contact with this state is sufficient to satisfy the requirements of subdivision (a)(1) is required to register in person as required by this part, if the person was required to register as any form of sexual offender, juvenile offender or otherwise, in another jurisdiction prior to the offender's presence in this state.

(e) An offender from another state, jurisdiction or country who becomes a resident of this state, pursuant to the Interstate Compact for Supervision of Adult Offenders, compiled in title 40, chapter 28, part 4, shall, within forty-eight (48) hours of entering the state, register or report in person with the board, completing and signing a TBI registration form, under penalty of perjury, pursuant to § 39-16-702(b)(3), in addition to the requirements of title 40, chapter 28, part 4 and the specialized conditions for sex offenders from the board.

Active – Incapacitated (AI)

40-39-203. Registration forms; time for completion; contents; photographs

(g) Offenders who were previously required to register or report under former title 40, chapter 39, part 1 [repealed], shall register or report in person with the designated law enforcement agency by August 31, 2005. Offenders who reside in nursing homes and assisted living facilities and offenders committed to mental health institutions or continuously confined to home or health care facilities due to mental or physical disabilities are exempt from this requirement, as otherwise provided by this part.

Active – Resides in Another State (AR)

40-39-203. Registration forms; time for completion; contents; photographs

(d)(1) An offender from another state, jurisdiction or country who is not a resident of this state shall, within forty-eight (48) hours of employment, commencing practice of a vocation or becoming a student in this state, register or report in person, completing and signing a TBI registration form, under penalty of perjury, pursuant to § 39-16-702(b)(3), with:

(A) The sheriff in the county or the chief of police in the municipality within this state where the offender is employed or practices a vocation; or

(B) The law enforcement agency or any institution of higher education, or if not applicable, the designated law enforcement agency with jurisdiction over the campus, if the offender is employed or practices a vocation or is a student.

(2) Within forty-eight (48) hours of an offender from another state, jurisdiction or country who is not a resident of this state making a material change in the offender's vocational or employment or vocational status within this state, the offender shall report the change to the person's registering agency. For purposes of this subdivision (d)(2), "a material change in employment or vocational status" includes being terminated involuntarily from the offender's employment or vocation, voluntarily terminating the employment or vocation, taking different employment or the same employment at a different location, changing shifts or substantially changing the offender's hours of work at the same employment or vocation, taking additional employment, reducing the offender's employment or any other change in the offender's employment or vocation that differs from that which the offender originally registered. For a change in employment or vocational status to be considered a material one, it must remain in effect for five (5) consecutive days or more.

Absconders (B)

40-39-208. Violations --Penalty --Venue --Providing records for prosecution.

(a) It is an offense for an offender to knowingly violate any provision of this part. Violations shall include, but not be limited to:

(1) Failure of an offender to timely register or report;

(2) Falsification of a TBI registration form;

(3) Failure to timely disclose required information to the designated law enforcement agency;

(4) Failure to sign a TBI registration form;

(5) Failure to pay the annual administrative costs, if financially able;

(6) Failure to timely disclose status as a sexual offender or violent sexual offender to the designated law enforcement agency upon re-incarceration;

(7) Failure to timely report to the designated law enforcement agency upon release after re-incarceration;

(8) Failure to timely report to the designated law enforcement agency following reentry in this state after deportation; and

(9) Failure to timely report to the offender's designated law enforcement agency when the offender moves to another state.

Inactive – Deceased (ID)

40-39-210. Death of offender.

Upon receipt of notice of the death of a registered offender, verified through the registering agency or TBI officials by obtaining a copy of the offender's certificate of death, by checking the social security death index or by obtaining a copy of an accident report, the TBI shall remove all data pertaining to the deceased offender from the SOR.

Inactive – Incarcerated (II)

40-39-203. Registration forms; time for completion; contents; photographs

(b)(1) An offender who is incarcerated in this state in a local, state or federal jail or a private penal institution shall, within forty-eight (48) hours prior to the offender's release, register or report in person, completing and signing a TBI registration form, under penalty of perjury, pursuant to § 39-16-702(b)(3), as follows:

(A) If incarcerated in a state, federal or private penal facility, with the warden or the warden's designee; or

(B) If incarcerated in a local jail, with the sheriff or the sheriff's designee.

(2) After registering or reporting with the incarcerating facility as provided in subdivision (b)(1), an offender who is incarcerated in this state in a local, state or federal jail or a private penal institution shall, within forty-eight (48) hours after the offender's release from the incarcerating institution, report in person to the offender's registering agency, unless the place of incarceration is also the person's registering agency.

(3) Notwithstanding subdivisions (b)(1) and (2), an offender who is incarcerated in this state in a local, state or federal jail or a private penal institution and who has not registered pursuant to § 40-39-212(a) or any other law shall, by August 1, 2011, be required to report in person, register, complete and sign a TBI registration form, under penalty of perjury, pursuant to § 39-16-702(b)(3), as follows:

(A) If incarcerated in a state, federal or private penal facility, with the warden or the warden's designee; or

(B) If incarcerated in a local jail, with the sheriff or the sheriff's designee.

Inactive – Moved to Another State

40-39-203. Registration forms; time for completion; contents; photographs

(3) An offender who resides and is registered in this state and who intends to move out of this state shall, within forty-eight (48) hours after moving to another state or within forty-eight (48) hours of becoming reasonably certain of the intention to move to another state, register or report to the offender's designated law enforcement agency the address at which the offender will reside in the new jurisdiction.

(4) Within forty-eight (48) hours of a change in any other information given to the registering agency by the offender that is contained on the registration form, the offender must report the change to the registering agency.

* When an offender reports his intent to move to another state, the registering agency shall do an Information Update in SOR, change his status to Inactive-Moved to Another State and change the primary address to the address in the other state. **The 'Agency to be Notified' will remain the registering agency until TBI receives proof of the offender's registration in the other state. At that time, TBI will change the 'Agency to be Notified' to TBI.**