



TENNESSEE BUREAU OF INVESTIGATION
TENNESSEE FUSION CENTER
SEX OFFENDER REGISTRY
STANDARD OPERATING PROCEDURES



Agency Connection to the SOR Database

PURPOSE: The purpose of this procedure is to establish the guidelines and process in which Local Law Enforcement Agencies connect to and use the Tennessee Sexual Offender Registry Database (SOR). The website for Local Law Enforcement to establish access is <http://www.tbi.tn.gov/>.

PROCEDURAL PROCESS:

- I. Local Law Enforcement Agencies will connect to Tennessee Internet Crime Information Center via: <http://www.tbi.tn.gov/> .
Click on the “Law Enforcement Only” link.
User name: lawenforcement
Password: Tennessee1
Click on the “TN Sex Offender Registry” link.
Click on “Connection to the SOR Database” for detailed instructions.
- II. Prior to accessing the site, under the link “Connection to the SOR Database” agencies must print off the following:

User Acknowledgement and Certification,

- i. This document is a Memorandum of Understanding between the agency and the Tennessee Bureau of Investigation.
- III. All registering agencies are responsible for having the following policy and addendum on file. New User’s are not responsible for signing these, however they are responsible for reading this information.
 - b. **Remote Access Policy,**
 - i. This is the standard by which agencies agree to adhere while accessing the network from any outside host.
 - c. **Security Addendum,**
 - i. This is the policy that outlines how the agencies access the Tennessee Bureau of Investigation networks in order to transact business.
 - III. When all of these documents have been printed and signed stating the agency’s intent to access the Tennessee Bureau of Investigation networks to interact with the SOR database they will email or fax the signed and dated forms to the attention of: Intelligence Analyst, Ty.Burubeltz@tn.gov or fax 615-744-4655.



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- IV. The agency's Point of Contact will be contacted by TBI, giving them their username and password for the SOR Database. The contact will then be instructed to download **Aventail**, to connect to the TBI's Network, if needed.
- V. The supervisor of the TBI Sex Offender Registry Unit, or designated analyst, shall coordinate with the Information Systems Division of the TBI to ensure information contained website is accurate and up to date. Additional information available on the TBI website "Law Enforcement Only" Section within the "TN Sex Offender Registry" link is:
- a. Most recent SOR Forms:
 - i. SOR Instruction Form
 - ii. SOR Registration Form
 - iii. Tracking System Receipt
 - iv. Monthly Fee Ledger
 - b. Training: Current SOR training dates and locations
 - c. Memoranda from the SOR to Registering Agencies
 - d. Sex Offender Registry Standard Operating Procedures
 - e. Updated out of state Sex Offender Registry Point of Contacts, United States Marshals Service contacts list for Tennessee, Canadian Sex Offender Registry Point of Contacts, and Court Clerk Contact information.
 - f. Tennessee Law relating to sex offenders:
 - i. Sex Offender Law, T.C.A. 40-39-201 et seq
 - ii. Sex Offender Driver's License Law, T.C.A. 55-50-353
 - iii. Sex Offender Trusty Law, T.C.A. 41-51-104
 - iv. Sex Offender Work Release Law, T.C.A. 40-35-213, 40-35-315
 - v. Sex Offender Name Change Law, T.C.A. 29-8-101
- VI. The SOR Unit has established a technical services role assigned to an Intelligence Analyst within the SOR Unit to assist agencies with simple software issues and connectivity issues with the SOR database. The current Intelligence Analyst assigned to this is Ty Burubeltz, telephone 615-744-4133, e-mail: Ty.Burubeltz@tn.gov.

Related Forms: User Acknowledgement and Certification, Remote Access Policy and Security Addendum