

SOR Single Entry System Issues

Section A:

TOMIS/SO #: This is the TN prison ID # (i.e. 00111222) or SO ID # (i.e. SO001234). The OCA in NCIC must match this number!! You will get an error in SOR if the OCA in NCIC does not match the TOMIS/SO # in SOR exactly.

Height – Do not use dashes (i.e. 5-9). Add a zero (i.e. 509).

Hair – If the offender is ‘Bald’, use ‘**Unknown**’ in SOR

TN DL’s must be 9 digits - if the number is only 8 digits, put a ‘0’ in front of the number.

* All three fields are required in SOR for NCIC to accept it: DL number, State, and year of expiration.

* Do not use dashes.

* Do not put “ID ONLY” after the DL #. You can add a note in Section H of SOR and in the MISC field in NCIC explaining that.

**Alias Names (AKA’s), Scars Marks and Tattoos (SMT’s), DOB, SS#, and Government ID’s (MNU’s) are part of Section A. This is called Supplemental Data in NCIC. If you get a “Supplemental Error” when trying to submit an update in SOR, it means the supplemental info in SOR does not match what is in NCIC. SOR must match NCIC.

Section B:

SNU – Street Number – If offender is Homeless, put ‘000’ in front of ‘Homeless’.

Address is limited to 25 characters in NCIC. No punctuation – i.e. dashes, commas, periods, etc

The two check boxes under “Agency to be Notified” are used when an offender moves from one jurisdiction to another within TN. “Create New NIC” will generate the base record entry in NCIC. If the offender has reported to the new agency before and the NCIC entry was not Cleared, check the box for “NIC Already Exists” and use the NIC # that corresponds to the new agency’s ORI.

Section C:

Vehicle Issues

When adding or updating a vehicle in SOR, you must first delete all vehicle info in SOR and in NCIC, submit it without the vehicle data. Then re-add it to the SOR. It will populate NCIC.

Section D:

Boat Issues

Most of this info is not working with NCIC. Just leave this section blank for now. You can put a note in Section H regarding Boats and keep a copy of the registration in the offenders file.

Section E:

OCP – Occupation – If the offender has 'Unemployed' in Section E (Employment Info), delete it from SOR or type 'Unemployed' in Type of Work field. Make sure the last Employer has an End Date.

Section G:

This section is for Parole/ Probation ONLY!! Police Dept.'s and Sheriff's Offices DO NOT enter anything in this section.

Section J:

Verify the FBI and SID # is accurate. Be careful to use the NIC # from your agency's entry. You cannot use the NIC # from another agency's entry. It must have your agency ORI and the entry must be Active not Cleared.

OTHER:

User Not Authorized – The NIC # used in SOR belongs to another agency's entry. Only use the NIC # from an Active (not Cleared) entry with your agency's ORI.

Things the TAC/Terminal Operator is still required to do:

- Change offender status
- Fingerprint Classification
- Tier Level (TN only uses Tier 1 – Sexual and Tier 3 - Violent)
- Adding information to the miscellaneous (MIS) field
- Clear
- Change OCA #
- Validations (tell the SOR people to skip the validating officer for now) If the SOR person wants to validate the record, he or she must have copies of the criminal history, driver's license, boats, vehicle, in-house records system, CADS (computer aided dispatch) & SOR data. If they have all of this information, then he or she may use the validating officer field in SOR.

Second Party Checks: This may be done by any employee of the registering agency.

TAC's/911 Centers:

They must maintain files on the sex offenders unless every part of the sex offender NCIC entry has been turned over to the SOR person. If it is turned over to the SOR person, the SOR person MUST be basic certified.

Basic Certification:

Only required if the person actually uses the NCIC terminal.

Jail SOR Links:

The Jails SOR link will be used for the sex offenders who are in jail that don't normally report to that county. This link will not be set up with single entry, so the NCIC # will not be required and NCIC will not be updated with the information that is changed for these offenders. The main reason we have to have two is because of NCIC and the entries entered by different ORIs. They will connect the same way they connect to their normal SOR. They can tell the different between the two on the login screen. Their normal one will say WELCOME AGENCY: _____ COUNTY SHERIFF. The jail link will say WELCOME AGENCY: _____ COUNTY JAIL.

****NOTE – The jail link allows you to change the offender's status and primary address ONLY!**