



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



## SOR Photograph Rules

### **PURPOSE:**

The purpose of the procedure is to define the necessary rules for Tennessee Sex Offender Registering Agencies and the TBI Sex Offender Registry Unit (SORU) to follow when obtaining photographs of offenders to be used on the Tennessee Sex Offender Registry.

### **PROCEDURAL PROCESS:**

- I. Registering Agencies, including incarcerating facilities, shall ensure that a **current** photograph of **all** offenders reporting to their agency is uploaded and present on the SOR Database.
- II. Registering Agencies shall update photographs as necessary to ensure the photograph displayed on the SOR Database remains **current**.
- III. Intake photographs displaying a height chart in the background of the photograph **are not allowed**.
- IV. The TBI SORU will conduct periodic checks of SOR Database photographs and shall inform registering agencies of missing or improper photographs. Upon notification, registering agencies shall correct the problem immediately.
- V. When obtaining photographs, registering agencies shall follow all guidelines set out in T.C.A. 40-39-203(i)(19)(B), which is included in this Standard Operating Procedure.
- VI. Directions for uploading a photo to the Sex Offender Registry Database:
  1. Choose "Information Update"
  2. Answer the question "Is the Offender Present", continue
  3. Enter offender's TOMIS/SID #, go
  4. Click on "Change of Information (Between Reporting Dates)"
  5. Click on "Submit and Print Form"
  6. Click "Continue"
  7. Click "Continue"
  8. Click "Continue"
  9. Click "Accept Changes"
  10. Click "Browse"
  11. Choose the photo you want to upload from the appropriate file
  12. Click "Open"
  13. Click "Submit for Update"



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- VII. Any agency experiencing difficulty in obtaining or uploading a photograph into the SOR Database should contact the TBI SORU for assistance via the SOR Hotline: 1-888-837-4170. **DO NOT FORWARD PHOTOGRAPHS TO TBI WITHOUT CONTACTING TBI.**

**Related TCA Code:**

**40-39-203. Offender registration -- Registration forms -- Contents.**

(i) TBI registration forms shall require the registrant's signature and disclosure of the following information, under penalty of perjury, pursuant to § 39-16-702(b)(3):

(19) (A) Any other registration, verification and tracking information, including fingerprints and a current photograph of the offender, vehicles and vessels, as referred to in subdivisions (i)(10) and (i)(11), as may be required by rules promulgated by the TBI, in accordance with the Uniform Administrative Procedures Act, compiled in title 4, chapter 5;

(B) By January 1, 2007, the TBI shall promulgate and disseminate to all applicable law enforcement agencies, correctional institutions and any other agency that may be called upon to register an offender, rules establishing standardized specifications for the photograph of the offender required by subdivision (i)(19)(A). The rules shall specify that the photograph or digital image submitted for each offender must conform to the following compositional specifications or the entry will not be accepted for use on the registry and the agency will be required to resubmit the photograph:

(i) Head Position:

(a) The person being photographed must directly face the camera;

(b) The head of the person should not be tilted up, down or to the side; and

(c) The head of the person should cover about fifty percent (50%) of the area of the photo;

(ii) Background:

(a) The person being photographed should be in front of a neutral, light-colored background; and

(b) Dark or patterned backgrounds are not acceptable;



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(iii) The photograph must be in focus;

(iv) Photos in which the person being photographed is wearing sunglasses or other items that detract from the face are not permitted; and

(v) Head Coverings and Hats:

(a) Photographs of applicants wearing head coverings or hats are only acceptable due to religious beliefs, and even then, may not obscure any portion of the face of the applicant; and

(b) Photos of applicants with tribal or other headgear not specifically religious in nature are not permitted;