



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



Offender Relocations

PURPOSE:

The purpose of the procedure is to define the necessary guidelines for Tennessee Sex Offender Registering Agencies to follow when receiving information of a Tennessee registered sex offender having movement or registration changes from Tennessee to another state, to Tennessee from another state, or from one jurisdiction to another within Tennessee.

PROCEDURAL PROCESS:

PART I: TENNESSEE OFFENDERS HAVING OUT OF STATE MOVEMENT

Notification

- I. Upon receiving any information or notification of a registered Tennessee offender having movement or registration changes directly affecting an out of state jurisdiction, Tennessee Registering Agencies shall inform the State Sex Offender Registry within 72 hours of receipt of such information or notification.

- II. Notification by the registering agency shall be in e-mail format to the Sex Offender Registry of the effected state. E-mail addresses for state registries are available at the TBI Sex Offender Registry web page for law enforcement:
<http://www.tn.gov/>

Go to “Helpful Links’ at the bottom of the screen.
Click on “Law Enforcement Resources”
Click on the “TN Sex Offender Registry”
Click on “SOR Contacts”
Click on “State Registry Contacts”

Documentation of the e-mail notification should be placed within the offender file at the Tennessee Registering Agency. A copy of the notification shall be forwarded to TBI by one (1) of the following methods:
Fax (615-744-4655 Attn: SOR Unit), e-mail (tbisormgr@tn.gov), or postal mail within 72 hours to:

TBI
Sex Offender Registry Unit
901 R.S. Gass Blvd.
Nashville, TN 37216-2639



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The notification should be in the following format:

To: (Out of State Registry / Agency Name)
From: (Your Name and Your Agency Name)
Date:

This agency is a sex offender registering agency for the Tennessee Sex Offender Registry. We have received information / documentation that the referenced convicted sex offender has had or will have movement or registration changes from Tennessee directly affecting your state. Our procedures require us to notify other states when this occurs, since we do not track sex offenders who live outside of Tennessee.

The information on the offender is provided below:

Name:

TN TOMIS / SO#:

Race:

Sex:

DOB:

SSN:

FBI#:

SID#:

Conviction offense:

Information directly affecting your State (must include applicable address, location, and dates):

For your convenience, a copy of the Tennessee Sex Offender Registry Law can be found at the Tennessee Bureau of Investigation website, <http://www.tn.gov/tbi> under "Sex Offender Registry".

III. Examples of information received that would require notification to an out of state sex offender registry include, but are not limited to:

- A Tennessee offender who lives in Tennessee, but obtains employment out of state
- A Tennessee offender who gives notice of an out of state vacation or temporary lodging out of state (for seven (7) or more days)
- A Tennessee offender attending school in another state
- A Tennessee offender traveling outside of the country, but traveling to another state prior to leaving the country.



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Updating SOR

IV. TN Registering Agencies must also update the offender's record in SOR.

- Do an Information Update and change the Primary Address to the reported address in the other state, and change the status to Inactive-Moved to Another State. (See IU SOP)
- Once documentation is received from the other state that the offender has registered with them or that the offender is not required to register with them, forward the documentation to TBI. TBI will change the Agency to be Notified to TBI.
- The registering agency's NCIC personnel or TAC will need to change the status in the NCIC entry to Inactive-Moved.
- Documentation of out of state registration must be placed in the offender's file for audit purposes

- ****If the offender does not report in the other state within 72 hours of leaving Tennessee, do an Information Update in SOR and change the offender's status to Absconder, and obtain a Warrant for Failure to Register/Report.**
- Change the primary address to the last known address in TN.
- Enter Warrant in NCIC.

V. No action within this Standard Operating Procedure shall take the place of strictly following the "International Travel of Registered Sex Offenders" or the "NCIC Entry and Validation for Registering Agencies" Standard Operating Procedures. In instances where both or all three procedural criteria are met, then both or all three procedures shall be followed accordingly.

PART II: OUT OF STATE OFFENDERS REPORTING MOVEMENT TO TENNESSEE

Notification

- I. Upon receiving notification from another state or registering jurisdiction outside of Tennessee regarding an offender from outside of Tennessee having movement or registration changes that involve the offender coming in to Tennessee, the TBI Sex Offender Registry Unit (SORU) will perform the following steps:

- A) Query the SOR Database to verify if the offender is already registered in Tennessee. If the offender is already registered, the SORU will verify that



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the offender's information is current and consistent with the out of state notification and place the notification in the offender's file.

- B) If the offender is not registered in Tennessee, or the offender's registration is not current (such as being classified as Inactive-Moved), the SORU will directly notify the affected Tennessee Registering Agency by fax or email. A copy of the notification from the outside jurisdiction and a copy of the notification to the Tennessee Registering Agency shall be kept within the TBI SORU and added to the offender file upon receipt of the offender's subsequent Tennessee registration documents.
- II. Upon receiving notification from the TBI SORU of an out of state offender's movement to Tennessee, the Tennessee Registering Agency shall be on watch for the offender's arrival in their area and ensure that he is registered properly according to Tennessee law. * See Initial Registration SOP.
- III. If the offender fails to arrive at the Tennessee Registering Agency within 72 hours of the expected arrival time as specified in the out of state notification, the Tennessee Registering Agency shall inform the out of state notification agency of the offender's failure to arrive.
- IV. Notification by the Tennessee Registering Agency shall be in e-mail format to the Sex Offender Registry of the affected state. E-mail addresses for state registries are available at the TBI Sex Offender Registry web page for law enforcement: <http://www.tn.gov/tbi>.

Go to "Helpful Links" at the bottom of the screen.
Click on "Law Enforcement Resources"
Click on the "TN Sex Offender Registry"
Click on "SOR Contacts"
Click on "State Registry Contacts"

Documentation of the e-mail notification should be placed within the offender file at the Tennessee Registering Agency. A copy of the notification shall be forwarded by one (1) of the following methods:
Fax (615-744-4655 Attn: SOR Unit), e-mail (tbisormgr@tn.gov), or postal mail within 72 hours to:

TBI - Sex Offender Registry Unit
901 R.S. Gass Blvd.
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*To: (Out of State Registry / Agency Name)
From: (Your Name and Your Agency Name)
Date:*

This agency is a sex offender registering agency for the Tennessee Sex Offender Registry. We recently received information / documentation from your state or jurisdiction that the referenced convicted sex offender had reported his/her intent to have movement or registration changes directly affecting the State of Tennessee. Our procedures require us to notify other states or jurisdictions when the offender has failed to register or report within 72 hours of the expected arrival date as stated in the original out of state notification.

The below referenced offender has failed to arrive / register in Tennessee. Since we have no way of knowing if the offender ever had contact with the State of Tennessee, and we do not track sex offenders who live outside of Tennessee, no further action will be taken by our agency. The offender should be considered an absconder from your state or jurisdiction.

The information on the offender is provided below:

*Name:
Race:
Sex:
DOB:
SSN:
FBI#:
SID#:*

- V. Upon receipt of the Tennessee Registering Agency's notification to the out of state agency, the TBI SORU will obtain the original documentation as listed in Section I.B. above, combine all paperwork, and scan and index into the appropriate offender file or "Name File".



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**PART III: TENNESSEE OFFENDERS REPORTING MOVEMENT TO
ANOTHER JURISDICTION WITHIN TENNESSEE.**

- I. When an offender moves from city to city within Tennessee, the Registering / Entering Agency of the offender's old residence should send a NCIC SON message to both the city and county of the location where the offender is moving to ensure the proper agency is notified. Documentation of the notification should be placed within the offender's file at the last Registering/Entering Agency for audit purposes.
- II. If the offender moves from city to city within Tennessee, the old Registering Agency shall confirm that the offender has arrived at the new location and registered within 48 hours, by verifying that the offender's updated information has been entered into the TBI SOR Database. Documentation of the new registration shall be placed within the offender file at the old Registering/Entering Agency.
- III. If it cannot be confirmed that the offender has reported to the new agency within 48 hours, the old Registering Agency where the offender last reported shall immediately perform an "Information Update" in the SOR Database, changing the offender's status to "Absconder" and shall obtain an arrest warrant for the offender for "Failure to Register or Report." That warrant shall be entered into NCIC. The NCIC sex offender entry status must also be updated to "Absconder".
- IV. If an offender is released from supervision by the Tennessee Board of Probation and Parole (BOPP), BOPP shall confirm that the offender has registered at the new local Registering Agency within 48 hours, by verifying that the offender's updated information has been entered into the TBI SOR Database by the new Registering Agency. Documentation of the new registration shall be placed within the offender file at BOPP.
- V. If it cannot be confirmed that the offender has reported to the new local agency within 48 hours, BOPP shall immediately report the offender's failure to register to the local agency with jurisdiction over the offender's last known residence *and* to the TBI Sex Offender Registry Unit (888-837-4170). Upon notification from BOPP, TBI will notify the local agency with jurisdiction over the offender's last known residence a second time and direct them to this Standard Operating Procedure. The local registering agency with jurisdiction over the offender's last known residence shall immediately perform an "Information Update" in the SOR Database, changing the offender's status to "Absconder" and shall obtain an arrest warrant for the offender for "Failure to Register or Report." That warrant shall be



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entered into NCIC. The NCIC sex offender entry status must also be updated to “Absconder”.

VI. Once an offender moves to a new location in Tennessee, the new Registering Agency should query the record in NCIC using the QXS screen. If there is already an active entry (not Cleared) with the new agency’s ORI, the NIC # from that entry can be used to update the offender in SOR. Perform an IU in SOR, go to Section B– Primary Address section, check the box “NIC Already Exists” and change the Agency to be Notified to the new registering agency. Go to Section J in SOR and enter the NIC # for the new agency’s NCIC entry.

VII. If the NCIC entry for the new agency has been Cleared or does not exist, the new agency shall perform an IU in SOR, go to Section B – Primary Address section, check the box “Create New NIC” and change the Agency to be Notified to the new registering agency. This will create an NCIC entry for the offender with the new agency’s ORI. The new NIC # from that entry will be automatically populated in SOR.

VI. If the offender moves from city to city within Tennessee or is released from BOPP supervision, and the old Registering Agency has verified that the offender’s updated information has been entered into the TBI SOR Database, then and only then, the old Registering Agency shall clear (not cancel) the offender’s NCIC NSOR entry using the CXS screen in NCIC. **Registering Agencies should never cancel a sex offender entry (XXS screen) when a offender moves from city to city.**