



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



Registering Agency Offender Lists

PURPOSE: The purpose of the procedure is to define the necessary steps for Registering Agencies to run a report listing all active and inactive offenders who report to their agency.

PROCEDURAL PROCESS: Registering Agencies shall run two (2) reports on the SOR database, one of active offenders, and one of inactive offenders, to get a list of all offenders who register with their agency.

Step 1

Directions for Running an Agency List of Active and Inactive Offenders

1. Log on to the SOR as normal.
2. Click the "Reports" link
3. Click the "Agency/PD Primary Residence" category (the first (1st) choice)
4. A "Choose an Agency" box will appear. Scroll to and click your agency.
5. Under "Sort By", make sure the "Name" circle is marked.
6. Under "Status Selection" click the "Full List (Active in Registration)" box
7. Under "Select Registration Status" click the "Active" circle
8. Under "Confidential Records" section, click "Public"
9. Under "Classification Section", click both the "sexual offender" and "violent sexual offender" boxes
10. Click the "continue" link at the bottom and it will generate your report for printing. (You may have to click "continue" 2 times.)

You must repeat the same procedure above in order, except in step 7, click the "Inactive" circle and then repeat steps 8-10 above to generate the 2nd report.

If you have any trouble running the reports, call the SOR Hotline (1-888-837-4170) and an analyst will assist you.

Step 2

If a Registering Agency runs their initial lists of active and inactive offenders and finds that names of offenders appear on their lists that they do not supervise and are under supervision of another Registering Agency, then there is an error in the "Section B" field in the SOR database "Primary Place of Residence...Agency to be Notified." This error occurs when the offender's Registering Agency is not listed in this field in the SOR database. This error shall be corrected by the Registering Agency. For SOR database purposes, the "Primary Place of Residence...Agency to be Notified" shall always be the same as the offender's Registering Agency.



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An example of this error would be if the Tennessee Board of Probation and Parole (BOPP) had someone on probation that reported to them, but under the “Primary Place of Residence...Agency to be Notified” field on the SOR, they listed the local Police or Sheriff’s Department instead of BOPP.

To correct this problem, the Registering Agency shall run the initial lists of active and inactive offenders exactly as described above. The Registering Agency shall check to see if there are names listed that do not report to that agency. If there are, the Registering Agency shall perform an “information update” in the SOR database and change the field “Primary Place of Residence...Agency to be Notified” to the offender’s current Registering/Reporting Agency. Once complete, the Registering Agency shall run both lists again to obtain a correct listing of offenders that report to them.