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Governor

## TENNESSEE BUREAU OF INVESTIGATION

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**MARK GWYN**  
Director

# Memorandum

To: Tennessee Sex Offender Registering Agencies

Date: July 13, 2009

From: Jason Locke, Assistant Special Agent in Charge  
Criminal Intelligence Unit / Sex Offender Registry

RE: **New Procedures on Sex Offender Fee Collection**

A new Standard Operating Procedure regarding the collection of administrative costs from sex offenders has been posted to the Sex Offender Registry web site for Law Enforcement: [http://www.ticic.state.tn.us/SEX\\_ofndr/SOR/sor7262004.htm](http://www.ticic.state.tn.us/SEX_ofndr/SOR/sor7262004.htm), under "SOR Standard Operating Procedures". The SOP is entitled "Fee Collection by Agency 20090713" and is also attached to this e-mail.

We have just completed our first fiscal year where portions of the annual administrative costs paid by sex offenders were divided between Sex Offender Registering Agencies and the TBI. During that time, we experienced routine discrepancies between agency ledgers and TBI billing statements on a monthly basis. The TBI created a computer program in July 2008 to capture payment information on offenders from within the SOR software. As the program continued to be developed, discrepancies continued, which mostly consisted of incorrect or incomplete information being entered into the SOR or payment information not being entered in a timely manner. Discrepancies were also due to inconsistent collection methods by agencies across the state.

As a result of these discrepancies, the TBI has established a new Standard Operating Procedure regarding fee collections from offenders. With all agencies collecting fees in the same manner, these procedures should greatly reduce or completely eliminate monthly billing discrepancies. These procedures will also aid registering agencies for their own internal audit purposes.

Please begin following the attached procedures immediately. If you have any questions regarding this new procedure, please do not hesitate to contact us.

JTL: jl

Cc: Jeff Puckett, Deputy Director, TBI  
Jerri Powell, Special Agent in Charge, Tennessee Fusion Center

