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MARK GWYN
Director

Memorandum

To: Tennessee Sex Offender Registering Agencies

Date: September 4, 2009

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

RE: **Validation / Entry Changeover of Sex Offender Files in NCIC**

The changeover process of NCIC sex offender files in Tennessee has begun. Today, analysts in the TBI Sex Offender Registry Unit began changing NCIC entries of Tennessee sex offenders from TBI's ORI to the ORI of the Registering Agency where the offender reports.

BOPP will not immediately be affected by this change. The NCIC process for BOPP is still being developed. All other Registering Agencies will begin to receive validation assignments on NCIC sex offender entries soon.

This conversion was initially announced in a Memorandum to Registering Agencies sent out on August 3, 2009, and can be found on the TBI SOR web site for law enforcement:

http://www.ticic.state.tn.us/SEX_ofndr/SOR/sor7262004.htm .

Click on "Registering Agency Memos".

Tennessee Registering Agencies are now responsible for NCIC sex offender validation and/or re-entry into NCIC of offenders who move from city to city within the state. It will also promote a more active involvement by law enforcement to ensure an offender has actually moved to the new location and reported to the new Registering Agency.

TBI will continue to complete the initial entry of offenders into NCIC for Registering Agencies for all new offenders in Tennessee who complete initial, first time registrations.

TBI will offer information on this issue at later SOR and Tennessee Information Enforcement System (TIES) training. Training announcements will be forthcoming. TBI has developed standard operating procedures (SOP) for agencies to use in conjunction with NCIC guidelines when performing these functions. These SOPs will be available on the web site mentioned above. They are also attached to this e-mail. Please review and begin following these SOPs immediately.



If you have any questions regarding this new procedure, please do not hesitate to contact us at the SOR Hotline 1-888-837-4170.

JTL: jl

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



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