



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



SOR Fingerprint Guidelines

PURPOSE: The purpose of the procedure is to define the necessary guidelines for Tennessee Sex Offender Registering Agencies and the TBI Sex Offender Registry Unit (SORU) in obtaining and processing fingerprint cards of offenders on the Tennessee Sex Offender Registry.

Related TCA Codes:

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;

40-39-204. Entering required data on SOR for verification, identification, and enforcement -- Reporting to update information or registration form –

(b) At least once during the months of March, June, September, and December of each calendar year, all violent sexual offenders shall report in person to the designated law enforcement agency to update the offender's fingerprints, palm prints and photograph, as determined necessary by the agency, and to verify the continued accuracy of the information in the TBI registration form.

(c) Once a year, all sexual offenders shall report in person, no earlier than seven (7) calendar days before and no later than seven (7) calendar days after the offender's date of birth, to the designated law enforcement agency to update the offender's fingerprints, palm prints and photograph, as determined necessary by the agency,

40-39-205. Creation and distribution of forms -- Acknowledgement forms.

(c) The officer or employee responsible for supervising an offender who has been released on probation, parole, or any other alternative to incarceration shall:

(1) Promptly obtain the offender's signed statement acknowledging that the named officer or employee has: **(C)** Obtained fingerprints, palm prints and photographs of the offender, and vehicles and vessels, as determined necessary by the agency;

(2) Immediately, but in no case to exceed twelve (12) hours from registration, enter all data received from the offender, as required by the TBI and § 40-39-203(i), into the TIES internet. The officer or employee shall, within three (3) days, send by United States postal service or by electronic means the signed and completed TBI registration form to TBI headquarters in Nashville. The photographs of the offender, vehicles and vessels, and the fingerprints should also be sent by United States postal service within three (3) days, if not electronically submitted to TBI headquarters in Nashville. The registering



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agency shall retain a duplicate copy of the TBI registration form as a part of the business records for that agency.

(d) Not more than forty-eight (48) hours prior to the release of an offender from incarceration, with or without supervision, the warden of the correctional facility or the warden's designee, or sheriff of the jail or the sheriff's designee, shall obtain the offender's signed statement acknowledging that the official has fully explained, and the offender understands, the registration, verification, and tracking requirements, and sanctions of this part. If the offender is to be released with or without any type of supervision, the warden of the correctional facility or the warden's designee, or sheriff of the jail or the sheriff's designee, shall assist the offender in completing a TBI registration form. The warden or the warden's designee, or the sheriff or the sheriff's designee, shall also obtain fingerprints, palm prints and photographs of the offender, vehicles and vessels, as determined necessary by the agency. The official shall send by United States postal service the signed and completed TBI registration form to TBI headquarters in Nashville within three (3) days of the release of the offender. The photographs of the offender, vehicles and vessels, and the fingerprints should also be sent by United States postal service within three (3) days, if not electronically submitted to TBI headquarters in Nashville.

PROCEDURAL PROCESS:

Sex Offender Registration or Reporting

- A. All Registering Agencies shall complete **one fingerprint card** upon the initial registration or reporting **to that agency** (the first time an offender registers or reports with any registering agency) for all offenders on the Tennessee Sex Offender Registry, and shall forward those prints to the TBI Sex Offender Registry Unit.

Example: An offender does an initial registration with a police department in East Tennessee and continues to register with them for three years. That police department shall, at a minimum, obtain a print card upon the initial registration of the offender. After three years, the offender moves to West Tennessee and registers with a sheriff's department. The sheriff's department shall, at a minimum, obtain a print card on the offender the first time the offender reports with their agency.

- B. Offender registration / reporting fingerprint cards should be completed on Agency criminal fingerprint cards, using the ORI of the agency completing the fingerprints. In the charge section, the term "**SOR or Sex Offender Registry**" must be used when fingerprinting a sex offender who is simply registering or reporting. No other term may be used. Agencies shall never use the actual offense



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that the offender was convicted of or use the term “Violation of the Sex Offender Registry”, or any other term or phrase, as this will create a new arrest record for offender.

- C. Registration/reporting fingerprints should be submitted electronically via an agency live scan device. If your agency does not have a live scan device, the registration/reporting fingerprint card (1 card along with palm prints) should be mailed to the SOR Unit. If an agency is having problems with their live scan machine (submissions) or do not have a live scan machine please contact Kenneth Blue at Kenneth.blue@tn.gov or (615) 744-4078.

Please note, when submitting the sex offender registrants fingerprint card from the live scan machine (electronically), the live scan operator should choose the criminal submission icon instead of the local criminal or applicant submission icon. This will allow the electronic submission of the fingerprint card to the TBI (check for prior TN SID # or assign new TN SID #) and FBI (check for prior FBI record). Once a check has been completed on a registration submission, the information will be removed from the Tennessee Criminal History and FBI Databases.

- D. Fingerprint cards received in SOR mail at TBI should be immediately forwarded in the original envelope received to the designated SOR analyst assigned to monitor incoming print cards (Trish Kershaw). The designated analyst shall check all print cards for accuracy and ensure the proper SOR term (“SOR or Sex Offender Registry”) is used in the “charge” section of the print card. All improperly completed or illegible print cards should be returned to the submitting agency accompanied by a SOR Fingerprint Rejection Form. If the print cards have been completed correctly and properly submitted, the designated analyst shall then forward the prints to the TBI Criminal Records Unit. Palm prints should **only** be accepted if the offenders ten print card is attached.

Sex Offender Termination

- A. A registered sex offender must apply directly to TBI for termination of registration requirements. If the offender is initially deemed eligible to apply, the TBI SORU will issue a letter to the designated law enforcement agency advising that the offender must be fingerprinted by the agency pursuant to TCA 40-39-207. For termination purposes, the offender must be fingerprinted on **one fingerprint card** containing that agency’s NCIC ORI. TBI no longer supplies the fingerprint cards for Termination purposes unless the offender lives in another state. In that



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case, TBI will mail one fingerprint card to the law enforcement agency in the state where the offender is living.

- B. In the charge section, the term “**Termination SOR Registration Requirements**” must be used when fingerprinting a sex offender who is applying for termination. No other term may be used.
- C. Termination fingerprint cards may not be submitted via livescan. They must be mailed directly to the TBI SORU by using the following address:

Attn: Intelligence Analyst Trish Kershaw
Sex Offender Registry Unit
TBI
901 R.S. Gass Blvd.
Nashville, TN 37216-2639

Note: Using the above address will enable TBI to keep termination prints separated from arrest prints, which are normally mailed to the Criminal Records Unit.

- D. Termination cards received in SOR mail at TBI should be immediately forwarded in the original envelope received to the designated SOR analyst assigned to monitor incoming print cards (Trish Kershaw). The designated analyst shall check all print cards for accuracy and ensure the proper SOR term “**Termination SOR Registration Requirements**” is used in the “charge” section of the print card. All improperly completed or illegible print cards should be returned to the submitting agency accompanied by a SOR Fingerprint Rejection Form. If the print card has been completed correctly and properly submitted, the designated analyst shall then forward the print to the TBI Criminal Records Unit.

Common problems with fingerprint submissions to the TBI Sex Offender Registry Unit

- Prints submitted on *Applicant Cards* instead of Criminal Cards
- Offender’s *Name and Signature* missing on the print cards
- Missing *Offender Identifiers* (D.O.B., SSN, Race, Sex, etc.)
- Missing *Agency ORI*.
- Incorrect SOR Term used for Offender Registration / Reporting – “*SOR or Sex Offender Registry*” should be the only term used in the charge section.



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- Agency fails to submit cards directly to TBI SOR (mails the cards directly to the Records Processing Unit **or** gives the fingerprint cards to the offender for submission)

- To obtain blank print cards for agency use, use the following link to the FBI website for ordering fingerprint cards:

http://www.fbi.gov/about-us/cjis/fingerprints_biometrics/ordering-fingerprint-cards/orderingfps

*TBI does not supply agencies with fingerprint cards.

Related Form:

SOR Fingerprint Rejection Form