



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



## SOR Photograph Rules

### **PURPOSE:**

The purpose of the procedure is to define the necessary rules for Tennessee Sex Offender Registering Agencies and the TBI Sex Offender Registry Unit (SORU) to follow when obtaining photographs of offenders to be used on the Tennessee Sex Offender Registry.

### **PROCEDURAL PROCESS:**

- I. Registering Agencies, including incarcerating facilities, shall ensure that a **current** photograph of **all** offenders reporting to their agency is uploaded and present on the SOR Database.
- II. Registering Agencies shall update photographs as necessary to ensure the photograph displayed on the SOR Database remains **current**.
- III. Intake photographs displaying a height chart in the background of the photograph **are not allowed**.
- IV. The TBI SORU will conduct periodic checks of SOR Database photographs and shall inform registering agencies of missing or improper photographs. Upon notification, registering agencies shall correct the problem immediately.
- V. When obtaining photographs, registering agencies shall follow all guidelines set out in T.C.A. 40-39-203(i)(19)(B), which is included in this Standard Operating Procedure.
- VI. Directions for uploading a photo to the Sex Offender Registry Database:
  1. Choose "Information Update"
  2. Answer the question "Is the Offender Present", continue
  3. Enter offender's TOMIS/SO #, go
  4. Click on "Change of Information (Between Reporting Dates)"
  5. Click on "Submit and Print Form"
  6. Click "Continue"
  7. Click "Continue"
  8. Click "Continue"
  9. Click "Accept Changes"
  10. Click "Browse"
  11. Choose the photo you want to upload from the appropriate file
  12. Click "Open"
  13. Click "Submit for Update"



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VII. Any agency experiencing difficulty in obtaining or uploading a photograph into the SOR Database should contact the TBI SORU for assistance. **DO NOT FORWARD PHOTOGRAPHS TO TBI WITHOUT CONTACTING TBI.**

**Related TCA Code:**

**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;

(B) By January 1, 2007, the TBI shall promulgate and disseminate to all applicable law enforcement agencies, correctional institutions and any other agency that may be called upon to register an offender, rules establishing standardized specifications for the photograph of the offender required by subdivision (i)(19)(A). The rules shall specify that the photograph or digital image submitted for each offender must conform to the following compositional specifications or the entry will not be accepted for use on the registry and the agency will be required to resubmit the photograph:

(i) Head Position:

(a) The person being photographed must directly face the camera;

(b) The head of the person should not be tilted up, down or to the side; and

(c) The head of the person should cover about fifty percent (50%) of the area of the photo;

(ii) Background:

(a) The person being photographed should be in front of a neutral, light-colored background; and

(b) Dark or patterned backgrounds are not acceptable;

(iii) The photograph must be in focus;



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(iv) Photos in which the person being photographed is wearing sunglasses or other items that detract from the face are not permitted; and

(v) Head Coverings and Hats:

(a) Photographs of applicants wearing head coverings or hats are only acceptable due to religious beliefs, and even then, may not obscure any portion of the face of the applicant; and

(b) Photos of applicants with tribal or other headgear not specifically religious in nature are not permitted;

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### **RESIZING PHOTOS FOR UPLOAD TO SOR**

#### **Hints/Overview:**

- You can manually resize the photo to 119 pixels wide by 160 pixels tall.
- You can instead choose an option that compresses the photo for upload to a webpage. Pixel dimensions will vary but it should upload without issue.
- To perform either of these edits, you can save the photo to your desktop, then right click. Select “open with” and choose the program of your choice to edit.

### **MICROSOFT OFFICE 2010 PICTURE MANAGER**

1. Open photo with Microsoft Office 2010 Picture Manager
2. Right click on the photograph
3. Select “Edit Pictures” (The “Edit Pictures” option is also available on the ribbon; or by using the “Picture” menu on the menu bar, you can directly select “Resize or “Compress Pictures”—see paths below)
4. On the menu that pops up on the right-hand side of your screen, choose **one** of the following paths:

#### Path 1:

- a. Click “Resize”
- b. Select the bubble that says “Custom width x height”
- c. Input numbers to make it 119 pixels wide by 160 pixels high (the program will sometimes auto-correct one of the numbers to keep the picture’s original width/height ratio—this is okay as long as it’s close; if it’s not close, your photo may need cropped)
- d. Hit “OK”

OR

#### Path 2:

- a. Click “Compress Pictures”
- b. Select the bubble that says “Web pages”
- c. Hit “OK”

5. Save as a jpeg to your desktop or a location of your choice.

### **PAINT**

1. Open photo with Paint
2. On the ribbon, click the “Resize” icon
3. Under “Resize by,” select the bubble for pixels



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4. Enter 119 for horizontal pixels and 160 for vertical pixels (the program will sometimes auto-correct one of the numbers to keep the picture's original width/height ratio—this is okay as long as it's close; if it's not close, your photo may need cropped)
5. Save as a jpeg to your desktop or a location of your choice

**ADOBE PHOTOSHOP CS5**

1. Open photo with Adobe Photoshop
2. On the menu bar, select "Image"
3. Click "Image Size"
6. Input the width (119) and height (160) in pixels (the program will sometimes auto-correct one of the numbers to keep the picture's original width/height ratio—this is okay as long as it's close; if it's not close, your photo may need cropped)
4. Click "OK"
5. Save the file
6. Under JPEG options, click "OK"

**UPLOADING TO SOR**

When your photo has been resized or compressed, upload it to SOR:

1. Do an information update
2. Select "Change of information between reporting dates"
3. Click on "Submit and print form"
4. Click "Continue"
5. Enter "No" for "Fee Paid" and explain that you are uploading a photo
6. Click "Continue"
7. Click "Continue"
8. Click "Accept changes"
9. Click on the "Browse" button and choose your photo from your desktop or other location where it is saved
10. Click "Open"
11. Click "Submit for update"