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MARK GWYN
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Memorandum

To: Tennessee Sex Offender Registering Agencies

Date: July 14, 2008

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

RE: **Problems with Agency List of Active and Inactive Offenders
(running for DNA checks)**

We are finding that several agencies are having an issue when they run their Lists of Active and Inactive Offenders for submission to the DNA unit. They are finding that names of offenders are appearing on their lists that they do not supervise and are under supervision of someone else. This is only occurring when the Section B field on the SOR "Primary Place of Residence...Agency to be Notified" does not list the Registering Agency.

An example of this would be if Probation and Parole 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.

I am aware that some agencies may have been instructed in the past to list the local Police or Sheriff's Department, however, for listing purposes, the "Primary Place of Residence...Agency to be Notified" **MUST** be the same as the Registering/Reporting Agency.

Once you have run your lists exactly as described on the following page, please check to see if there are names listed that do not report to you. If you find that there are, simply do an "information update" on the SOR and change the field "Primary Place of Residence...Agency to be Notified" to whatever the offender's Registering/Reporting Agency is.



Directions for Running an Agency List of Active and Inactive Offenders

To run the two reports:

1. Log on to the SOR as normal.
2. Click the “Reports” link
3. Click the “Agency/PD Primary Residence” category (the 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 and an analyst will assist you.

For DNA database checking, agencies need to run the two (2) reports on the SOR, one of active offenders, and one of inactive offenders, to get a list of everyone who registers with them. They should then fax the list of offenders for their agency to the Nashville Crime Lab at fax # 615-744-4690, to the attention of Shannon Brown or Jamison Richardson. They will check the database of offenders and will then fax back a list to the registering agency of the offenders whose DNA samples are needed. New SOR registrations must also be checked, and may be done by calling or e-mailing Shannon Brown Shannon.Brown@state.tn.us (615-744-4504) or Jamison Richardson Jamison.Richardson@state.tn.us (615-744-4498) with the name and information on the offender.

For additional information regarding DNA Collection, see related Memorandum “DNA Collection Procedures for the Sex Offender Registry”

JTL: jl

