

Agency Connection to SOR Database

PURPOSE: This procedure establishes guidelines and processes allowing local Law Enforcement Agencies the ability to connect to and use Tennessee's Sexual Offender Registry Database (SOR). The website for local Law Enforcement to establish access is <https://www.tn.gov/tbi>.

PROCEDURAL PROCESS:

- I. Local Law Enforcement Agencies will connect to Tennessee's Internet Crime Information Center via: <http://www.tn.gov/tbi>

Scroll down to Helpful Links

Click on "Law Enforcement Resources"

Click on "TN Sex Offender Registry"

Click on "SOR Standard Operating Procedures"

Click on "Agency Connection to the SOR Database"

- II. Prior to accessing the site, under the link "Connection to the SOR Database" agencies must print off the following:

User Acknowledgement and Certification,

- i. This document is a Memorandum of Understanding between the agency and the Tennessee Bureau of Investigation.
- III. When this document has been printed and signed, stating the agency's intent to access the Tennessee Bureau of Investigation (TBI) networks to interact with the SOR database, they will email or fax the signed and dated forms to TBISORMGR@tn.gov or fax to 615-744-4655.
 - IV. All registering agencies are responsible for having the following policy/addendum on file and new users are responsible for reading this information.
 - a. **Remote Access Policy**
 - i. While accessing the network from any outside host, agencies must abide by this policy.
 - b. **Security Addendum**
 - i. This policy outlines how agencies access Tennessee Bureau of Investigation networks to transact business.
 - V. The local agency will be contacted by TBI and given usernames and passwords allowing access to SOR database. **Cisco AnyConnect** instructions will also be provided enabling secure connection to TBI's network.

- VI. The TBI Sex Offender Registry supervisor, or designated analyst, will coordinate with the Information Systems Division of the TBI ensuring website information is accurate and up to date. Additional information is available on TBI's website under "Law Enforcement Resources" inside the "Tennessee Sex Offender Registry" link. The information includes:
- a. Most recent SOR forms
 - i. SOR Instruction Form
 - ii. SOR Registration Form
 - iii. Tracking System Receipt
 - iv. Monthly Fee Ledger
 - b. Training information to include dates and locations
 - c. Memoranda from SOR to registering agencies
 - d. Sex Offender Registry SOPs
 - e. Updated points of contact for other State Registries, the US Marshals Service, Canadian Sex Offender Registry, and TN Court Clerks offices.
 - f. Tennessee law relating to sex offenders:
 - i. Sex Offender Law, TCA 40-39-201 et seq
 - ii. Sex Offender Driver's License Law, TCA 55-50-353
 - iii. Sex Offender Trusty Law, TCA 41-51-104
 - iv. Sex Offender Work Release Law, TCA 40-35-213 and 40-35-315
 - v. Sex Offender Name Change Law, TCA 29-8-101
- VII. The SOR unit has established a technical services role assigned to an Intelligence Analyst within the SOR. This analyst assists local agencies with basic software and connectivity issues regarding the registry database. Assistance can be reached by phone at 888-837-4170 or email at tbisormgr@tn.gov.

Related Forms: User Acknowledgement and Certification, Remote Access Policy and Security Addendum