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MARK GWYN
Director

Memorandum

To: Tennessee Sex Offender Registering Agencies

Date: October 16, 2008

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

RE: **FBI and SID # entry errors in the SOR**

First, let me say "thank you" to the many registering agencies who have already responded to the September 26th memo regarding the entry of FBI and Tennessee SID #s for all offenders on the SOR. As you know, this information is necessary in order to bring the state into compliance with federal guidelines in posting an offender's criminal history convictions onto the public website. The TBI cannot accomplish this without the TENNESSEE SID and/or the FBI # captured in the SOR. We would like this information entered on all offenders by December 1, 2008.

Analysts at the TBI Sex Offender Registry have begun checking the nearly 12,000 entries of registered sex offenders across the state for the correct entry of the offender's FBI and/or TENNESSEE SID # from their NCIC criminal record. In checking these entries, we have found numerous entry errors by various registering agencies across the state. These errors include:

1. The wrong FBI and/or TN SID# being entered
2. Only the FBI # being entered, when there is also a Tennessee SID #
3. Only the Tennessee SID#, when there is also a FBI #
4. Entering an out of state SID#
5. Entering the TOMIS # or SO# in place of the SID# or FBI#
6. Entering the TN SID# in the FBI# entry box
7. Entering the FBI# in the TN SID# entry box
8. Entering the FBI# in BOTH the FBI# and TN SID# box

As you can see, there are numerous concerns with the above mistakes, most notable however, is #1, entering the wrong FBI or TN SID #.

AGENCIES MUST BE AWARE OF THE POTENTIAL LIABILITY ISSUES INVOLVED IN ENTERING THE WRONG NUMBERS IN THE SOFTWARE.

These fields are what will populate criminal histories to the PUBLIC website. An agency



entering the wrong FBI or TN SID # into a field, will create an extreme likelihood that different person's criminal history will be populated to the PUBLIC website.

With that in mind, the following are suggested guidelines for registering agencies to use when entering FBI and TN SID #s:

1. The only acceptable document for obtaining a FBI and TN SID # is an NCIC Criminal History.
2. Only use a TENNESSEE SID # or the FBI # or both. DO NOT USE another state's SID#. If they do not have a Tennessee SID or an FBI #, check the "no SID" or the "no FBI" number box entry.
3. Upon completion of entering the FBI and TN SID # for all offenders registering/reporting to your agency, the information should be checked a second time, preferably by a different person, to ensure the numbers are accurate. This is known in NCIC terms as a "Second Party Check".

Please begin to update and/or re-verify this information in the SOR on each of the offenders that report to your agency as soon as possible. Again, we would like this task completed by December 1st, in order to give the software developers time to test the system. By law, the criminal histories are to be on the public website by January 1, 2009.

If you have any questions, please call the SOR Hotline (1-888-837-4170) and an analyst will assist you.

JTL: jl

Cc: TBI SOR

