



**PHIL BREDESEN**  
Governor

**TENNESSEE BUREAU OF INVESTIGATION**

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**MARK GWYN**  
Director

**Memorandum**

To: Tennessee Sex Offender Registering Agencies  
Date: March 2, 2010  
From: Jason Locke, Assistant Special Agent in Charge  
Criminal Intelligence Unit / Sex Offender Registry  
RE: **SOR Standard Operating Procedures Updates**

As discussed in the 2009 Sex Offender Registry Fall Conferences, the Sex Offender Registry Standard Operating Procedures (SOR SOP) have been updated and revised. All of the SOPs can be found at the TBI website for Law Enforcement:

<http://www.tbi.tn.gov/>

Click on the "Law Enforcement Only" link.

User name: lawenforcement

Password: Tennessee1

Click on "TN Sex Offender Registry"

Click on "SOR Standard Operating Procedures" (03/2010)

Some of the SOPs are new for Registering Agencies and virtually all of them have been updated since the fall conferences. These updated SOPs include:

- NCIC Entry for Registering Agencies***
- NCIC Validation for Registering Agencies***
- SOR Fee Collection by Agency***
- DNA Collection for SOR***
- International Travel of Sex Offenders***

Please ensure that all SOPs you are using for Sex Offender Registry Purposes have a revision date of March 1, 2010. All previous versions are now obsolete.

As always, any questions related to the Sex Offender Registry may be directed to the Sex Offender Registry Hotline, 1-888-837-4170.

JTL: jl

Cc: Jeff Puckett, Deputy Director, TBI  
Jerri Powell, Special Agent in Charge, Tennessee Fusion Center

