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MARK GWYN
Director

Memorandum

To: Tennessee Sex Offender Registering Agencies

Date: November 10, 2008

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

RE: **SOR Fingerprinting / AFIS Machine Retention Code**

Please advise all personnel in your agency responsible for obtaining fingerprints during a Sexual Offender's **initial registration or reporting** of the following procedure:

When using a local agency AFIS machine and the arrest code "SOR Criminal Inquiry Only", when you come to the "Retention Code" drop down box, choose the option "NO". Choosing this option will keep the "Criminal Inquiry Only" from being displayed as an actual arrest on an NCIC Criminal History.

Please continue to use the same procedure you have always used regarding "Termination Prints", by using cards provided by the TBI SOR that contain the TBI's ORI. Those cards should continue to be mailed directly to the Sex Offender Registry at the TBI when they are completed.

JTL: jl

Cc: Jerri Powell, Special Agent in Charge, TBI
TBI Sex Offender Registry

