



**TENNESSEE BUREAU OF INVESTIGATION
TENNESSEE FUSION CENTER
SEX OFFENDER REGISTRY
STANDARD OPERATING PROCEDURES**



SOR Informational E-mail Distribution List

PURPOSE: The purpose of this procedure is to define the necessary guidelines for the supervisor of the TBI Sex Offender Registry Unit (SORU) to rapidly contact Tennessee Sex Offender Registering Agencies with periodic information and announcements that are relevant to the successful daily operation of the Tennessee Sex Offender Registry system.

PROCEDURAL PROCESS:

The degree to which a Registering Agency stays informed with up to date information relevant to the sex offender registration process is vital to the success of that agency's registration program. The supervisor of the TBI Sex Offender Registry Unit shall develop and maintain a Sex Offender Registry Informational E-mail Distribution List to be used to rapidly and effectively communicate with Registering Agencies across the state.

- I. The designated employee who is assigned duties associated with the Tennessee Sex Offender Registry for each agency will submit their e-mail address to the TBI SOR Manager to be added to the SOR Informational E-mail Distribution List.
- II. Requests shall be in the form of an e-mail to the TBI SOR Manager (TBISORMGR@tn.gov) and shall simply state the name and agency of the requestor with the sentence, "Please add me to the SOR Email Distribution List."
- III. Once the request is received, the TBI SORU will send a confirmation e-mail back to the requestor to inform them their e-mail address has been added.
- IV. Only governmental or secure e-mail addresses are acceptable. Public domain e-mail addresses such as hotmail, gmail, yahoo, etc. are not allowed. Law enforcement employees that do not have access to a government e-mail account may obtain a secure e-mail account through the FBI's Law Enforcement Online (LEO) program (<http://www.leo.gov/>).
- V. Governmental e-mail systems with sensitive Spam filters occasionally block SOR Distribution List e-mails. If the issue cannot be corrected on the receiving end, the recipient may have to obtain a LEO account for future SOR e-mails.