



PHIL BREDESEN
Governor

TENNESSEE BUREAU OF INVESTIGATION

901 R.S. Gass Boulevard
Nashville, Tennessee 37216-2639
(615) 744-4000
Facsimile (615) 744-4500
TDD (615) 744-4001



MARK GWYN
Director

Memorandum

To: Tennessee Sex Offender Registering Agencies

Date: August 3, 2009

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

RE: **Validation of Sex Offender Files in NCIC**

The Tennessee Sex Offender Registry (SOR) has undergone tremendous advancements since its initial inception in 1995. The most significant event in the registry process occurred with the passage of the *Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification, and Tracking Act of 2004*. This act shifted the registration duties and oversight of the then 6,892 registered offenders in Tennessee from sole oversight by the TBI and placed the responsibility of registration and verification with local registering agencies statewide and the Tennessee Board of Probation and Parole. It is easy to see the positive effect of this legislation with the nearly 13,000 registered offenders we all now oversee.

At the time of the passage of this act, TBI made the decision, as to computer functions of the registration process, to initially shift only registration duties to Registering Agencies. TBI continued to perform the task of initial entry of sex offenders into NCIC, as well as the annual validation of those NCIC records. Five years have passed since the passage of this act and computer registration by Registering Agencies has become a smooth process. In August, TBI will begin the second phase of implementing the 2004 act, which will be the transfer of the NCIC annual validation process to Registering Agencies. It is important to note that this phase will only deal with the validation process. TBI will continue to complete the initial entry of offenders into NCIC for all Registering Agencies.

Obviously, there will be a learning curve for Registering Agencies on this process. The development will be ongoing and will affect both the SOR and the Terminal Agency Coordinator (TAC) personnel at Registering Agencies. The TBI will offer training on this issue at both the SOR level and the Tennessee Information Enforcement System (TIES) level.

Sex offender validation is the same type process in NCIC as is the validation of entries of stolen weapons, stolen vehicles, and wanted persons. TBI will develop a standard operating procedure



(SOP) for agencies to use when performing this function. NCIC guidelines are already in place on this issue.

As the conversion process begins and develops, you will receive more announcements and detailed directions on this topic.

JTL: jl

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





PHIL BREDESEN
Governor

TENNESSEE BUREAU OF INVESTIGATION

901 R.S. Gass Boulevard
Nashville, Tennessee 37216-2639
(615) 744-4000
TDD (615) 744-4001



MARK GWYN
Director

Memorandum

To: Terminal Agency Coordinators (TACs)
From: Brad Truitt, CJIS Systems Officer (CSO)
Date: August 3, 2009
RE: **Validation of Sex Offender Files in NCIC**

This correspondence accompanies a Memorandum from TBI ASAC Jason Locke, explaining upcoming changes to the process associated with the registration of sex offenders. Please be aware that the Tennessee Bureau of Investigation will be modifying the NCIC Sexual Offender entries that were made using TBI's ORI, to the ORI of the registering agency. This will impact every agency that is a "registering agency" and every agency that has a User Agreement with a "registering agency".

When the TBI modifies the ORI in the NCIC record, your agency will receive a message from NCIC informing you that the record now belongs to your agency. These records will then periodically begin to show up on your validation list. There will be a validation procedure provided to you and to the registering agency personnel as to the steps necessary to validate the record.

Once all records have been modified, TBI will provide you with an (FBI) off-line search with all the NCIC entries that have been moved to your agency. As with any NCIC entry, a copy of the paperwork will need to be kept on file. Once the entry has been changed, you will be responsible for modifying the entry when new information becomes available. The registering personnel will be instructed to provide you (and TBI) a copy of the changes.

Please direct questions on this subject to LEIC Katie Chestnut in the Law Enforcement Support Unit, at 615-744-4072. Your assistance with this process is very much appreciated.

Cc: Kenneth Blue, Law Enforcement Support Manager
Katie Chestnut, LEIC
Clint Parsons, Assistant Director

