

SORNA TRAINING OBJECTIVES AND RESOURCES

PURPOSE:

PROVIDE AN OVERVIEW OF THE TASKS NEEDED TO COMPLETE THE REGISTRATION OF A SEX OFFENDER INTO BOTH NEXT GENERATION IDENTIFICATION (NGI) AND INTO NATIONAL CRIME INFORMATION CENTER'S NATIONAL SEX OFFENDER REGISTRY (NSOR). THESE TASK INCLUDE ENTRY USING THE TTSOR-NSOR INTERFACE AS WELL AS MANUALLY. AS WELL AS TASKS VERIFICATION OF A NEWLY ENTERED NSOR RECORD, MANAGEMENT AND UPDATE OF THE RECORDS AND VALIDATION OF NSOR FILES

METRICS:

- Increase in post-deployment NSOR entries that are attributed to the tribe in NSOR
- NSOR entries properly validated in a timely manner
- Increase in post-deployment NGI submissions without rejections
- Increase the number of SORNA Fingerprints taken and submitted to NGI.

I. UNDERSTAND SORNA AND HOW TAP SUPPORTS COMPLIANCE (ENTRY INTO NSOR FILE AND BIOMETRIC REGISTRATION)

1. Understand the six systems involved in Sex Offender Registration
 - a. Understand the role of Tribe and Territory Sex Offender Registry System (TTSORS)
 - b. Understand the role of TAP (access to FBI's Next Generation Identification (NGI) and National Crime Information Center/National Sex Offender Registry (NCIC/NSOR). From here forward to be referenced as "NSOR"
 - c. Understand the role of the National Sex Offender Public Website (NSOPW)
 - d. Understand the role of Interstate Identification Index (III)

Prerequisite Exercise(s):

1. Attend the SORNA Pre-Deployment Webinar (hosted by TAP and SMART Office)
2. Watch video SORNA Overview and How to Register a Sex Offender

Resources:

1. [Job Aid – Using OFM to Enter and Manage a Sex Offender in NSOR](#) OR [Populating NSOR from TTSORS Record and Management in OFM](#)
2. Job Aid - [How to Submit a Fingerprint Package to NGI](#)

****Note: During regular deployments with time constraints. Basic Justice Web Interface to NCIC (JWIN) transactions will be taught as part of Law Enforcement JWIN classes. For webinars we may be more SOR focused.**

II: CHECK STATUS OF A SEX OFFENDER IN NCIC/NSOR

Prior to entering a new sex offender into NCIC/NSOR the S.O. Compliance Officer should:

1. Understand how to determine the current status of a sex offender registration
 - a. Find existing NSOR files, determine if Active or Cleared and to which ORI the records are attributed. Offenders may have more than one active NSOR record, but only one active NSOR record per ORI.
2. Understand the difference between **Query Sex Offender (QXS)** and **Query Wanted All ?(QWA)**
3. Understand how to run a **Query Criminal History (QH)** to determine if the Sex Offender caveat has been set
4. Understand reasons why there may be no Criminal History
5. Understand reason why there be no Sex Offender Caveat (shown below)



Figure 1 – Sex Offender Caveat

6. How to find the Original Conviction Offense using Query Criminal Record (QR) message key in conjunction with the Query Criminal History (QH) message key.

Note: If the offender’s Criminal History does not appear after running a QH this indicates that the original crime was never entered into NGI with fingerprints. This occurs at times when the original offense was a Tribal Offense and not entered into NCI with fingerprints.

If the sex offender caveat does not appear it means that one of the five required fields were not entered correctly. Refer to Section B, Step 7 (below).

Practical Exercise (s):

1. SORNA Deployment Day – Practical Exercises (Steps 1 and 2)

Systems Used: OpenFox Messenger

Resources:

1. [Job Aid – Using OFM to Enter and Manage a Sex Offender in NSOR](#)
2. SORNA Deployment Day – Practical Exercises

III: ENTER A NEW SEX OFFENDER USING OPENFOX MESSENGER

1. Understand how to enter a new offender into NCIC/NSOR using the Enter Sex Offender message key (EXS)

Resources:

1. [Job Aid – Using OFM to Enter and Manage a Sex Offender in NSOR](#)

Practical Exercise(s):

1. Enter a Sex Offender that has no NSOR Record associated with Tribal ORI into NSOR using the Enter Sex Offender message key (EXS)

IV: ENTER A NEW SEX OFFENDER USING TTSORS-NSOR INTERFACE

1. Understand how to enter a new offender into NCIC/NSOR using the TTSORS-NSOR Interface
2. Understand how to correct an error in the base record and in supplemental records
3. Understand how to verify that the transferred record was successfully transferred to NSOR

Resources:

1. Job Aid – [Populating NSOR from TTSORS Record and Management in OFM](#)

Systems Used: JWIN and TTSORS

V: ENTER A MODIFICATION, ADD SUPPLEMENTAL, AND CANCEL SUPPLEMENTAL

1. Understand how to use **Modify (MXS)** to add, delete, or change field entries in “base record” (i.e. fields contained in the original Entry Sex Offender Screen).
2. Understand how to use **Enter Supplemental (EXSN)** to add additional instances of information to an existing field (e.g. extra phone number or second address) or fields not contained in the base record.
3. Understand how to use **Cancel Supplemental (XXSN)** to remove supplemental information entered in error, like for example a second alias, or additional telephone numbers entered in error.

Practical Exercise(s):

1. Using Sex Offender just entered we will “Pack the Record” by entering and non-required fields in the base-record (For example: Telephone Number or Scars/Marks/Tattoos (SMT)
2. Using Sex Offender just entered we will “Pack the Record” by entering additional instances of fields (e.g. second telephone number or second SMT) using

Resources:

1. [Job Aid – Using OFM to Enter and Manage a Sex Offender in NSOR](#)

VI: SECOND PARTY VERIFICATION

After entering a new sex offender into NSOR, a second party must compare the recently entered NSOR file with the original documentation to ensure accurate, complete, and timely entry of NSOR Data. Sex Offender Compliance officers must know how to:

1. Perform a **Query Sex Offender (QXS)** to display the current record
2. Compare against the original documentation and TTSORS file
3. Understand how to use **Modify Sex Offender (MXS)** and **Supplement Sex Offender (EXSN)**

VII: CLEAR AND CANCEL

1. Understand how to use **CLEAR (CXS)** to clear a sex offender NSOR entry once the offender no longer has a nexus to your jurisdiction (either no longer works, attends school or lives on Tribal land).
2. Understand how to use **CANCEL (XXS)** to remove a record from NSOR that has been entered in error.
3. Note: **CANCEL (XXS)** removes the records completely from NCIC while **CLEARED (CXS)** records remain in NSOR and indicate that the NSOR record was valid at some point but is no longer the responsibility of that jurisdiction or that offender has completed their appointed Sex Offender Registration period.

Practical Exercise(s):

1. SORNA Deployment Day – Practical Exercises
2. Review the CANCEL (CXS) and CLEAR (XXS) screens

Resources:

1. [Job Aid – Using OFM to Enter and Manage a Sex Offender in NSOR](#)

VIII: UNDERSTAND THE RECORD VALIDATION PROCESS

1. Record Validation is a TAC responsibility
 - a. Accomplished by reviewing the original entry, current supporting documents, and by recent consultation with any appropriate source (e.g. complainant, victim, court)
 - b. Validation list is emailed monthly to the Tribe's Validation POC; if not validated entries will clear
 - c. Understand that validation cannot be done at time of entry
 - d. Retention periods vary by record type and are in the NCIC Operating Manual

Resources:

1. [Job Aid - NCIC Validation Procedures](#)
2. [NCIC Validation Procedures Template](#)

IX: UNDERSTAND THE CJIS AND DOJ AUDIT REQUIREMENT

1. Occurs triennially
2. Any use of NCIC is subject to audit
 - a. Remember to use correct ORI and Purpose Code
3. Tribal POC, SORNA Officer and Terminal Agency Coordinator are required to be present

Resources:

1. Audit Checklist and [Audit 101 Webinar](#)
2. [NCIC Audit Webinar](#) and [NCIC Audit Questionnaire](#)
3. [NSOR Audit Webinar](#) and [NSOR Audit Questionnaire](#)

PART 2 – TAKING AND SUBMITTING FINGERPRINTS ON THE TAP WORKSTATION

I. ENTER A NEW SEX OFFENDER USING THE TAP WORKSTATION

The Sex Offender Compliance officer must take and submit demographic information, fingerprints, palm-prints, facial photographs and pictures of scars, marks, and tattoos to NGI using the TAP workstation. This submission should occur at the first registration of the offender with the Tribal ORI and periodically after. The compliance officer must understand how to:

1. Access the components of the TAP workstation including how to physically turn on the workstation computer contained in the locked cabinet
2. Setup workstation PC password and how to login
3. Login into MESA
4. Use the Sex Offender Registration (Live Scan) workflow
5. Use the Sex Offender Registration (Card Scan) workflow
6. Print a fingerprint card
7. Finalize a record and save an EFT File
8. Pause and restart a fingerprinting session
9. Edit an existing EFT File and create a new file.

Resources

1. [Job Aid – How to Use the TAP Workstation to Register a Sex Offender](#)
2. SORNA Deployment Day – Practical Exercises

II. SUBMITTING A FINGERPRINT USING @LEO.GOV EMAIL FROM LEEP ACCOUNT

The Sex Offender Compliance Officer must send the Electronic Fingerprint Transaction (EFT) file to NGI via the @leo.gov email provided through the Law Enforcement Enterprise Portal (LEEP). The compliance officer must understand how to:

1. Apply for a new LEEP Account
2. Reactivate a LEEP account that is locked or expired
3. Send an EFT file to NGO via the secure, encrypted @leo.gov email account
4. Read the initial response from the Joint Automated Booking System (JABS)
5. Read the second response from NGI (also called IAFIS) which contains the criminal history.

Systems Used: TAP workstation, LEEP

Resources:

1. [Job Aid - How to Send a Fingerprint File to NGI](#)

RESOURCES

The resources listed throughout this document are available by link below and at <https://www.justice.gov/tribal/onboarding-and-vetting>. Contact your Tribal Access Program Business Relationship Manager with additional questions.

[Job Aid – Using OFM to Enter and Manage a Sex Offender in NSOR](#)

[Populating NSOR from TTSORS Record and Management in OFM](#)

SORNA Deployment Day – Practical Exercises

Job Aid - [How to Submit a Fingerprint Package to NGI](#)

[Job Aid - NCIC Validation Procedures](#)

[NCIC Validation Procedures Template](#)

[Job Aid – How to Use the TAP Workstation to Register a Sex Offender](#)