Tennessee's Integrated Criminal Justice Portal

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Users Guide Version 5 October 15, 2010

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What's New in TNCRIM?

- New Look
- Added Search Capability at the Individual Database Level
- Reason For Search
- Photograph Watermark
- Adjacent Counties Search Filter
- Deconfliction (for Law Enforcement Only)
- Consolidated Print Feature
- Visitor History Information (Law Enforcement, DOC & BOPP Only)
- Security Threat Group Information (Law Enforcement, DOC & BOPP Only)
- Links (Page listing other useful web sites)
- Access to Arrest Event System (AES) database

Accessing TNCRIM

Tennessee's Integrated Criminal Justice Portal (TNCRIM) is a browser-based application which allows Criminal Justice agencies to search multiple agency information without the need to log-in to different systems.

To use this application, you will need the following software:

- Netscape browsers 4.5 and higher or Microsoft browsers 4.01 and higher
- Browser settings which allow: (1) cookies; (2) java

To access TNCRIM, the web address is: <u>https://www.tennesseeanytime.org/tncrim.</u> Please add this address to your favorites list in your browser or set up a shortcut on your desktop for easy access.

Agency Administrator & User Access

Each agency with an account is assigned a Portal Administrator. This person is your contact for requesting access to TNCRIM and as assistance when you forget your username and/or password. If you do not know who your current agency Portal Administrator is, please call Vicky Hutchings or Fausto Vega at 615-532-7327 or contact us via email at ICJPORTAL@tncourts.gov

Only criminal justice agencies or statutorily authorized agencies, which shall include state, county or municipal, will be permitted to access TNCRIM.

The access must pertain to law enforcement information relating to crimes, criminals, and criminal activity being investigated by the agency or as specifically authorized by statute. Curiosity inquiries, general or personal inquiries and redistribution of the information to unauthorized persons are all specific examples of access, which is not allowed.

There are currently six levels of access for users of TNCRIM. The level assigned to an agency is determined by the functions of said agency. There will be features within TNCRIM that will only be available to certain levels and there will be fields within individual databases that will appear masked at the request of the owning agency.

Assistance with Connection Issues

To troubleshoot any connection issues please contact TennesseeAnyTime Help Desk at 615-313-0300 or toll-free at 1-866-8TN-EGOV. They will be happy to assist you with any browser set-up issues you may be experiencing.

The Log-in Page

At the time that your Portal Administrator created your user account, they also added a user-name and password to be used to access TNCRIM. It is important to note that the user-name and password used by TNCRIM are case-sensitive. If you receive an error message when attempting to log-in, check to make sure: (1) you are entering the user-name and password exactly as they were set when creating your user account; (2) the Caps Lock key is not on. If you continue to have problems, please contact your agency's Portal Administrator for additional assistance.

To Log In:

- Enter the user-name and press 'TAB' key.
- Enter the password and click on the 'Log In' button.

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First Time Users

When you obtain a log in to the portal, your agency administrator will have you read and sign a Privacy and Usage agreement. The first time you log in to the Criminal Justice Portal, you will be presented again with the Portal Usage Agreement.

This agreement provides the rules of use. Please read it carefully and when ready, click the 'I agree' button at the bottom of the page. Press the Continue button to proceed.

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cancel	horized disclosure, dissemination or misuse of information provided throug lation of this agreement. Any infraction of ICJSC policies and procedures m	gn ICJWEB by the agency will be cause for immediate termination of access to ICJWEB and nust be reported immediately to the ICJSC office.	
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If you read the above and determine that you are uncomfortable with the terms of the Usage agreement, simply click the 'Log Out' link at the top or bottom right of the screen. Note, however, that you will NOT have access to the portal.



Occasionally, an addendum or amendment will be added to the current Privacy and Usage agreement. When this happens you will be presented with the new addendum. Please read and if agreeable, click the 'I Agree' box and press Continue to proceed. This screen will ONLY appear when there has been an addendum or amendment added to the current agreement.

The Search Page

Overview

The Search Page provides you with the ability to search in a variety of ways. Each available search option is available in a blue bar. For individual database searches, you will note that the name of the database and the agency providing the information is listed. When you select an individual database to search, TNCRIM will only provide results from the selected database. However, if you would like to enter information and see what is in all the databases currently connected to TNCRIM, choose the All Database option.

NOTE: The All Database option does not include searches in the Arrest Event System (AES). Searches in the AES can only be accomplished within the AES database.

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Search Instructions – To begin, select a database and enter criteria in <i>only one option box</i> , then click Search Now.	
All-Database Search »	
DL Search » Department of Safety	
T&R Search » Department of Revenue	
TOMIS Search » Department of Correction, Board of Probation & Parole	
SOR Search » Tennessee Bureau of Investigation	
TOP Search » Tennessee Bureau of Investigation	
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The individual search methods will be further detailed later in this document. In this section, we provide an overview of the information you will need to provide to perform a search.

Searching the Portal for Information

The TNCRIM Search page allows you to perform an:

- 1) All Database Search
- 2) The Driver's License DL Search
- 3) The Title & Registration T&R Search
- 4) The Tennessee Offender Management Information System TOMIS Search
- 5) The TBI Sex Offender Registry SOR Search
- 6) The TBI Orders of Protection TOP Search
- 7) The TBI Wanted Persons TWP Search
- 8) The TBI Arrest Event System AES Search

To select a database (or the All Database search), click on the bar containing the name of the desired database. The system will then present you with the search options available for the selected search.

In the screen shot below, the DL Database was chosen as the search option. Note that the blue bar has turned red and that the search options available for a driver license search are displayed.

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Search Instructions – To begin, select a database and enter criteria in <i>only one option box</i> , then click Search Now.	
All-Database Search »	
DL Search » Department of Safety	
Instructions – Enter criteria in only one option box, then click Search Now.	
Reason for Search (required) Patrol or Case Number	
DL# SSN Last Name Optional Criteria > Optional Criteria >	
Search DL Now »	-
Done	.95% ▼ //

If you would like to see all the search options again, simply click on the red bar and it will close or you can scroll down or up.

Reason for Search

Regardless of the database selected, you will need to enter the Reason for Search. You may select a reason from the drop down box and/or enter a Case Number.

NOTE: "Patrol" is the default reason selected to allow for quick searches by law enforcement in their vehicles and must ONLY be used by law enforcement on patrol. All other users, law enforcement or otherwise, MUST select another appropriate Reason for Search.



The reason selected and/or case number entered becomes a part of the audit log that tracks your search activity during the log in session.

Photographs – What is the Diamond For?

If you have used the portal prior to this release, you will notice that a diamond will periodically appear on photographs displayed through the portal. This watermark serves to distinguish photographs obtained from TNCRIM from those obtained from other systems.

We recognize, however, that there are many times when a photograph is needed for a photo lineup. To eliminate the diamond watermark when creating a photo lineup using TNCRIM photographs, simply select 'Photo Lineup' as the reason for the search. Photographs will be presented without the graphic watermark.

Finding a Specific Record – Individual Database Searches

Each individual database (DL, T&R, TOMIS, SOR, TOP, TWP & AES) provides a variety of ways to locate data. The search options available are customized to suit the selected database. However, common to each database search is the Last Name option. In addition, several of the options will have a blue box labeled 'Optional Criteria' below the search option. Clicking on this link will display a list of filters that can aid you when searching for a specific record (more on this feature later).

Finding Multiple Records – All-Database Searches

The TNCRIM Portal is primarily designed to provide Criminal Investigators with a research tool for locating information held in State criminal justice databases. Unlike a specific database search, the All-Database search option provides built-in logic that will take the information provided by you and automatically search all (**except Arrest Event System (AES**)) connected databases for <u>possible</u> matches. AES searches must be done separately.

Because there is no common link between the various criminal justice databases, it is important to remember that records found during a search are not necessarily related to each other. Further research may be required to match up individual records.

Don't be in a hurry when performing a non-unique search. These are the searches which will take the longest time to return results.

Other than Registrant address and county, the Title & Registration (T&R) database does not store personal information on an individual. When performing a SSN search, the TNCRIM Portal will attempt to locate a match in the DL, TOMIS & SOR databases. If a match is found in one of the three databases, the name of the individual will be used by the Portal to find likely matches in the T&R database. Therefore, careful scrutiny of the T&R records returned must be made before any match with other records can be made.

Optional Criteria – Filters

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To further assist in locating records, selected search options will provide additional 'filters'. Though no entry is required, filters provide a method for narrowing a search (i.e. People named Smith who are white males will return fewer records than a search for people named Smith). You may enter one or more filters – or none of the filters. However, you will always be required to enter the primary search option information (i.e. Last Name, SSN, etc).

Filters are dependent on the search selection made. The filters for each selection are as follows:

- Last Name Search Filters include First Name, Middle Name, Race, Gender, Date of Birth (DOB), and County
- SSN Search Filters include Race, Gender, Date of Birth (DOB) and County
- License Plate Search Filters include Vehicle Type, Make, Model, Color (of vehicle), Year (Manufacturer Year), and County



When using filters, you can select all, some or none.

Though rare, in the state of Tennessee, a plate number can be assigned to more than one vehicle. Therefore the TNCRIM Portal provides additional filters to narrow down a plate search based on a vehicle type selected.



Name or SSN search results include the name or SSN of the individual. However, in the case of criminal justice systems that store alias information, the TNCRIM Portal will also search for alias names or socials that match the information entered.

All filters which are in a drop-down box (Race, Gender, County) are hot-key accessible. A hot-key permits you to jump down a list by selecting the first letter of a desired selection (i.e. looking for Wilson County, press the 'W' key and you will be taken to the first county beginning with 'W'.)



When doing a Name search, the Respondent name will be the default name searched in the Orders of Protection (TOP) database. If you would like to do a name search against the Petitioner information, select the 'Petitioner' option in the Filter box below Middle Name.

Race, Gender, Date of Birth Filters

When the Last Name or SSN search option is selected, filters for race, gender and date of birth are provided to narrow the search. However, filters are only effective if the information is stored in the databases being searched. Of the six databases currently available under Phase 3 of the Portal, the T&R database does not store personal information on the registrant of a vehicle. Therefore, when performing a Last Name search with the above filters, the T&R results will only reflect matches to the name entered.

When using Date of Birth as a filter, the SOR, TOP and TWP databases returns all dates of birth within 3 years of the entered date.

County Filters

A county filter can bring different results based on the database that is searched. In the Driver License and Sex Offender Registry database, county is defined as the county of residence. In the Title & Registration system, the county is that county where the vehicle was registered. For the Tennessee Offender Management Information System (TOMIS), there is no searchable county information stored, so the county filter will be ignored when the TNCRIM Portal is searching the TOMIS database.

When using the county filter, the TNCRIM Portal may appear to return SOR results for a county other than that searched for. The search not only looks at the resident county but also the county where the person is employed. (i.e. you do a search for last name of 'Smith' in 'Davidson' county; the SOR database will return a record for a 'Smith' in 'Cheatham' county; this Smith works in Davidson County)



The TOMIS database does not provide a county search function.

Adjacent Counties Checkbox

A new feature under Phase 3 of the portal is the ability to select a specific county and adjacent counties as a filter for your search. To use this feature select a county in the county drop down box and check the 'Adjacent Counties' checkbox. TNCRIM will perform a search looking for records in the selected county and then in any adjacent counties. For example: If you select 'Shelby' as the primary county, TNCRIM will look for records in Shelby, Tipton and Fayette.

Vehicle Filters

Vehicle filters allow you to narrow your search to a specific type or color of vehicle.

The first selection is vehicle type, a listing of general types of vehicles (i.e. boats, motorcycles, passenger vehicles, etc). The selection of a vehicle type will determine the selections available for make & model.

After selecting the vehicle type, select the first letter of the make for that vehicle type you which to select from. The Make drop-down box will then be filled with makes beginning with the selected letter. (i.e. Select the letter 'F' to have Ford appear as a selection in the Make drop-down box).

When the Make is selected (by highlighting the desired Make), the Model drop-down box will be filled with models for the selected make. To choose a model, highlight the desired selection.

You can further refine the search by selecting a color and entering a year of manufacture for the vehicle you are searching for.

Search Results

Individual Database Searches

When performing an individual database search, the TNCRIM Portal will display the matching record or records from that database.



Single Record Found in an Individual Database Search

Multiple Records Found in an Individual Database Search

All-Database Searches

However, when performing an All-Database search, TNCRIM will return the results from all databases (except the Arrest Event System (AES) database). The opening page will depend on the records found.



At the top of the page displayed, you will see a summary of the number of records found for each database. Using this order, (DL, T&R, TOMIS, SOR, TOP, TWP), TNCRIM determines if a database has returned records and then displays the results for that database. For example, in the above search, the first database listed is the DL database. Records were found so TNCRIM is displaying the DL results. However, if there were no

DL records found but T&R records were found, TNCRIM would display the T&R records.

To select a set of records from another database, simply click on the highlighted link for the desired database.

Refine Results Button

The 'Refine Results' button will allow you to return to the search screen and enter additional information to your original query. The TNCRIM Portal will then do a new search based on the additional information added to the query. This option is found on all results screens.

To assure performance, a rule was implemented which only permits the return of 150 matching records per database found during a search. To reduce the search results, press the 'Refine Results' button and add one or more filters to the search.

The Multiple Record Screen

The multiple records screen is displayed when TNCRIM finds more than one record matching the information entered.



Moving through the List

If the results of the search generated more than 10 records, the list screen will have numbers across the top and bottom of the listing which will permit you to move to the next set of records. You can either: (1) select a page number or (2) press the 'Next' option at the end of the number sequence to view additional records.

Sorting the Results

Sorting of results has also been provided. To sort information, each column provides a link which, when clicked, will re-sort the records in an ascending order. (i.e. If you click the title 'SSN', the records will be sorted in SSN order)

Viewing the Detail Information

To view detailed information on a record in the list, click on the row of the desired record to display this information.

The Detail Record Screen

Department of Safety - Driver License Screen

The Driver License detail screen is presented when a search for a Driver License has found a match or when a DL record is selected in a multiple record return.

After retrieving the detail information on an individual, additional links are available to obtain driver history, historical photographs and driver signatures.

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Driver License Main Screen

Main Screen

This screen provides licensing information for a selected driver. When available, the current photo of the driver will be presented. Other information found includes:

- License Type indicates the type of authority the individual has (i.e. Class A, Class B, etc.)
- License Status (Non-CDL or CDL) indicates the current status of the license. If a license holds a status other than Valid or None, a red alert symbol will appear next to the status and the status will be presented in red. When a person holds a CDL license, the status which appears in this field also applies to the Non-CDL status.
- DL# the driver license number assigned to the license
- Issued the date the license was issued
- Expires the date the license expires or has expired. If the expiration date is less than the current date, a red alert symbol will appear and the date will be displayed in red.
- Duplicates Issued the number of duplicate licenses which have been issued for this individual.
- Handguns This box contains information regarding a handgun permit. When a handgun permit has been issued, this box will contain issue date, expiration date and number of duplicates issued
- Endorsements This box contains information regarding endorsements added to a license (hazardous material, tank, passenger (for hire services), doubles/triples, combined tank/haz-mat, private school bus, for hire & public school bus). If no endorsements were added to a license the box will be empty.

• Restrictions – This box contains information regarding restrictions added to a license (corrective lenses, mechanical devices, prosthetic aid, automatic transmission, outside mirror, limit to daylight only, limit to employment, CDL intrastate only, outstanding DUI conviction, intermediate restricted license, etc.). If no restrictions were added to the license the box will be empty.

You may see a driver license which has a status of 'Valid' but the expiration date is in the past. The Department of Safety updates the status to 'Expired' when the expiration date is greater than 6 months old.

Depending on your access level, you may see that dates of birth, social security numbers and issue/expiration dates are masked. Without this new security feature, many agencies would be unable to use the portal.

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Driver License MVR Screen

MVR Screen

This screen provides the official record of the selected driver. Information available includes:

- Reinstatement Eligibility Date (both Non-CDL and CDL) indicates the reinstatement date when there is an outstanding withdrawal. Usually blank, however the word 'Indefinite' may appear for indefinite dates.
- Event Date indicates the date of the incident

- Action Date indicates the date an action was taken against the incident
- Action Code a unique three character code assigned by the Department of Safety which tracks actions associated with an offense
- Location the location where the event occurred
- Date Rec'd the date the event was reported to the Department of Safety
- MPH/Speed Zone for speeding events, the MPH at which the vehicle was clocked and the official speed zone of the area in which the vehicle was clocked
- Case Number the case number assigned to the event
- Action Text provides a description of the event

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MVR Report

MVR Report

Available from the MVR Screen is a link which will provide an official motor vehicle report for the selected driver. After clicking on the link, a pop-up window will open with the report provided in a PDF format.

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Historical Photographs Screen

Driver Historical Photograph Screen

The DOS Driver Historical Photos screen provides any other photos which are available through the Department of Safety for the selected driver. Information provided includes:

- Photo
- Date date photo was taken



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Signatures Screen

Driver Signature Screen

The DOS Driver Signature screen provides images of the signatures which were captured by the Department of Safety for the selected driver. Information provided includes:

- Image of Signature
- Date date image was captured

To enlarge an image, click on the desired image.

Department of Revenue – Title & Registration Screen

The Title & Registration detail screen is presented when a search for VIN # has found a match or the record is selected from a multiple record screen. The detail screen provides information regarding a selected registration record. Other information found includes:

- VIN# The vehicle identification number for the registered vehicle
- Plate The plate number for the registered vehicle
- Issued The date the plate was issued
- Expired The date the registration is set to expire. If the Expired date is less than the current date, a red alert symbol will appear before the date.
- Class The class of plate issued to the registered vehicle. Examples a class include: Vanity or Special Tag, Prisoner of War, etc.

- Commercial Vehicle Indicates if the registered vehicle is classified as a commercial vehicle
- Type The type of registered vehicle (i.e. Private Passenger Car, School Bus, etc)
- Jointly Owned Indicates the existence of two registered owners
- Lessor This box will contain information regarding a lessor if the vehicle is a leased vehicle
- Lien This box will contain information regarding the lien-holder if the vehicle has a current lien

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Title & Registration Information Screen

Department of Correction - Tennessee Offender Management Information System (TOMIS) Screen

The TOMIS detail screen is presented when a search for a TOMIS ID has found a match or a record is selected from a multi-record screen. The detail screen provides information regarding a selected offender's record. When available, the most current photo of the offender will be presented.

Due to the amount of information available through TOMIS, several links were added to the main screen to facilitate the location of information. Links include Main, Offenses, Contacts, Visitors, SMTs (Scars, Marks, and Tattoos), Additional Photos and Security Threat Group Information. Each link is described in greater detail below.

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TOMIS Main Screen

Main Screen

The TOMIS Main screen provides the personal information regarding a selected individual. Also included on this screen are the most current photo and status. Other information on the Main screen includes:

- TOMIS ID# The number assigned the selected individual by the Department of Correction
- Supervision Status The current status of the selected individual (Absconded, Community Correction (Comm. Corr.), Dead, Escaped, Furlough, Inactive, Incarcerated, Out on Bond, Parole, Pending & Probation)
- TN Sex Offender This field indicates whether the selected individual has been classed as a sex offender in the state of Tennessee
- History of Escapes This field indicates whether the selected individual has a history of jail/prison escapes.
- Active Detainers This field indicates whether the selected individual has any current active detainers
- Location This provides the facility where the selected individual is currently housed. However, if the individual has a status other than incarcerated, this information will not be displayed.
- Sentence Begin Date The date the most current sentence began
- Length of Sentence The length of the most current sentence
- Sentence Expiration Date The date the most current sentence ends
- Parole Eligibility The first date the offender will be eligible for parole
- Parole Hearing The date of the next parole hearing
- Parole Hearing Result The result of the last parole hearing

- State Identifier The number assigned by the TBI at the time fingerprints were taken
- DL# The last known driver license number for the selected individual
- DL State The last known driver license issue state for the selected individual
- BOPP (Board of Probation & Parole) This box contains information regarding the location, phone and parole officer the selected individual is assigned to when the Supervision status is Probation or Parole. If there is any active parole violation warrants for the offender, this parole warrant information will be provided in the BOPP box. If there is a status other than Probation or Parole, the box will be empty.
- Alias Names Below the photo is a box containing a list of all alias names used by the selected offender.
- Nicknames A list of all nicknames used by the selected offender.

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TOMIS Offense Detail Screen

Offenses Screen

The Offense screen provides detail information regarding the convicted offenses recorded by the Department of Correction for the selected individual. Information can be sorted by selecting a column heading and clicking on the selected heading. Information provided includes:

- TOMIS Offense Number The offense number assigned by the Department of Correction
- TCA The TCA code which is associated with the convicted offense
- TIBRS The FBI offense code which is associated with the convicted offense
- Description The description of the conviction

- Date The date of the conviction for the offense
- County The County in which the conviction was made. This field will be blank for out-of-state convictions.
- Jurisdiction If an out of state offense, the state in which the conviction was made. This field will be blank for in-state convictions.



For users other than those classified as law enforcement, convictions which occurred in a jurisdiction outside the state of Tennessee will not be displayed. A message outlining the Federal law prohibiting dissemination of this information will appear in place of the conviction information.

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<u>SMI</u>		UNCLE	3706 TELSA RD	MEMPHIS TN 38128									
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TOMIS Contacts Screen

Contacts Screen

The TOMIS Contacts screen provides information regarding emergency contacts provided by the selected individual. Information provided includes:

- Name Name of contact
- Relationship Relationship of contact to selected individual
- Address Last known address of contact
- City/State/Zip Last known address city, state & zip of contact



For users other than those classified as law enforcement, Department of Correction or Board of Probation and Parole, contact address information will not be displayed. For specific location information, please contact the Department of Correction.

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TOMIS Visitors Screen

Visitors Screen

The TOMIS Visitors screen provides information regarding visitors to a facility in which the selected individual was incarcerated. Information provided includes:

- Name Name of visitor
- Relationship Relationship of visitor to selected individual
- Address Last known address of contact
- City/State/Zip Last known address city, state & zip of contact



For users other than those classified as law enforcement, Department of Correction or Board of Probation and Parole, visitor address information will not be displayed. For specific location information, please contact the Department of Correction.

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Visitor History

Visitors History Screen

For each visitor listed, TNCRIM will provide the history of visits made to the offender. To view the history, select a visitor and click on the name. TNCRIM will provide the following information for each visit:

- Date of Visit The date the selected visitor when to the facility
- Arrival Time The time the visitor arrived at the facility
- Departure Time The time the visitor departed from the facility
- Facility Visited The facility of the visit



For users other than those classified as law enforcement, Department of Correction or Board of Probation and Parole, visitor history information will not be displayed. For specific history information, please contact the Department of Correction.

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TOMIS SMT Screen

SMT (Scars, Marks & Tattoos) Screen

The TOMIS SMT screen provides photos and descriptions of SMT information for the selected individual. Information provided includes:

- Photo photo of the scar, mark or tattoo
- Description Brief description of location for scar, mark or tattoo
- Date date information was recorded or photo was taken
- Sequence # sequence number of photo for scar, mark or tattoo

To enlarge a photo, click on the desired photo.

Due to HIPPA regulations, no medically related information is displayed. To obtain medically related information, contact the Department of Correction.

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TOMIS Additional Photos Screen

Additional Photos Screen

The TOMIS Additional Photos screen provides any other photos which are available through the Department of Correction. Information provided includes:

- Photo
- Date date photo was taken



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Security Threat Group Information

Security Threat Group (STG) Information

Security Threat Group Information is a new link in Phase 3. If it has been determined that an offender has a gang affiliation, the information related to this affiliation will be displayed in the Security Threat Group link.

- Gang Affiliation Name of Gang
- Assessment Status of Assessment
- Assessment Score an internal number used by DOC when determining gang affiliation
- Assessment Date the date the assessment was made
- Assessment Factors the factors used to establish a gang affiliation
- Related Markings any markings supporting gang affiliation
- Status of Membership the latest known status of gang participation
- Rank the rank held in the designated gang
- Status Date the status date
- Group Faction The name of the gang
- Group Type the type of group
- Group Behavior the behavior of the group
- Group Race the primary race of the group
- Group Gender the primary gender of the group
- Origination/Known Locations group origination and/or known locations
- Activities/Notes activities or notes related to the group



For users other than those classified as law enforcement, Department of Correction or Board of Probation and Parole, the security threat group (STG) information link will not be available for selection. For specific STG information, please contact the Department of Correction.

Tennessee Bureau of Investigation – Sex Offender Registry (SOR) Screen

The SOR detail screen is presented when a search for a TOMIS ID has found a match in the SOR database or a record is selected from the multi-record screen. The detail screen provides information regarding a selected registry record. When available, the most current photo of the registrant will be presented.

Due to the amount of information available through SOR, several links were added to the main screen to facilitate the location of information. Links include Main, Offenses, Contacts, Visitors, SMTs (Scars, Marks, and Tattoos) and Additional Photos. Each link is described in greater detail below.

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SOR Main Screen

Main Screen

The Main screen provides the personal information regarding a selected individual. Also included on this screen are the most current photo and status. Other information on the Main screen includes:

- Classification The classification which is assigned to a registrant, either Sexual or Violent. If the classification is Violent, a red alert symbol will be displayed and the classification will be highlighted in red
- Current Status The current status of the registrant (Not electronically registered, Active, Active-Incapacitated, Active-Interstate Compact Act, Absconder, Inactive-Incarcerated, Inactive-Deported, Inactive-Deceased, Inactive-Moved to Another State, Inactive-Juvenile)
- Date of Entry The date the SOR record was entered
- Offender Present Indicates whether offender was present at time of registration
- Agency Agency which made the most current registration entry
- Officer Officer who made the most current registration entry
- Reporting Type The type of report currently being entered (Initial Registration, Annual Sexual Offender, Quarterly Violent Offender, Information Updated, Previously Registered)
- Checked for Warrants Indicates whether a warrant check was made at the time of the current registration
- Checked Criminal History Indicates whether a criminal history check was made at the time of the current registration
- Photographed Indicates if a photograph was taken during the current registration
- Fingerprinted Indicates if the offender was fingerprinted during the current registration
- Fee Paid Indicates if a legally mandated fee was paid by the offender during the current registration
- State ID The number assigned by the TBI at the time fingerprints were taken
- FBI # The number assigned by the FBI at the time fingerprints were taken. This indicates that prints reside on a national database.
- TOMIS ID The number assigned either: (1) during incarceration by the Department of Correction or (2) by the TBI for out-of-state offenders currently residing in Tennessee.
- DL# The last known drivers license number reported by the registrant
- BOPP/Supervision This box contains Board of Probation/Parole office information when a registrant is currently on Probation, Parole or legally mandated Supervision.

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SOR Vehicle Information

Vehicle Screen

The SOR Vehicle screen provides information regarding a reported vehicle owned or used by the registrant. Information provided includes:

- VIN# The vehicle identification number of the reported vehicle. During a search by VIN#, the TOMIS Portal will search both the T&R and SOR databases.
- Plate The plate number for the reported vehicle. During a search by plate number, the TOMIS Portal will search both the T&R and SOR databases.
- Plate State The issue state of the plate.
- Registered To The name of the plate registrant. This may be different from the offender if the vehicle is owned or operated by a third party.

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SOR Address Screen

Address Screen

The SOR Address screen provides you with the information regarding the last known address of a registrant. Also included is the last known phone number and an indicator which states whether minors are residing at the reported address.

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SOR Contacts Screen

Contacts Screen

The TOMIS Contacts screen provides information regarding emergency contacts provided by the selected individual. Information provided includes:

- Name Name of contact
- Relationship Relationship of contact to selected individual
- Address Last known address of contact
- City/State/Zip Last known address city, state & zip of contact
- Phone Last known phone number of contact

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SOR Offenses Screen

Offense Screen

The SOR Offense screen provides detail information regarding the convicted offenses recorded by the TBI for the selected individual. Information can be sorted by selecting a column heading and clicking on the selected heading. Information provided includes:

- NCIC Code The offense number assigned by the U.S. Department of Justice.
- TCA Code The TCA code which is associated with the convicted offense
- Description The description of the conviction
- Counts The number of counts for the associated conviction
- Date The date of the conviction for the offense
- Location The City, State & County in which the conviction was made. This field will be blank for out-of-state convictions.
- Victim The gender and age of the victim. If the victim is a minor (under age 18), a red alert with the word 'Minor' will be displayed.



For users other than those classified as law enforcement, convictions which occurred in a jurisdiction outside the state of Tennessee will not be displayed. A message outlining the Federal law prohibiting dissemination of this information will appear in place of the conviction information. Contact TBI for details regarding a non-disclosed conviction.

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SOR Alias Screen

Alias Screen

The SOR Alias screen provides information regarding any alias information recorded by the TBI for the selected individual. Information provided includes:

- Name The alias names which have been used by the offender.
- SSN The alias social security numbers which have been used by the offender
- DOB The dates of birth which have been used by the offender

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SOR Employment History Screen

Employment History Screen

The SOR Employment History screen provides information regarding any reported employment by the offender. The employer name, contact information, starts and end dates, county of employment and type of work is provided. Other information provided includes:

• Agency to Notify – The agency to notify if the information is found to be inaccurate

Tennessee Bureau of Investigation – Orders of Protection (TOPS) Screen

The TOP detail screen is presented when a search for a Driver License or Case Number has found a match in the TOP database or a record is selected from the multi-record screen. The detail screen provides information regarding a selected protection order record.

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						Expires		03/11/2	2000		Case Number: 990P379					
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TOP Main Screen

Main Screen

The Main screen provides the information entered by law enforcement regarding a selected protection order. Other information on the Main screen includes:

- Respondent The individual for whom the protection order was issued
- Petitioner The person who is seeking protection under the issued order
- Current Status The current status of the Protection Order
- Type The type of Protection Order: (1) Exparte or (2) Protection
- County County in which order was issued
- Filed Date order was filed
- Expires Date order expires
- Caution Flag to indicate a need for caution when dealing with Respondent
- Notes Additional information regarding the order added by the Issuing Agency
- Issuing Agency Information
 - Originating Agency agency which entered the order information
 - Case Number case number assigned by the originating agency to track the order
 - Date of Receipt date order was received by issuing agency
 - Date of Service date order was served
 - o Serving Officer name of officer who served the order

0

- Court Information
 - Court The type of court in which order was issued
 - Date of Court the date the court issued the order
 - \circ Judge/Commissioner the name of the official who issued the order



Some orders are Non-Expiring. If the order you are viewing is a non-expiring order, the words "Non-Expiring" will appear in the field labeled Expires.



Tennessee Bureau of Investigation – Tennessee Wanted Persons (TWP) Screen

The TWP detail screen is presented when a search has found a match in the TWP database or a record is selected from the multi-record screen. The detail screen provides information regarding a selected wanted person record.

Due to the amount of information available through TWP, several links were added to the main screen to facilitate the location of information. Links include Main, Alias, and SMTs (Scars, Marks, and Tattoos). Each link is described in greater detail below.

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TWP Main Screen

Main Screen

The Main screen provides the personal information regarding a selected individual. Other information on the Main screen includes:

- Warrant Number The unique number created by the issuing agency to identify the warrant
- Date of Warrant The date the warrant was issued
- Offense The offense which created the warrant
- Notes Any additional notes and/or comments regarding the offender
- Officer Officer who made the most current registration entry
- Fingerprint Classification the serial classification for the offenders' fingerprints
- State ID The number assigned by the TBI at the time fingerprints were taken
- FBI # The number assigned by the FBI at the time fingerprints were taken. This indicates that prints reside on a national database.
- DL# The last known drivers license number reported by the registrant
- Record Entry Date the date this warrant was entered into the NCIC systems
- Originating Agency This box includes information on the agency who initiated the warrant including the case number assigned by the agency.
- Court This box includes information on the court who issued the warrant.
- Plate This box includes information regarding the primary plate used by the offender
- Vehicle This box includes information regarding the primary vehicle used by the offender



Wanted Person information which is displayed through the portal is received from the FBI's NCIC system on a monthly basis. Only those records entered by our local law enforcement agencies into the NCIC system will appear on the portal.

When a warrant has been marked with the words 'Caution' or 'Juvenile', an alert will be displayed at the top of the page to facilitate identification.

Tennessee Bureau of Investigation – Tennessee Arrest Event System (AES) Screen

The AES database contains arrest information that is transmitted electronically through the use of live-scan equipment to the TBI from any booking agency throughout the state of Tennessee. The AES detail screen is presented when a search has found a match in the AES database or a record is selected from the multi-record screen.

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AES Detail Screen

Detail Screen

The AES detail screen provides the personal information regarding a selected individual. Other information on the detail screen includes:

- State Control Number (SCN) A unique number that corresponds to the arrest event. The SCN is a statewide, unique 15-character number that consists of a:
 - [5-Character Originating Agency Identifier] + [10-Character Unique Booking Number within That Jurisdiction]
- State ID The unique identification number assigned by the TBI to each person for whom a criminal history is established pursuant to a fingerprint identification
- TOMIS ID The 8-digit number assigned by the Department of Correction that identifies the offender in the Tennessee Offender Management Information System
- Booking ID Arrest or Booking Number that was assigned by the arresting Agency. Some offices use the Warrant Number
- ORI The Originating Agency Identifier is assigned by the FBI to identify an agency. Five significant digits (positions 4 through 8) of the ORI are used in the State Control Number
- Agency The name of the booking agency

- County The county of the booking agency
- ORI Phone # The telephone number of the booking agency
- Official Taking Prints The name of the person booking the accused
- Comments Any information the booking official wishes to enter here
- Date of Arrest This field should reflect the actual date of arrest
- Arrest Charge Short description of the original charge
- Date of Offense The date the offense was committed
- Aliases a list of all alias names used by the selected offender



AES records are not included as part of the "All-Database" search feature. AES database MUST be searched separately.



AES is NOT included in "Find other records that might match THIS one" searches from detail records other than from the AES database screen. (i.e. You cannot perform "Find other" searches from any of the other databases...where it will search and display potential matching AES records. What you CAN do is first; perform a search within AES database. Once you have a detail AES record, you CAN execute the "Find other records that might match THIS one" and the system will go to the other databases and display potential matching records from the other databases).



AES records CANNOT be flagged for Deconfliction (Deconfliction is a feature for law enforcement users only)

AES records CANNOT be added to the Print Queue for formatted printouts.

Finding Related Records – An Alternate Search Feature

Some searches can return a large number of records. To assist in locating a specific record or records, the TNCRIM Portal provides another search feature only available from the display screen of a record selected from a list. This search feature, labeled 'Find other records that might match this one', allows you to search other databases for a potential match to the specific record displayed.

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Possible Match

After pressing this link, TNCRIM will pull information from the displayed record and send this information to the other databases. When the search is complete, TNCRIM will display the results of the possible match search below the name label. Each of the possible matches are links which will display the desired possible match(es). An associated record will be displayed and the picture from the prior selected record will be displayed on the label. This feature is provided as a way to easily compare photographs between the possible matches.

To return to the previously selected record, a link is provided on the label under the name.

AES is NOT included in "Find other records that might match THIS one" searches from detail records other than from the AES database screen. (i.e. You cannot perform "Find other" searches from any of the other databases...where it will search and display potential matching AES records. What you CAN do is first; perform a search within AES database. Once you have a detail AES record, you CAN execute the "Find other records that might match THIS one" and the system will go to the other databases and display potential matching records from the other databases).

Consolidated Print Feature – For Related Records

When you perform a 'Find Related' search, a new feature will allow you to mark returned records and create a consolidated report.

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After performing a 'Find Related' search, you will see a link titled 'Add to Print Queue'. When selected, the displayed record will be added to a temporary queue. If you are working in a database that has a submenu (for example, a TOMIS record will also include information on visitors, contacts, offenses, etc.), you will select each of the submenu options and click the link to add this information to your report.

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As you add records to the temporary print queue, you will see a box appear in the top right corner of the screen. To see what database records have been added, click on the 'Show Records Currently Added' link.

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This will list all the database records selected. In the above example, the matching records from TOMIS, T&R, SOR and TOP have been added to the print queue. Remember, if you wish to include submenu items from a selected record, you will have to display the submenu item and click the link.

After you have added all the records you would like to include in the report, press the 'Print Records Now' button.

WARNING: Once you press the above button, you will have to print the report or you will lose the information gathered in the temporary queue.

AES records CANNOT be added to the Print Queue for formatted printouts.

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TNCRIM will compile the records selected and create a consolidated report. Any photos will be presented at the bottom of the report and below each photo will be the originating database. To print the report, click the 'Print' button.

Once the report has been printed, press the 'Back' button to return to the previous screen. Note that the print queue is now empty and the print box in the top right has disappeared.

Tennessee's Integrated Criminal Justice Portal
User's Manual
10/19/2010

Law Enforcement Access Only

Deconfliction Tags

The Deconfliction feature allows you (as a law enforcement user) to tag a record with a message that can be seen by other law enforcement personnel. (Possible usage: You might want to notify any other law enforcement user who may also be conducting an investigation on the same person, to contact you and work together, instead of two parallel investigations). After you have tagged a record with your message, any subsequent user who views this same record will see the deconfliction message and know who to contact to partner investigations.



AES records CANNOT be flagged for Deconfliction (Deconfliction is a feature for law enforcement users only)



Users of TNCRIM that are not classified as law enforcement will NOT be able to view the posted messages.

To add a deconfliction message to a record or records, perform a search and locate the record desired. Display the detail and look to the right of the screen for a checkbox labeled 'Deconfliction'.

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When you check this box, TNCRIM will display a Comments box and a box to enter your contact information. Enter any information you would like to share with other law enforcement agencies in the comment box. Next, enter your name and contact information and press the 'Submit' button.



After you press the Submit button, the information entered will appear in a highlighted box. Because you are now the 'owner' of this tag, you will be able to Edit or Delete this flag at any time.



To edit the record, press the edit button, make your changes and press the Submit button.

To delete the deconfliction tag, simply press the Delete Flag button.

Please note that the deconfliction will be auto set to remove the tag 90 days from the date you created the tag. Ten days before this removal, you will receive an email alerting you to the upcoming deletion. You may then go in and update the record, remove the record or ignore the message and the record will be automatically removed.

If you wish to flag other database records for the selected individual, run the 'Find Related' search, review the matches and tag selected matches as you did above.

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Finding Deconfliction Tags

To locate deconfliction tags entered by you in TNCRIM, a quick link is provided at the top of the screen in the blue ribbon area. Pressing the link titled 'Deconfliction' will display a list of all records that have been tagged by you with a deconfliction message.

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Using this link, you can quickly modify or delete a deconfliction tag. To modify a tag, simply click on the name of the individual and TNCRIM will take you to the record where you can make changes. To delete the deconfliction tag, press the delete button for the desired record and the tag will be removed.

Tips, Tricks and Problem Solving

When I attempt to log on, I receive the message 'User X is already logged in' but I am not logged on. How do I log in?

You will receive this message when you have logged on to the portal from another computer and then closed the browser without logging off.

To log in on the computer you are currently on, you can: (1) go back to the last computer you accessed the portal from; (2) log in to the portal; (3) log off the portal using the 'Log Off' option located on the top-right or bottom-right of the screen. You may now access the portal from another computer.

The portal does have a 30 minute time-out feature which will automatically log you out after 30 minutes of inactivity.

I can't print photographs. What do I need to set in the browser?

Add the portal as a trusted site and the photos will print and show in print preview mode. To add a trusted site, on the browser – go to Tools and then Internet Options. Select the tab labeled 'Security'. Highlight the 'Trusted Sites' icon and press the 'Sites' button. Enter the web address for the portal and press 'Add'.

Who do I contact concerning system issues?

If you need technical assistance, contact:

TennesseeAnytime Help Desk Phone: 615-313-0300 or toll-free at 1-866-8TN-EGOV E-Mail: <u>help@tennesseeanytime.org</u>

I have forgotten my user-id and/or password, who do I contact?

Please contact your Agency Administrator for assistance.

Contacts for Questions Regarding Displayed Information

If you have questions about the Tennessee Department of Correction (TDOC) information presented, contact:

Tennessee Department of Correction ATTN: PIO/FOIL 320 6th Avenue North 4th Floor, Rachel Jackson Building Nashville, TN 37243-0465 Phone: (615) 741-1000, ext. 8144 E-mail: <u>TDOC.webmaster@tn.gov</u>

If you have questions about the Board of Probation and Parole (BOPP) information presented, contact:

Board of Probation and Parole ATTN: Randy Gibson 404 James Robertson Parkway, Suite 1418 Nashville, TN 37243-0850 Phone: (615) 741-5701 E-mail: <u>Randy.Gibson@tn.gov</u>

If you have questions about the Tennessee Department of Safety (TDOS) Driver License information presented, contact:

Tennessee Department of Safety Financial Responsibility Section 1150 Foster Avenue Nashville, Tennessee 37210 Phone: (615) 251-5258 or Fax: (615) 253-2093 E-mail: FinResp.Safety@tn.gov

If you have questions about the Tennessee Department of Revenue Title & Registration information presented, contact:

Tennessee Department of Revenue Lueann (Shirley) Roberts Phone: (615) 532-5062, Ext. 166 E-mail: <u>Shirley.Roberts@tn.gov</u>

If you have questions about the Tennessee Bureau of Investigation Sex Offender Registry information presented, contact:

Tennessee Bureau of Investigation ATTN: Russ Winkler 901 R.S. Gass Blvd. Nashville, Tennessee 37216 Phone: (615) 744-4336 or toll-free 1-888-837-4170 E-mail: <u>Russ.Winkler@tn.gov</u>

If you have questions about the Tennessee Bureau of Investigation Orders of Protection Registry or Wanted Persons information presented, contact:

Tennessee Bureau of Investigation ATTN: Katie Chestnut 901 R.S. Gass Blvd. Nashville, Tennessee 37216 Phone: (615) 744-4072 or toll-free 1-888-837-4170 E-mail: <u>Katie.chestnut@tn.gov</u>

A Few Field Definitions

Terms in TOMIS

TOMIS ID – An 8-digit number assigned by the Department of Correction that identifies the offender in the Tennessee Offender Management Information System (TOMIS).

Location – Facility or Office supervising the Offender.

Supervision Status – Current supervision of the offender:

- Absconded Failure to report to Parole, Probation or Community Correction Officer
- Comm. Corr. Community Corrections Community-based alternative to incarceration services and programs provided in local jurisdictions for eligible offenders in lieu of incarceration in state penal institutions or local jails and workhouses
- Dead No longer living
- Escaped Absent from an institution or jail without authorization
- Furlough Temporary pass
- Inactive No longer under state supervision
- Incarcerated Confined to a prison or jail
- Out on Bond Released pending further action
- Parole Supervision after incarceration
- Pending The processing of information is incomplete at this time
- Probation Supervised alternative to incarceration

TN Sex Offender – Flag indicating offender has been convicted of a sex offense in Tennessee.

History of Escapes – Indicates offender has escaped or attempted to escape.

Active Detainers – Flag indicating whether offender has active detainers.

Sentence Begin Date – Start date of the sentence(s).

Length of Sentence(s) – Offender's maximum sentence in years, months and days; or Death, Life without Parole or Life.

State Identifier (SID) – A unique number assigned by the Tennessee Bureau of Investigation (TBI) when the offender's fingerprints are verified.

SMT Sequence Number – Sequence number used to uniquely identify one image in a multi-image SMT.

Terms in Driver License

License Type – The current status of an individual's specified privilege type.

Non-CDL Status – The current status of an individual's state-approved driver's license.

CDL Status – The current status of an individual's federally-approved commercial driver's license.

Duplicates Issued – The number of times the individual has had a duplicate license issued.

Handgun Permit Status – The current status of a handgun permit:

- Active Handgun Permit is currently active
- Canceled Handgun Permit has been canceled
- Expired Handgun Permit has expired
- Revoked Handgun Permit has been revoked
- Suspended Handgun Permit has been suspended
- Inactive Handgun Permit is currently Inactive

Handgun Permit Duplicates Issued – The number of times the individual has had a duplicate handgun permit issued.

Endorsements – Any endorsements on a Driver License (not a permit) which authorize the operation of specified types of vehicles or the operations of vehicles carrying specified loads.

Restrictions – A restriction applicable to a driver license.

Terms in Title & Registration

Issued – The year a plate was issued.

Class – Identifies a type of registration plate or license plate of a vehicle (i.e. Specialty Plate, Private Passenger Plate, etc.).

Commercial Vehicle – An indicator which reflects whether the vehicle registered is a Commercial Vehicle or Private Vehicle.

Type (Vehicle) – The type of vehicle operated for the transportation of persons or property.

Jointly Owned – An indicator which reflects the existence of multiple owners of the registered vehicle.

Lessor – Information regarding a lease-holder on the vehicle.

Lien – Information regarding the lien-holder on the vehicle.

Terms in Sex Offender Registry

Classification – Identifies the offense for which a person must register as being Sexual or Violent.

Current Status – The current status of the registration:

- Active
- Active Incapacitated
- Active Interstate Compact Act
- Absconder
- Inactive Incarcerated
- Inactive Deported
- Inactive Deceased
- Inactive Moved to Another State
- Inactive Juvenile

Date of Entry – Date of entry of Sex Offender Registry record.

Agency – Agency which last updated information in the Sex Offender Registry for this offender.

Officer – Officer which last updated information in the Sex Offender Registry for this offender.

Reporting Type – Type of reporting last entered to Sex Offender Registry:

- Initial Registration
- Annual Sexual Offender
- Quarterly Violent Offender
- Information Updated
- Previously Registered

Checked for Warrants – Indicator reflecting whether a warrant check was done at time of entry.

Checked for Criminal History - Indicator reflecting whether a criminal history check was done at time of entry.

Photographed – Indicator reflecting whether a photograph was taken at time of entry.

Fingerprinted – Indicator reflecting whether fingerprints were taken at time of entry.

Fee Paid – The fee paid for entry into the Sex Offender Registry.

State ID (**SID**) – A number issued by TBI's Automated Fingerprint Identification System (AFIS) based on submitted fingerprints.

FBI# - A number issued by the FBI's Automated Fingerprint Identification System (AFIS) based on submitted fingerprints.

TOMIS ID - An 8-digit number assigned by the Department of Correction that identifies an in-state offender in the Tennessee Offender Management Information System (TOMIS). If the individual is an out-of-state offender, the 8-character identifier is assigned by the TBI's Sex Offender Registry. The TOMIS ID for an outof-state offender will begin with the letters 'SO' followed by a number.

BOPP/Supervision – The BOPP agency and officer currently assigned to the offender.