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ATTENTION: AGENCY TAC/POC

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REVIEW AND DISTRIBUTE THIS NOTICE ACCORDINGLY



FBI Audit Findings: Sex Offender Registrations

The North Carolina State Bureau of Investigation and local NC Sheriff's offices were audited by the FBI CJIS Division in May 2023. An audit of the National Sex Offender Registry (NSOR) and selected sex offender registrations were conducted.

Pertinent Info:

The results of the NSOR audit are in the following areas of non-compliance which have been addressed:

- **Accuracy – Ensure NSOR records are accurately maintained:** The data quality review identified records contained inaccurate data in the Date of Conviction and Weight fields - Source: NCIC Manual, National Sex Offender Registry (NSOR), page 9-Accuracy.
- **Completeness – Ensure NSOR records are entered with all available information:** The data quality review identified records contained additional Scars, Marks, Tattoos, and Other Characteristics (SMTs) in the case file which could have been entered into NSOR entries. An additional finding discovered that the Conviction Resulting in Registration field was missing in some entries. Complete records include all critical information that was available on the person or property at the time of entry. Validation should include a review of whether additional information, which is missing from the original entry that could be added, has become available for inclusion to the record – Source: NCIC Manual, National Sex Offender Registry (NSOR), page 9-Completeness.

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North Carolina State Bureau of Investigation

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Please do not rely solely on this document as an all-inclusive resource.

If you are uncertain about any issue, please seek out guidance from your agency legal counsel or contact the SBI for direction to an appropriate guiding authority.

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- **Timely Removal – Ensure NSOR records that are no longer valid are removed from NCIC in a timely manner:** The data quality review identified records which were invalid at the time of audit. The Sex Offender Registry does not maintain records in NCIC for offenders who have absconded, been deported, or have moved out of state. In NC, procedure requires these records to be cleared in NCIC. In NC, the Division of Criminal Information (DCIN) is programmed to submit a clear transaction to NCIC once the record is appropriately marked as out of state or absconded. However, system issues could have caused the clear transaction not to be sent. Should this occur, the local agency must contact the NC Sex Offender Coordination Unit (SOCU) to have the record cleared from NCIC - Source: NCIC Manual, National Sex Offender Registry (NSOR), page 9-Record Removal.
 - **Validation – Ensure records are validated in accordance with NCIC policy:** The data quality review identified records which were not validated according to NCIC policy. The audit revealed records which did not have supporting documentation to show that monthly validations had been conducted per NCIC policy – Source: NCIC Manual, National Sex Offender Registry (NSOR), page 10-Validation.

In Review:

- Ensure NSOR records are accurate and complete.
- Ensure NSOR records that are no longer valid are removed from NCIC.
- Ensure NSOR records are validated.

Additional resources regarding the NSOR file can be found in Omnixx Links:

- Training, Module 5 outline, Sex Offender Registrations
- Sex Offender Registration
- NCIC Info, LEEP Application
 - Access to LEEP is free and a great resource for NC law enforcement agencies. The LEEP application can be submitted electronically using the LEEP application access.

For questions/assistance, please contact:

- NC Sex Offender Coordination Unit at SORHELP@ncsbi.gov
 - For training, contact your District SBI DCIN Training Specialist
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