



Approved:
Chief Marcia Harnden

Subject:

605. Registered Offender Information

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CALEA Standards:

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605.1: PURPOSE AND SCOPE

This policy establishes guidelines by which the Albany Police Department will address issues associated with certain offenders who are residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered sex offenders.

605.2: POLICY

It is the policy of the Albany Police Department to identify and monitor registered offenders living within this jurisdiction and take reasonable steps to address the risks those persons may pose.

605.3: REGISTRATION

- a. The **Records and Systems Supervisor** shall establish a process to reasonably accommodate registration of certain offenders.
 - 1) The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance.
 - 2) Employees assigned to register offenders should receive appropriate training regarding the registration process ([OAR 257-070-0100](#)).
 - 3) Upon conclusion of the registration process, the **clerk** shall ensure that the registration information is provided to the Oregon State Police in accordance with [ORS 163A.035](#) and OAR 257-070-0100.
- b. The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to report.

605.3.1: CONTENTS OF REGISTRATION

Registrants shall ([ORS 163A.010](#); OAR 257-070-0110):

- a. Provide the information to complete the sex offender registration form and sign it;

- b. Submit to photographs, including photographs of scars, marks or tattoos, when initially reporting and each time the registrant reports annually;
- c. Submit to fingerprinting, if required.

605.4: MONITORING OF REGISTERED SEX OFFENDERS

- a. The Detective Unit supervisor should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration, and report any discrepancies to Oregon State Police. This verification should include:
 - 1) Efforts to confirm residence using an unobtrusive method, such as an Internet search or drive-by of the declared residence;
 - 2) Review of information on the State of Oregon Sex Offender Inquiry System;
 - 3) Contact with a registrant's parole or probation officer.
- b. The Detective Unit supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to Albany Police Department personnel, including timely updates regarding new or relocated registrants.

605.5: DISSEMINATION OF PUBLIC INFORMATION

- a. Employees will not unilaterally make a public notification advising the community of a particular registrant's presence in the community.
- b. Employees who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor, who should then evaluate the request and forward it to the Chief of Police if warranted.
- c. A determination will be made by the Chief of Police, with the assistance of legal counsel as necessary, whether such a public alert should be made.
- d. Members of the public requesting information on registrants should be provided the Sex Offender Inquiry System (<http://sexoffenders.oregon.gov>), or the Albany Police Department's website.
- e. The Records and Systems Supervisor shall release local registered offender information to residents in accordance with state law and in compliance with Oregon Public Records Law requests ([ORS 163A.215](#); [ORS 163A.225](#); [ORS 192.410 to ORS 192.505](#)).

605.5.1: RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

- a. The offender registry includes only those persons who have been required by law to register, who are

in compliance with the offender registration laws and who the law permits to be included;

- b. The information is provided as a public service and may not be current or accurate;
- c. Persons should not rely solely on the offender registry as a safeguard against offenses in their communities;
- d. The information on this website may not reflect the entire criminal history of a registered offender;
- e. Anyone who uses information contained in the registry to harass or discriminate against registrants or commit any crime may be subject to criminal prosecution and/or civil action.