	ANDOVER POLICE DEPARTMENT GENERAL ORDER	Number: P3101
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		Distribution: All
Title: REGISTERED OFFENDER PROGRAM		Section: Programs
Issued: 02/26/2019	Effective: 03/11/2019	Revised: 8/10/2022
Rescinds: All Previous		Amends:
CALEA References:		
Review: Annual	Authority: Chief Buck Buchanan	

I. Purpose

The purpose of this General Order is to establish procedures for the registered offender program.

II. Policy

It is the policy of the Andover Police Department to maintain an in-house record for information purposes of registered offenders, including sex, drug, and violent offenders living within the city limits of Andover. The Andover Police Department's Registered Offender Program in no way supersedes what is required for the Sheriff's Office under state law and does not give probable cause to arrest, discriminate, or determine registered offender compliance. This program is for in-house tracking and information purposes only.

III. Definitions

- A. Registered Offender:** A person convicted of a sex, drug, or violent person offense and is required as part of their sentence to register as an offender.
- B. Offender Level:** The type of registered offender including sex offenders, drug offenders, and violent offenders.


IV. Regulations

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V. Procedures

A. Alerts

1. Personnel assigned as Registered Offender Coordinators will utilize the Offender Watch program maintained by the Butler County Sheriff's Office to stay current on the status of registered offenders living in the city limits of Andover.

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2. Information from this program is instantaneous and available by email when changes in status occur. Personnel assigned as Registered Offender Coordinators should register their City of Andover emails through the Butler County Sheriff's Office Offender Watch Program.

B. Information Keeping

1. Department Registered Offender Coordinators shall be responsible for the following:
 - a. Maintain a list of current registered offenders living in the city limits of Andover, KS;
 - b. Information will include offender's name, address associated with the offender, registration number, offender level, a physical description, offenses convicted of, associated vehicles, and a recent photograph if available;
 - c. Ensure registered offenders who moved from the area or whose status is changed are removed from the list.
 - d. Maintain the list in the squad room and update weekly.
2. Information will be kept in CAD including offender name, address, and offender level. An alert will be set to trigger allowing dispatch to notify officers during any calls at the listed address or any contact with the offender.

C. Notification of Change

1. When a change occurs to a registered offender's status, the Registered Offender Coordinator is responsible to ensure that any preceding entry shall be removed and the new entry placed on the list located in the squad room and in CAD.
2. The Registered Offender Coordinator shall notify Communications to post an entry on the Watch Briefing for one week from the date of any change to an Offender's status detailing the change.
3. The Registered Offender Coordinator shall notify Communications via email of any changes that should be updated in CAD to avoid any confusion about an Offender and to provide up-to-date information about the offender.