
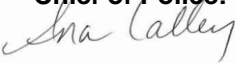
	<b>ELGIN POLICE DEPARTMENT</b> 151 Douglas Avenue Elgin, Illinois 60120	
<b>Effective Date:</b> 01/01/03	<b>STANDARD OPERATING PROCEDURE</b>	<b>Revised Date:</b> 10/24/24
<b>Chief of Police:</b> 	<b>Offender Registration, 42.3</b>	
<b>Cross Reference:</b> <a href="#">730 ILCS 150, IL Sex Offender Registration Act</a> <a href="#">730 ILCS 154, IL Child Murder &amp; Violent Offender Against Youth Registration Act</a>		<b>Policy Sections:</b> 42.3.1 Responsibilities 42.3.2 Enforcement and Inspection 42.3.3 Discretionary Information Appendix A: Illinois Sex Offender Registration Form Appendix B: Illinois Sex Offender Higher Education Registration Form Appendix C: Unhoused Sex Offender's Weekly Registration Form Appendix D: Illinois Murderer and Violent Offender Against Youth Registration Form Appendix E: Illinois Murderer and Violent Offender Against Youth Higher Education Registration Form Appendix F: Sex Offender/VOAY Verification Checklist

## PURPOSE

The purpose of this policy is to establish guidelines for the registration of sex offenders, murderers, and violent offenders against youths in compliance with the State of Illinois Sex Offender Registration Act and the Illinois Murderer and Violent Offender Against Youths Registration Act.

## POLICY STATEMENT

It is the policy of the department to comply with the requirements of the Illinois Registration Acts, which includes sex offenders, murderers, and violent offenders against youths. The department shall maintain familiarity with registered offenders residing within the city of Elgin to ensure accurate reporting of information to organizations that have authorized accessibility to offender registration information.

## DEFINITIONS

**Law Enforcement Agencies Database Systems (LEADS):** A shared central computer system where participating law enforcement agencies pool information to share records with other participating agencies.

**Offender Watch Database:** A national sex offender management and community notification tool used by participating law enforcement agencies to input and share sex offender registration information with other participating agencies.

**Registrant:** Individual who is required by law to register their place of residence with the police department pursuant to the provisions stated in the State of Illinois Sex Offender Registration Act and the Illinois Murderer and Violent Offender Against Youths Registration Act.

## PROCEDURES

### 42.3.1 RESPONSIBILITIES

The department shall ensure the proper registration is maintained and remain cognizant of where registered offenders reside within the city. When officers make contact with registered offenders, steps should be taken to verify the offender's current address and take appropriate enforcement action if the individual is in violation of the State of Illinois Sex Offender Registration Act and the Illinois Murderer and Violent Offender Against Youths Registration Act. If the individual is not in violation, the officer shall provide the information to the Emergency Communications Division and a telecommunicator will update the individual's Law Enforcement Agencies Database Systems, hereinafter referred to as LEADS, record.

The following organizational components within the department have additional responsibilities:

A. Information Desk

1. Initial Contact with a Registrant

- a. Determine if the registrant is a new or existing registrant and request a photo identification card to verify the identity of the registrant.
- b. Input the registrant's name into LEADS to view the type of registration required, whether a warrant(s) exists for the registrant and to verify the last registration date to determine whether the registrant is compliant.
- c. Contact the Emergency Communications Division to request a full criminal history check for registrants who are completing the registration process for the first time and for those who have registered in another jurisdiction but are new to registering in Elgin.

2. Returning Registrant

- a. For returning registrants, the information provided in the Offender Watch database, which is electronically accessible to employees assigned to the police department's information desk using the Offender Watch icon, and the respective global jacket within the police department's records management system shall be reviewed. The appropriate updates shall be made to the police records management system and the Offender Watch database.
  1. Updates made to the police records management system can be made by conducting a global subject search of the registrant's name. Once the in-taking employee confirms the registrant's jacket in the records management system, the appropriate information fields shall be updated.
  2. Updates made to the Offender Watch database can be made by conducting a search of the registrant's name and upon confirmation of the correct profile, the in-taking employee shall update the appropriate information fields.
- b. Ensure completion of the appropriate registration forms to include signatures and verify the accuracy of the information provided by the registrant. To view the applicable forms, refer to Appendix A, B, C, D, E and F. All registration forms are available in PowerDMS.
  1. Registrants that do not reside in the city of Elgin, but are attending an educational institute in Elgin, are required to complete the appropriate Higher Education Form.
  2. Registrants who are unhoused are required to submit the Unhoused Registrant's Weekly Registration form.
  3. The registrant shall be provided with a copy of the completed forms and reminded of the next registration date.
  4. The in-taking employee shall follow all applicable instructions on the respective registration forms.
- c. Photographs shall be updated on an annual basis. A review of the registrant's global jacket to determine if an updated photograph is needed shall be conducted. The below photographs shall be taken and uploaded to the registrant's global

jacket and Offender Watch database profile. The images shall be titled using the date on which they were taken.

1. Front view head shot.
2. Left side view head shot.
3. Tattoos where they are easily visible.

3. New Registrant

- a. When information on the registrant is not available in the Offender Watch database or the police department's records management system, the individual may be new to registering within Elgin.
- b. The in-taking employee shall create a global jacket in the department's records management system, along with a career criminal entry to flag the individual as an offender registrant. Information shall be included that pertains to the registrant's vehicle, tattoos, employment, school, etc.
- c. A new profile shall also be created within the Offender Watch database.
  1. The in-taking employee shall ensure the correct risk/class type is selected for each registrant.
  2. All registrants that were under the age of 18 on the date of the offense shall be listed as a juvenile under the risk/class type.
  3. The in-taking employee shall ensure the "publish to website" box is unchecked for all registrants that were under the age of 18 on the date of the offense.
- d. The criminal history check provided by the Emergency Communications Division shall be utilized to assist with completion of the offense type and applicable dates.
  1. For out-of-state convictions, the information shall be noted in the police report with a notation on the documentation.
  2. The statute for which the registrant was charged in their respective state may not always coincide with the information provided in the State of Illinois statute and in these instances, the in-taking employee shall designate the closest matching Illinois statute in the police report, records management system and Offender Watch database.
- e. Complete Livescan fingerprints of the registrant.
- f. Completion of the appropriate registration forms shall include signatures and verification of the information provided by the registrant. To view the applicable forms, refer to Appendix A, B, C, D, E and F. All registration forms are available in PowerDMS.
  1. Registrants that do not reside in the city of Elgin, but are attending an educational institute in Elgin, are required to complete the appropriate Higher Education Form.
  2. Registrants who are unhoused are required to submit the Unhoused Registrant's Weekly Registration form.

3. The registrant shall be provided with a copy of the completed forms and reminded of the next registration date.
  4. The in-taking employee shall follow all applicable instructions on the respective registration forms.
  5. The words "new registration" shall be specified at the top of the applicable forms to assist Telecommunicators who make the appropriate LEADS updates which may include the creation of a new LEADS file for the registrant.
4. The report writing process shall be initiated by creating a call using "VOR" (Murderers and Violent Offenders Against Youth) or "SEXR" (Sex Offenders) as the incident type and the department's address as the occurred location. The police report shall briefly summarize the registration process.
  5. After the registration forms have been completed, the following photographs shall be taken, and the images shall be uploaded to the registrant's global jacket using the front and side views as the photograph. These images shall be titled using the date the photographs were taken.
    - a. Front view head shot.
    - b. Left side view head shot.
    - c. Tattoos where easily visible.
  6. All completed forms and a copy of the police report shall be forwarded to the Emergency Communications Division for entry into LEADS.
  7. The in-taking employee shall send a brief summary of the registrant's registration process to the "EPDOffenderRegistrationUnit" e-mail group which consists of employees representing various workgroups who possess responsibilities associated with offender registrations.
    - a. The in-taking employee shall specify in the subject line of the email if the registrant is a new registrant, returning registrant and if they are a juvenile.

**B. Emergency Communications Division**

1. Run a criminal history check at the request of an employee processing offender registration documents and officers tasked with the enforcement of offender registration acts.
2. Upon receipt of the offender registration documents, telecommunicators shall make the appropriate updates to LEADS. The originating case agency should reflect this department's case report number.
3. All new registrations require the telecommunicator to either create a new LEADS file or if the registrant previously registered with a different police department located in the State of Illinois, the registrant's LEADS file will be updated by the telecommunicator to reassign the LEADS file to this department.
4. New and updated registrant photos will be uploaded to the registrant's LEADS file by the telecommunicator for access by the Illinois State Police and inclusion on the state's website.
5. Telecommunicators shall also verify whether the DNA of an out-of-state registrant is on file with the State of Illinois. When the DNA is not on file, telecommunicators shall provide

notification of the registrant to a Major Investigations Division supervisor who shall contact the Kane County Probation Office to schedule an appointment for a DNA swab.

6. Upon entry of a new registrant into LEADS or the entry of updated information, the registration documents shall be forwarded to the LEADS Coordinator or designee who shall review and validate the LEADS record prior to forwarding the registration documents to the Records Division for inclusion in the police report.

C. Major Investigations Division

1. The Major Investigations Division is responsible for ensuring the enforcement of offender registration acts pertaining to sex offenders and murderers and violent offenders against youths. Enforcement is a collective effort of personnel assigned to the Major Investigations Division, Offender Compliance Team ROPE/Crime Free Housing Unit, and the Patrol Division. Refer to Section 42.3.2 for more information on enforcement and inspection of offender registrations.
2. The Major Investigations Division Sergeant who is tasked with the enforcement of sex offender registrations is responsible for tracking emails sent to the "EPDOffenderRegistrationUnit" email group to ensure all information reported to the Offender Watch database is accurate.
  - a. Incorrect information noted by the supervisor shall be immediately corrected and notification will be made to the major investigations lieutenant and investigations commander.
3. Assigned officers/detectives shall ensure the verification of all registrant addresses, maintenance of case files, and that the information is accurate, updated and maintained within the individual's global jacket which is maintained in the department's records management system and the individual's profile which is maintained in the Offender Watch database.

D. Records Division

Upon receipt of offender registration documents, personnel assigned to the Records Division shall scan the registration documents and LEADS documents for inclusion with the police report and file the original documents under the individual's name.

E. Offender Compliance Team

1. The Offender Compliance Team consists of detectives, officers, community service officers and telecommunicators who assist with various tasks involving registered sex offenders, registered convicted murders and violent offenders against youths. These tasks include offender checks, offender registrations, Offender Watch database maintenance and non-compliance investigations. The team is also responsible for providing roll call training and updates to personnel on these topics.
2. The major investigations division sergeants are tasked with ensuring the enforcement of offender registrations and shall oversee the Offender Compliance Team to include determining team member assignments.

**42.3.2 ENFORCEMENT AND INSPECTION**

- A. The Major Investigations Division supervisors shall ensure assigned officers/detectives conduct compliance inspections of residences occupied by sex offenders, convicted murders and violent offenders against youths within the city of Elgin to confirm the accuracy of an offender's place of residence.

1. On an annual basis, the department shall conduct on-site inspections of sex offenders, convicted murderers and violent offenders against youths within the city of Elgin to confirm the accuracy of an offender's place of residence. Additionally, during the month of October, the department shall conduct on-site inspections of child sex offenders and predators with victims under 18 years of age.
  2. Upon verification of the individual's address, the inspection shall be completed by using the Sex Offender/VOAY Verification Checklist; the officer/detective completing the inspection is responsible for completing the checklist. To view the checklist, refer to Appendix F.
    - a. The checklist depicts the date, time, and all pertinent information as it relates to the registration and serves as the police report. The case number associated with the registration shall be included.
    - b. In the event of a violation, a new report number shall be generated, and a general report completed.
  3. The lieutenant assigned to the Major Investigations Division is responsible for completion of a compliance memo to document the on-site inspections. The memo is sent through the chain of command to the investigations commander.
- B. If an inspection reveals that the individual no longer resides at the registered address, the inspecting officer/detective shall check LEADS, contact the Records Division and the State of Illinois Offender Registration Administrator's Office to determine if a residence change record exists.
1. When additional information on the individual is unavailable, the Major Investigations Division shall be responsible for follow-up, applicable charges, and completion of the case. Officers/detectives not assigned to the Major Investigations Division are responsible for forwarding all known information to the Major Investigations Division.
  2. Updated information pertaining to the registrant's place of residence shall be routed to the Emergency Communications Division and a telecommunicator shall then update the address and the violation status in LEADS.
- C. Depending on the circumstances, officers/detectives not assigned to an inspection and having contact with a registered individual shall conduct a field investigation to ensure compliance with registration as required by law and contact the Emergency Communications Division to have the LEADS file updated with appropriate information regarding the contact. The field investigation shall include:
1. Date and time of contact.
  2. Specific location of contact.
  3. Reason for contact such as: traffic, suspicious activity, arrest, etc.
  4. Name of contacting officer(s).
  5. Vehicle description, if any.
  6. Identification of other vehicle occupants, if any.

#### **42.3.3 DISCRETIONARY INFORMATION**

- A. The department's website is maintained by the public information officer and provides the community access to offender registries which are described below:

1. Illinois State Police Sex Offender Registry ([View the Illinois State Police Website](#)) which is maintained by the Illinois State Police and provides information on the following:
  - a. Sex Offender Mapping.
  - b. Missing Sex Offenders.
  - c. National Sex Offender Public Website.
2. Offender Watch Program ([View the Offender Watch Program Website](#)) which is a national sex offender management and community notification tool. The Offender Watch database is updated by employees assigned to the police department's information desk and officers tasked with enforcement of offender registration acts; refer to Section 42.3.1 for more information. In using this tool, community members can do the following:
  - a. Search for offenders in their area.
  - b. Register for email alerts.
  - c. View safety tips and links to other resources, if available.

# APPENDIX A: ILLINOIS SEX OFFENDER REGISTRATION FORM

<input type="checkbox"/> Juvenile Delinquent <input type="checkbox"/> Sex Offender <input type="checkbox"/> Sexually Dangerous/Violent <input type="checkbox"/> Sexual Predator <input type="checkbox"/> Murder, victim under 18		<b>ILLINOIS SEX OFFENDER REGISTRATION ACT REGISTRATION FORM</b> <small>(PLEASE TYPE OR PRINT USING BLACK INK)</small> <b>Photo Required</b>					
Initial Registration: <input type="checkbox"/>	Annual: <input type="checkbox"/>	Quarterly: <input type="checkbox"/>	Homeless Weekly: <input type="checkbox"/>	Change of Address: <input type="checkbox"/>	School: <input type="checkbox"/>	Employment: <input type="checkbox"/>	
Last Name:		First Name:		Middle Name:			
DOB:		Sex:	Race:	POB:			
Resident Address:				Apartment#:			
City:		State:	ZIP:	County:	Housing Type:		
Secondary Address:							
Telephone:		Cell Phone:		SSN:			
Scars/Marks/Tattoos:							
Hgt:	Wgt:	Hair:		Eyes:			
Aliases:				DNA: <input type="checkbox"/> Yes <input type="checkbox"/> No			
FBI:		SID:		LEADS#:			
DOC#:		Chicago IR#:		Misc#:			
DLN:		DLN State:		DLN Expiration Date:			
Vehicle Make:		Model:		Year:			
License Plate#:		VIN#:		Color:			
Date of Conviction / Adjudication:		County of Conviction:		State of Conviction:			
Offense:				Statute:			
Citation Code:				Sentence:			
Probation Officer:			Probation Officer Telephone:				
Age of Victim(s) at Time of Offense:			Age of Offender at Time of Offense:				
Email Address:							
Instant Messaging Identities:							
Blog / Chat Room Identities:							
Other Internet Communication Identities:							
Uniform Resource Locator (URL):			Internet Protocol (IP) Address:				
Internet Sites Maintained by Individual:							
Internet sites to which individual uploaded any content or posted any message or information:							
Employer's Name:		Employed Since:					
Employer's Address:		Employer's Phone Number:					
City:	State:	ZIP:	County:				
School/Institution of Higher Education Name:				Date Enrolled:			
School Address:							
City:	State:	ZIP:	County:				
Registering Official's Signature				Date			
Signature of Registrant				Date			

Page 1 of 2  
 ISP 4-547(06/08)

**DUTY TO REGISTER. READ FOLLOWING TO OFFENDER and OFFENDER MUST INITIAL EACH.**

<p>— You must renew your registration, in person, with the law enforcement agency having jurisdiction, within one year from the date of your most recent registration until your expiration date. If you have been convicted of a violation of this Act after July 1, 2005 you must register in person no later than 90 days after the date of your last registration and every 90 days thereafter for the remainder of your registration requirement.</p> <p>— If you are an offender identified as a sexual predator you must register in person every year for the period of your natural life.</p> <p>— If you are an offender with a finding or adjudication as a sexually dangerous person or as a sexually violent person you are required to report in person to the law enforcement agency having jurisdiction within 90 days of your initial registration and every 90 days thereafter for the period of your natural life.</p> <p>— Failure to comply with the provisions of the Sex Offender Registration Act is a Class 3 felony. A second or subsequent conviction for violation of this Act is a Class 2 felony. Failure to comply with any provisions of the Act mandates revocation of probation, mandatory supervised release, parole, or conditional release.</p> <p>— Any person who is required to register under this Act who knowingly or willfully gives material information required by this Article that is false is guilty of a Class 3 felony.</p> <p>— The term of registration will be administratively extended by the Illinois State Police 10 years for failure to comply with any provisions of this Act.</p> <p>— You must register within 3 days of conviction when sentenced to probation or upon release, parole, or discharge from prison or mental hospital. Reentry, due to violation of parole or other circumstances which relate to the original conviction or adjudication shall extend the period of registration to 10 years after final parole, discharge or release. You must register, in person, with the police department or if none, the sheriff's office having jurisdiction where you reside for a period of 10 years.</p> <p>— You must register your employment or school information within 3 days of obtaining employment or attending a school. All changes to employment or school status must be registered within 3 days of the change.</p>	<p>— Any person required to register under this Act who lacks a fixed residence must notify the agency with jurisdiction of the last known address within 3 days after ceasing to have a fixed residence and if the offender leaves the last jurisdiction of residence, the offender must within 3 days after leaving, register in person with the new agency of jurisdiction and must report weekly in person with the agency having jurisdiction.</p> <p>— If you attend a school, postsecondary, trade, professional institution, institution of higher education or are employed in another state, you must register in both states within 3 days of beginning school or employment. All changes of school status (commencement or termination), and employment must be reported within 3 days of change.</p> <p>— If you attend and/or are employed at an institution of higher education, you must register, in person, with the jurisdiction of residence and jurisdiction where the institution of higher education is located within 3 days of beginning school or employment. All changes of status in enrollment and or employment at an institution of higher education (commencement, termination and any and all changes) must be reported in person within 3 days of changes with both agencies of jurisdiction.</p> <p>— An out-of-state student and/or out-of-state employee residing in another state but attending school/institution or higher education, and/or employed in Illinois, must register within 3 days of beginning school or employment with the agency of jurisdiction where the school/institution of higher education or employment is located.</p> <p>— Within 3 days of changing your address, you must report your new address in person with the law enforcement agency with whom you last registered. You must, within 3 days of changing your address, register in person with the police department or if none, the sheriff's office having jurisdiction at your new address. Temporary absences for more than 3 days in a calendar year require you to register your new address.</p> <p>— If you move to another state, you must register with that state within 3 days. You must notify the agency with whom you last registered in person of your new address, at least 3 days before moving.</p>
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Failure to register is a criminal offense and will extend my registration period 10 years from my next registration, if not already subject to lifetime registration.

Under the Adam Walsh Child Protection and Safety Act of 2006, 18 United States Code § 2250, if you travel to another state and fail to register as required, you are also subject to federal prosecution that carries penalties of a fine and/or imprisonment up to 10 years.

If you are a child sex offender, you understand that according to Illinois law, you may not reside within 500 feet of a school, park or playground. You may also not reside within 500 feet of a facility providing services directed exclusively toward persons under 18 years of age. The only exception is if you, the child sex offender, owned the property before July 7, 2000.

**I HAVE READ AND/OR HAD READ TO ME, THE ABOVE REQUIREMENTS. IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTY TO REGISTER NEXT ON OR BEFORE \_\_\_\_\_. All ending registration dates will be determined by the Illinois State Police. To verify the ending registration date, contact the ISM-SOR Unit at (217) 820-0603 or mail correspondence to the address listed below.**

Signature of Registrant \_\_\_\_\_ Date, \_\_\_\_\_

Sex offender must sign both page 1 and page 2 for registration to be considered valid.

Registering Official's Name \_\_\_\_\_

Registering Agency: ELGIN POLICE DEPARTMENT      Fingerprints should be taken at the initial registration and any subsequent registration

Address: 151 DOUGLAS AV \_\_\_\_\_

City, ZIP, County: ELGIN, IL 60120 KANE COUNTY      in a new jurisdiction.

Registering Official's Signature: \_\_\_\_\_

For additional information: Illinois State Police, SOR Unit, 801 South 7th Street, Post Office Box 19461, Suite 200 S, Springfield, Illinois 62794, by phone (217) 820-0603 or by fax (217) 824-4390

One copy to Sex Offender      One copy to Illinois State Police      Retain Original for your files      Page 2 of 2



## APPENDIX B: ILLINOIS SEX OFFENDER HIGHER EDUCATION REGISTRATION FORM

<b>ILLINOIS SEX OFFENDER REGISTRATION ACT</b>		
<b>INSTITUTIONS OF HIGHER EDUCATION EMPLOYMENT/STUDENT INFORMATION FORM</b>		
(For those offenders attending or working at an Institution of Higher Education)		
<small>(Circle One)</small> <input checked="" type="checkbox"/> Sexually Dangerous <input type="checkbox"/> Adjudicated Juvenile Delinquent <input type="checkbox"/> Sexually Violent <input type="checkbox"/> Sex Offender	<small>(PLEASE TYPE OR PRINT-BLACK INK)</small>	<small>Changes of Employment/School Status (Check One)</small> <input type="checkbox"/> Commencement <input type="checkbox"/> Termination <input type="checkbox"/> Other: _____
<b>LEADS NUMBER:</b> _____		
<b>NAME OF OFFENDER:</b> _____		<b>DOB:</b> _____
<b>NAME OF INSTITUTION OF HIGHER EDUCATION ATTENDING:</b> _____		
<b>DATE(S) OF ENROLLMENT:</b> _____		
<b>NAME OF INSTITUTION OF HIGHER EDUCATION EMPLOYED BY:</b> _____		
<b>DATE(S) EMPLOYED:</b> _____		
<b>ADDRESS OF INSTITUTION OF HIGHER EDUCATION:</b> _____ _____ _____		
<b>DUTY TO REGISTER. READ FOLLOWING TO OFFENDER and OFFENDER MUST INITIAL EACH</b>		
<p>____ Completion of this form does not constitute an annual registration. You must register, in person, annually with the law enforcement agency of jurisdiction in which you reside. Those offenders found to be sexually dangerous or sexually violent must register, in person, every 90 days with the law enforcement agency of jurisdiction.</p> <p>____ You must, within 3 days of beginning employment at an Institution of Higher Education, notify in person the agency of jurisdiction in which you reside and the agency of jurisdiction in which you are employed by an Institution of Higher Education.</p> <p>____ You must, within 3 days of enrolling at an Institution of Higher Education, notify in person both the agency of jurisdiction in which you reside and the agency of jurisdiction in which you are attending an Institution of Higher Education.</p> <p>____ You must, within 3 days of changing your employment or student address information, and/or changing your status in enrollment and/or employment at an institution of higher education (commencement, termination, and any and all changes), notify in person both the agency of jurisdiction in which you reside and the agency of jurisdiction in which you are working at or attending an Institution of Higher Education.</p> <p>____ You must renew your employment or student enrollment registration, in person, with the law enforcement agency having jurisdiction of your residence and the law enforcement agency having jurisdiction over the Institution of Higher Education, within one year from the date of your most recent registration until your expungement date.</p> <p>____ Failure to follow these provisions can result in criminal prosecution.</p>		
<b>I HAVE READ AND/OR HAD READ TO ME, THE ABOVE REQUIREMENTS. IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTY TO REGISTER AND THAT FAILURE TO DO SO IS A CRIMINAL OFFENSE.</b>		
<b>SIGNATURE OF REGISTRANT:</b> _____		<b>DATE:</b> _____
<div style="border: 1px solid black; padding: 5px; width: 30%; float: left;"><small>Agency: Keep one copy for your records Send one copy to the Institution of Higher Education Send one copy to ISP at the address listed below within 3 days</small>  <b>Illinois State Police Criminal Intelligence Bureau Sex Offender Registration PO Box 19461 801 South 7<sup>th</sup> Street Suite 200 S Springfield, Illinois 62794 Office: (217) 785-0653 Fax: (217) 782-4996</b></div> <div style="float: right; width: 65%;"><b>NOTIFYING OFFICIAL NAME:</b> _____ <small>(PLEASE PRINT)</small> <b>NOTIFYING AGENCY:</b> _____ <small>(PLEASE PRINT)</small> <b>NOTIFYING OFFICIAL SIGNATURE:</b> _____</div> <div style="clear: both;"></div>		
<small>ISP 5-695 (05-08)</small>		

## APPENDIX C: UNHOUSED SEX OFFENDER'S WEEKLY REGISTRATION



### ELGIN POLICE DEPARTMENT -Unhoused Sex Offender Weekly Registration Form-



You have registered as a sex offender within the city of Elgin. The Illinois Sex Offender Registration Act requires you to provide the address you have stayed at during the past seven days. Below is a table to be completed by you, the offender, to document your whereabouts during the past seven days. Upon completion, this form shall be submitted to the police department's information desk officer as part of your weekly registration. Your failure to complete and submit this form could result in your arrest.

Registrant's Name  DOB  Report Number

*Place a check mark in the  
appropriate column*

Date	Location <i>Include Apartment/Unit #</i>	Indoors	Outdoors	Inside Vehicle
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Registrant's Signature

Date

## APPENDIX D: ILLINOIS MURDERER AND VIOLENT OFFENDER AGAINST YOUTH REGISTRATION FORM



<input type="checkbox"/> Juvenile Delinquent <input type="checkbox"/> Murderer with child victim <input type="checkbox"/> Murderer with adult victim <input type="checkbox"/> Other Violent Offender		<b>ILLINOIS MURDERER AND VIOLENT OFFENDER AGAINST YOUTH REGISTRATION ACT REGISTRATION FORM</b>			
Photo Required (Please type or print using black ink)					
Initial Registration:	Annual: <input type="checkbox"/>	Homeless Weekly: <input type="checkbox"/>	Change of Address: <input type="checkbox"/>	School: <input type="checkbox"/>	Employment
Last Name: _____ First Name: _____ Middle Name: _____					
DOB: 10/23/1987	Sex: _____	Race: _____	POB: _____		
Resident Address: _____			Apartment# _____		
City: _____	State: _____	Zip: _____	County: _____		
Telephone: _____		SSN: _____			
Scars/Marks/Tattoos: _____					
Hgt: _____	Wgt: _____	Hair: _____	Eyes: _____		
Aliases: _____		DNA: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
FBI: _____	SID: _____	LEADS #: _____			
DOC #: _____	Chgo IR #: _____	Misc #: _____			
DLN: _____	State: _____	Expiration Date: _____			
Vehicle Make: _____	Model: _____	Year: _____			
License Plate #: _____	VIN #: _____	Color: _____			
Date of Conviction: _____		Age of Victim(s): _____			
County of Conviction: _____		State of Conviction: _____			
Offense: _____		Statute: _____			
Citation Code: _____		Sentence: _____			
<b>EMPLOYMENT INFORMATION</b>					
Employer's Name: None		Employed Since: None			
Employer's Address: _____		Employer's Phone Number: _____			
City: _____	State: _____	Zip: _____	County: _____		
<b>SCHOOL / INSTITUTION OF HIGHER EDUCATION INFORMATION</b>					
School/Institution of Higher Education Name: _____		Date Enrolled: _____			
School Address: _____					
City: _____	State: _____	Zip: _____	County: _____		
Additional Information:					
<input type="checkbox"/> Yes <input type="checkbox"/> No The State's Attorney of the county of conviction has provided a Verification of Case Facts Document verifying this offense was not sexually motivated.					
Registering Official's Signature _____		Date _____			
Signature of Registrant _____		Date _____			
Registration is not valid until Page 2 is completed. Offender must sign both page 1 and 2.					
Page 1 of 2 ISP 5-751 (1/12)					
DUTY TO REGISTER. READ FOLLOWING TO OFFENDER and OFFENDER MUST INITIAL EACH.					

<p>— You must renew your registration in person with the law enforcement agency having jurisdiction within one year from the date of your most recent registration until your <b>expiration date</b>.</p> <p>— If you are an offender identified as a child murderer you must register in person every year for the period of your natural life.</p> <p>— Failure to comply with the provisions of the <b>Murderer and Violent Offender Against Youth Registration Act</b> is a Class 3 felony. It is a Class 2 felony if you have a second or subsequent conviction for violation of this Act. Any person who is required to register under this Act who knowingly or willfully gives material information required by this Act that is false is guilty of a Class 3 felony. Failure to comply with any provisions of the Act mandates revocation of probation, mandatory supervised release, parole, or conditional release.</p> <p>— The term of registration will be administratively extended by the Illinois State Police 10 years for failure to comply with any provisions of the Act.</p> <p>— You must register within 5 days of conviction when sentenced to probation or upon release, parole, or discharge from prison or mental hospital. Reconviction, due to violation of parole or other circumstances which relate to the original conviction or adjudication shall extend the period of registration to 10 years after final parole, discharge, or release. You must register, in person, with the police department or, if none, the sheriff's office having jurisdiction where you reside for a period of 10 years.</p> <p>— Any person required to register under this Act who lacks a fixed residence must notify the agency with jurisdiction of the last known address within 5 days after ceasing to have a fixed residence, and if the offender leaves the last jurisdiction of residence, the offender must, within 48 hours after leaving, register in person with the new agency of jurisdiction and must report weekly in person with the agency having jurisdiction.</p> <p>— If you intend to establish a residence or employment outside of Illinois, you must report in person to the agency with whom you last registered in Illinois at least 10 days prior.</p>	<p>— If you attend a school, post secondary, trade, professional institution, institution of higher education or are employed in another state, you must register in both states within 5 days of beginning school or employment. All changes of school status (commencement or termination) and employment must be reported within 5 days of change.</p> <p>— If you attend and/or are employed at an institution of higher education, you must register in person with the jurisdiction of residence and jurisdiction where the institution of higher education is located within 5 days of beginning school or employment. All changes of status in enrollment and/or employment at an institution of higher education (commencement, termination, and any and all changes) must be reported in person within 5 days of changes with both agencies of jurisdiction.</p> <p>— An out-of-state student and/or out-of-state employee residing in another state but attending school/institution of higher education, and/or employed in Illinois must, within 5 days of beginning school or employment, register with the agency of jurisdiction where the school/institution of higher education or employment is located.</p> <p>— Within 5 days of changing your address, you must report your new address in person with the law enforcement agency with whom you last registered. You must, within 5 days of changing your address, register in person with the police department or, if none, the sheriff's office having jurisdiction at your new address. Temporary absences for more than 5 days in a calendar year require you to register your new address.</p> <p>— You must register your employment or school information within 5 days of obtaining employment or attending a school. All changes to employment or school status must be registered in person within 5 days of the change.</p>
<p>Failure to register is a criminal offense and will extend my registration period 10 years from my next registration, if not already subject to lifetime registration.</p> <p>According to 720 ILCS 5/11-3.3 &amp; 9.4, if you were convicted of child abduction, kidnapping, aggravated kidnapping, unlawful restraint, aggravated unlawful restraint or an attempt to commit any of these offenses, you are considered a child sex offender. According to Illinois law, you may not reside or loiter within 500 feet of a school, park, or playground. You may also not reside or loiter within 500 feet of a facility providing services directed exclusively toward persons under 18 years of age. The only exception is if you, the child sex offender, owned the property before July 7, 2000.</p> <p><b>I HAVE READ AND/OR HAD READ TO ME, THE ABOVE REQUIREMENTS. IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTY TO REGISTER ON OR BEFORE _____.</b> All ending registration dates will be determined by the Illinois State Police. To verify the ending registration date, contact the Illinois State Police at 217/785-0653 or mail correspondence to the address listed below.</p> <p>Signature of Registrant _____ Date _____</p> <p>Offender must sign both page 1 and page 2 for registration to be considered valid.</p> <p>Registering Official's Name (Print) _____</p> <p>Registering Agency: _____ Fingerprint should be taken at the initial registration and any subsequent registration</p> <p>Address: _____</p> <p>City, Zip, County: _____ in a new jurisdiction.</p> <p>Registering Official's Signature: _____</p> <p>For additional information: Illinois State Police, SOR Unit, 801 South 7<sup>th</sup> Street, P.O. Box 19461, Suite 200-S, Springfield, Illinois 62794 or by phone (217) /50-0603.</p> <p>One copy to Offender      One copy to Illinois State Police      Retain Original for your files      Page 2 of 2</p>	

## APPENDIX E: ILLINOIS MURDERER AND VIOLENT OFFENDER AGAINST YOUTH HIGHER EDUCATION REGISTRATION FORM

ILLINOIS MURDERER & VIOLENT OFFENDER AGAINST YOUTH REGISTRATION ACT	
INSTITUTIONS OF HIGHER EDUCATION EMPLOYMENT/STUDENT INFORMATION FORM	
For those sex offenders attending or working at an Institution of Higher Education To be completed by Law Enforcement Agency Where the Institution is Located	
Check One:	<input type="checkbox"/> Child Sex Offender (victim under 18) <input type="checkbox"/> Murderer (victim over age 18) <input type="checkbox"/> Murderer (victim under age 18)
Check One:	<input type="checkbox"/> Initial Enrollment <input type="checkbox"/> Commencement <input type="checkbox"/> Initial Employment <input type="checkbox"/> Termination of Employment <input type="checkbox"/> Other
Completed by (choose one):	<input type="checkbox"/> Agency of Jurisdiction for the Institute of Higher Education
Name of Offender:	_____ DOB: _____
LEADS Number:	_____
Name of Institution of Higher Education:	_____
Date(s) of enrollment or employment:	_____
Date of end of enrollment or termination of employment:	_____
Address of Institution of Higher Education:	_____
_____	
<b>DUTY TO REGISTER. READ FOLLOWING TO OFFENDER and OFFENDER MUST INITIAL EACH</b>	
_____	Completion of this form <b>does not</b> constitute an annual or quarterly registration. You must register, in person, with the law enforcement agency of jurisdiction in which you reside.
_____	You must, within 5 days of beginning employment at an Institution of Higher Education, notify in person the agency of jurisdiction in which you reside and the agency of jurisdiction in which you are employed by an Institution of Higher.
_____	You must, within 5 days of enrolling at an Institution of Higher Education, notify in person the agency of jurisdiction in which you reside and the agency of jurisdiction in which you are attending an Institution of Higher Education.
_____	You must, within 5 days of changing your employment and/or changing your status in enrollment at an institution of higher education (commencement, termination, and any and all changes), notify in person the agency of jurisdiction in which you reside and the agency of jurisdiction in which you are working at or attending an Institution of Higher Education.
_____	An out-of-state student and/or out-of-state employee residing in another state but attending and/or employed at an Institute of Higher Education must, within 5 days of beginning school or employment, register with the agency of jurisdiction in which you are enrolled/employed.
_____	You must renew your employment or student enrollment registration, in person, with the law enforcement agency having jurisdiction of your residence and the law enforcement agency having jurisdiction over the Institution of Higher Education within one year from the date of your most recent registration until you complete your registration requirement.
_____	Failure to comply with provisions of the Illinois Murderer and Violent Offender Against Youth Registration Act is a Class 3 felony.
<b>I HAVE READ AND/OR HAD READ TO ME, THE ABOVE REQUIREMENTS. IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTY TO REGISTER AND THAT FAILURE TO DO SO IS A CRIMINAL OFFENSE.</b>	
Signature of Registrant:	_____ Date: _____
Registering Official's Signature:	_____ Date: _____
Registering Official's Name (Print):	_____
Registering Agency or Higher Education Institution:	_____
<b>Law Enforcement Agency:</b>	
<input type="checkbox"/> Keep one copy for your records <input type="checkbox"/> Give one copy to registrant <input type="checkbox"/> Forward one copy to ISP at the address/FAX listed below within 3 days	
<input type="checkbox"/> Forward one copy to the Institution of Higher Education	
Illinois State Police Sex Offender Registration, 801 South 7 <sup>th</sup> Street, Suite 200-S, P.O. Box 19461, Springfield, Illinois 62794-9461 (217) 785-0653 FAX (217) 782-4996	
ISP 5-781 (1/12)	

## APPENDIX F: SEX OFFENDER/VOAY VERIFICATION CHECKLIST

	<b>ELGIN POLICE DEPARTMENT</b> <b>Sex Offender/VOAY Verification</b>	
Registration Report #: <input style="width: 150px;" type="text"/> LEADS #: <input style="width: 150px;" type="text"/>		
Date of Verification: <input style="width: 80px;" type="text"/> <input type="checkbox"/> Sex Offender Verification      Offender Currently Compliant in LEADS <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> VOAY Verification		
<b>Complete and/or select each that applies.</b> <b>Items in red indicate the need for <u>possible</u> arrest and further investigation.</b>		
Last Name: <input style="width: 150px;" type="text"/> First Name: <input style="width: 150px;" type="text"/> Middle Initial: <input style="width: 50px;" type="text"/> DOB: <input style="width: 100px;" type="text"/>		
Primary Address: <input style="width: 200px;" type="text"/> Secondary Address: <input style="width: 200px;" type="text"/>		
Address Is Correct: <input type="checkbox"/> Yes <input type="checkbox"/> No      Employment Info Correct: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA Phone# Correct: <input type="checkbox"/> Yes <input type="checkbox"/> No      Vehicle Info Correct: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA School Info Correct: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA      Computer Info Correct: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA Is the offender compliant with proximity restrictions for residency: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA If any of the registration information was found to be incorrect, was the offender ordered to report to EPD to update their registration: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
List incorrect information: <div style="border: 1px solid #ccc; height: 80px; margin-top: 5px;"></div>		
Was there evidence of children in the home with the offender: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA		
Provide information pertaining to the children, include parent information (Name/DOB/Address/Telephone Number for children in the offender's home) <div style="border: 1px solid #ccc; height: 80px; margin-top: 5px;"></div>		
Completed by: <input style="width: 200px;" type="text"/> Approved by: <input style="width: 200px;" type="text"/>		