



GOODYEAR POLICE DEPARTMENT

Policy and Procedure Manual

POLICY 4.02 REGISTERED OFFENDER INFORMATION AND NOTIFICATION

Effective:
01/27/2022

Replaces:
04/17/2018

Approved:

1. PURPOSE AND SCOPE

1. It is the policy of the Goodyear Police Department to operate an ongoing program of sex offender registration and tracking as mandated by Arizona state law. The program consists of procedures which include completing a full background investigation of the offender, determining the classification of the offender, and appropriate notification. The program also contains procedures for maintaining current documentation and tracking offenders as well as coordinating with and assisting other criminal justice agencies as necessary.
2. The Sex Offender Notification (SON) Program is governed by Arizona State Law and Arizona Revised Statutes.

2. RESPONSIBILITY

1. DEPARTMENT OF PUBLIC SAFETY

- A. The Arizona Department of Public Safety (AZ DPS) is the state registrar for convicted sex offenders required to register as such. AZ DPS is responsible for maintaining a state-wide data bank and the state website for registered sex offenders in every Arizona County, including Maricopa County. The AZ DPS website is available to the public and lists all level 2 and level 3 convicted sex offenders that are required to register. AZ DPS is responsible for tracking and monitoring the offenders on a statewide and county wide basis (city tracking is completed by the city in which the offender resides). AZ DPS is also responsible for re-verification of level 2 and level 3 sex offenders after the jurisdictional agency has made initial contact.

2. MARICOPA COUNTY SHERIFF'S OFFICE

- A. The Maricopa County Sheriff's Office (MCSO) is the county registrar for convicted sex offenders required to register as such. MCSO is responsible for obtaining the registration information from the offender in person and in writing. Offenders must register in person and in writing at MCSO. MCSO is responsible for ensuring the offender completes the registration correctly (a form provided by AZ DPS) and obtains a current photograph of the offender. MCSO then notifies AZ DPS and the city or jurisdiction in which the offender lives.

3. GOODYEAR POLICE DEPARTMENT

- A. The Goodyear Police Department's Criminal Investigations Division (CID) is responsible for completing the assessment, monitoring, and community notification, if applicable, of registered sex offenders residing in Goodyear. In compliance with Arizona State law, this process must be completed within 45 days from the date the Goodyear Police Department receives notification that a sex offender moved to the City of Goodyear.

3. INITIAL REGISTRATION

1. Before an offender is released from custody, or at the time the offender is accepted under an interstate compact, the Department of Corrections, parole, or the probation department will enter the following information in the ACJIS computer. The information will be available to the sex offender notification (SON) detective via computer; including:
 - A. A risk assessment of the offender.
 - B. The offender's date of release from confinement or, if the offender is sentenced to probation without jail time, the date the sentence is imposed.

2. The offender is then required to register with the county sheriff in the jurisdiction where they will reside and is required to renew their registration each and every time they move to a new residence. Any sex offender who is required to register that moves into the jurisdiction of Maricopa County will register with the Maricopa County Sheriff's Office who will subsequently notify AZ DPS and any associated municipality.

4. CLASSIFICATION LEVELS

1. Classifications are based on the risk assessment, investigative information, interview, and other relevant information. The screening assessment instrument will be used in conjunction with other available information by other available criminal justice agencies to determine the level of notification.
2. Offenders are categorized by a numbering system obtained from the assessment. There are three levels of sex offenders associated with this process, levels 1, 2, and 3.
3. If the offender is a level 2 or level 3, community notification is required. Community notification may also be completed when it is in the best interest of the public as outlined in Arizona Revised Statutes.

5. SEX OFFENDER NOTIFICATION (SON) DETECTIVE

1. The Criminal Investigations Division will assign a sex offender notification (SON) detective who will be responsible for investigating, assessing, monitoring, and completing appropriate community notification on all sex offenders residing within the boundaries of the City of Goodyear.
2. Once the information is received from MCSO and/or DPS it will be checked for accuracy. A SON file shall be started and an incident report created. Documents gathered may include:
 - A. Initial Registration with photo.
 - B. Department of Corrections information (if applicable).
 - C. A check for wants and warrants (ACIC/NCIC), criminal history, motor vehicle check (for license check), internal database (CAD) and sex offender notification profile (previous addresses, assessment scores).
 - D. Reports from other law enforcement agencies.
 - E. An Arizona Sex Offender Assessment Screening Profile for Regulatory Community Notification (Assessment).

3. INTERVIEW WITH OFFENDER

- A. The SON Detective shall review all gathered information and conduct an interview with the offender, if necessary.

4. SEX OFFENDER PROFILE NUMBER

- A. Each offender must have a Sex Offender Profile Number (SOPN or "P#"). This is a sequential number obtained from DPS after providing DPS with a risk assessment analysis and classification. Most offenders have a "P#" assigned via an assessment from probation or parole; however, if the offender is new to the system, a "P #" must be assigned by DPS.

5. INTERNAL CLASSIFICATION

- A. There are five levels of sex offenders associated with this process.
 1. Level 0: is an offender who;
 1. has committed the qualifying sex crime prior to 1996, when these sex offender registration laws came into effect and has not been assessed, or;
 2. was convicted of a sex crime as a juvenile and hasn't committed any sex offences as an adult.
 2. Level 1, 2 and 3: offenders are categorized by a numbering system obtained from the risk assessment.

3. Level No Risk Assigned: is an offender who has not yet been assessed (new to state, county or city). These levels can change according to the actions of the offender or changes in state or federal laws.
- B. If the offender is a Level 2 or Level 3, prepare a community notification flyer. The community notification flyer must contain the following information:
 1. Current photo of the offender and exact address.
 2. A synopsis of the offender's status and criminal background.
 3. An explanation for the community notification including an admonishment to citizens to prevent threatening, intimidating or harassing of the offender.
 4. The offender's level of classification.
- C. If the offender is a Level 2 or 3, a media notification and flyer must be given to the local electronic and print media for local publication.
- D. Level 0 adult offenders may be assessed as time and resources are available in accordance with Arizona Revised Statutes.
6. NOTIFICATION TO DPS
 - A. The SON Detective will make notification to DPS that address verification is complete and community notification was completed for Level 2 and Level 3 offenders. DPS will make the entry into the system.

6. DATA MAINTENANCE

1. The SON detective will maintain files for each offender within a secured area in CID. The SON detective will enter, update, and maintain the Offender Watch Sex Offender data base.

7. SEX OFFENDER TRACKING

1. The SON detective will make an effort, within the limits of allocated resources, to verify offenders and offender's address as follows:
 - A. Level 1 – annually.
 - B. Level 2 and 3 - biannually.
 - C. Upon notification by AZ DPS of possible absconding.
 - D. Additional and random verifications will be accomplished as the need arises.

8. OTHER DUTIES

1. Additional duties for the SON detective may include:
 - A. Public relations duties such as answering inquiries from the public, attending public meetings as appropriate, or providing media information as directed.
 - B. Assisting other agencies by helping with the identification, investigation, apprehension, prosecution, and monitoring of offenders.
 - C. Assist patrol officers in identifying registered sex offenders.

9. TRAINING

1. The SON detective may provide training to personnel reference community notification, sex offender laws, the re-verification process, and other procedures reference sex offenders when necessary.