

Chapter

Criminal Investigations

Article

Sex Offender Registration and Verification

PURPOSE

The purpose of this policy is to provide guidance to department members for registering and updating the sex offender information and the verification of that information.

POLICY

The Department will provide the ability for sex offenders to comply with the statutory registration requirements. The Department will also proactively verify sex offender registry information to provide an enhanced level of safety to the citizens of Loveland.

DEFINITIONS

Colorado Sex Offender Registry (COSAR) is a database maintained by the Colorado Bureau of Investigation (CBI) allowing CBI to evaluate the accuracy and integrity of all sexual offender registration records. <CRS16-22-110>

Sex Offender is a person (adult or juvenile) who has been adjudicated or convicted of unlawful sexual behavior or unlawful sexual offense against a child or has been adjudicated or convicted of an offense for which the underlying factual basis involved unlawful sexual behavior or an unlawful sexual offense. <C.R.S. 16-22-103>

Sex Offender Tracking and Registration (SOTAR) is a database where member agencies track registered sex offenders in the State of Colorado.

Sexually Violent Predator (SVP) is a specific classification of sex offender as defined by statute. <CRS 18-13-414.5>

GENERAL GUIDELINES

Department personnel will direct offenders who need to register to contact the designated telephone line and follow the directions provided. An investigative technician will handle all sex offender registrations only by appointment. In the absence of the investigative technician, a designee will conduct the offender's registration appointment.

The investigative technician or designee will process the registrant as required by State law, including collecting any applicable fees associated with registration (unless waived due to indigency), obtaining photographs and fingerprints, completing associated registrant paperwork, and entering registration data and reporting such registration to CBI within 3 business days of registration for inclusion in the State sex offender registry. <CRS 16-22-109 (3)>

Department members who interact with sex offenders shall conform to the requirements concerning local law enforcement agencies as established by the Colorado Sex Offender Management Board



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manual entitled, “*Criteria, Protocols, and Procedures for Community Notification for Sexually Violent Predators.*” In circumstances where compliance is impracticable, Department members should contact the City Attorney.

Registrants’ Change of Information <CRS 16-22-108 (3)>

Registrants currently registered with the Department may update their information for a change to physical address, by personally completing the appropriate paperwork and turning it into Records personnel, a sworn officer, a community service officer (CSO), or the investigative technician. Changes in employment, phone numbers, vehicles, and email addresses can be completed by calling the investigative technician or designee or by completing the appropriate paperwork and turning it into Records personnel, a sworn officer, a CSO or the investigative technician. The department member receiving the document must:

- Verify the person’s identity by checking the person’s government-issued ID; and
- Ensure the submission is complete and legible; and
- Forward the submission to the investigative technician.

Address Verification <CRS 16-22-109 (3.5)>

The Department shall verify that a registered sex offender lives at the reported address. To do so, the investigative technician or designee will create a home check in SOTAR. Once the officer completes the home verification, the officer will mark the home check in SOTAR as complete. The investigative technician or designee will then approve the home check in SOTAR.

The investigative technician will initiate address verifications as follows:

- When a sex offender initially registers with the Department
- Annually on a registrant’s birthday
- When a sex offender reports a change to his/her residential address
- Quarterly for a SVP

The Department may conduct other reasonable and appropriate periodic verification of a registrant’s compliance with registry requirements.

Violation of Sex Offender Registrations

If there is a suspected violation discovered of any sex offender registrant, the officer shall notify the investigative technician or designee of said violation as soon as possible so further investigation can take place. If the investigative technician or designee confirms a violation has been committed, the officer who discovered the violation will be required to write a supplemental report documenting said violation.

Community Notification Procedures of Sexually Violent Predators (SVP) <CRS 16-13-901(1)>

The Department must notify the community about any known SVP who moves into the community in accordance with state law and the Colorado Sex Offender Management Board manual entitled, “*Criteria, Protocols, and Procedures for Community Notification for Sexually Violent Predators.*”



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File Storage and Maintenance

The files prepared for each adult and juvenile registered sex offender will be maintained and stored in Records. These files are subject to the appropriate records retention and release policies of the Department's Records Retention and Disposition Schedule and other applicable laws of the State of Colorado.

