

DEPARTMENTAL GENERAL ORDER 23-062

ST. LOUIS COUNTY POLICE DEPARTMENT
OFFICE OF THE CHIEF OF POLICE

March 8, 2023

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REGISTRATION OF SEX OFFENDERS

I. PURPOSE

The purpose of this Order is to implement procedures pertaining to the registration of sex offenders as required under [RSMo, Chapter 589](#) and the Federal Adam Walsh **Child Protection and Safety Act, and violations of sex offender registration** .

II. GENERAL

Any person who has been convicted of, been found guilty of or pled guilty to a violation of or an attempt to violate one of the sections of the Missouri Revised Statutes listed on Attachment A, must register in person with the chief law enforcement officer of the county in which such person resides. **Offenders are notified of said requirement to register at their sentencing by the Court, if placed on probation supervision. If the offender is being paroled, they are notified prior to their release from prison.**

Any person to whom sections [589.400 to 589.426 RSMo.](#), and the Federal Adam Walsh **Child Protection and Safety Act** applies, shall register within three days of establishing residence in any county, city, town or village within the state. Within three days of moving to a different residence, the offender must notify both the law enforcement agency where initially registered and the agency with jurisdiction over the new residence of the change. Notification of address change must be made in person. Failure to comply is a class C or Class D Felony.

III. POLICY

The Sex Offender Registration and Enforcement Unit (**SORE**) will:

- A. Register all applicable sex offenders residing or working within St. Louis County;
- B. Maintain a file of the offender registration form, photographs and fingerprints of the offender;
- C. **Submit Sex Offender fingerprints to the Fingerprint Unit. Within one week of receipt, the Fingerprint Unit, will send an email notification to all Precinct Commanders and St. Louis County municipal law enforcement officials of any newly registered offenders residing/working in their venue.**
- D. **Within three days**, provide the Missouri State Highway Patrol with an Offender Registration form, photographs and fingerprints of all registered sex offenders for inclusion in Missouri Uniform Law Enforcement System (MULES).
- E. A complete list of the names and addresses of each offender registered within our jurisdiction as well as the crime for which such offender was convicted is available **in**

Departmental General Order 23-062, "Registration of Sex Offenders"

HUD or on the Missouri Highway Patrol website
<https://www.mshp.dps.missouri.gov/CJ38/searchRegistry.jsp>.

IV. PROCEDURES

A. Registration

1. All sex offenders, required to register by law, shall **report** to **SORE**, Bureau of Central Police Records, 7900 Forsyth Blvd., Room B-021, Monday through Friday, **anytime between the hours of 8 am and 4 pm**, where the registration shall be completed. **Initial registrations shall only be conducted on Tuesdays or Thursdays, anytime between the hours of 8 am and 4 pm, where the registration will be completed**, and a photograph taken.
2. Officers shall be familiar with the registration procedures. Although failure to register is a crime, officers should use discretion before arresting a suspect who is inquiring about registering with the Department.

B. Failure to Register

1. If **an officer** determines the offender resides or works in St. Louis County **and has not properly registered**, the officer shall **do the following**:
 - a. Make a full custody arrest and place a 24-hour hold on the offender; and
 - b. **Notify SORE** as soon as possible **of the arrest; and**
 - 1). **If the arrest occurs** between the hours of **8:00 AM to 4:00 PM**, Monday through Friday, either by phone 314-615-3761 or anytime via email SORE@stlouiscountymo.gov. **The officer shall include the police report number in the email.**
 - 2). **If the arrest occurred outside the above** hours and the officer needs to speak with a SORE detective immediately, the officer can request the Bureau of Communications to **notify** the on-call **SORE** detective.
 - c. **Verbally notify the offender and provide them with Form F-415 stating that within 72 hours of their release from jail, they are required to report to the SORE office to register or update their registration. The officer shall place F-415 in the offender's property bag.**
 - e. **Complete the police report and document the following**:
 - 1). The circumstances of the arrest **to include** the identity of the **individual(s) if applicable**, who verified that the offender was required to register as a sex offender, and failed to do so; and
 - 2). The date and time of the notification **to SORE; and**
 - 3). The notification to the offender of the Sex Offender Registration requirement and that they were provided with F-415.
2. **A SORE detective will accept case responsibility to include the follow up investigation, complete warrant application and all follow-up procedures, unless the officer requests to maintain case responsibility.**

3. If it is determined that a violation has occurred and the offender resides outside of St. Louis County, the same procedures as in **Section IV. B. 1.** shall be followed.

SORE shall send a teletype message to the jurisdiction of residence advising them of the arrest and the police report number, **unless the officer maintains case responsibility, then the officer shall send the teletype.**

4. **If the officer maintains case responsibility**, prior to warrant application, the **officer** shall determine if the **offender** has **updated his/her registration** following the arrest, by verifying with **SORE via phone or email** and **include this information in the warrant packet.**

C. Address Verification

1. The list of Sex Offenders shall be maintained on the MSHP sex offender website <https://www.mshp.dps.missouri.gov/CJ38/searchRegistry.jsp>. Each precinct and contract municipality will be able to view information of sex offenders residing within their boundaries via HUD.
2. **The Precinct Commander shall assign a designee to maintain a file of registered sex offenders, who reside within their venue** at each precinct.
3. In addition to the initial address **verification** of registrants, **each** precinct shall have officers re-confirm that the registered offender continues to reside at the given address on a semi-annual basis.

- a. **If an officer attempts to verify the sex offender resides at the reported address and fails to make contact, the officer shall leave a SORE Address Verification Door Hanger (see attachments) on the front door, for notification to the resident. The next shift will be notified of the failed attempt and will attempt to verify the address. Attempts will continue for 72 hours.**

Examples of an attempt would be knocking on the offender's door, speaking with neighbors, or speaking with relatives to verify the offender resides at the registered address.

- b. **If after 72 hours, all attempts have been unsuccessful, the officer shall notify SORE, via email at SORE@stlouiscountymo.gov by the end of their shift.**
- c. **Documentation of all attempts and contacts made shall be reported on the Sex Offender Address Verification Form (F-416) and attached to the notification email to SORE. See attachments.**
4. If it is determined that the offender does not reside at the address given, the officer shall identify the source of that information **and notify SORE, via email by the end of their shift.**
5. **Upon completion of the semi-annual address verification, a copy of the completed F-416 shall be submitted to the SORE Unit, via email.**
6. **After completion of each semi-annual address verification, an ATS and memo shall be completed and submitted by the Precinct Commander, through the Chain of Command to the Commander of the Division of Operational Support and a copy shall be submitted to the Office of Staff Inspections.**

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- 7. Each precinct and SORE shall maintain a file of all completed semi-annual address verifications.**

D. Other Violations

If the officer determines the offender has committed other violations of their sex offender registration, the officer shall list on the booking sheet the Primary Offense as Failure to Register as a Sex Offender and then reference the violation(s).

Examples of violations **for sex offenders** include, but are not limited to, the following:

Failure to Register as a Sex Offender [589.400](#).

Offender Under Sec. [566.149](#): Present/Loitering within 500' of a School Building, Grounds, or Conveyance.

Offender Under Sec. [566.148](#): Present/Loitering within 500' of a Child Care Facility.

Offender Under Sec. [566.148](#): Sex Offender Physically Present/Loitering within 500' of a Park with Playground Equipment or Public Pool .

Offender Under Sec. [566.147](#): Prior Offender Established Residency within 1000' of a School or Child Care Facility.

See the attachment for the entire Sex Offender Registration Guidelines.

V. CONFIDENTIALITY

Fingerprints of registered sex offenders shall be maintained by the Fingerprint Unit, Bureau of Criminal Identification. **SORE**, Bureau of Central Police Records shall maintain a copy of the registration forms, **including photographs**. All of the above documents, except the information as specified in section III.E, **are not public records and** shall be made available **only to courts, prosecutors and** authorized law enforcement **agencies**.

Attachments:

[Offenses Requiring Registration](#)

[SORE Address Verification Door Hanger](#)

[Sex Offender Registration Guidelines](#)

[Sex Offender Registration Requirement Form \(F-415\)](#)

[Sex Offender Address Verification Form \(F-416\)](#)

Adopted by Command Staff

By order of:

COLONEL KENNETH GREGORY
Chief of Police

Approved at the regular meeting of the Board of Police Commissioners on March 8, 2023

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Chairman

COMMISSIONER
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Distribution

All Department Personnel

CALEA Reference

1.2.7