



## **General Order 41.6 Offender Registration Unit**

**PURPOSE:** Establish operational guidelines for the Offender Registration Unit

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ISSUED BY: Sheriff Jeffrey T. Easter

REVIEWED BY: Standard Review Committee

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### **41.6.1 PRIMARY FUNCTION**

A. The Offender Registration Unit (ORU) provides the following functions:

1. Monitor compliance, registration validation and enforcement of offender registration requirements pursuant to [KSA 22-4901](#) et seq.
2. Complete fingerprints for Carry Concealed Handgun (CCH) applicants and forward completed application packet and fees to Attorney General's Office.
3. Process fingerprint requests and collect fees for citizens and job applicants that need prints taken by law enforcement in conjunction with a background

investigation.

#### **41.6.2 OFFENDER REGISTRATION RECORDS**

- A. ORU registration records will be maintained within the “Offender Watch” program. Offender Watch will be considered the Sheriff’s Office primary computerized record storage location for registered offender records.
  - 1. In addition to the Offender Watch program, registered offenders will be entered and flagged as a “Registered Offender” in the Sheriff’s Office Records Management System (RMS) and Jail Management System.
  - 2. Individual electronic file folders will be maintained for every registered offender by the ORU. These files will contain all registration documents received from outside agencies and registration documents generated by the ORU for the offender. Registered offender files will be secure in the OnBase database with access limited to ORU staff.
  - 3. The ORU Sergeant will maintain sufficient competency and knowledge of the Offender Watch program to act and operate as the administrator of the computer program. The administrator responsibilities will be as follows:
    - a. Ensure the Offender Watch program files are kept accurate and up to date.
    - b. Assign permissions to access the Offender Watch files to ensure the data base is secure from tampering and to maintain integrity of the records.
    - c. Train ORU staff, other Sheriff Employees, and law enforcement officers in the use of the Offender Watch program.
    - d. Identify law enforcement locations outside the ORU offices where access to the Offender Watch program would assist in the law enforcement and registration functions, and make arrangements for computer access at these locations when requested and appropriate.
- B. The ORU will make registered offender records accessible to the public as required under [KSA 22-4909](#) and [Adam Walsh Child Protection and Safety Act of 2006](#).
  - 1. The Offender Watch program will be accessible through the internet with links from the Sedgwick County and Sheriff’s Office web pages.
  - 2. Offender information accessible to the public through the Offender Watch program will be limited to information required pursuant to [KSA 22-4909](#) and the [Adam Walsh Child Protection and Safety Act of 2006](#).

3. Law enforcement officers with access to non-public or non-published registered offender information contained within the Offender Watch program shall not release this information to persons outside law enforcement.

#### **41.6.3 ASSIGNMENTS AND RESPONSIBILITIES**

A. Responsibilities of the ORU staff are as follows:

1. ORU Administrative Support III employees will primarily be responsible for Offender Watch data entry, processing carry concealed handgun applications, maintaining individual offender files, collecting registration and CCH fees, reconciling collected fees and preparation of deposits, and completing NCIC registered offender entries and validations.
2. Deputies will be primarily responsible for their assigned case load, they will determine registration compliance, investigate registration violations, prepare prosecution files including affidavits, and present cases to the District Attorney's Office for prosecution.
  - a. ORU deputies will conduct proactive compliance checks and complete follow-up investigations on non-compliance tips when appropriate.
  - b. ORU deputies will maintain separate criminal investigation case files from the offender registration file.
  - c. ORU deputies will enter investigative notes in the Sheriff's Office RMS database and the Offender Watch program regarding the investigative activities conducted on an individual during a criminal case investigation.
3. The ORU sergeant will be responsible for assigning the ORU deputy case load, maintaining a high level of knowledge of all functions within the unit, completing regular audits of the fee collection and deposit process, directing the daily activities within the unit, and administering the Offender Watch program.
4. All Sheriff's Office employees assigned to the ORU will share responsibility for contacting and assisting citizens or offenders visiting the unit offices. These duties may include fingerprinting, photographing, collecting/receipting fees, and assisting with paperwork.

#### **41.6.4 COLLECTION OF FEES**

- A. ORU staff will collect fees for fingerprint services, offender registration, and in conjunction with carry concealed handgun applications.
- B. All monies collected shall be properly recorded in a serialized receipt book. Receipts will be fully completed showing the date, amount, payee name, and other applicable information. The original receipt will be given to the payee; the carbon copy of the receipt will not be modified or removed from the receipt book. The receipt number

will be documented within the Offender file when fees are collected for offender registration.

- C. The only acceptable forms of payment are cash, money orders, and credit card for registered offenders and fingerprints. No personal checks will be accepted for registered offenders and misc. fingerprints. Personal checks, cashier's checks, or money orders are the only form of payment accepted for concealed carry fingerprints.
- D. All monies received will be kept in the ORU drop safe until a deposit is made. Access to the contents of the safe will be limited to Sheriff Employees with a demonstrated need. Deposits will be made twice a week on Wednesday and Friday and when exceptionally large amounts of currency have been collected.
- E. Reconciliation of collected fees and receipts will be completed prior to deposits. Two employees will be present during the reconciliation and double count the currency and money orders to verify accuracy of records. Deposits will be made as soon as possible after reconciliation. Deposits will be transported directly to the Sheriff's Administration offices from the ORU. At no time will deposits be taken home or left unattended in a vehicle or elsewhere.
- F. A ledger book will be maintained at the Offender Registration Unit office. A copy of the ledger of money amounts collected will be emailed to Sheriff's Office Administration upon completion of reconciliation of fees. A copy will also be submitted with the monies for deposit in the locked bank bag. The ledger will have the total amount of money submitted for each category. There will be a ledger for each category; registered offenders, fingerprints, and concealed carry. Each ledger will be signed and dated by the person counting the money and the person verifying the money. The deposit will be delivered to Sheriff Administration in a locked bank bag by a commissioned deputy assigned to ORU.

A daily transaction report for fees collected via credit card from both registered offenders and fingerprints will also be created and emailed to Sheriff's Office Administration each morning for the prior business day. These fee amounts (if applicable) are also documented within the ledger book.

At least quarterly, an audit of the ledger and deposit receipts received from Sheriff Administration will be conducted to confirm what was received by Administration matches what was sent from ORU. It shall be completed on or before the 15th day of the start of the next quarter.

#### **41.6.5 DISSEMINATION OF INFORMATION**

- A. Dissemination of criminal information will be in accordance with the Federal Privacy Act of 1974. All information will be stamped with the privacy act warning prior to being released to anyone or agency outside of Sedgwick County Sheriff's office.
- B. Dissemination of III information shall be limited to personnel or agencies authorized to view N.C.I.C. III information.

- C. Dissemination of registered offender information will be limited to law enforcement personnel, prosecutor's office, by court order and in accordance with the Kansas Open Records Act to citizens.