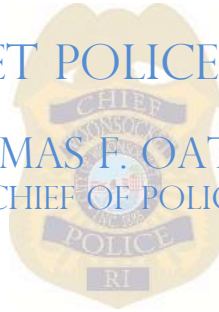


WOONSOCKET POLICE DEPARTMENT

THOMAS F. OATES, III
CHIEF OF POLICE



| TYPE OF ORDER | NUMBER/SERIES | ISSUE DATE | EFFECTIVE DATE |
|--|---------------|--|----------------|
| General Order | 520.02 | 8/29/2025 | 8/29/2025 |
| SUBJECT | | PREVIOUSLY ISSUED DATES | |
| Sex Offender Registration/Community Notification | | 9/3/2020 | |
| ACCREDITATION | | RE-EVALUATION DATE | |
| CALEA Standards: 42.1.5 RIPAC Standards: N/A | | 9/3/2022, 9/7/2023, 2/4/2025,4/17/2025 | |
| INDEX | | DISTRIBUTION | |
| Information Services | | All Personnel | |

SEX OFFENDER REGISTRATION AND COMMUNITY NOTIFICATION

I. PURPOSE

The purpose of this policy is to establish procedures for compliance with RIGL [§11-37.1-1-12](#) et seq., the Sexual Offender Registration and Community Notification Act.

II. POLICY

The Woonsocket Police Department supports the philosophy of informing members of the public of the pending or current release of convicted sexually violent offenders. By providing adequate notice to the public, communities and others affected by the release can proactively plan to safeguard their children and families against possible re-offense by the sexually violent offender. It is the policy of the Woonsocket Police Department to provide community notification relative to the release of those offenders as designated by statute while preserving the rights of those offenders. It is also the policy of this department to provide the maximum information authorized by law, consistent with the requirements of public safety and the legal rights of the offender.

III. DEFINITIONS

Sexually Violent Offense: "Sexually violent offense" means, and includes, any violation of [§11-37-2](#), [§11-37-4](#), [§11-37-6](#), [§11-37-8](#), [§11-37-8.1](#), [§11-37-8.3](#), [§11-67.1-3\(c\)](#) (where the victim was subject to sexual servitude), [§11-67.1-5\(d\)](#), [§11-67.1-6\(c\)](#); or

[§11-5-1](#), where the specified felony is sexual assault; or [§11-23-1](#), where the murder was committed in the perpetration of, or attempted perpetration of, rape or any degree of sexual assault or child molestation; or any offense in another jurisdiction that is substantially the equivalent of any offense listed in this subsection or for which the person is or would be required to register under [34 U.S.C. § 20911](#) as amended, or any conviction for an attempt or conspiracy to commit an offense enumerated in this subsection.

Sexually Violent Offense: Any violation of [§11-10-1](#), [§11-37-2](#), [§11-37-4](#), [§11-37-6](#), [§11-37-8](#), [§11-37-8.1](#), or [§11-37-8.3](#) or any offense in another jurisdiction which is substantially the equivalent of any offense listed in this definition and for which the person is or would be required to register under [42 U.S.C. 14071](#).

Sexually Violent Predator: A person who has been convicted of a sexually violent offense and who suffers from a mental abnormality or personality disorder that makes the person likely to engage in predatory sexually violent offenses.

Predator: A person whose act(s) is (are) or was (were) directed at a stranger, or at a person with whom a relationship has been established or promoted for the primary purpose of victimization. The definition includes those who have a pre-existing familial relationship with a victim or victims.

Risk Level Assessment: The level of danger to the community established by the Rhode Island Sex Offender Board of Review (SOBR). There are three risk levels:

- **Risk Level I:** Describes a sexually violent offender whose risk assessment indicates a low risk of re-offense.
- **Risk Level II:** Describes a sexually violent offender whose risk assessment indicates a moderate risk of re-offense.
- **Risk Level III:** Describes a sexually violent offender whose risk assessment indicates a high risk of re-offense.

Likely to Encounter:

- **Level II Community Notification:** (1) the organizations that are in a location or near a location where an offender lives or is employed, attends school or university, or which an offender visits or is likely to visit regularly, other than the location of the offender's outpatient treatment program; and (2) the types of interaction which ordinarily occur at that location and other circumstances indicate that contact with an offender is reasonably certain.
- **Level III Community Notification:** (1) the individuals and organizations that are in a location or proximity to a location where an offender lives or is employed attends school or university, or which an offender visits or is likely to visit regularly, other than the location of the offender's outpatient treatment program; and (2) the types of interactions which ordinarily occur at that location and other circumstances indicate that contact with an offender is reasonably certain.

School: The buildings and real property of kindergarten, elementary, middle, and secondary institutions, whether public or private.

Parent: A parent of a student, including a natural or adoptive parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

Public and Private Educational Institutions: Early childhood facilities (nursery school, prekindergarten, and kindergarten), elementary, secondary, and post-secondary educational institutions authorized or licensed by the State of Rhode Island.

Aggravated Offense: Means and includes offenses involving sexual penetration of victims of any age with the use of force or the threat of use of force, or offenses involving sexual penetration of victims who are fourteen (14) years of age or under.

Employed, Carries on a Vocation: "Employed, carries on a vocation" means and includes the definition of "employed" under [34 U.S.C. § 20911](#) (presently includes an individual who is self-employed or works for any other entity, whether compensated or not).

Student: Means and includes the definition of a student under [34 U.S.C. 20911](#) (presently includes a person who is enrolled in or attends any public or private educational institution, including (whether public or private) a secondary school, trade, or professional school, or institution of higher education).

Recidivist: This means any person required to register under section [§11-37.1-3](#) and who has one or more prior convictions for any offense described in [§11-37.1-2](#).

Residential Facility: A residential facility shall be defined as any community residence, rehabilitation program, hospital, or unit within hospitals for persons with mental illness, addition/substance abuse disorders, or persons with developmental disabilities or cognitive disabilities that is managed and operated by any person or entity for at least twenty-four hours (24), where on a twenty-four (24) basis, direct supervision is provided to provide rehabilitation, habilitation, psychological support, and/or social guidance.

Residence: A person's residence shall mean the address of each residence at which the person resides or will reside, any location or description that identifies where the person habitually lives or sleeps, regardless of whether it pertains to a permanent residence or location otherwise identifiable by a street or address, and whether the person is homeless.

IV. PROCEDURES

A. REGISTRATION REQUIREMENTS

1. Initial registration of incarcerated individuals who intend to reside in the City of Woonsocket is required by appearing in person at the Bureau of Criminal Identification (BCI) within twenty-four (24) hours of release from confinement.

2. Initial registration of non-incarcerated individuals who intend to reside in the City of Woonsocket is required by appearing in person at the Bureau of Criminal Identification (BCI) within twenty-four (24) hours of being sentenced.
3. Initial registration of individuals relocating to the City of Woonsocket from out of state is required by appearing in person who intends to reside in Woonsocket is required by appearing person to the Bureau of Criminal Identification (BCI) within twenty-four (24) hours of their arrival in Rhode Island.
4. Initial registration of non-resident workers and students employed or attending a public or private educational institution in the City of Woonsocket is required by appearing in person at the Bureau of Criminal Identification (BCI) within twenty-four (24) hours of the first day of their attendance at their place of employment or public or private educational institution.
5. Change of residence within State — An individual who changes his or her residence address to another city or town in Rhode Island shall notify the local law enforcement agency in the city or town from which the person is moving before the person establishes residence in the new location, and shall register with the local law enforcement agency in the city or town in which the person is moving not later than twenty-four (24) hours after the person establishes residence in the new city or town. A person who changes his or her residence within a city or town in Rhode Island shall notify the local law enforcement agency in the city or town not later than twenty-four (24) hours after the person changes the residence within the city or town.
6. Tolling provision – Where, during the period in which any person is required to register, a person required to register under this chapter is incarcerated or re-incarcerated for any offense or is civilly committed, the person's registration requirements shall be tolled during the subsequent incarceration, re-incarceration, or commitment.
7. Duration — Any person required to register under [§11-37.1-3\(a\)\(1\), \(2\), or \(9\)](#) shall annually register with the local law enforcement agency having jurisdiction over the city or town in which the person having the duty to register resides for ten (10) years from the expiration of sentence for the offense and shall verify his or her address with the agency quarterly for the first two (2) years of the period unless the person has been determined to be a sexually violent predator under [§11-37.1-6](#) or unless the person is required to register for the life of that person.

Sexually Violent Predators, recidivists, and aggravated crime offenders required to register under [§11-37.1-3](#) and who have one or more prior convictions for any offense described in [§11-37.1-2](#) or have been convicted of an aggravated offense as defined in [§11-37.1-2](#) shall annually register in person with the local law enforcement agency having jurisdiction over the city or town in which the person having the duty to register resides for the life of that person and to verify his or her address quarterly for the life of that person.

Juveniles with a duty to register as sexually violent predators, aggravated crime offenders, and recidivists are required to register annually in person with local law enforcement for fifteen (15) years and are required to verify their address

quarterly for fifteen (15) years. At no time can any juvenile offender information be shared on any law enforcement-controlled public website or social media outlet.

8. BCI Registration Responsibilities - A copy of the record shall immediately be furnished to the FBI CJIS Divisions' National Sex Offender Registry. The electronic records will be made available to local law enforcement for local registration and address verification.

See [§11.37.1.7](#): Transfer of information to designated state law enforcement agency and the FBI, which states, in part, "The designated state law enforcement agency shall immediately enter the information into the appropriate state law enforcement record system."

B. NOTIFICATION PROCEDURES

The Woonsocket Police Department will receive notification from the Rhode Island Community Notification (SOCN) Unit of the pending release of any convicted sexually violent offender who has chosen to reside within the City of Woonsocket. The Rhode Island Sex Offender Board of Review (SOBR) determines the appropriate level of community notification for each sexually violent offender for jail and non-jail offenses. The Woonsocket Police Department shall implement notification procedures consistent with the risk level assigned by the SOBR. Detective and Uniform Division personnel shall comply with procedures for the specific level of notification. The Deputy Police Chief shall coordinate with the Officer-in-Charge of both the Detective and Uniform Divisions to implement procedures within their respective divisions. The Deputy Chief of Police shall have overall responsibility for departmental compliance with community notification requirements.

1. Level I Notification

- a. BCI personnel shall distribute an Offender Fact Sheet to the victim(s) of and witness(s) to the crime committed by the offender if so requested by the victim/witness. It will be necessary for the victim/witness to provide the SOBR and/or the Woonsocket Police Department with a current mailing address for the notification to occur.
- b. BCI personnel shall distribute Offender Fact Sheet information to sworn department personnel using rollcall bulletins, bulletin boards, and departmental Email.
- c. BCI personnel shall distribute an Offender Fact Sheet to the offender.

2. Level II Notification for Offenders Placed in a Residential Facility

- a. BCI personnel shall distribute an Offender Fact Sheet to the victim(s) of and witness(s) to the crime committed by the offender if so requested by the victim/witness. It will be necessary for the victim/witness to provide the SOBR

and/or the Woonsocket Police Department with a current mailing address for the notification to occur.

- b. BCI personnel shall distribute Offender Fact Sheet information to sworn department personnel using roll-call bulletins, bulletin boards, and departmental Email.
- c. BCI personnel shall distribute the Offender Fact Sheet to the offender.
- d. Upon notification of the offender's scheduled release from the residential facility, additional disclosure shall occur according to the re-notification policy as outlined below.

3. Level II Notification for Offenders Not Placed in a Treatment Facility

- a. BCI personnel shall distribute an Offender Fact Sheet to the victim(s) of and witness(s) to the crime committed by the offender if so requested by the victim/witness. An offender fact sheet shall also be distributed to designated personnel.
- b. Designated personnel, upon receipt of an Offender Fact Sheet from the BCI Division, shall distribute the fact sheet to the following establishments:
 - 1) Public elementary, middle, and secondary schools. Juvenile Unit personnel shall distribute the Offender Fact Sheet to the Superintendent of Public Schools and to the principal/director of each public elementary, middle, and secondary school within the City of Woonsocket to share information with school employees only.
 - 2) Private elementary, middle, and secondary schools. Juvenile personnel shall distribute the Offender Fact Sheet to the principal/director of each private elementary, middle, and secondary school within the City of Woonsocket to share information with school employees only.
 - 3) Private nursery, Preschool, and Kindergarten schools. Juvenile personnel shall distribute the offender fact sheet to the director of each private nursery, pre-school, or kindergarten school within the City of Woonsocket to share information with school employees only.
 - 4) Licensed daycare providers and establishments. Juvenile personnel shall distribute the offender fact sheet to the director of each licensed daycare provider or daycare establishment within the City of Woonsocket to share information with daycare employees only.
- c. BCI personnel shall distribute Offender Fact Sheet information to sworn department personnel using roll-call bulletins, bulletin boards, and departmental Email.
- d. BCI personnel shall distribute the Offender Fact Sheet to the offender.
- e. BCI personnel shall also consider the following examples of organizations and establishments that may receive the Offender Fact Sheet if the offender is likely to frequent or partake in activities within these organizations. These examples include, but are not limited to:

- 1) Football leagues (coaches, adult supervisors only);
- 2) Little League and Babe Ruth Baseball Leagues (coaches, adult supervisors only);
- 3) Youth soccer, tennis, basketball, and other sports leagues (coaches, adult supervisors only);
- 4) Religious organizations (church personnel only);
- 5) Boys and Girls Clubs (employees, security only);
- 6) Boy Scouts, Girl Scouts, Cub Scouts, Brownies (employees, adult team leaders only);
- 7) Public and private sports facilities, bowling alleys, recreation centers, and gymnasiums (adult supervisors, employees, security only);
- 8) Entertainment facilities, movie theaters, community theatre groups (employees, adult volunteers, security only);
- 9) Neighborhood Crime Watch Groups in neighborhoods where the offender is likely to be encountered;
- 10) All public meeting facilities (supervisors, employees, adult volunteers, security only);
- 11) Libraries (employees, adult volunteers, security only);
- 12) Volunteer and community organizations that encounter children (adult volunteers, directors, employees, security only); and
- 13) Local merchant associations (employees, security only).

In determining the establishments and organizations that will be given the Offender Fact Sheet, BCI personnel shall consider the offender's prior history, offense characteristics, employment, recreational, social, and religious interests, and the characteristics of likely victims.

4. Level III Notification for Offenders Placed in a Residential Facility

- a. To maintain consistency with RIGL concerning public notifications, BCI personnel shall distribute an Offender Fact Sheet to the victim(s) of and witness(s) to the crime committed by the offender if so requested by the victim/witness. It will be necessary for the victim/witness to provide the SOBR and/or the Woonsocket Police Department with a current mailing address for the notification to occur.
- b. BCI personnel shall distribute Offender Fact Sheet information to sworn department personnel using roll-call bulletins, department bulletin boards, and the departmental email system.
- c. BCI personnel shall distribute the Offender Fact Sheet to the offender.
- d. Upon notification of the offender's scheduled release from the residential facility, additional disclosure shall occur. The Woonsocket Police website will also utilize their public webpage as well as social media postings to alert the public, however, not displaying Offender fact sheets, but may include identifiable information and link the public to the public SOR website as hyperlinked below:

5. Level III Notification for Offenders Not Placed in a Residential Facility
 - a. The notification shall be made to all persons and entities to which Level II disclosure would be made according to this policy. However, disclosure shall not be limited to coaches, supervisors, employees, adult volunteers, team leaders, or security agents listed.
 - b. BCI personnel shall distribute the Offender Fact Sheet to any other law enforcement agency having jurisdiction over an area in which the offender is likely to be encountered.
 - c. Additional disclosure of the Offender Fact Sheet shall be made to any other members of the community the offender is likely to encounter. In determining the individual community members, establishments, and organizations who will receive the Offender Fact Sheet, BCI personnel shall consider the offender's prior history, age, offense characteristics, employment, recreational, social, and religious interests, and the characteristics of likely victims.
 - d. BCI personnel shall notify members of the community at large by utilizing all the following resources:
 - 1) Provide public access to copies of the Offender Fact Sheet at police headquarters;
 - 2) News Releases;
 - 3) Fliers;
 - 4) Advertisements in local newspapers, i.e. Times, Call, and Valley Breeze;
 - 5) BCI personnel may utilize Uniform personnel to post the Offender Fact Sheet at the following city-owned locations:
 - a) City Hall;
 - b) City Library;
 - c) Recreation centers;
 - d) Sports facilities equipped with bulletin boards; and
 - e) Apartment complexes.
 - 6) Post the Offender Fact Sheet information on the Woonsocket Police Department Web Page for a period not less than sixty days;
 - 7) Organize and utilize community meetings to inform the public of the characteristics and methods of sex offenders, basic safety procedures to minimize the likelihood of assault, and information about the offender, including the distribution of the Offender Fact Sheet; and
 - 8) Any other available methods of distribution that are effective and appropriate to the community.

- e. Parental notification for school children shall occur if the victim of the specific offense is of school age. In some circumstances, the victim may not be school age but might be close in age to a school-age child. Under these circumstances, school-age children may be targets of re-offense by the offender. If this is determined to be a likelihood, parental notification for school children shall also be implemented. Specific factors that may also be considered in this decision are the offender's prior history, age, offense characteristics, method of operation, and the characteristics of likely victims.
- f. If parental notification becomes the course of action, the police department shall notify the parents of all children attending schools and establishments through the utilization of current City directories. The department shall implement parental notification for schools that are contained within the school district serving the offender's residence. The parental notification shall also be implemented for schools contained within each bordering school district. (Within City limits). The parental notification shall only occur for each school that provides the police department with a current list of parents who wish to receive the Offender Fact Sheet.
- g. The parental notification shall be conducted using bulk mailings of the Offender Fact Sheet. BCI personnel shall be responsible for this duty. The Deputy Police Chief shall coordinate the implementation of the mail notification.

6. Re-Notification

- a. When an offender notifies the department of the intent to move from the City or within the City, BCI personnel shall:
 - 1) Obtain a copy of the Change of Address Notice from the offender. A copy of the form shall be distributed to the Chief of Police of the jurisdiction to which the offender intends to reside. A copy will be retained for the Woonsocket Police Department's files;
 - 2) Provide the new agency with all relevant and necessary information in its possession on the offender, including the specific notification plan utilized for the offender. The new agency then has the responsibility for implementing a community notification plan at the level determined by the SOBR; and
 - 3) Determine if additional disclosure for other community members is necessary if the offender changes residence within the city. If so, additional disclosure shall be at the notification level determined by the SOBR.
- b. The Woonsocket Police Department may periodically review its community notification files to determine if the re-notification of the community is appropriate due to changes in the makeup of the community. In making that determination, the department shall consider the nature and characteristics of the community, including the extent of changes in its population and membership.

- c. The department shall not, on its own, change the level of notification for any offender. If re-notification is appropriate, BCI personnel shall employ the same methods of notification it employed originally to the extent that it is feasible, consistent with the original recommendations by the SOBR.
- d. Upon notification by the SOBR of a reclassification of an offender's risk level, the department shall implement a Community Notification Plan consistent with the SOBR's new risk assessment level and per this policy.

Per order,

Thomas F. Oates, III

Chief of Police

Written directives published within PowerDMS are in full force and effect on the referenced dates and have been approved by the Chief of Police.