



Lake Worth Police Department

Policy 7.44 – Sex Offender Registration

Effective Date: September 28, 2020 || Replaces: N/A
Last Reviewed: July 29, 2025 || Next Review: July 29, 2027
Reference(s): TBP 7.31

Approved By: _____

J.T. Manoushagian
Chief of Police

I. POLICY

Police departments are required by law to register sex offenders who intend to reside within their jurisdiction. Citizens of our city expect the department to be protective of their children by registering sex offenders and ensuring they comply with the terms of their court-imposed requirements. The Lake Worth Police Department will meet those expectations by accurately registering sex offenders, conducting periodic checks to ensure offenders are complying with the court's requirements, and prosecuting those who fail to do so.

II. PURPOSE

The purpose of this policy is to define procedures for sex-offender registrations and compliance checks.

III. PROCEDURES

A. Sex-Offender Registration

1. The sex offender registrar conducts all sex-offender registrations. The designated sex offender registrar for the Lake Worth Police Department is the City Marshal.
2. Sex-offender registrations require the following steps:
 - a. The sex offender registrar must obtain access to the sex offender registration secure website: <https://secure.txdps.state.tx.us>
 - b. Complete the Texas Department of Public Safety sex offender registration form (CR-32) located on the website above.
 - c. Take a photograph of the offender and upload the photo to the CR-32 file.
 - d. Submit a completed CR-32 form to Texas DPS.
 - e. Retain a copy of the CR-32 and one photograph in the offender's folder, which is maintained in the sexual offender file.
3. The registration and notification from the Department of Criminal

Justice, as well as the original offense information, if necessary, are reviewed for the notifications to educational institutions and the public as currently required under the Code of Criminal Procedure.

4. CCP 62.02 and 652.053, 62.054, 62.055, and 62.056 contain requirements for local law-enforcement notifications of school superintendents and the public by various means. Some of these means are required and some are not. The sex offender registrar should review these requirements and ensure appropriate notifications are made as appropriate/ required.

B. Sex-Offender Compliance Checks

1. Under CCP 62.06, sex offenders subject to registration are also required to report periodically and at a frequency dependent upon the number of convictions. The department shall maintain a schedule to ensure these offenders report as required. If an offender fails to report properly, the department shall investigate to determine if a violation has occurred.

2. At least annually on the offender's birthday, the sex offender registrar will locate the sex offender and update the offender's CR-32 and sex offender file with the following:

- a. A new photograph uploaded to the offender's file and CR-32
- b. Any changes or addition of vehicles the offender owns or has access to
- c. New employment information
- d. Any new descriptive information (weight, scars, tattoos, etc.).
- e. Any changes to the offender's residence address
- f. Any changes to the offender's home and cellular telephone numbers
- g. Any changes or additions to the offender's email or internet identifiers (screen names, usernames, AKAs, etc.)
- h. any changes or additions to occupational licenses
- i. Any enrollment or changes to attendance or employment at any school, college, or academy of higher education

j. Any changes of local (nearest) living relatives

3. For offenders with two or more reportable convictions, the sex offender registrar will locate the sex offender and update the offender's CR-32 and sex offender file the information above every 90 days as required beginning on January 1st of each calendar year.

4. If the offender cannot be located, an investigation will be conducted to determine if terms of registration have been violated. If so, a criminal case will be filed, and a warrant issued.

C. Sex Offender Removal/ Discharge

1. Removal of sex offenders from the Texas registry can only be made through the sex offender registration secure website. When removal is required, the sex offender registrar shall complete form CR-33 and forward it to the sex offender registration office in Austin for approval. Removal may be made in the following circumstances:

a. An offender dies and the death is reported through the TLETS, the secure sex offender website or other approved method.

b. An offender who has completed a post 10-year registration requirement and has no other reportable offense

c. By court order discharging the offender from registration

D. Sex Offender Registration Records Storage

1. All sex offender records will be held in a lockable, secured storage cabinet that is not accessible to the public.

2. Access to sex offender records shall be granted to law enforcement personnel for official use and investigative purposes only (need to know).