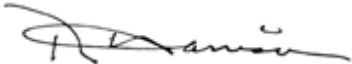


TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

SUBJECT	Sex Offender Registration		
NUMBER	1108.11	EFFECTIVE DATE	March 18, 2011
Scheduled Review Date	August 30, 2018	ISSUE DATE	March 18, 2011
Date Reviewed	July 28, 2017	REVISION DATE	July 28, 2017
APPROVED BY		ALEAP Standards	7.33

I. Purpose and Scope

- A. The management of a sex offender registration program is not only a legitimate law enforcement function, but the predatory nature of many of the sex offenders residing in the City of Texarkana, Arkansas poses a risk to the safety of the public in which we serve. The purpose of this policy is to establish guidelines and requirements surrounding the Department's response to the registration and tracking of those sex offenders residing within our jurisdiction.

II. Policy

- A. It shall be the policy of the Texarkana Police Department to develop, coordinate and manage a sex offender registration and tracking program that serves to enhance public safety while ensuring all actions of the Agency are administered in accordance with the established laws of the State of Arkansas.
- B. It shall remain the Agency's policy to ensure all persons coming to its attention who are required to register under the provisions of the *Sex and Child Offender Registration Act of 1997* remain fully compliant with all applicable laws and regulations and that appropriate public notifications are made in a timely manner. All members of the Agency shall recognize and adhere to the guidelines and requirements set forth within this policy.

III. Procedure

A. Sex Offender Registration

1. Upon the receipt of a notification from the Arkansas Crime Information Center (ACIC) alerting the Department an individual subject to the *Sex and Child Offender Registration Act* has relocated to or resides within the jurisdiction of the

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City of Texarkana, Arkansas, or, upon notification through another state that a sex offender is relocating or changing employment within the City of Texarkana, Arkansas, the Department's Sex Offender Coordinator shall be responsible to perform the following actions:

- a. Immediately enter the applicable offender's name into the Department's sex offender database (Offender Watch).
- b. Ensure the offenders have been issued an Arkansas SID and if not, ensure that they are processed in the Texarkana Jail and their fingerprint cards are submitted to the Arkansas State Police (ASP).
- c. If the offender has previously been entered in the Department's ADSI database, ensure the offender is appropriately flagged as a sex offender. If the offender is not yet entered into the ADSI database, ensure the offender is appropriately entered in the MNI module and appropriately flagged as a sex offender.
- d. Generate a local folder containing hard copies of all related documentation.
- e. When the offender arrives at the Department, the Sex Offender Coordinator will complete all applicable documentation pursuant to the guidelines and procedures, update all applicable internal databases and determine the status of assessment with ACIC or ADC in preparation for community notification.

B. Failure to Register and Offender Relocation Violation

1. In the event the Sex Offender Coordinator determines an offender subject to the *Sex and Child Offender Registration Act* is not in compliance with the Act, the Sex Offender Coordinator will prepare an offense report documenting the offender is in violation of the Sex Offender registration Act and will prepare an affidavit seeking the issuance of an arrest warrant.
2. In the event any member of the Department receives information surrounding non-compliance with any portion of the *Sex and Child Offender Registration Act* on the part of any offender, to include a change in the offender's residence, the Department's Sex Offender Coordinator will immediately be notified.

C. Offender Relocation Requirements

1. All offenders meeting the criteria within *Sex and Child Offender Registration Act* are required to report any change of their residence to ACIC no later than ten (10) days before the offender establishes residency or is temporarily domiciled at the new address/residence.
2. When a change of address within the state is reported to ACIC, ACIC shall immediately report the change of address to the local law enforcement agency having jurisdiction where the offender expects to reside.

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3. If the receiving state associated with an offender's new, anticipated address has a sex offender registration requirement, all verified offenders moving away from the State of Arkansas are required to register their new, anticipated address/residence with ACIC and the designated law enforcement agency within ten (10) days before the offender establishes residence or is temporarily domiciled at the new address/location.
 - a. When an offender changes their address/residence to another state, ACIC shall immediately notify the law enforcement agency with which the offender must register in the new state if the new state has a registration requirement. ACIC may require an offender to report a change of address through the local law enforcement agency having jurisdiction.

D. Community Notification

1. After an offender subject to the *Sex and Child Offender Registration Act* has registered with the Department, and after the Agency has received an assessment (Offender Fact Sheet) from the Arkansas Crime Information Center, the Sex Offender Coordinator will prepare for distribution a notification packet through OffenderWatch.
 - a. The OffenderWatch packet will include the following information:
 - (1) Offender's full name and known aliases;
 - (2) The offender's date of birth;
 - (3) The offender's physical description;
 - (4) The offender's hair and eye color;
 - (5) The offender's known scars, marks and/or tattoos;
 - (6) The offender's address of temporary residence; or
 - (7) The offender's anticipated address of legal residence;
 - (8) The offender's photograph;
 - (10) A brief description of the crime for which the offender's registration was required;
 - (11) The Risk Level associated with the registered offender;
 - (12) Any known factors which are likely to influence the risk level; and

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(13) The offender's victim preferences.

- b. The Notification Packet distributed to the public will consist of a flyer or postcard which follows the model provided in the Sex Offender Guidelines and Procedures manual through the Arkansas Crime Information Center.

2. Juvenile Offender Notification

- a. Public notification regarding juvenile offenders may only occur with the written authorization of the appropriate court having the jurisdiction to allow such notifications. If the public notification is authorized by the court, the notification will occur pursuant to the applicable Offender Level Notification plan.

E. Random Verifications

- 1. The Texarkana Police Department will conduct random residence verifications of the offenders residing within the Department's jurisdiction. The Sex Offender Coordinator is responsible for random checks of registered offenders.
- 2. During the course of a calendar year, the Sex Offender Coordinator will ensure that each offender subject to the *Sex and Child Offender Registration Act* undergoes a minimum of one (1) on site verification administered randomly or administered during the required Verification of Residency.
- 3. The Sex Offender Coordinator will routinely check the Department's electronic database and hard files while ensuring these records are updated accordingly. In addition, the Sex Offender Coordinator will routinely communicate with ACIC regarding delinquent or newly designated offenders.
- 4. The Sex Offender Coordinator will routinely communicate with the Prosecuting Attorney's Office regarding the status of delinquent offenders and will track offenders and the status of their ongoing cases through court adjudication records. The Sex Offender Coordinator will also work under the direct supervision of the Crimes Against Persons Sergeant who will be responsible for maintaining a liaison with the CID Commander, other Division Commanders and the Chief of Police.

IV. Offender Level Designation—Notification Criterion

A. Level One (I) Offenders

- 1. The following individuals/organizations will receive the necessary notification information at the time community notifications are made:
 - a. The law enforcement agency having jurisdiction, and other law enforcement agencies likely to encounter the offender. This may include federal and state

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- government agencies, campus police agencies, school safety officers and other similar entities;
- b. The offender;
- c. Unless the offender is residing in a residential treatment facility, group home, foster home, half-way house or other supervised living arrangement, all adult members of the household in which the offender is residing or intends to reside must receive notification; and
- d. The victims or the guardians of victims of juvenile offenders should receive notification from the law enforcement agency.

B. Level Two (II) Offenders

1. The following individuals/organizations will receive the necessary notification information at the time community notifications are made. A minimum two (2) block notification radius shall be utilized for all Level Two offenders:
 - a. All notifications pursuant to Level One offenders;
 - b. The leaders of agencies and organizations that serve individuals within the public having the demographical characteristics matching those of the offender’s target group. Although not inclusive, these may include the following:
 - (1) Schools;
 - (2) Daycare centers;
 - (3) Community and youth groups;
 - (4) Religious organizations;
 - (5) Libraries;
 - (6) Department of Human Services;
 - (7) Women’s organizations and applicable shelters; and
 - (8) Businesses which are frequented by children.
 - c. State licensing boards and prospective employers will be notified after receiving appropriate requests from a licensing board or by a human resources manager affiliated with the requesting employer, or if the Department determines the classification of employment places the offender in a position where potential contact with victims exists.

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- d. The heads of families or individuals with members of the family having the demographical characteristics matching those of the offender's target group and those living within the same neighborhood as the offender.

C. Level Three (III) Offenders

- 1. The following individuals/organizations will receive the necessary notification information at the time community notifications are made. All residences located within a four (4) block radius shall be notified when confronted with all level two offenders:
 - a. All notifications pursuant to Level One and Level Two offenders;
 - b. Those individuals designated as discretionary unless such notification would cause harm to the victim(s);
 - c. Based upon the offender's prior history, recreational or religious activities, employment or the characteristics of the offender's victims, any member of the community whom the offender is likely to encounter must receive notification; and
 - d. To the greatest extent possible and when deemed appropriate, all such notifications shall be conducted in a face-to-face encounter between the Department and the citizens within our community. Those who are likely to encounter the victim—including all neighbors—shall be provided with an Offender Fact Sheet.

D. Level Four (IV) Offender—Sexual Predators

- 1. The following individuals/organizations will receive the necessary notification information at the time community notifications are made. All residences located within a six (6) block radius shall be notified when confronted with all Level Four offenders.
 - a. All notifications pursuant to Level One, Level Two and Level Three offenders;
 - b. Open community meetings or meetings with neighborhood watch groups will be conducted;
 - c. Printed materials, posters and electronic media may be utilized to facilitate community notifications in the most necessary and potentially dangerous situations; and
 - d. City wide notifications to all churches, civic organizations and major business.

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