

**Procedure
3.3**

**EFFECTIVE
DATE
5-15-00**

**Eugene
Police Department**



Sex Offender Registration

3.3.1 PURPOSE AND SCOPE

PART I - Responsibilities and Procedures for All Personnel

- A. Statutory requirements
- B. Records responsibilities
- C. Fingerprinting/photographing sex offenders
- D. Violations of reporting requirements

3.3.2 Responsibilities and Procedures for All Personnel

A. Statutory requirements

1. Certain persons (as defined in *ORS 181.592* and subsequent sections) are required to register as sex offenders within 10 days of discharge from prison or release on parole or other post-prison supervision or conditional release. These persons must also register within 10 days of any change of address, and each year within 10 days of the person's birthday, whether or not a change of address occurred.
2. This registration can be done at any police agency in Oregon, and does not have to be done at the agency of jurisdiction.
3. Failure to report as a sex offender (*ORS 181.599*) is a Class A Misdemeanor or, in certain circumstances, a Class C Felony.

B. Records responsibilities

1. Obtain identification from the subject and determine if s/he has registered with our department before. If the person has not, determine whether s/he has registered in Oregon before.
 - a. Check the offender registration book for the person's photo. If there is no photo on file, or his/her appearance has changed significantly, a new

photo is needed.

- b. If the person's fingerprints are not in AIRS, the person should be fingerprinted.
2. If the person has not registered in Oregon, run a CCH on him/her. If the person does not have an AIRS record, create a new one.
3. Photocopy the person's identification.
4. Complete the registration form for the subject, including Social Security number and vehicle information, and have the subject sign it. The person *must* sign the form in order for the registration process to be complete.
 - a. Ask the person how long s/he has been at the current address.
 - b. If the person says s/he is homeless, determine the *specific* location where the person staying (e.g., location of parked car, campsite location).
5. If a video image and/or fingerprints must be taken, request assistance from (in the following order):
 - Violent Crimes Unit (during their working hours)
 - FEU (during their working hours)
 - a patrol officer
6. Once processing is completed, return the person's identification and give him/her the yellow copy of the registration form.
7. Follow Records procedures for data entry. Forward the necessary information to OSP within the required time period (*ORS 181.598*).
8. If the person refuses to cooperate with any part of the process:
 - a. If the deadline for registration is already past, contact a patrol officer for enforcement action.
 - b. If the person is not yet past the statutory registration deadline, advise him/her that the registration will need to be done before that deadline. If the person still refuses to complete the process, place the information in a "pending" file and retain it until 30 days past the deadline for the person to register. If s/he has not completed registration during that period of time, forward the information to the Violent Crimes Unit for follow-up.
9. Request that a patrol officer respond if the person is more than 30 days late in registering.

C. Fingerprinting/photographing sex offenders

1. Photograph the person using the video imaging system and/or fingerprint him/her, as needed.
2. If the person has no Oregon SID#, it will be necessary to obtain two sets of fingerprint cards.

D. Violations of reporting requirements

1. The person will normally be cited or arrested if:
 - the person is uncooperative during the registration process and s/he is in violation of *ORS 181.599*, or
 - the person is more than 30 days late in registering.
2. If there is a violation of *ORS 181.599* but the person is registering and cooperative, there will not normally be any enforcement action taken unless the person is more than 30 days late in compliance.
3. Violent Crimes Unit will be responsible for follow-up in cases where the individual failed to complete the required registration steps when contacting Records and the person did not subsequently complete registration within 30 days of the legally required registration date.