

LCS Unit Order 67

LANCASTER STATION

UNIT ORDER # 67

VERIFICATION OF SEX OFFENDER REGISTRATION

PURPOSE:

The purpose of this unit order is to establish protocol to ensure accurate information is inputted into the California Sex and Arson Registry. The order will also outline protocol for confirming the data inputted into CSAR's and the storage of cases no longer handled by Lancaster station.

SCOPE:

This directive applies to all personnel, who are directly involved in the registration of sex offenders at Lancaster station.

ORDER:

SECOND PARTY VERIFICATION

Per the "Sex Offender Registration Act", 290 of the California Penal Code, all persons described in subdivision (c) shall be required to register with the chief of police of the city in which he or she is residing. The Department of Justice mandates that a Sex Offender Registration Change of Address/Annual or Other Update (CJIS 8102S) be completed to document the offenders current living status and any other possible changes. These changes include, but are not limited to; vehicles possessed, employment, physical changes, or tattoos.

Within a reasonable amount of time of the offender's interview, the information documented on the CJIS 8102S will be inputted into the California Sex and Arson Registry. After the update has been completed by the initial interviewer, a second authorized user of CSAR will compare the information on the CJIS 8102S and the updated CSAR for the recently interviewed offender. To ensure accuracy, the second party will look for any discrepancies between the CJIS 8102S and the CSAR. The second party will indicate the second verification in the "Case Journal" of the offender's file.

PURGING INACTIVE FILES

When an offender has become inactive and/or is no longer required to register at Lancaster station, his or her file will be purged after all the contents have been scanned into the Lancaster station shared files, "Inactive Sex Offenders". The purging of the files will be conducted per the Department's current policies and procedures of destroying sensitive material.

Offender files to be purged will include, but will not be limited to; deceased offenders, registrants who have moved from the jurisdiction of Lancaster station, or those who qualify under 290.019 of the California Penal Code.
