# RSO 101 REGISTERED SEX OFFENDER MANAGEMENT

King County Sheriff's Office Registered Sex Offender Unit

Dallas Dusek

Tina Keller



### RSO 101 Objectives

- Tracking your RSOs from release.
- Registering sex offenders
- Tips, shortcuts and best practices for finding information
- Records Management
- Working with other agencies
- Setting up watch alerts in JBRS
- Overview of risk assessments
- Overview of address verification contacts
- Overview of Failure to Register investigations
- Court testimony

# History of Registration and Community Protection

There are a few tragic cases that lead to the development of registration laws and mandates in the United States and specifically in the State of Washington. These laws govern what we do and how we do it. It is important to mention these stories to you.

# Jacob Wetterling Act

- ▶ 1989 St. Joseph, Minnesota
- Jacob was 11 years old
- Was riding his bike near his home
- Last seen being grabbed by masked gunman.
- ▶ 1994 This Federal Statute was passed and named for Jacob. It was the first law to institute a state sex offender registry.
- In 2016 Jacob's killer confessed to abducting and murdering Jacob.

# Megan's Law

- Megan Kanka
- ▶ 1994 Hamilton, New Jersey
- Megan was a seven year old little girl who went for a bike ride and never returned
- Two time convicted sex offender Jesse Timmendequass living nearby admitted to luring, raping and murdering Megan
- May 1996 Federal Statute
- Requires all states to have community notification on high risk sex offenders

# Adam Walsh Child Protection and Safety Act



- The Adam Walsh Child Protection and Safety Act was signed on the 25<sup>th</sup> anniversary of the abduction of Adam Walsh from a shopping mall in Florida. Adam Walsh was murdered 16 days after his abduction.
- The Adam Walsh Child Protection and Safety Act was signed into law on <u>July 27, 2006</u>. the legislation ensures that convicted sex offenders of children will be mandated to update their registration information within three business days and makes failure to do so a felony. Legislation also:
- <u>Establishes a national database</u> which will incorporate the use of DNA evidence collection and tracking of convicted sex offenders with GPS technology.
- Establishes an offense based "Tier" system for offenders.
- Increases the mandatory minimum incarceration period of 25 years for kidnapping or maiming a child and 30 years for sex with a child younger than 12 or for sexually assaulting a child between 13 and 17 years old.
- Increases the penalties for sex trafficking of children and child prostitution.
- Widens funding to assist local law enforcement in tracking sexual exploitation of minors on the internet
- Creates a National Child Abuse Registry to protect Children from being adopted by convicted child abusers.

# Community Protection Act February 28, 1990

- The Community Protection Act was enacted in 1990 in response to two violent sex crimes that sparked widespread public outrage and concern throughout our state.
- First, a young woman named Diane Ballasiotes was abducted and murdered in a downtown parking garage by a dangerous psychopath who had walked away from his work release bed. Not long thereafter, a seven-year old Tacoma boy riding a bicycle through his neighborhood was abducted, sexually assaulted and sexually mutilated by another sex offender, who had recently been released from prison. This man had a long history of sexually assaulting children, and many who had dealt with him in prison knew it was not a matter of "if" he would attack again, only "when."
- From these two tragedies, and the accompanying public uproar, came a remarkable change in how our state dealt with violent sex offenders. Governor Booth Gardner convened the Governor's Task Force on Community Protection and appointed King County Prosecuting Attorney Norm Maleng to chair the task force, with the mission to overhaul our approach to sex crimes, victim support, and community safety. Ida Ballasiotes and Helen Harlow, the mothers of the victims in the two cases, served on the task force.
- In 1990, the Community Protection Act was unanimously passed into law, and it provided a type of protection that made Washington State the national model for addressing sexual violence and sexual predators. Many other states followed Washington's lead in the ensuing decade.
- The Community Protection Act <u>increased sentences</u> for all sex offenses, implemented <u>sex offender registration</u> and community notification requirements, and developed the nation's first civil commitment laws for <u>sexually violent predators</u>.
- The State of Washington was the first in nation with community notification and civil commitment.

# Washington State Sex Offender Registration RCWs

Registration 9A.44.130
Risk level classification, notice 72.09.345
Release of information to public 4.24.550
Address verification 9A.44.135
End of duty to register 9A.44.140

# **Tracking Releases**



Tracking RSOs releasing from jail or prison is the easiest and most common way to manage and ensure their compliance.

- When an offender is going to release from prison or jail or move to your county, you may start receiving various forms of notifications:
  - DOC/JRA bulletins, DSHS Bulletins, Interstate Compact notifications, SORNA Portal notifications teletypes, internal jail notifications
- You can utilize these notifications to set up a system for tracking these offenders to ensure that they comply with registration in your city or county.
- Offender has 3 business days after release date to register.
- We typically use Outlook calendar to set up a task three days out from release date

### **DOC** Releases



DOC BULLETINS ARE NOT TO BE POSTED IN THE COMMUNITY OR DISTRIBUTED TO THE PUBLIC DO NOT DISSEMINATE!

RISK

### WASHINGTON STATE DEPARTMENT OF CORRECTIONS

### RISK LEVEL III NOTIFICATION OF SEX

NOTIFICATION OF SEX OFFENDER RELEASE

NAME: DOC #: 332307 AGE: 28

AKA:

**RELEASE DATE:** 05/10/2018 from Stafford Creek Corrections Center in Aberdeen, WA.

**RELEASE ADDRESS:** is releasing to King County with an approved release address. He

will reside at a transitional residence, House of Mercy, located at 7901 49th Ave. South, Seattle, WA. 98118.

COMMUNITY SUPERVISION: will be supervised for 36 months Community Custody

out of the Special Needs Unit field office by CCO Mark Sjoland. The telephone number is (360) 516-7600.

**SPECIAL CONDITIONS:** Please see the Judgment and Sentence and/or contact the assigned CCO.



PHOTOS TAKEN: 04/10/2018

RACE: WHITE SEX: M^LE

DOB:

 HEIGHT:
 5 F1. 8 IN.

 WEIGHT:
 228 LBS

 HAIR:
 BROWN

 FYES:
 HAZEL

EYES: HAZ

SCARS/ MARKS: SC L WRIST CIRCLE

SSA#:

<u>FBI #:</u> 403727RC2 <u>SID#:</u> WA23914738

FRI FNGR PRINT # NONE KNOWN
REQUIRED TO REGISTER: YES

GANG AFFILIATION: NONE KNOW!

CURRENT OFFENSE: RAPE 3<sup>RD</sup> DEGREE

COUNTY AND CAUSE: PIERCE COUNTY CAUSE #17-1-01910-2

SENTENCED: 15 MONTHS

### Release Teletype

DATE: 04-02-2018 12:59:28 PM Type: Recv AM FROM SD125 - SD125 SUBJECT: Message: FROM: SD125 - WA014125C TO: SEAPD, SEASO TO: WSP; SEATTLE CHIEF OF POLICE; KING COUNTY SHERIFF: NOTIFICATION OF RELEASE FROM: STAFFORD CREEK CORRECTIONS CENTER DATE OF RELEASE: 06/14/18 DOC#: 342512 DOB: NAME: AKAS: 11 SID: WA19875687 FBI: 957559HC4 SSN: SEX: M RACE: WHITE HGT: 6'0'' WGT: 202 HAIR: BLOND EYES: HAZEL S/M/T: TATTOO - ARM - SHOULDER, RIGHT - "TURTLE", "4/28/05"; TATTOO - ARM -SHOULDER, LEFT - "JUNIOR", "11/5/07"; COUNTY, CAUSE, CRIME: KING, 16-1-04668-8, ATTEMPTING TO ELUDE PURSUING POLICE VEHICLE, POSSESSION OF A STOLEN VEHICLE; TYPE OF RELEASE: MON SEX/KIDNAP REGISTRATION: Y RESIDENCE: HOMELESS, SEATTLE, WA 98134 CCO: N/A CONDITIONS OF RELEASE: CONDITIONSADDITIONAL NOTES DO NOT HAVE DIRECT OR INDIRECT CONTACT WITH ANY VICTIM DO NOT PURCHASE OWN HAVE IN YOUR POSSESSION OR UNDER YOUR CONTROL ANY FIREARM SUBMITTED BY: ANGELA PERRYMAN (360) 537-2212 04/02/2018, 12:59:28 - MKE: AM - From: SD125 - To: SEAPD, SEASO - ISN: 0557010USR - REF: 0556000017

### **SORNA Portal Hit**

From:

SORNA Exchange Portal <alerts@nsopw.gov>

Sent:

Thursday, April 05, 2018 12:30 PM

To:

werockey@pa.gov; hgeorge@pa.gov; Keller, Tina; Keller, Tina SORNA Portal Notification - Offender Failed to Report

Subject:

The Offender Relocation Task for did not report in Pennsylvania.

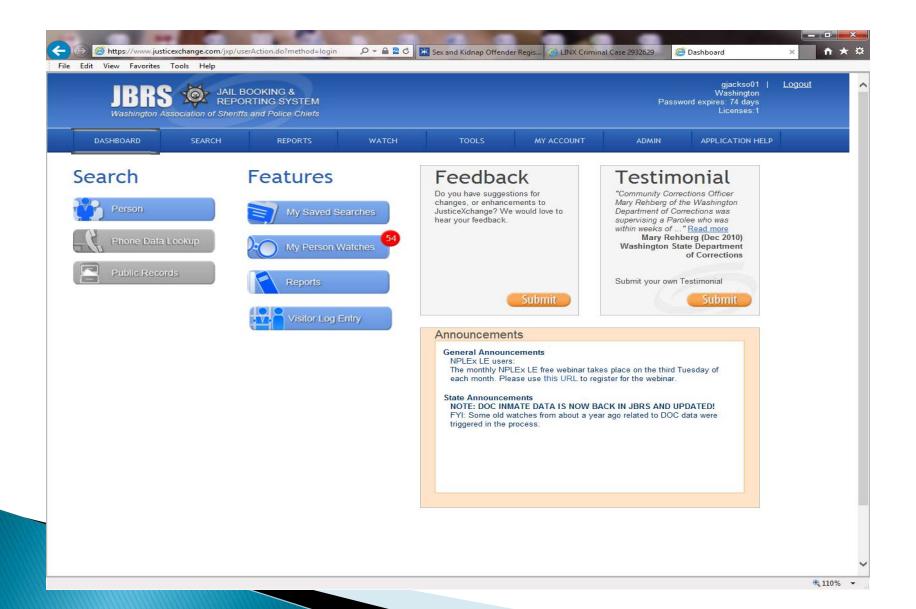
has been changed to indicate that the offender

https://portal.nsopw.gov/sorna/ORT/Detail?GUID=ad31b9d0-cc1f-4607-9855-2f4e8d9de7a0

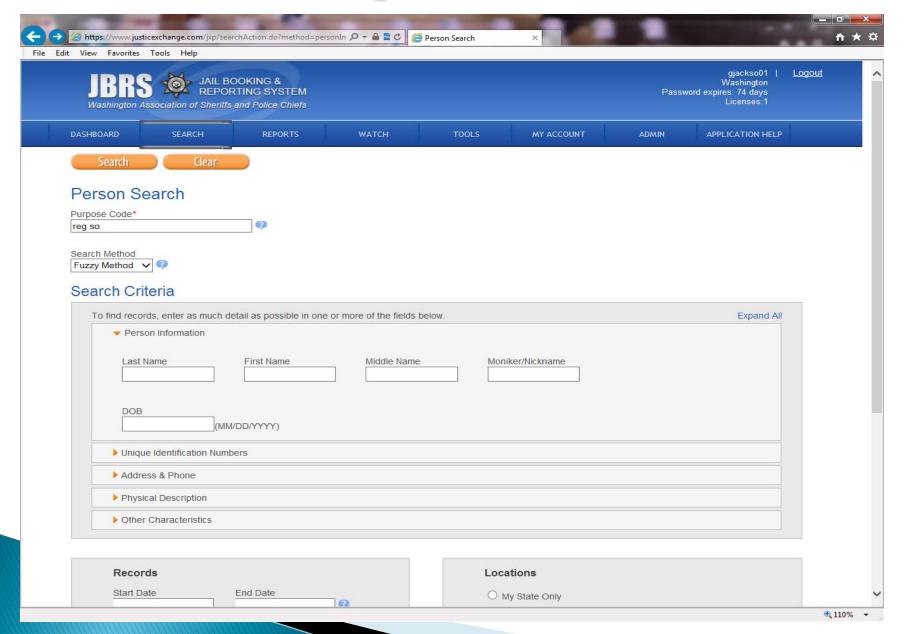
# JAIL BOOKING AND REPORTING SYSTEM JBRS

#### Jail Booking & Reporting System (JBRS)

JBRS is a booking information system (<u>www.jbrs.org</u>) in which you can search booking information from multiple states and put "Watch" alerts on offenders so you are notified via email when a RSO is booked or released from custody. Contact WASPC for access.

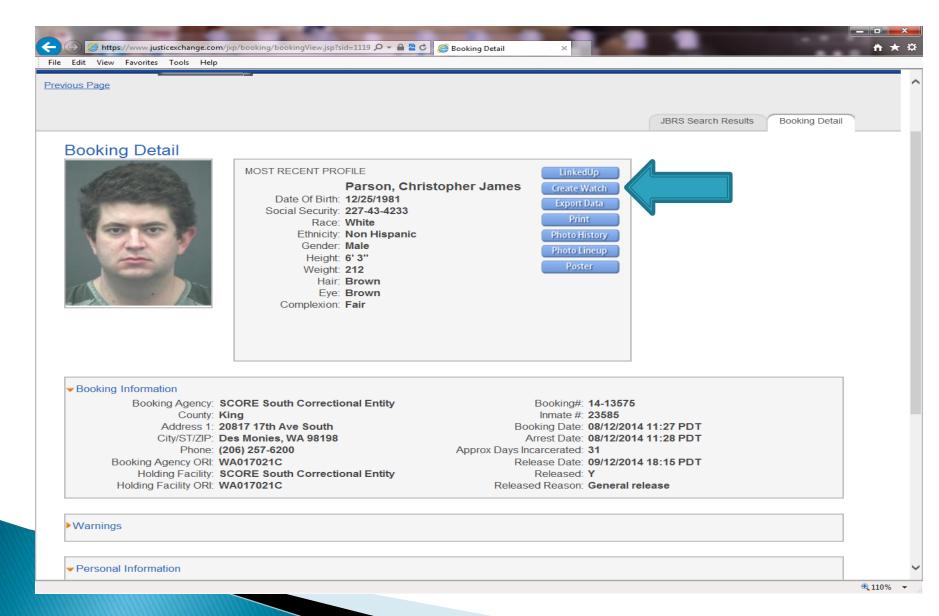


## Search Booking Information

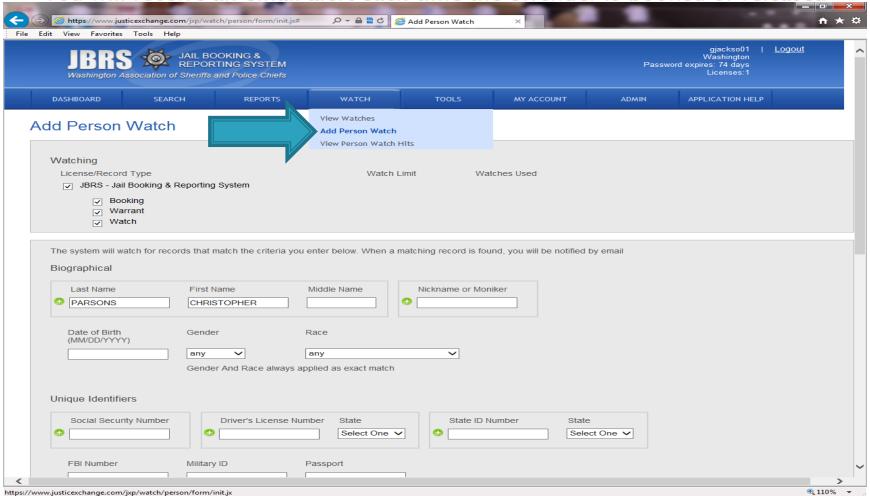


### Track RSO Bookings and Releases

#### You can create a Watch from the Booking Detail Page



## Or from the Watch Tab You will receive an email alert each time the offender is booked or released



### JBRS Emailed Watch Hit Notification

From: Sent: To: Subject:

JBRS <jbrs@globalnotifications.com> Monday, April 23, 2018 12:57 PM

Keller, Tina JBRS Watch Hit

#### JBRS Automated Notification Report 04/23/2018 15:57:18

All reported hits should always be confirmed with the reporting agency.

#### Active Watch #1:

#### This watch was created by:

Tina Keller (King County

Sheriff's Office WA)

Phone: 206/205-7812

Email: tina.keller@kingcounty.gov

#### Watch Criteria:

Name(s): URSULA SMITH

Age: 35

Watch Reference ID: H296604949.011

#### Watch Hit Information:

Match Criteria: Exact Name, DOB, similar/same facility with no ID conflic

Record Type: Booking Booking #: 218010237

**Booking Date:** 04/12/2018 17:17:00 PDT

Agency:

King County Adult and Juvenile Detention

Address:

500 5th Ave

City:

Seattle

County:

King WA

State:

WA017033C

ORI:

Agency Phone #: (206)296-1234

The following information shown below is pulled from the previously mentic

https://www.justicexchange.com/jxp/watch/golink/hit/person/listAllByWatch to view all information related to this individual.

Name: URSULA LACLAIRE SMITH

Age: Gender: F Race: B

SSN: XXX-XX-3833

The following information was taken with the particular record mentioned ab URL) to view all information related to this individual. Any charge data that directly from the reporting agency. Any additional information needed on the obtained directly from the reporting agency.

Charge #1

Felony

Severity: Description: COMM CUST/ASSLT 3

## **QUESTIONS AND ANSWERS**



## Registration

- Once the offender has released, they will have three business days to register.
- Part of the registration process is establishing that the offender is required to register and for what they are required to register.

# Is their Washington sex crime conviction registerable?

- You can verify registration requirement and length of time to register by looking at the sentencing section of the J&S.
- The sentencing timeframe will indicate the class of felony of the sex crime. Under the "Sentencing Data" section (usually 2<sup>nd</sup> page, if it says the Stat Max is lifetime, then it is class A. If 10 years, it is class B. If 5 years, it is a C. Twelve months is a misdemeanor.
- There will also be a portion of the J&S, usually an Appendix, that indicates the offender's requirement and responsibility to register upon release.

# Is The Out of State Conviction Registerable?

- Gather the information needed from the home state to make this decision:
- Signed verification form from the defendant stating he/she understands the requirement to register.
   Signed registration form (most current)
   Date of conviction: \_\_\_\_\_ Date of release from custody: \_\_\_\_\_
   Date of release from probation (if available): \_\_\_\_\_
   Copy of Judgment/Disposition
   Is this conviction a lifetime registration in your state as of today's date? Yes \_\_\_\_\_
   No \_\_\_\_\_
   If not lifetime registration what is the registration expiration date: \_\_\_\_\_
   Additional comments: \_\_\_\_\_

## Do you need to do comparability?

- If the RSO is not required to register in their state of conviction, do the elements of the crime compare to a registerable offense in Washington?
- You will need the sentencing document, the PC Cert, the police report.
- You may need to consult your department's Legal Advisor or Prosecutor to help you in the comparability.

## Registration Overview

- Verify that the address being provided is good
  - Use CAD or USPS or any other mapping program
- Offender is fingerprinted and photographed
- DNA taken if needed
- Enter information into Offender Watch
- Have offender sign all registration documents
- Give offender a copy of registration
- Make notifications to other applicable police agencies and schools
- Send fingerprints and photo to Washington State Patrol

# Offender Watch Data Entry

- The Offender Watch system itself has a full user manual available under the "Help" tab
- WASPC's website has a RSO Resource Center section devoted to information about Offender Watch
- You can contact a Watch Systems Customer Service Representative with questions. The Offender Watch Customer Service phone number is 985-871-8110
- You can reach out to other law enforcement agency coordinators with any of your questions
- Attend the next WASPC User Group meeting/training
- Are there any specific questions about Offender Watch that we can answer?

# **Questions and Answers**



# Taking Good Fingerprints

- Whether you use ink or LiveScan, taking clear fingerprints is vital to sex offender registration.
- Attend any training that you can about taking fingerprints.
- Elaine Hale is the trainer for the Washington State Patrol on fingerprinting. Elaine can be reached at <a href="mailto:Elaine.Hale@wsp.wa.gov">Elaine can be 534-2180</a>.

# Fingerprint Patterns

Recognizing the different fingerprint patterns so that you know the focal points needed for classification and identification will help you take the best prints possible. In the LOOP pattern there are two focal points: the Core or the center of the loop and the Delta. The Delta is the area of the pattern where there is a triangulation or a dividing of the ridges. When recording fingerprints, the delta and the area between the delta and the core must be completely recorded.

Core Delta A Whorl pattern will have two or more deltas. For a whorl pattern, all deltas and the areas between them must be recorded.



The Arch pattern has no delta or core; but, it too, must be fully recorded so that its individual characteristics can be readily distinguished.

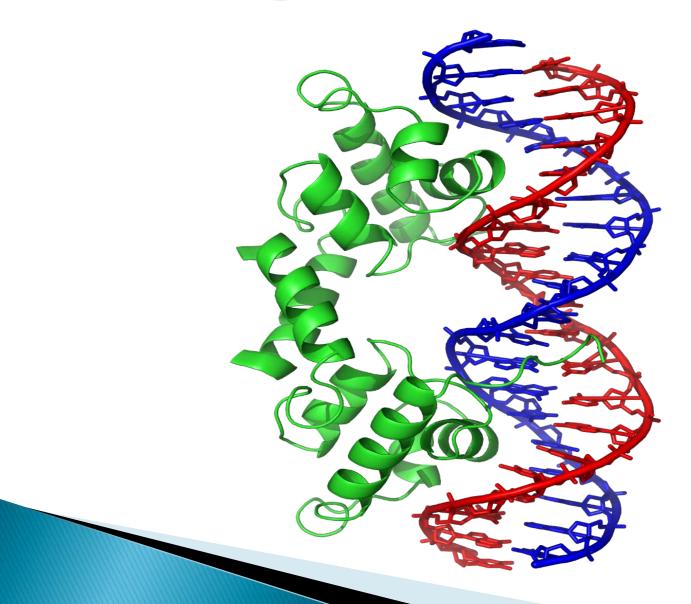


# Basic Tips For Taking Good Fingerprints

- Whether you use ink or a digital fingerprint scanner like LiveScan, basic tips for taking good prints are:
- Make sure you roll the print nail to nail. The resulting print should be square in shape
- Control the amount of moisture and pressure used on the finger that you're rolling. Too much or too little is bad.
- Make sure you roll the correct finger in the correct box or space. Double check yourself.
- If you're taking palm prints, apply enough pressure to print the center of the palm.

- If the RSO is unable to come in to your office to register due to medical issues, you may need to do an on-site registration.
- You can purchase equipment such as ink pads, card holders and spoons from on-line vendors such as Sirchie.

# Collecting DNA

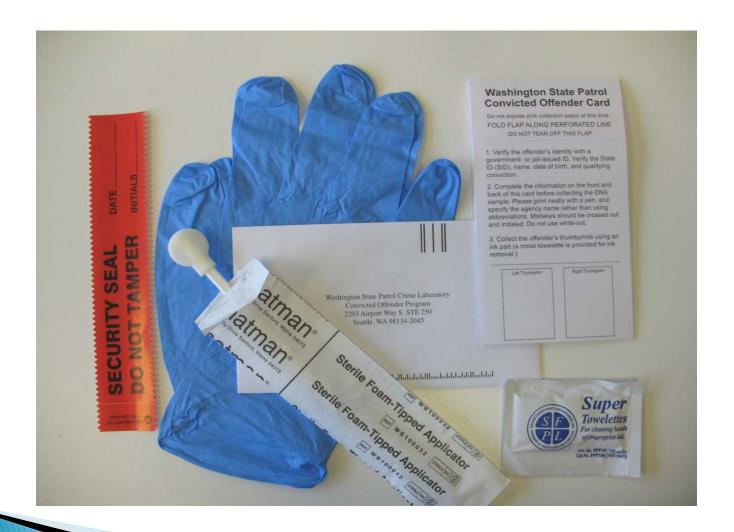


#### Why collect DNA?

- The Washington State Legislature passed a new law (2SHB 2713) which requires registered sex offenders to provide DNA samples to the Sheriff of the county in which they reside. The law took effect July 24, 2015.
- Per RCW 43.43.754:
- Individuals who are required to register as sex offenders in the State of Washington and whose DNA is not listed on file with the Washington State Patrol will be asked to provide DNA.
- Per RCW 9A.44.132:
- Refusal to provide your DNA is a Gross Misdemeanor.
- WSP sends out a quarterly report of sex offenders who have not provided DNA. We use this report to set up OW alerts and when we contact this RSO either in our offices or out in the field for address verification, we obtain their DNA.
- Increases the likelihood of identifying perpetrators and holding them accountable. By taking DNA from a RSO, you may be solving a cold case!

#### Should I Take DNA?

******	**************************************	**************************************	*******
NAME: SID NUMBER: DOC NUMBER:	: WILLIAMS	DOB: FBI NUMBER:	*****
*******	**************************************	*************	*******
*******	******	*********	******
SEX RACE HEIGHT WEIGHT M U 602 215 I W	EYES HAIR BLU BRO	PLACE OF B	IRTH CITIZENSHIP US
OTHER NAMES USED SCOTT W SCOTT WILLIAM SCOTT WILLIAM	OTHER DATES OF BIRTH USED	SOC SEC	MISC NUMBER
NA TAKEN: Y DNA TYPED: Y	TTLE, CODIS UNIT	(206) 262-602	0, STR,198-015204
***********	**********		******
SCARS,	MARKS, TATTOOS, A	MPUTATIONS	********
OCATION DESCRIPTION SC L FGR SC R FGR	LOCATIO SC L FO SC R K	ON DESCRI	IPTION
*********	*****	*****	*******
CONVICTION	AND/OR ADVERSE I	TINDING SUMMARY	Ý
***************	*********	********	*******
FELONY(S) RAPE OF A CHILD-1		LASS A FELONY	DISPOSITION DATE 06/16/1998



gram		PLEASE PRINT SID# W A
er Pro	1	FIRST NAME MIDDLE INITIAL
<ol> <li>Questions may be directed to the Convicted Offender Program at confel@wsp.wa.gov.</li> </ol>		Frede
victed	/	
Con		LAST NAME
to the		Baggra
cted t		w
e director.	1	DATE OF BIRTH 03—164 GENDER MX F
d ker		OFFENSE (WITH DEGREE, IF APPLICABLE)
10. Questions may be at confel@wsp.wa.gov.	1	Theff 2
Quest Infel@		
10. C		
	SEA CO	

COLLECTION DATE	CRIME LAS USE ONL
I certify that I collected the swabs and fingerprints from the individual listed on this card.	
COLLECTING AGENCY (DOC: include field office)	
COLLECTOR'S NAME (PRINTED)	
COLLECTOR'S SIGNATURE	- 8

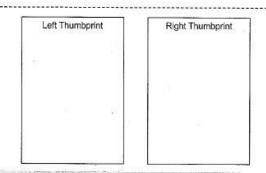
#### Washington State Patrol Convicted Offender Card

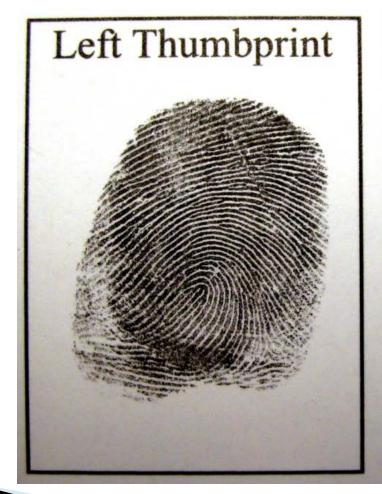
Do not expose pink collection paper at this time.

FOLD FLAP ALONG PERFORATED LINE

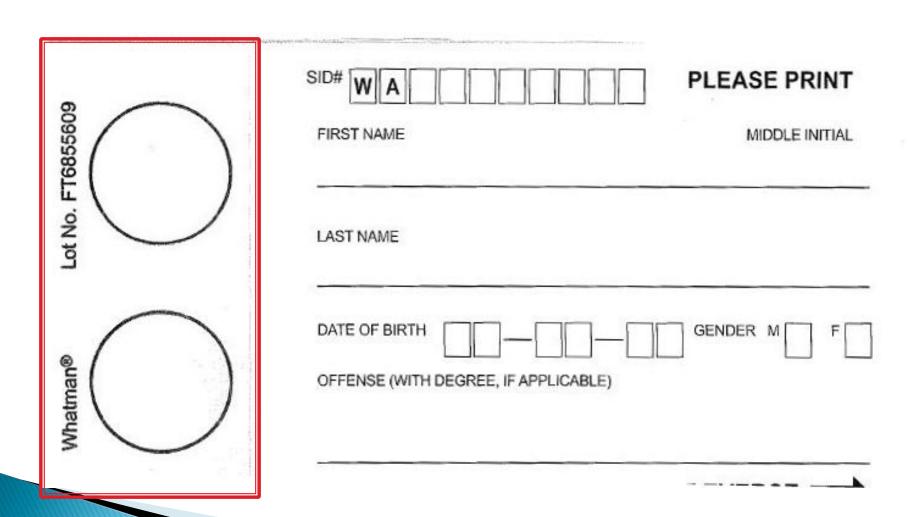
DO NOT TEAR OFF THIS FLAP.

- Verify the offender's identity with a government- or jail-issued ID. Verify the State ID (SID), name, date of birth, and qualifying conviction.
- Complete the information on the front and back of this card before collecting the DNA sample. Please print neatly with a pen, and specify the agency name rather than using abbreviations. Mistakes should be crossed out and initialed. Do not use white-out.
- Collect the offender's thumbprints using an ink pad (a moist towelette is provided for ink removal.)

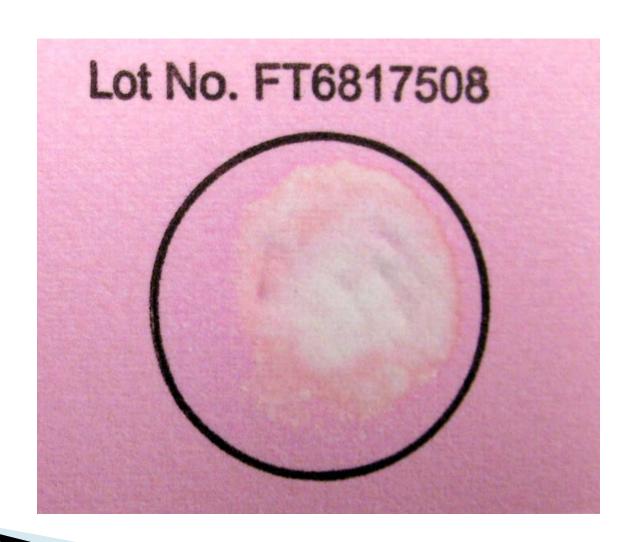








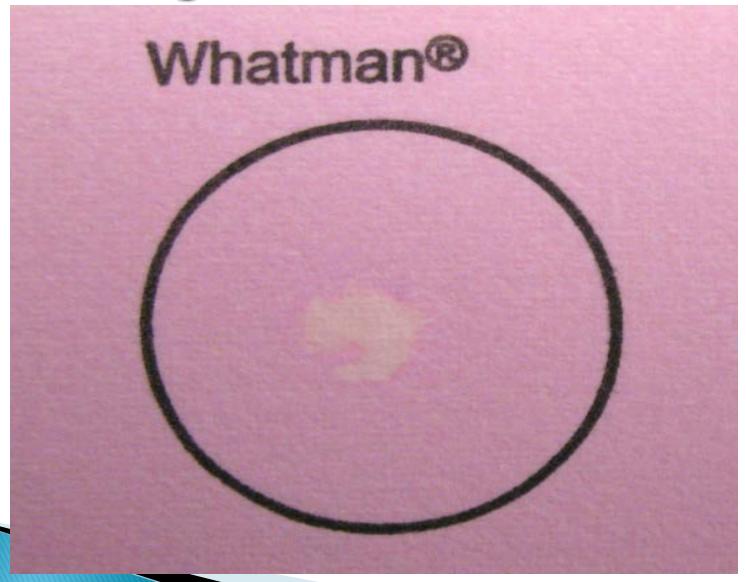
#### Collecting DNA- GOOD



## Collecting DNA- WRONG



## Collecting DNA -WRONG



#### **DNA Collection**

- Once you have the swab dab one side onto the left collection site and then the right collection site
- You will know there is enough DNA when the site is no longer pink and starts to turn white
- Throw away the applicator into appropriate SHARPS container

### **DNA Packaging**

- Close DNA collection card and insert into preaddressed envelope and use security seal.
- Initial and date the security seal.
- Mail the envelope to WSP Crime Lab
  - WASHINGTONT STATE PATROL
  - CRIME LAB FELON PROGRAM
  - 2203 AIRPORT WAY S #250
  - SEATTLE, WA 98134–2045
  - Update Offender Watch to indicate that you have taken DNA and the date taken.

#### **QUESTIONS AND ANSWERS**



#### Compile File Material-For Risk Assessment

If an offender registers to your county or city and he has not been scored for risk level, you will be required to compile file material to do assessment

- It is helpful to develop a standardized request for documents form for use in these requests
- Typically the documents needed for an assessment include:
  - DOC /JRA/Juvenile Probation Scoring Tool
  - DOC/JRA/Juvenile Probation Release
  - Pre-Sentence Investigation
  - Psychological Report
  - Police Incident Report
  - Judgment & Sentence
  - DOC Infraction Report
  - Certification Probable Cause:
  - Polygraph Reports
  - Treatment Reports
  - Sexual Deviancy Reports

#### Request For Information Form

Pursuant to Washington State law, **RCW 4.24.550**, the King County Sheriff's Office is requesting documents and information on the individual listed below for the express purpose of classifying sex offenders. Release is authorized under **RCW 10.97.050** and **RCW 13.40.217** for juveniles.

Information obtained shall be treated confidentially and secured at our office in the Registered Offender's file. This documentation is needed to help us comply with State mandated requirements to evaluate and determine the level of risk that the offender poses to the community.

Please e-mail/fax/mail the following file material. If you are unable to send the material, please notify this office.

Name: DOC #: DOCUMENTS REQUESTED:	DOB: Case #:
DOC Release:	Pre-Sentence Investigation:
Psychological Report:	Incident Reports:
Judgment and Sentence:	Infraction Reports:
Cert. of Probable Cause:	Polygraph Reports:
Treatment Reports:	

DEFENDANT INFORMATION.

## Other Sources For Finding Information

- Internet
- Court web sites
- Police Department web sites
- Other states sex offender registry sites
- Jail Booking and Reporting System Justiceexchange.com
- Secure Access Washington/FORS (Washington State DOC information) Secureaccess.wa.gov
- Your own internal county court systems
- Your own internal county jail booking system
- The Triple I Criminal History Report
- Vinelink.com
- Accurint (financial information)
- Washington State Judicial Information System www.courts.wa.gov
- LinX Northwest-search RMS data using numerous search methods
- Department of Corrections Law Enforcement Notification Program 360-725-8694.
- Washington State Patrol (360)534–2000
- DOC Headquarters (360)725-8669; rrgisler@doc1.wa.gov
- National Sex Offender Public Registry www.nsopw.org
- WASPC Sex Offender Resource Center- www.waspc.org
- Originating Agency Identifier Look Up Table <a href="https://www.icpsr.umich.edu/files/NACJD/ORIs/STATESoris.html">https://www.icpsr.umich.edu/files/NACJD/ORIs/STATESoris.html</a>

#### Compile File Material (Continued)

- Check with County first to see if they have file material
- Know which scoring tool you will be using
  - Adult offender = Static 99
  - Juvenile offender = WSSORLC
- Run a Triple I criminal history
- Determine which convictions you will be requesting file material for; i.e. anything potentially sexually motivated even if it's not a sex crime
- Determine which agencies you will be requesting from
  - Look for ORI/cause number or police case number on the Triple I
  - Typically start with DOC/JRA or Juvenile Probation
  - Request Court documents using cause number

#### Compile File Material (Continued)

- Requesting psychological and treatment documents may necessitate reaching out to treatment providers and or the offender. Know the treatment providers in your area.
  - You may need to have the offender sign a medical release, if they are willing, in order to access those types of documents.
  - Have a departmentally approved standardized release form

### Working With Other Agencies

- Often the best source of information are other LE RSO Units and coordinators.
- Because sex offenders can move around so much, it is crucial to be in constant contact with each other
- Keep good contact/phone directory of the various agencies that you've contacted. WSP and WASPC both send out phone lists.
- It is important to be helpful and willing to share information and file material with other agencies

#### Agencies:

Agency	Contact Information	How Can They Help You
Department of Corrections	doceosr@doc1.wa.gov Law Enforcement Notification Program (360) 725-8672	DOC can explain information you see in FORS such as movement history and custody dates. You can request probation file material.
Juvenile Rehabilitation Administration	https://www.dshs.wa.gov/ra/juve nile-rehabilitation  Several offices broken down by Region	You can request parole file material. You can inquire about who is Parole Counselor and other info on parole status like custody dates etc.
Immigration and Customs Enforcement	206.835.0073 206.277.7393 Agent Virgil Wallace DOC Liaison 253.207.4707 vlwallace@doc1.wa.gov	Has offender been deported or is he in ICE custody?
Your Local Police and Sheriffs Offices	They all usually have web sites	You can request police reports and cases. You can inquire on status of their contact with an offender and any ongoing investigations involving offender.
Child Protective Services	https://www.dshs.wa.gov/ca/pare nt-resources/child-protective- services  They will usually contact you	They may have info on an offender committing a new offense. They may have info on a non compliant offender's new location.

#### Agencies (Continued)

Agency	Contact Information	How Can They Help You
Washington State Patrol	Sorsubmissions@wsp.wa.gov HQ: 360.596.4000 Records: 360.534.2000	Registration updates and corrections. Criminal History updates and corrections. Request file material
WASPC	Waspc.org 360.486.2380	Best practices and procedures. Can request old Police Reports. RSO Grant issues and questions. RSO Resource Center on web site
Local Homeless Missions or Rehab Centers	Keep a list	They can provide updated location of offender.
State Hospital	Western State Hospital 253-756-2652 Paula van Pul, Ph.D. (secure email) Eastern State Hospital 509-565-4000	In custody status. Release dates.
School Security Offices	Schools have web sites. Contact Campus Security or Principal's Office	Verify attendance of offender. May have updated address on non-compliant offender. They are your contact for making school notification of an offender attending the school.
Prosecuting Attorney's Office	Know who your local prosecutor's are and their contact information. Get access to and know how to use the prosecutor's/court databases.	Request court documents. Get information such as court dates; status of ongoing criminal cases. Coordinate on FTR filings.

#### Agencies (Continued)

Agency	Contact Information	How Can They Help You
Treatment Coordinators	www.doh.wa.gov	With the offender's signed release, you can request Psychological Evaluation reports, Polygraphs, treatment reports etc.
US Marshalls Service	Brian Allan Senior Inspector Sex Offender Investigations Coordinator United States Marshals Service Western District of Washington 700 Stewart ST STE 9000 Seattle, WA 98101 (206) 718-0802 cell	Refer Failure to Register cases for interstate violators.
US Marshalls Service	Lisa Stephenson 425.208.3102 Lisa.stephenson@usdoj.gov	Request Federal Court documents.
Federal Probation	Blake Gjelfle 206-428-1733 Know your local probation office.	Probation Status. Restrictions. Location of offender. Request file material.

#### **QUESTIONS AND ANSWERS**



#### Completing Risk Assessment

- When you've gathered all of your file material, it's time to do a risk level assessment.
- On site risk level assessment training classes are available through WASPC. Check www.waspc.org for upcoming classes.
- WASPC website RSO Resource Center has a section on Risk Assessment Tools to include online versions of both tools, coding tools and training materials.
- You can also reach out to other LE agencies or DOC if you have questions.

Question Number	Risk Factor	Cod	les	Score
1	Age at release	Aged 18 to 34.9 Aged 35 to 39.9 Aged 40 to 59.9 Aged 60 or older	Aged 35 to 39.9	
2	Ever Lived With	Ever lived with lo two years? Yes No	Yes	
. 3	Index non-sexual violence - Any Convictions	No Yes		
4	Prior non-sexual violence - Any Convictions	No Yes		
5	Prior Sex Offences	Charges  0 1,2 3-5 6+	0 1 2,3 4+	0 1 2 3
6	Prior sentencing dates (excluding index)	3 or less 4 or more		
7	Any convictions for non-contact sex offences	No Yes		
8	Any Unrelated Victims	No Yes		
9	Any Stranger Victims	No Yes		
10	Any Male Victims	No Yes		1
	Total Score	Add up scores from individual risk factors		

#### Translating Static-99R scores into risk categories

#### **Score** Label for Risk Category

Low

-3 through 1 2, 3 4, 5 6 plus Low-Moderate Moderate-High

High

#### STATIC 99 VS. WSSORLC

- STATIC 99 assessment tool is used if the offender was an adult and not a Kidnapping offender. (The STATIC 99 is not designed for female offenders and non-contact offenders; however, ESRB is recommending its use in those cases to determine a risk level.)
- WSSORLC assessment tool is used if the offender was a juvenile at the time they committed the offense.

#### **QUESTIONS AND ANSWERS**



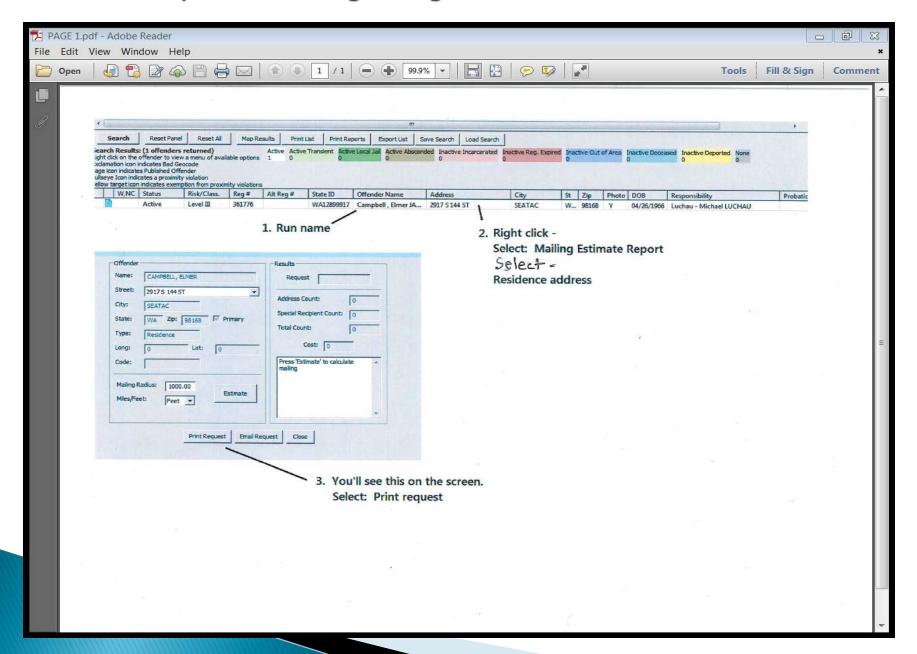
#### **Community Notification**

- Law Enforcement Community Notification for level two and level three offenders can differ slightly from agency to agency
- Once you've established that your offender is a level 2 or 3, you should conduct a form of community notification like web site posting and/or community bulletins or meetings.
- Don't forget to send scoring tool to your local Sheriff's Office and they will update WSP.

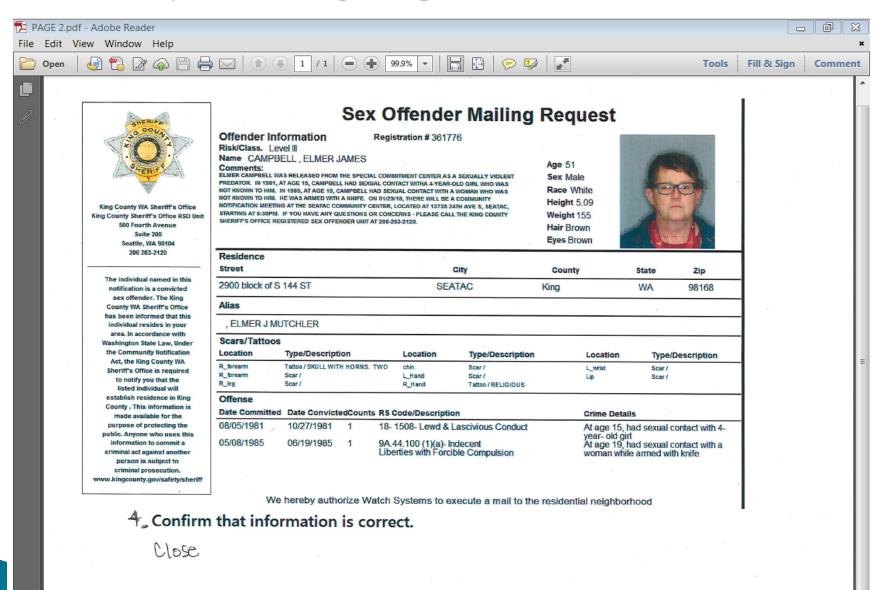
# LEVEL 2/3 SEX OFFENDER COMMUNITY NOTIFICATION BULLETIN

- You can also create a community notification bulletin using Offender Watch to be mailed to surrounding area of where offender is registered
  - If you have not set up your mailing account with Watch Systems yet, your representative can explain this process to you
  - Joel R. Shoultz (Soon to be Jim Massicot)
  - Account Manager
  - Office 985–871–8110 ext. 1017
  - Fax 985-871-8115

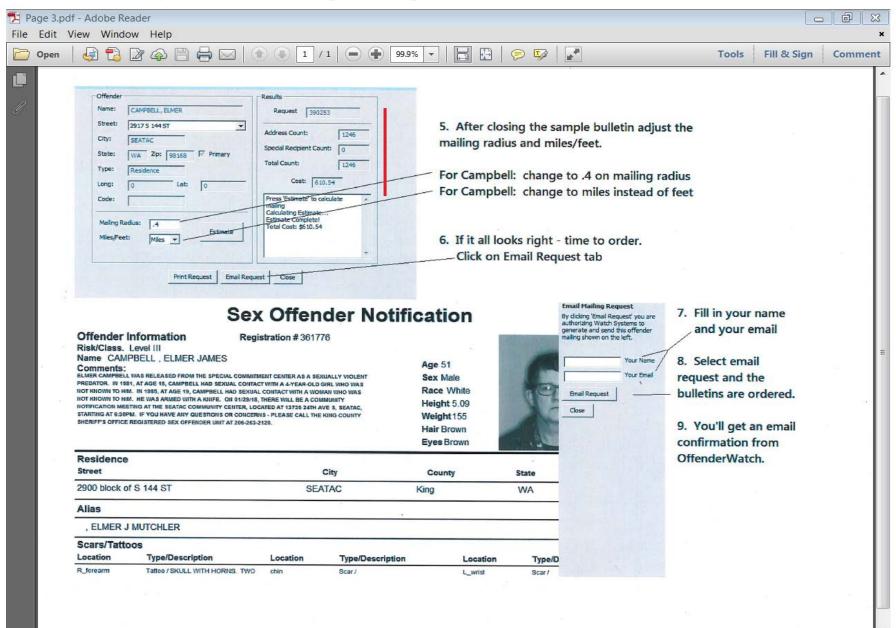
#### How To Prepare a Mailing Using Offender Watch - Part 1



#### How To Prepare a Mailing Using Offender Watch - Part 2



#### How To Prepare a Mailing Using Offender Watch - Part 3



### Community Notification - (Continued)

- For level 3 offenders:
- Some agencies will also arrange and conduct Community Safety Awareness meetings for high risk or SVP offenders or by request.

#### **QUESTIONS AND ANSWERS**

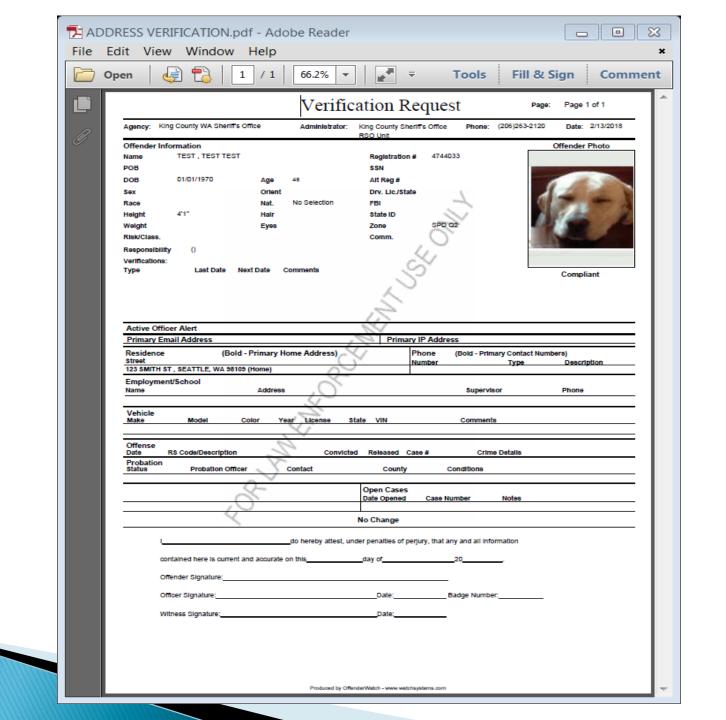


#### Address Verification

- Per RCW 9A.44.135, law enforcement is required to make reasonable attempts to verify an offender's address. The frequency of the address verification contacts is based on the risk level of the offender:
  - Unrated, Level 1 and Kidnapping offenders are verified at the minimum every 12 months
  - Level 2 offenders are verified every 6 months
  - Level 3 offenders are verified every 3 months

#### Address Verification (Continued)

- You can utilize the 'Manage Offenders' feature in Offender Watch to search and schedule address verification contacts. You can search offenders due in a date range and print reports for each offender or export the list.
- There is a report in Offender Watch that can be used for address verifications. It is called "Registered Sex Offender Verification Request (WA)". This form can be printed and taken out in the field for the RSO to update and sign.
- The form has an alert section where information about warrants, officer safety concerns etc. can be conveyed through Offender Watch to officers in the field.
- Once the address verification is completed, update Offender Watch with the date of contact. This is done in the Edit Verification area of the system.
- A face-to-face address verification is the opportunity to gather update information. You can get new pictures; check in with the offender on new vehicles, phone numbers, employment information etc.



# **QUESTIONS AND ANSWERS**



# **Tracking Tips**

- Tips can be a valuable source of information about your sex offenders.
- Tips come in a variety of ways: Phone calls and emails from citizens, emails coming in via our website, SORNA hits, info from other agencies such as CPS, APS and other law enforcement agencies.
- Carefully review the tip and/or listen carefully to the details provided by the tipster.
- Review the offender's registration information and status.
- Establish which agency has jurisdiction over the offender or will be impacted by the tip.

#### Tips

- Reach out to that agency or unit and coordinate with them. Does the offender have a warrant? Should they now be considered non-compliant? Should a police report be made if a crime has been committed? Is your offender in custody on new sex crime charges?
- Completely document the information in OW under the "Tips" tab to include the details provided by the tipster, their contact information, and what you did with the information.
- Initiate Failure to register case if necessary.
- If the tip requires you to track case progression or future action, set up an action item for yourself in Outlook or another task tracking system.

# The Non-Compliant Offender

- If the offender does not come in to register within three business days after release, you can:
- Contact prison/jail to ensure that he did actually release on ERD.
- Check Offender Watch or National Sex Offender database and/or Triple I to see if RSO registered in another jurisdiction.
- Check JBRS or local jail to see if offender may have been arrested.
- Contact probation/parole officer if applicable and verify if offender has checked in with them. If so, try to coordinate with CCO to contact the offender or have CCO contact the offender to get them in to register.

### The Non-Compliant Offender

(Continued)

- Contact offender directly to reiterate their responsibility to register and work with them to get them into compliance.
- Utilize systems like ACCURINT, VINE, LYNX, DAPS, Parcel Viewer etc. to obtain possible address information of offender.
- If all else fails and offender is refusing to comply
- Import record from DOC into OW and show RSO as non compliant and Status to Active Absconded
- Make notification to WSP of non compliance
- Initiate Failure to Register case

#### Document Your Research

- Write the initial incident report for the Detective to follow up.
- Document all of your research in the narrative of your Incident Report.
- Indicate all of the research steps you took to include the dates, systems that you searched and outcome of the searches.
- Document the dates and outcomes of phone calls you made and emails that you sent.

# Documents Needed For Your FTR Case (Varies With Each Prosecutor)

- We will also compile some of the basic file material needed for a Failure to Register case and attach it to our case for the Detective.
  - 1. Judgment and Sentence for the registerable sex crime. Needed to prove that the RSO does have a conviction for a registerable sex crime.
  - 2. Order of Disposition for the registerable sex crime (juvenile conviction). Needed to prove that the RSO does have a conviction for the registerable sex crime.
  - 3. All of the signed Notification Forms that you have on file. Needed to prove that the RSO has been notified of his requirement to register and understand the laws regarding registration.
  - 4. The most recent registration form. Needed to show where the RSO last registered.
  - 5. If it was an out of state sex crime conviction, you will need written verification from the home state that the sex offender is currently required to register there. Needed because if the RSO is required to register there = the RSO is required to register here.

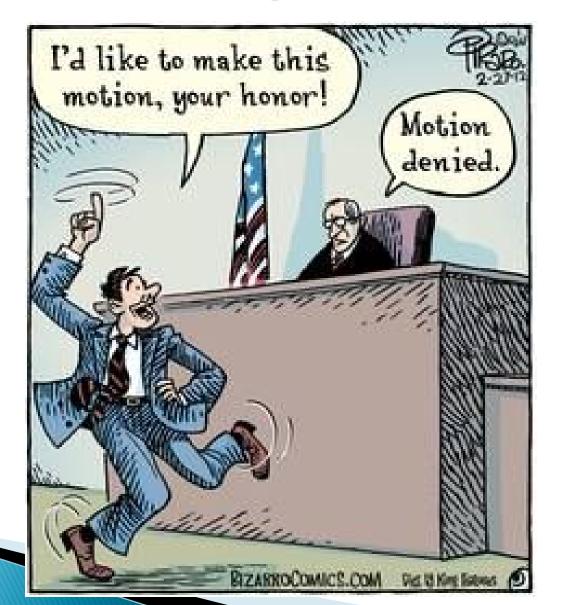
#### **Documents** (Continued)

- 6. If it was a Washington State conviction committed prior to 2/28/90, verification from DOC that his conviction and supervision dates fall within RCW criteria for requirement to register. OMNI
- 7. Info Sheet, PC Certification or Sex Offender Release Bulletin. DOC Bulletins have a summary section that clearly and concisely explains the sex crimes. That information helps to add weight to explain to the court why it is important for this RSO to be in compliance with registration.
- 8. If the RSO was registered as homeless, then went non-compliant, gather any weekly sign-in reports that he completed in the past. Needed to prove that he does know how to report and where.
- 9. J&S on any prior Failure to Register convictions. Needed for penalty enhancement
- 10. Printout from OMNI Needed for tolling purposes to determine that RSO is still required to register.
- 11. Printouts from DISCUS and SCOMIS on any convictions that RSO served jail time for, not prison time. They won't show on III and they may be disqualifiers that extend the duration of time to register.

# **Questions and Answers**



# **Court Testimony**



#### **COURT TESTIMONY**

You may be subpoenaed to testify in court regarding:

- Your role as records manager or custodian of records.
- Your role as sex offender registration officer.
- The role you played in a Failure to Register case investigation.

#### **Know Your Court Date**

- Once you receive the subpoena, you will be asked to respond by phone or email to let the Legal Assistant or Paralegal know that you received the subpoena.
- Although the date of the trial usually changes many times before it actually goes, you should make note of the date on your calendar and plan to be in court that day.

#### **Testimony Preparation**

- Prepare for your testimony.
- The subpoena will have the cause number and defendant's name on it.
- Pull the documents that pertain to your involvement in the case and review them.
- Reach out to your Prosecutor and if possible, arrange to meet with them to go over their questions for you prior to the trial date.

#### On the Stand

- Dress in proper business attire to testify.
- Carry yourself in a confident manner.
- While on the stand, sit comfortably with your feet together and hands in your lap.
- Typically, you will be asked your name, title, where you work and for how long.
- You will also usually be asked to provide the court a summary of your job duties so be prepared in advance for that.

#### **Everyone Gets Nervous**

- Your testimony should be geared toward the jury. Once the question has been asked, your body angle and answer should be directed toward the jury.
- Do not be afraid of eye contact.
- For many jurors, it is their first time on a jury and probably their first involvement in a registered sex offender matter so you are there to educate them about the sex offender registration and records management of your agency and sometimes about Washington State sex offender laws.

# Always Be Courteous

- Do not argue with the questioner.
- Do not display signs of hostility.
- Do not get angry or lose your temper.
- If you are instructed not to answer a question or are given other instructions on the stand, follow them.

# Don't Answer Unless You Understand the Question

- Listen carefully to the questions asked of you.
- Pause before you answer the question. This will give your Prosecutor time to object if need be.
- If you don't understand the question, ask for it to be repeated or rephrased.
- It's okay to say politely that you don't know the answer. OR
- If you do not remember, it is okay to say "to the best of my recollection..."

#### Answering the Question

- Only answer the question that was asked.
- Keep your answers short and use yes and no if at all possible.
- Do not volunteer information and avoid making speeches.

#### Documents in Evidence

- The attorney may want you to view and answer questions about documents on the stand.
- It is okay to ask to see any documents referred to by the questioner.
- Read the documents completely.
- If you're not familiar with the document, it's is okay to say so.

# **QUESTIONS AND ANSWERS**



- If underlying offense is a Gross Misdemeanor then FTR is always a GM
- ▶ 0-364 days jail time
- No mandatory probation
- Only if Court orders probation

- First Felony Conviction is a Class C
- Unranked Felony 0–12 months jail time
- Up to 12 months supervision
- Supervised by DOC only if high risk on scoring tool
- Does NOT require independent registration BUT is a disqualifying offense

- Second Felony Conviction is a Class C
- Ranked Felony –Level 2 depending on criminal history
- ▶ Low 12–14 Months
- ▶ High 43–57 Months
- 36 Months community custody and DOC MUST Supervise
- Requires 10 year independent registration requirement

- Third Felony Conviction is a Class B
- Ranked Felony –Level 2 depending on Criminal History
- ▶ Low 14–15 months
- ▶ High 43–57 months
- 36 Months community custody and DOC MUST Supervise
- Requires 15 year independent registration requirement

# **Questions and Answers**



#### Registration Records Management

- Most Sheriffs Office RSO Units are Custodian of Records for all of their sex offender files
- Whether you are maintaining a hard copy file system or an electronic records management system, the key is to be accurate and consistent
- Hard copy file systems can be organized by a variety of things such as name, SID number, DOC number etc
- Our Records Management System consists the following:
  - Bulletins
  - Scoring Tools
  - Follow Up notes
  - Registrations
  - Registration Notification Forms
  - Community Notification
  - Request Forms
  - Police
  - Court Documents
  - Probation
  - Psychological
  - Crime Analysis
  - Pictures
  - Media
  - Correspondence
  - Emails
  - Miscellaneous
  - Homeless Weekly Check In Forms

#### FILE MANAGEMENT - RELIEF OF DUTY

- One of the aspects of file management is removing those offenders who are no longer required to register
- Run a Triple I
- Ascertain what class of felony the conviction was to determine duration of time to register
  - Class A felony are lifetime registration
  - Class B felony are 15 years registration from release from confinement with no disqualifying offenses
  - Class C felony and Gross Misdemeanors are 10 years registration from release from confinement with no disqualifying offenses
    - A disqualifying offense is any Felony or crime against a person

#### Relieved of Duty - Administrative Relief

- Establish what the release date was; look in FORS, JBRS or your jail system
- Look for disqualifying offenses that could possibly extend the duration of time to register: Triple I, FORS, JIS, DISCUS, SCOMIS
- Date of release + number of years to register = end of duty to register date
- If RSO is eligible to be relieved fill out WSP Relieved of Duty form or draft Relieved letter
- Send form/letter to: WSP, offender, affected agencies
- Change status in Offender Watch to Inactive Registration Expired
- Send teletype to all other agencies that you have relieved this offender

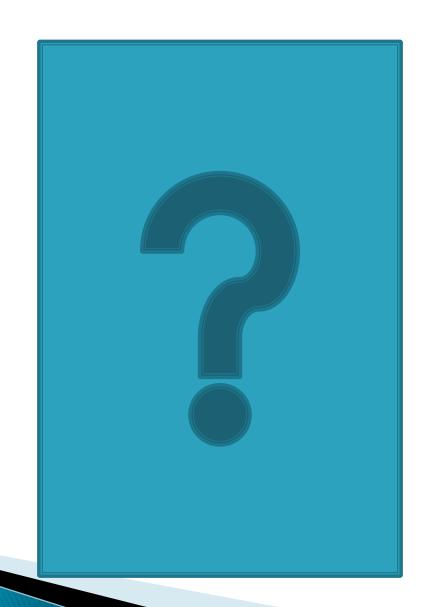
#### Relieved of Duty By Court Order

- If offender has been relieved of their duty to register by Court Order:
- Request a certified copy of the Order from the court who issued the Order
- Check for any new convictions by running a Triple I, checking DISCUS, SCOMIS
- If the offender has no new sex crime convictions, complete the WSP Relieved of Duty form
- Send the form to WSP, the offender, any affected police agencies
- Send a teletype to all other police agencies to inform them that you have relieved this offender

#### Relieved of Duty - Deceased Offender

- Information of a deceased offender can be received via a police report, teletype, tip, phone call from citizen, some agencies get monthly lists from vital statistics etc.
- Request a certified copy of the death certificate from the State Vital Statistics.
  - Their phone number is 360–236–4314
  - Fax request to them 360–753–4135
- You can also obtain a copy of the death certificate from the local county Medical Examiner's Office
- Change the Offender Watch status to Inactive –Deceased
- Complete the Washington State Patrol's Relieved of Duty form
- Send the form to WSP, any affected police agencies
- Send teletype to all police agencies to inform them that you have relieved this offender

# **Questions and Answers**



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