

ST. CLOUD POLICE DEPARTMENT
Law Enforcement
Policies and Procedures

Subject: Predatory Offender Registration and Community Notification	Policy Number: 250
Issue Date: 03-20-06	Revision Date: 06-13-19
Approval Authority - Title and Signature: Wm. Blair Anderson, Chief of Police	
Reviewed By: Thomas Gjemse, Sergeant	Review Date: 04-01-15; 06-13-19

POLICY

It is the policy of the St. Cloud Police Department to comply with and enforce the requirements of Minnesota Statutes 243.166, 244.052 and 244.053. This agency will assist in the registration of predatory offenders, provide community notification relative to release and change of their residences, perform regular predatory offender compliance checks, and thoroughly investigate any violation of a predatory offender's responsibilities as outlined in the above statutes.

PROCEDURE

A. RESPONSIBILITIES OF THE INFORMATION DESK OF THE RECORDS SECTION OF THE SUPPORT SERVICES DIVISION:

1. Assist persons who have a statutory obligation to register as a predatory offender.
2. Notify BCA of any changes in required information provided by the predatory offender. For questions concerning predatory offender registration, refer to the Bureau of Criminal Apprehension Predatory Offender Registration website at www.dps.state.mn.us/bca for detailed information, or contact the Predatory Offender Unit (BCA-POR) by calling (651) 793-7070 or 1-888-234-1248.
3. Compile and update a dossier of background information about the predatory offender. Dossier will contain:
 - a. Criminal investigative reports from all possible agencies where the predatory offender was investigated for a criminal offense.
 - b. Computerized criminal history.
 - c. Any reports sent by the Department of Corrections or BCA.
 - d. Current photo of the offender.
 - e. Completed fingerprint card of the offender.
4. Update the St. Cloud Police Department's list of offenders that live within this agency's jurisdiction.
5. Update the Predatory Information book(s) that are maintained in the Operations Division.
6. Via chain of command, notify the Chief of Police when a level 3 offender moves or is intending on moving into this agency's jurisdiction.
7. Notify Crime Prevention and the Operations Division when a level 2 offender moves into or changes addresses within this agency's jurisdiction.
8. Act as the liaison between this agency and the BCA Predatory Offender Tracking Unit.

B. RESPONSIBILITIES OF THE OPERATIONS DIVISION

1. Verifying the residence of all level 2 predatory offenders moving to a new residence within the city of St. Cloud.
2. Upon receiving notice from the Information Desk that a level 2 offender has moved into or changed residences in this agency's jurisdiction, the Operations Division will verify the information provided by the offender.
 - a. Obtain copy of BCA information sheet, either from Predatory Offender Book in Patrol, BCA web site, or police report that was started at the Information Desk.
 - b. Obtain ICR number from the initial report started at the Information Desk.
 - c. Go to the offender's address during daylight or early evening hours and make contact with the offender and verify the following information:
 - Address of residence.
 - Employment address.
 - Vehicles that he/she has access to operate.
 - Secondary addresses, i.e., lake homes, girlfriend's/boyfriend's residence, etc.
 - Other people living in the residence.
 - a) Complete a supplement to the initial report started by the Information Desk.
3. Regular Compliance Checks
 - a. The coordinating supervisor will print out a list of predatory offenders that reside in this agency's jurisdiction.
 - b. The coordinating supervisor will determine which teams will conduct the compliance checks of predatory offenders, and task the team sergeants with the duty to assign specific offenders to the officers under their supervision.
 - c. Upon receiving an assignment to do a compliance check from a supervisor, an officer will complete the following:
 - Obtain copy of BCA information sheet, either from the Predatory Offender Book in Patrol, BCA web site, or police report that was started at the Information Desk.
 - Obtain an ICR number from the Communications Center for a Predatory Offender Compliance Check for each predatory offender assigned.
 - Go to the offender's address during daylight or early evening hours and make contact with the offender and verify the following information:
 - Address of residence.
 - Employment address.
 - Vehicles that he/she has access to operate.
 - Secondary addresses, i.e., lake homes, girlfriend's/boyfriend's residence, etc.
 - Other people living in the residence.
 - Complete an investigative report, utilizing case management if follow-up is necessary.
 - d. Compliance checks on registered predatory offenders will be done on a regular basis by officers in the Operations Division.
 - At least every six (6) months a compliance check will be done on level 1 registered predatory offenders and predatory offenders that have no level assigned to them.
 - At least every three (3) months a compliance check will be done on level 2 registered predatory offenders.
 - At least once a month compliance checks will be done on level 3 offenders.

4. Investigations of Failure to Register Violations of Predatory Offenders
- a. Should an officer of this agency come into knowledge that a predatory offender who is living or has registered that he/she is living in this agency's jurisdiction is in violation of his/her statutory obligations, a police investigation will be started immediately.
 - b. The officer should verify that the offender does not live where the Predatory Offender Unit of the BCA indicates he/she should be living.
 - c. The officer should check the statewide supervision web site to determine if the offender is incarcerated and if the offender has a probation agent.
 - d. If the offender has a probation agent, the officer should contact the agent to determine if the offender has registered a new address with the agent.
 - e. After the officer has probable cause to believe the offender is in violation of the statutory requirements to register, the officer will contact the Information Desk and have them obtain a prosecution packet of certified copies of documents from the BCA Predatory Offender Unit.
 - f. The items that will be included in the Predatory Offender Failure to Register Report will be:
 - An Incident/Criminal Investigation Report.
 - Q&A interviews with landlords, roommates, neighbors or the offender establishing the elements of the crime.
 - Certified copies of the documents from the BCA, which the offender signed, acknowledging his/her statutory obligation to register.
 - Any other document that will assist in prosecution.
 - g. The report will be processed and forwarded to the appropriate prosecuting attorney, as any other felony case.

C. RESPONSIBILITIES OF THE CRIMINAL INVESTIGATION UNIT

1. To attend end of confinement meetings, for convicted offenders prior to their release from prison.
2. To notify victims of the predatory offenders, if the victim has requested to be notified upon the offender's release. This information will be in the BCA packet.
3. To assist in the investigation of predatory offenders that are found to be in violation of their statutory requirements.

D. RESPONSIBILITIES OF THE CRIME PREVENTION SECTION OF THE OPERATIONS DIVISION

1. To make appropriate community notifications for level 2 and level 3 predatory offenders who move into or change residence location within this agency's jurisdiction. For questions regarding community notification or the risk level assigned to an offender contact the Risk Assessment/Community Notification Unit of the Department of Corrections (DOC RA/CN Unit) at 651-361-7340 or at notification.doc@state.mn.us. The DOC will answer questions about the notification process and agency responsibilities. The DOC is also available to assist agencies in conducting public notification meetings when an offender subject to notification moves into a law enforcement jurisdiction.
2. Organize and coordinate the Public Community Notification meetings for level 3 predatory offenders. The following agencies will be invited to send a representative to the public meeting:
 - a. Department of Corrections.
 - b. County Attorney (either from the jurisdiction of offender's address or from the

jurisdiction of prosecution of the original offense).

- c. Chief of Police.
- d. Any other public official that would be appropriate, as approved by the Chief of Police.