

 <b>ROCKFORD POLICE DEPARTMENT GENERAL ORDER - NUMBER 1.14 -</b>		DISTRIBUTION <b>ALL PERSONNEL</b>	<b>PAGE 1 OF 5</b>
ORDER TITLE <b>SEX OFFENDERS REGISTRATION</b>	SERIES NO. <b>1</b>	SERIES TITLE / SUBJECT <b>LAW ENFORCEMENT ROLE, RESPONSIBILITIES, AND RELATIONSHIP</b>	
TOPICS / REFERENCE <b>Community Notification Law, Registration, Sex Offenders</b>		APPENDICES <b>A</b>	
EFFECTIVE / ORIGINAL ISSUE DATE <b>December 12, 2006</b>	REVISION / REISSUE DATE <b>April 18, 2011</b>	EXPIRATION DATE <b>This order remains in effect until revised or rescinded</b>	
CALEA (5 <sup>th</sup> Edition Standards) ----			

## POLICY

It is the policy of the Rockford Police Department to collect, maintain and disseminate data on sex offenders in accordance with the Illinois Compiled Statutes, Sex Offender Registration Act (**730 ILCS 150/2**) and the Community Notification Law (**730 ILCS 152/1**).

## PURPOSE

The purpose of this General Order is establish Department policy, procedures and guidelines for the State of Illinois mandated registration of sexual offenders and to ensure compliance with the Sex Offender Registration Act.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This Order is comprised of the following numbered sections:

- I. DEFINITIONS
- II. SEX OFFENDER REGISTRATION
- III. DISCRETIONARY NOTIFICATION
- IV. PUBLIC ACCESS
- V. COMPLIANCE ENFORCEMENT
- VI. NOTIFICATION REGARDING ADJUDICATED JUVENILE SEX OFFENDERS
- VII. EFFECTIVE DATE
- VIII. REVIEWS, REVISIONS AND CANCELLATIONS

## APPENDICES

- A. Sex Offender Registration Form

## I. DEFINITIONS

- A. **Sex Offender:** Sex Offender as defined in the Sex Offender Registration Act (**730 ILCS 150/2**) or as may hereafter be amended.

## II. SEX OFFENDER REGISTRATION

- A. A City of Rockford resident, convicted or adjudicated as a sex offender, under the Sex Offender Registration Act (**730 ILCS 150/2**), must register in person with the Rockford Police Department at the front desk of the Public Safety Building, within three (3) days of sentencing to probation or upon release, parole or discharge from prison or a mental hospital.
- B. Any person establishing residency within the city limits of the City of Rockford, convicted or adjudicated as a sex offender, under the Sex Offender Registration Act (**730 ILCS 150/2**), must register in person with the Rockford Police Department at the front desk of the Public Safety Building, within three (3) days of establishing residency.
- C. Any sex offender who resides in another State and obtains employment and/or attends an institution of higher education in the City of Rockford, must register with the Rockford Police Department at the front desk of the Public Safety Building, within three days of obtaining employment and/or attending the institution of higher education.
- D. Persons required to register under the Sex Offender Registration Act (**730 ILCS 150/2**) must re-register / update their registration information within three (3) days of any of the following events:
  - 1. Change of residence / address.
  - 2. Obtaining employment or a change of employment status.
  - 3. Attending an institution of higher education or a change of attendance status at an institution of higher education.
- E. The registering official (CRU Civilian) shall complete a registration form provided or approved by the State of Illinois. (**Appendix A**) The registering official (CRU Civilian) shall verify the sex offender's name by a valid photo ID or other method to the satisfaction of the registering official (CRU Civilian). The sex offender shall answer all questions on the form, initial, and sign the form where required. A copy of the registration form will be sent to the State of Illinois as required. The original registration form will remain in the sex offender's file located in the Records Center Division of the Department. A copy of the registration form will be given to the sex offender.
- F. A digital image (photograph) will be taken of the sex offender at their initial registration with the Department. Thereafter, a digital image will be taken of the sex offender on an annual basis unless exigent circumstances require another image to be taken prior to the annual requirement. A copy of the digital image of the sex offender will be sent to the Illinois State Police annually as required.
- G. Fingerprints will be taken at the initial registration of the sex offender if it is determined that the sex offender has none on record. These fingerprints will be sent to the Illinois State Police.

- H.** A criminal history check of the sex offender will be run through LEADS and NCIC to accomplish the following:
1. Ensure the sex offender is required to register,
  2. Determine the current status of the sex offender,
  3. Obtain information required to complete the registration form,
  4. Determine the exact age of the sex offender,
  5. Check for current active arrest warrants, and
  6. Verify address of sex offender is in the city of Rockford.
- I.** All registration information will be entered into LEADS within three days.
- J.** Any ‘child sex offender’ as defined in *720 ILIC 5/11-9.3* will be required to read and sign a section within the Illinois State Sex Offender Registration Act registration form, which advises the sex offender that he/she may not reside within 500 feet of any school attended by persons under 18 years of age, a playground, or facility providing programs or services exclusively directed toward persons under 18 years of age including licensed day-care centers. Child sex offenders who owned the property where they reside before the date of July 7, 2000 are exempt.
- K.** The information for all offenders registered with the Rockford Police Department will be maintained by the sex offender data management system **OffenderWatch**. The management system allows all sworn law enforcement personnel access to sex offender’s records.

### **III. DISCRETIONARY NOTIFICATION**

- A.** At the discretion of the Department designated ‘Point of Contact’, the name, address, date of birth, and convicted offense of any sex offender residing in the City of Rockford, may be provided to any person likely to encounter the registered sex offender.

### **IV. PUBLIC ACCESS**

- A.** The name, address, date of birth, and offense or adjudication of sex offenders registered within the jurisdiction of the City of Rockford will be open to inspection by the public from 8:30am to 4:30pm, Monday through Friday excluding holidays.
- B.** The request to inspect the information shall be made in person. Upon submitting the request, the person will be directed to the Records Center Division where the information will be available.
- C.** A Public Access Log will be maintained to record the inspection and release of all information regarding the child sex offender’s registry. Persons requesting information will be required to present a photo ID such as drivers license, State issued identification card, or other acceptable photo ID. The name, address, date of birth of the person requesting information and the date the information was

provided, will be maintained in the public access log. The Records Center Division will maintain the public access log.

- D. A notice will be clearly printed and posted in a highly visible location of every list containing information regarding child sex offenders. The notice should clearly indicate the registry changes daily. No fee will be charged to provide information to persons requesting public access to the registry.
- E. **The Public Access Log is to be considered a confidential document and maintained accordingly.** Designated Department personnel must complete the public access log in order to maintain the confidentiality of others who have made similar requests. The identity of individuals requesting the child sex offender registry and any other information recorded on the log may only be released to law enforcement officials. The recorded information may not be released to the public or the media.

## V. COMPLIANCE ENFORCEMENT

- A. When a sex offender registers with the Department, an officer (designated by the Investigative Services Bureau, Youth/Sex Crimes Unit Supervisor) will check to verify the information is correct, that the address is valid, and that the sex offender is compliant with the registration within a reasonable period of time after the initial registration or any changes to that registration. Officers assigned by the Youth/Sex Crimes Unit Supervisor will verify compliance at least two times per calendar year.
- B. The Youth/Sex Crimes Unit Supervisor will coordinate at least three formal compliance checks during the year to bring any non-compliant sex offenders into compliance or seek criminal charges against the non-compliant individual. The formal compliance check may include the Illinois State Police and Winnebago County Sheriff's Office. The frequency and locations will be obtained from the Records Center Division along with the Illinois State Police Sex Offender Registration Unit.
- C. A warrant will be issued for a sex offender out of compliance and not located by a Detective of the Investigative Services Bureau. The media may be contacted for assistance.

## VI. NOTIFICATION REGARDING ADJUDICATED JUVENILE SEX OFFENDERS

- A. **Mandatory Notification:** The Records Center Division (LEADS) entry personnel shall ascertain from each adjudicated juvenile sex offender who registers with the Department whether the offender is enrolled in school. If the offender is enrolled in school, the Records Center Division shall provide a copy of the sex offender's registration form to, **and only to**, the principal or chief administrative officer of the school the offender is enrolled at and any guidance counselor designated by such principal or chief administrative officer.
- B. **Discretionary Notification:** Except as provided in the immediately preceding paragraph, the Records Center Division may only give information with respect to an adjudicated juvenile sex offender to a person when that person's safety may be

compromised in relation to the adjudicated juvenile sex offender. The Investigative Services Bureau Deputy Chief must authorize any release of information under this paragraph.

**VII. EFFECTIVE DATE**

- A. The Department's policy on Sex Offenders Registration became effective on December 12, 2006.

**VIII. REVIEWS, REVISIONS AND CANCELLATIONS**

- A. This General Order will be reviewed each **April** by the **Supervisor of Special Operations Divisions** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order *10.01 – Written Directives*.
- B. This order is a revision of and supercedes General Order *1.14 – Sex Offenders Registration* issued December 12, 2006.
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Field Services Bureau**.

BY ORDER OF

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Chet Epperson  
Chief of Police