

	SFASU POLICE DEPARTMENT	
	Policy 7.44 Sex Offender Registration	
	Effective Date: 04/30/19	Replaces:
	Approved: John Fields, Jr. Chief of Police	
	Reference: TBP 7.31	

I. POLICY

Police departments are required by law to register sex offenders who intend to reside within their jurisdiction. Students, faculty, staff and visitors of our university expect the department to be protective of their children by registering sex offenders and ensuring they comply with the terms of their court-imposed requirements. The SFASU Police Department will meet those expectations by accurately registering sex offenders, conducting periodic checks to ensure offenders are complying with the court’s requirements, and prosecuting those who fail to do so.

II. PURPOSE

The purpose of this policy is to define procedures for sex-offender registrations and compliance checks.

III. PROCEDURES

A. Sex-Offender Registration

1. The Criminal Investigation Division conducts all sex-offender registrations.
2. Sex-offender registrations require the following steps:
 - a. The Texas Department of Public Safety Sex Offender registration form INT-10 is completed.
 - b. Two DPS fingerprint cards are completed by the city or county law enforcement agency.
 - c. Two photographs are taken of the offender.
 - d. Two photographs are taken of the offender’s vehicle.
 - e. The white copy of the INT-10, one photograph, and one fingerprint card are sent to the Texas DPS Criminal Intelligence Service.

- f. The canary copy and the pink copy of the INT-10 form, one photograph, and one fingerprint card are placed in the offender's folder, which is maintained in the Sexual Offender File.
3. The registration and notification from the Department of Criminal Justice, as well as the original offense information if necessary, are reviewed for the notifications to educational institutions and the public as currently required under the Code of Criminal Procedure.

B. Sex-Offender Compliance Checks

1. Under CCP 62.06, sex offenders subject to registration are also required to report periodically and at a frequency dependent upon the number of convictions. The department shall maintain a schedule to ensure these offenders report as required. If an offender fails to report properly, the department shall investigate to determine if a violation has occurred.
2. At least annually, Criminal Investigation Division personnel will locate the sex offender and update the offender's file with the following:
 - a. a new photograph;
 - b. a new photograph and the license plate number of any vehicles the offender owns or has access to;
 - c. new employment information; and
 - d. any new descriptive information (weight, scars, tattoos, etc.).
3. If the offender cannot be located, an investigation will be conducted to determine if terms of registration have been violated. If so, a criminal case will be filed and a warrant issued.