

NEW YORK STATE ASSOCIATION OF CHIEFS OF POLICE, INC.  
EXECUTIVE OFFICES: 2697 HAMBURG STREET  
SCHENECTADY, NEW YORK 12303

# SEX OFFENDER MANAGEMENT

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## MODEL POLICY

This project was supported by a grant administered by the New York State Division of Criminal Justice Services. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the Division of Criminal Justice Services.

The contents of this model policy are provided for agencies to consider in the development of their own policy. As with any policy, it is recommended that you consult with your own policy making body and legal counsel before implementing the same.

NYS Accreditation Std. 29.6  
Distribution: \_\_\_\_\_

Date: \_\_\_\_\_  
Manual Section No. \_\_\_\_\_

## I PURPOSE

To provide guidelines for the management of sex offenders including offender data, monitoring and intelligence, dissemination of information, enforcement activities, compliance monitoring, mutual assistance, and to facilitate community notification.

## II POLICY

The \_\_\_\_\_ Police/Sheriff's Department (hereafter, Department) adopts the findings of the State legislature in that the danger of recidivism posed by sex offenders, especially those violent offenders who commit predatory acts characterized by repetitive and compulsive behavior, and that the protection of the public is of paramount concern to government. Consistent with applicable law, the Department will disseminate information concerning certain sex offenders to the public in order to alert vulnerable populations and protect the \_\_\_\_\_ community.

Further, the Department will participate in community notification to vulnerable populations designated under the Sex Offender Registration Act (Act) and this policy. The Department will also assist and/or participate in the registration and address verification portions of the Act and take enforcement actions as deemed necessary.

## III DEFINITIONS

**Act:** The Sex Offender Registration Act under the New York State Correction Law.

**Department:** The \_\_\_\_\_ Police/Sheriff's Department.

**Division or, DCJS:** The New York State Division of Criminal Justice Services.

**Offender:** Sex offender as designated under the Act.

**Resident sex offender:** A sex offender residing within the geographical jurisdiction of the \_\_\_\_\_ of \_\_\_\_\_.

## INDEX OF SUBHEADINGS (SECTION IV)

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THIS MODEL IS PROVIDED FOR YOUR CONSIDERATION.  
USERS SHOULD ADAPT THE CONTENT TO SUIT THE NEEDS OF THEIR AGENCY AND COMMUNITY.  
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## IV PROCEDURES

**A. MONITORING** – The department maintains a listing of registered sex offenders within its jurisdiction using [describe records system/database/etc. used to list all sex offenders]

1. The listing of sex offenders under the authority of this department is accessible to members of the department who shall apprise themselves on a regular basis of the offenders [within their district/beat/etc. or, all offenders in the jurisdiction, etc.]
2. The [position within the agency] is responsible for monitoring compliance by offenders to include change of address, attendance, residence or employment at institutions of higher education, photography, and other responsibilities of offenders.
3. Monitoring of Level 3 offenders and offenders with a sexual predator designation will be supervised by [position within agency] to ensure that such offenders are personally reporting every ninety days, as provided by law.
4. In contacts with sex offenders, all members of the agency will endeavor to note e-mail accounts, Internet accounts and social networking sites used or visited by offenders to ensure compliance with the law.

## B. COMMUNITY NOTIFICATION

1. To the extent permitted by law, the Department will participate in community notification of Level 1, 2 and Level 3 offenders for:

- a. offenders residing within the geographical jurisdiction of the \_\_\_\_\_ of \_\_\_\_\_;
- b. offenders who were a resident of the \_\_\_\_\_ of \_\_\_\_\_ at the time of their conviction.

2. Community notification will be coordinated by the Office of \_\_\_\_\_.

3. In releasing information on offenders to entities with vulnerable populations, the Department will promptly **[METHOD IN WHICH YOU WILL MAKE COMMUNITY NOTIFICATIONS]**

PAPER/MAIL NOTIFICATION – i.e.: forward a cover letter (SORA3) and attach a photocopy of the DCJS notice with the following information redacted:

- a. social security number
- b. NYSID number
- c. FBI number
- d. In the matter of certain Level 1 and Level 2 offenders, follow the guidance provided in the DCJS cover letter attached to such notifications as the offender's exact address(es) (except for City, State and ZIP code) may also need to be redacted.

E-MAIL NOTIFICATION – i.e. provide e-mail notification to those registered and approved vulnerable entities which have been approved to receive such notice.

SUBCONTRACTED SERVICE – i.e. provide the appropriate information to be disseminated via the service provider.

OTHER – describe your particular method or manner of providing community notification.

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4. The public may be also referred to the DCJS "800" telephone number 1-800-262-3257, whereby they can inquire if a named individual is listed in the registry of sex offenders.

- a. The "800" number service requires the name of the offender, and
- b. at least one other identifier:
  - i. social security number
  - ii. date of birth
  - iii. driver license number
  - iv. exact street address and apt. no.

### **C. DETERMINATION OF "ENTITIES WITH VULNERABLE POPULATIONS"**

1. Consistent with Section 168-l(6) of the Correction Law, the following entities are included in the listing of vulnerable entities maintained by this Department:

superintendents of schools or chief school administrators, superintendents of parks, public and private libraries, public and private school bus transportation companies, day care centers, nursery schools, pre-schools, neighborhood watch groups, community centers, civic associations, nursing homes, victim's advocacy groups and places of worship. Other entities may also be included in a listing of vulnerable entities. Such listing will updated from time to time as directed by the \_\_\_\_\_. [SEE ATTACHED APPENDIX – TABLE TO LIST VULNERABLE ENTITIES AND MAINTENANCE INTERVAL]

2. Additional criteria may also be used in assessing an entity with a vulnerable population such as consideration of the nature of the offense committed by the offender.

3. Upon receipt of a notification by DCJS of an offender, the Department will make affirmative notifications to the following entities in the \_\_\_\_\_ community which/who have requested such affirmative notifications. (This list may be amended by [general order of the Chief of Police/Sheriff, directive by APU, CID, Patrol Command, etc...]):

- a. Superintendent of Schools, \_\_\_\_\_
- b. School Bus Transportation Departments
- c. Public Housing Authority \_\_\_\_\_
- d. HUD/Section 8 Housing Division
- e. YMCA

4. Upon receipt of an inquiry (SORA4) from an entity claiming to be or have a vulnerable population, the inquiry will be reviewed by \_\_\_\_\_ for assessment. Those entities listed in subdivisions (b) and (c) of Section 168-l(6) will be deemed to be vulnerable entities. The assessment of other 'vulnerable populations' will be the responsibility of the \_\_\_\_\_ or his/her designee. If such inquiry is denied based upon a determination by the \_\_\_\_\_ that the entity is not a vulnerable population, it shall be subject to review by \_\_\_\_\_.

5. In the event that a basis for review of records is reasonably believed to be for an improper purpose (i.e. vigilantism, harassment, illegal discrimination), access will be denied.

### **D. PHOTOGRAPHS OF OFFENDERS**

1. The Department will photograph resident sex offenders who present themselves to the Department as required under Section 168-f of the Correction Law.

2. Level 3 offenders must personally appear for a photograph within twenty (20) days of the first anniversary of their initial registration, and every year thereafter during the duration of their registration period.
3. Level 1 and 2 offenders must personally appear for a photograph within twenty (20) days of the third anniversary of their initial registration, and every three years thereafter during the duration of their registration period.
4. The duty to appear for an updated photograph is temporarily suspended when the sex offender is confined in a hospital or institution. However, the offender must personally appear for such photograph within ninety (90) days after release from such hospital or institution, or at an alternate later date determined by this Department.
5. In addition to the mandatory photography detailed in the foregoing, members will endeavor to obtain voluntary photographs of a sex offender outside of the mandatory time periods in cases where the offender's appearance has notably and/or dramatically changed since the time of the current file photograph.
5. All such photographs will be forwarded [i.e. via *eJusticeNY*] to DCJS.

## **E. ADDRESS CHANGE**

1. The Department will facilitate any change of address by a sex offender who presents himself/herself to the \_\_\_\_\_ Police/Sheriff's Department. Along with the DCJS-3231 address change form (see Appendix "A"), a case number will be assigned to any address change.
2. The Department will promptly forward a copy of the change of address form to DCJS.
3. DCJS is responsible for providing notice to the law enforcement agency having jurisdiction over the offender's new address.

## **F. ADDRESS VERIFICATION**

1. Level 3 sex offenders and sexual predators are required to personally verify his/her address with the law enforcement agency having jurisdiction where the offender resides every 90 calendar days and must continue to do so for as long as an offender is deemed to be a Level 3 risk or a sexual predator (§168-h Correction Law).
2. Members will make [an incident report or call for service] for each occasion when a Level 3 sex offender or sexual predator verifies his/her address with the Department. The offender should sign the incident report. (If the offender provides a utility bill or other proof of address, the member will note same on the incident report.)
3. Within one week after a Level 3 sex offender or and sexual predator reports his/her address, a member will be detailed to conduct an independent physical verification of the offender's address. Verification can be made by any of the following methods:
  - a. personal visit to address;
  - b. interview with persons in vicinity;
  - c. vehicle registration verification at address;
  - d. other records and reports of the Department; or
  - e. other information or observations of member.
4. Any observations of the member should be noted on the incident report.

## **G. ENFORCEMENT**

1. The Department will take appropriate enforcement action against:
  - a. unlawful use of information disseminated under this policy or under the Sex Offender Registration Act;
  - b. noncompliance with registration requirements, including photography mandates, under the Act;
  - c. noncompliance with personal address verification of Level 3 offenders and sexual predators every 90 days; and
  - d. noncompliance with annual verification of address.
2. If the offender is a parolee, the Department will share information concerning failure to register or verify with the Division of Parole as such failures may result in revocation of parole.
3. If the offender is a probationer, the Department will share information concerning failure to register or verify with the Probation Department as such failures may result in revocation of probation.

## **H. SUBDIRECTORY OF LEVEL 2 AND 3 OFFENDERS**

1. The Subdirectory is available on-line via the DCJS website. In the event of public requests to view the Subdirectory, the Department may provide access via a public-access computer, or may refer requesters to a public library.
2. The Department may opt to print a listing of those offenders within its jurisdiction and make that portion available for public viewing.

## **I. NOTICES SENT TO THE DEPARTMENT IN ERROR**

1. If a sex offender notification is sent to the Department in error, the Department will promptly notify DCJS via telephone (Law Enforcement Line: 518-457-3175) that the notice was sent in error.
2. The Department will either forward or return the notice, per the direction of DCJS.

## **J. OFFENDERS FROM OTHER STATES; JURISDICTIONS**

1. Section 168-k of the Correction Law requires that a sex offender from another state who meets the requirements for registration under the Act must notify DCJS within ten (10) days of establishing residence in New York State.
2. If an offender from another state approaches the Department in order to comply with the provisions of the Sex Offender Registration Act:
  - a. Members will make an incident report and assign a number to the query;
  - b. Identify the person making the query; and
  - c. Contact the DCJS Sex Offender Registration Unit (Law Enforcement line - 518-457-3175) or facsimile 518-485-8786) for assistance and/or referral.
3. If a person reports to the Department who has a conviction in a tribal or military court:
  - a. Members will make an incident report and assign a number to the query;
  - b. Identify the person making the query; and
  - c. Contact the DCJS Sex Offender Registration Unit (Law Enforcement line - 518-457-3175) or facsimile 518-485-8786) for assistance and/or referral.

## **K. RECORDS AND RETENTION**

1. Except for records filed under the Department's main incident reporting system/records management system, all other records, inquiries, responses and correspondence will be maintained by \_\_\_\_\_ in a file known as "SEX OFFENDER REGISTRATION".
2. Incident reports pertaining to the receipt of notices and address verification will be indexed under "SEX OFFENDER REGISTRATION" and under the offender's surname in the Department's primary records management system.
3. Records pertaining to the sex offender registry as well as those records pertaining to the Department's primary records management system will be retained permanently.
4. The following forms shall be maintained in the Office of \_\_\_\_\_,
  - a. SORA1 (notice sent in error)
  - b. SORA2 (share information with another law agency)
  - c. SORA3 (letter forwarding sex offender information to vulnerable entity)
5. The following forms shall be maintained at the Dispatch/Patrol/Public Access Point and made available as required:
  - a. SORA4 (request for vulnerable entity status to access sex offender information)
  - b. DCJS-3231 (sex offender change of address form)
  - c. SORA8 (sex offender reminder notice for 90 day check-in)

## **L. ASSISTANCE WITH BOARD REVIEW**

1. The Department will cooperate fully and comply with the provisions of §168-m Correction Law to provide all relevant information from its files concerning a sex offender provided that the records are not otherwise considered to be a protected record. Any such information provided would be sealed by the Board of Examiners of Sex Offenders and would also be available to the sex offender. Therefore, any investigative material should be carefully scrutinized to ensure that its dissemination would not adversely affect a pending investigation.

## **M. ASSISTANCE WITH DIVISION OF PAROLE**

The Department will provide information and assistance with the New York State Division of Parole for those matters involving civil management of sex offenders. In certain cases, a sex offender who is no longer under a sentence of imprisonment but continues to pose a significant threat to the community may be under the supervision of the Division of Parole. These cases are the subject of civil orders which may include certain mandates, terms, conditions, and prohibitions for the offenders who are the subject of such orders. In many respects, the conditions of these civil orders may have the character and appearance of probation or parole conditions.

By order of:

\_\_\_\_\_  
Chief of Police/Sheriff

Dated: \_\_\_\_\_

## FORMS ADDENDA:

- i. letter to forward sex offender notice sent to Department in error (SORA1)
- ii. letter to share sex offender information with another law enforcement agency (SORA2)
- iii. letter to forward sex offender information to vulnerable entity (SORA3) – *two versions*
- iv. sex offender information request - vulnerable entity (SORA4)
- v. (Appendix "A") sex offender change of address form (DCJS-3231)
- vi. warning letter to offender who fails to register with DCJS (SORA7)
- vii. (Appendix "B") Nonresident worker/student information form (DCJS-3265) ver. 5/02
- viii. sex offender reminder notice for 90 day check-in (SORA8)
- ix. (Appendix "C") Vulnerable Entity Listing

## NOTES:

■ **YOUTHFUL OFFENDERS** are not registerable under the Sex Offender Registration Act (YO not a conviction under CPL)

■ **JUVENILE OFFENDERS** are registerable under the Act.

Registration is conducted by a correctional facility or by the sentencing court.

■ **JUVENILE DELINQUENTS** are not registerable under the Act.

■ **DCJS** notifies the arresting agency and agency of jurisdiction. If there is no local agency, the notification is sent to the county sheriff's department, not to the state police (unless they are arresting agency).

■ **RISK LEVELS:** In addition to Levels 1, 2 and 3, there is a level P which indicates a pending status in that the risk level has not yet been determined.

■ **DCJS** will provide photographs of sex offenders upon request.

■ **DCJS SEX OFFENDER REGISTRATION UNIT - TELEPHONES:**

POLICE INQUIRIES: 518-457-3175

OFFENDER INQUIRIES: 518-457-3167

■ **REFERENCE - SECTION 8 HUD REFERENCES**

24 CFR 982.553 - excerpt, as of 11/27/02

Prohibiting admission of other criminals - (i) Mandatory prohibition.

The PHA (public housing authority) must establish standards that prohibit admission to the program if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program. In this screening of applicants, the PHA must perform criminal history background checks necessary to determine whether any household member is subject to a lifetime sex offender registration requirement in the State where the housing is located and in other States where the household members are known to have resided.

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## POLICE/SHERIFF DEPARTMENT LETTERHEAD

Date:

To: (Law Enforcement agency)

Re: (Offender name, offender ID no.)

To Whom It May Concern:

The enclosed Sex Offender Information notification was sent to our Department in error. The address information listed on the form indicates that the offender resides in your jurisdiction. Therefore, this information is being forwarded to your agency as requested by the Division of Criminal Justice Services (DCJS). We are also notifying DCJS of the error.

Sincerely yours,

**SORA1**

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CONFER WITH YOUR LEGAL COUNSEL BEFORE IMPLEMENTING ANY POLICY.

POLICE/SHERIFF DEPARTMENT LETTERHEAD

Date:

To: (Law Enforcement agency)

Re: (Offender name, offender ID no.)

To Whom It May Concern:

The enclosed Sex Offender Information notification was requested by \_\_\_\_\_ of your agency. It is the policy of this Department to share such information with other law enforcement agencies upon request. Please remember that further dissemination of this information to anyone outside of your agency may be restricted by law.

Sincerely yours,

**SORA2**

THIS MODEL IS PROVIDED FOR YOUR CONSIDERATION.  
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## POLICE/SHERIFF DEPARTMENT LETTERHEAD

Date:

To: (entity as vulnerable population)

Re: [Offender(s) name, offender(s) ID no.]

To Whom It May Concern:

The enclosed Sex Offender Information notification is being sent to you as an "entity with a vulnerable population" as defined by the New York State Correction Law and

pursuant to your request; and/or

as an affirmative notification to your agency/organization/department which has been identified by the \_\_\_\_\_ Police/Sheriff's Department as an entity with a vulnerable population.

This information cannot be used for any unlawful purpose. Sex offender information is based upon compiled records of convicted sex offenders and should not be considered to be a complete compilation of sex offenders who may be present in the community.

Sincerely yours,

**SORA3 (first version)**

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## POLICE/SHERIFF DEPARTMENT LETTERHEAD

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**SEX OFFENDER  
NOTIFICATION TO VULNERABLE ENTITY**

|                     |                                   |
|---------------------|-----------------------------------|
| DATE OF NOTICE      | <b>AUG 12 2008</b>                |
| PD D/R NO.          | <b>2008-53879</b>                 |
| REGISTERED ENTITY   | _____ <b>CITY SCHOOL DISTRICT</b> |
| SEX OFFENDER NAME   | <b>JOHN E. DOE</b>                |
| SEX OFFENDER ID NO. | <b>00000</b>                      |
| RISK LEVEL          | <b>3 (HIGH RISK)</b>              |

The enclosed Sex Offender Information notification is being sent to you as an *entity with a vulnerable population* as defined by New York State correction law and as identified by the \_\_\_\_\_ Police/Sheriff's Department as such an entity.

This information cannot be used for any unlawful purpose. Sex offender information is based upon compiled records of convicted sex offenders and should not be considered to be a complete compilation of sex offenders who may be present in the community.

By: \_\_\_\_\_

YOU CAN ACCESS THE COMPUTERIZED SEX OFFENDER REGISTRY ON THE  
NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SVCS. SEX OFFENDER REGISTRY WEB SITE  
[http://www.criminaljustice.state.ny.us/nsor/search\\_index.htm](http://www.criminaljustice.state.ny.us/nsor/search_index.htm)

**SORA3 (second version)**

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## **SEX OFFENDER INFORMATION REQUEST ENTITY WITH VULNERABLE POPULATION**

DATE: \_\_\_\_\_

THIS REQUEST IS MADE UNDER THE PROVISIONS OF THE SEX OFFENDER REGISTRATION ACT. THIS REQUEST IS MADE ON BEHALF OF AN ENTITY WITH A VULNERABLE POPULATION, REQUESTING THE RELEASE OF INFORMATION BY THE \_\_\_\_\_ POLICE/SHERIFF'S DEPARTMENT REGARDING ANY SEX OFFENDERS LIVING WITHIN THE COMMUNITY. THE NAME OF THE ENTITY WITH A VULNERABLE POPULATION IS: \_\_\_\_\_ . (MEDIA IS NOT A VULNERABLE POPULATION)

PLEASE FURNISH THE INFORMATION REQUESTED ABOVE AS PERMITTED UNDER THE SEX OFFENDER REGISTRATION ACT.

REQUESTING PARTY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ENTITY ADDRESS & TELEPHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

POSITION WITH ENTITY: \_\_\_\_\_

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### **ADMINISTRATIVE REVIEW**

REVIEW OR INQUIRY CONDUCTED IN ORDER TO ASSESS THAT THE ENTITY CLAIMING TO HAVE A VULNERABLE POPULATION DOES IN FACT HAVE A POPULATION VULNERABLE TO THE NATURE OF THE OFFENSE COMMITTED BY OFFENDERS ON FILE WITH THE \_\_\_\_\_ POLICE/SHERIFF'S DEPARTMENT.

DISSEMINATION AUTHORIZED TO ENTITY: \_\_\_\_\_

OFFENDER LISTING DISSEMINATED - ATTACH A COPY OF THE OFFENDER LISTS PROVIDED TO THE ABOVE NAMED ENTITY.

*UNDER §168-u OF THE CORRECTION LAW, IT IS A CLASS B MISDEMEANOR TO PERMIT THE UNAUTHORIZED RELEASE OF SEX OFFENDER INFORMATION.*

#### **SORA4**

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POLICE/SHERIFF DEPARTMENT LETTERHEAD

[Date]

[Subject name]  
[Subject address]  
[\_\_\_\_\_, New York \_\_\_\_]

# NOTICE

RE: SEX OFFENDER REGISTRY ANNUAL VERIFICATION

NYSID:  
ID:

*VIA FIRST CLASS MAIL \*  
ADDRESS CORRECTION REQUESTED\*  
[\*STRIKE IN APPLICABLE LANGUAGE AS NECESSARY]*

THE \_\_\_\_\_ POLICE/SHERIFF'S DEPARTMENT HAS BEEN NOTIFIED BY THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES THAT YOU HAVE FAILED TO MAIL IN YOUR ANNUAL VERIFICATION OF ADDRESS. FAILURE TO SUBMIT THE FORM IS PUNISHABLE AS A FELONY. THE SEX OFFENDER REGISTRATION ACT, UNDER THE AUTHORITY OF ARTICLE 6-C OF THE NEW YORK STATE CORRECTION LAW, REQUIRES YOU TO COMPLETE THE ANNUAL VERIFICATION.

IF YOU HAVE QUESTIONS REGARDING THE REGISTRY OR FORM, YOU MAY CONTACT THE SEX OFFENDER REGISTRY AT 518-457-3167. THE \_\_\_\_\_ POLICE/SHERIFF'S DEPARTMENT WILL TAKE ENFORCEMENT ACTION AGAINST OFFENDERS WHO FAIL TO COMPLY WITH THE PROVISIONS OF THE SEX OFFENDER REGISTRATION ACT.

SIGNED,

- IF PAROLEE, COPY TO NYS DIVISION OF PAROLE
- IF PROBATIONER, COPY TO DEPARTMENT OF PROBATION

SORA7

**SEX OFFENDER REMINDER NOTICE FOR 90 DAY CHECK-IN**

**REMINDER FROM THE \_\_\_\_\_ POLICE/SHERIFF'S DEPARTMENT  
 LEVEL 3 SEX OFFENDERS & SEXUAL PREDEATORS MUST PERSONALLY  
 VERIFY THEIR ADDRESS TO LOCAL POLICE EVERY 90 DAYS.**

|                                      |                        |               |
|--------------------------------------|------------------------|---------------|
| NAME:                                |                        | TODAY'S DATE: |
| CURRENT ADDRESS:                     |                        | D/R NO.       |
| NEXT CHECK-IN: (90 DAYS AFTER TODAY) | OFFICER NAME/BADGE NO. |               |
| SIGNATURE OF SUBJECT:                |                        | DATE:         |

**OFFENDER** –SIGN AND DATE IN THE DOTTED BOXES ABOVE.

**CHANGE OF ADDRESS?** IF YOU CHANGE YOUR ADDRESS, YOU MUST NOTIFY THE SEX OFFENDER REGISTRY WITHIN 10 DAYS. YOU CAN FILE AN ADDRESS CHANGE AT THE \_\_\_\_\_ POLICE/SHERIFF'S DEPARTMENT AND WE WILL NOTIFY THE REGISTRY, OR YOU MAY NOTIFY THE REGISTRY YOURSELF.

**PENALTIES?** IF YOU FAIL TO OBEY ANY OF THE REGISTRATION REQUIREMENTS YOU COULD BE ARRESTED FOR A FELONY.

**OTHER QUESTIONS?** CALL \_\_\_\_\_ POLICE/SHERIFF AT \_\_\_\_\_ OR THE NEW YORK STATE SEX OFFENDER REGISTRY AT 518-457-3167

ORIGINAL - OFFENDER

YELLOW – PD/SO REPORT

PINK – SGT/CID/ADMIN OFFICE

**SORA8**

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**APPENDIX 'A' - FORM DCJS-3231 rev. \_\_\_\_\_  
CHANGE OF ADDRESS FORM**

[form/image deleted from Internet version to facilitate file size]

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**APPENDIX 'B' - FORM DCJS-3265 rev. 5/2002  
NONRESIDENT WORKER/STUDENT INFORMATION FORM**

[form/image deleted from Internet version to facilitate file size]

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**APPENDIX C**

**VULNERABLE ENTITY LISTING FOR THE COUNTY/CITY/TOWN/VILLAGE OF \_\_\_\_\_**

Date compiled: \_\_\_\_\_ Compiled by: \_\_\_\_\_

Scheduled for next review on: \_\_\_\_\_

|    | Entity Name | Address | Contact Person |
|----|-------------|---------|----------------|
| 1  |             |         |                |
| 2  |             |         |                |
| 3  |             |         |                |
| 4  |             |         |                |
| 5  |             |         |                |
| 6  |             |         |                |
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| 16 |             |         |                |
| 17 |             |         |                |
| 18 |             |         |                |
| 19 |             |         |                |
| 20 |             |         |                |
| 21 |             |         |                |

Pursuant to Section 168-l(6)(c) of the Correction Law of the State of New York, each police agency must include a listing of vulnerable entities in their communities. The following should be included in each listing: Superintendents of schools or chief school administrators, superintendents of parks, public and private libraries, public and private school bus transportation companies, day care centers, nursery schools, preschools, neighborhood watch groups, community centers, civic associations, nursing homes, victim’s advocacy groups and places of worship.

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