

PITTSFIELD POLICE DEPARTMENT
PROCEDURE

POLICY & PROCEDURE: 34	SUBJECT: Sex Offender Registry	
EFFECTIVE DATE: 01/01/2008	EXPIRATION DATE: Indefinite	
THIS POLICY RESCINDS ANY PREVIOUSLY ISSUED MEMORANDUM, DIRECTIVES, NOTICES, SPECIAL OR GENERAL ORDERS IN CONFLICT WITH THIS POLICY.		
AUTHORIZED BY:	Matthew E. Harshberger Director of Public Safety	
REVISIONS: 12-01-10, 01-01-13, 08-19-14		

POLICY:

This policy shall be followed by all Department Personnel. Adherence to any and all procedures related to this policy are required and hereby incorporated by reference for the purpose of determining compliance.

PURPOSE:

The Sex Offenders Registration Act (MCL 28.721, et seq.) requires certain offenders, convicted of identified offenses, to register with the Michigan State Police (MSP) and to pay an annual fee, due the first reporting month of each calendar year. This includes those assigned to youthful trainee status before October 1, 2004, and those placed on delayed sentencing. The Act also requires that MSP or local law enforcement be notified whenever a registered offender changes his/her address. Registered offenders are also required to verify their address with MSP or local law enforcement at specified intervals.

Certain offenders convicted as a juvenile for identified sex offenses, and offenders who have been successfully discharged from youthful trainee status to which they were assigned prior to October 1, 2004, may petition the court to modify their registration and reporting requirements under the Sex Offenders Registration Act. If the petition is granted, a copy of the order will be provided to the offender and MSP. MSP is solely responsible for removing or modifying registration and other information in its database as necessary to comply with the order. The offender shall be registered and required to report only as set forth in the order.

I. REGISTERING A NEW OFFENDER

- A. When an offender reports to the Department for their first time, the offender shall complete the "Michigan Sex Offender Registration Form" MSP initial registration form DD-4, as well as the "Notice of Michigan Sex Offender Obligations" MSP form DD-4A. An offender may report to Pittsfield Township Monday through Friday between 0830hrs and 1630hrs (excluding holidays).

PROUDLY SERVING OUR COMMUNITY WITH "*HONESTY, INTEGRITY, AND PROFESSIONAL EXCELLENCE*"

SINCE 1978.

PITTSFIELD POLICE DEPARTMENT
PROCEDURE

- B. The Notice of Michigan Sex Offender Obligations Form (DD-4A) shall be read by or to the offender. Personnel shall respond to any questions the offender has regarding his/her responsibilities under the Sex Offenders Registration Act to the best of their ability. Personnel shall refer the offender to the information contained on the form and this policy directive for further explanation, if necessary.
- C. Personnel shall direct the offender to sign the required sections of forms DD-4 and DD-4A as specified. Both personnel and the offender shall sign the completed forms. If the offender refuses to sign as required, his/her refusal shall be indicated on the forms. The forms shall be processed and registration completed as set forth below, even if the offender refuses to sign as required.
- D. Forms DD-4 and DD-4A have a place for the signature of a minor offender's parent or guardian. Since the parent or guardian is not usually present at the time the forms are presented to the offender, personnel shall indicate in the space provided for the signature that the parent or guardian was not available to sign. In the rare case when the parent or guardian is present, he/she shall be given the appropriate form to read. After reading the forms, the parent or guardian shall be directed to sign the forms indicating that he/she understands the offender's duties as explained on the forms. If the parent or guardian refuses to sign, the refusal shall be noted in the space provided for the signatures.
- E. Personnel shall give a copy of each of the completed forms to the offender and forward the original forms to the agency SOR designee for entry into the Offender Watch program. Once entered, the electronic version becomes the only retained document. Personnel shall collect \$50.00 (cash or check) from the offender and process the payment into the Records cash register, following the appropriate payment procedure. MSP shall be notified as follows:
1. For offenders not previously registered in the State of Michigan, personnel shall enter the required information into the MSP Offender Watch database and forward the original forms DD-4 and DD-4A to the agency SOR designee. The information shall be entered into the MSP Offender Watch database by the end of the personnel's shift. If the MSP Offender Watch database will not accept the registration information, personnel shall also advise MSP in writing that the required information could not be entered and that MSP therefore needs to enter the information in the MSP Offender Watch database.
 2. Personnel shall use the "Fee" tab within Offender Watch to indicate the fee was collected, or indigence claimed, for all offenders who are already registered.
 3. If the offender has more than one record, contact the MSP SOR unit immediately by fax or email. Use the oldest record to document any changes. Do not cancel the duplicate records.

PROUDLY SERVING OUR COMMUNITY WITH "*HONESTY, INTEGRITY, AND PROFESSIONAL EXCELLENCE*"

SINCE 1978.

PITTSFIELD POLICE DEPARTMENT
PROCEDURE

II. CHANGE OF ADDRESS WITHIN MICHIGAN

- A. Whenever a registered offender changes his/her address within Michigan, that information is required to be reported by the offender to the local law enforcement agency having jurisdiction over the area to which the offender is moving to. This update will be imported by the new jurisdiction. The offender is required to continue to report this information for the period of time required by the Sex Offenders Registration Act.
- B. Personnel shall complete the necessary section on "Address/Phone" tab within Offender Watch. An offender must produce a valid Michigan operator's license or a valid Michigan identification card. Personnel may also require additional documentation, voter card or utility bill for confirmation.
- C. Registered offenders are personally responsible for reporting their change of address to the appropriate local law enforcement agency or appropriate MSP post within ten calendar days after the change of address.

III. CONTINUING REPORTING REQUIREMENTS

- A. A registered offender who is not incarcerated must report in person to the local law enforcement agency having jurisdiction over the area in which he or she is living for the period of time required by the Sex Offenders Registration Act to verify his/her address and other required information in the MSP database.
- B. If convicted of a misdemeanor, the offender must report according to their Offense Tier. The offender is allowed to register anytime during the required birth month, as outlined on form DD-4A. The local law enforcement agency is required to provide the offender with documentation confirming date of verification.

IV. OUT OF STATE REGISTERING REQUIREMENTS

- A. Local police agencies shall direct any individual who reports a change of address to another state, to update their information with the new jurisdiction.

V. REVISION RESPONSIBILITY

- A. Responsibility for the continuous updating and revision of this Order lies with the Director of Public Safety. Continuous shall mean when necessary or when mandated by law.
- B. In the event that this Policy conflicts with, or supersedes, any previous Departmental Order, Procedure, or Directive, to that extent, the conflicting or superseded Order is cancelled.

PROUDLY SERVING OUR COMMUNITY WITH "*HONESTY, INTEGRITY, AND PROFESSIONAL EXCELLENCE*"

SINCE 1978.