



Cambridge Police Department

Effective Date: October 28, 2002

NEW POLICY # 851
Policy and Procedures

Procedure 2002-10

SEX OFFENDER REGISTRATION AND NOTIFICATIONS

I. Purpose

This Policy and Procedure will:

- A.** State departmental policy regarding the dissemination of Sex Offender Information.
- B.** Provide definitions of a sex offender and explain the various levels of sex offenders.
- C.** Describe the actions to take when a sex offender appears at the police station to register.
- D.** Explain the Community Notification process for Level II and III offenders.

II. Policy

It is the policy of the Cambridge Police Department to comply with the requirements of M.G.L. c. 6, § 178C-178P and the corresponding regulations, 803 C.M.R. 1.00 – 1.42, recognizing that disseminating information about registered sex offenders assists the community and public safety officials to prevent future offenses in the community.

III. Definitions

- A. Sex Offender:** A person who resides or works in the commonwealth and who as been convicted of a sex offense or who has been adjudicated as a youthful offender or as a delinquent juvenile by reason of a sex offense or a person released from incarceration or parole or probation supervision or custody with the department of your services for such a conviction or adjudication or a person who has been adjudicated a sexually dangerous person from civil commitment pursuant to section 9 of said chapter 123A, whichever last occurs, on or after August 1, 1981.
- B. Level I Offender:** The designation given to a sex offender when it has been determined that the individual's risk of reoffense is low and the degree of

dangerousness posed to the public is not such that a public safety interest is served by public availability of information pertaining to the offender.

- C. Level II Offender:** The designation given to a sex offender when it has been determined that the individual's risk of reoffense is moderate and the degree of dangerousness posed to the public is such that a public safety interest is served by public availability of sex offender registry information.
- D. Level III Offender:** The designation given to a sex offender when it has been determined that the individual's risk of reoffense is high and the degree of dangerousness posed to the public is such that a substantial public safety interest is served by active dissemination (community notification) of sex offender registry information.
- E. Sexually Violent Predator:** The designation given to a Level III sex offender who was convicted of a sexually violent offense and who suffers from a mental abnormality or personality disorder that makes such person likely to engage in predatory sexually violent offenses.

IV. Registration of Sex Offenders

- A.** When a person appears at the police station to apply for classification Registration or Re-registration, the SOR Form 1 or SOR Form 1-J (for juveniles) will be provided to the applicant. (See Appendix One).
- B.** When a person appears at the police station to register (after classification by the Sex Offender Board) during business hours, the person will be escorted by a police officer to Criminal Investigation Section. If the person appears during non-business hours, his/her name, address and telephone number should be noted and this information should be forwarded to the SORI mailbox in Criminal Investigation Section. A supervisor from the Criminal Investigation Section will check this mailbox daily.
- C.** If a classified sex offender does not appear to register within five days, the Investigation Section Supervisor will take the necessary steps to notify the Sex Offender Registry Board that the person has failed to register and is in violation.
- D.** Registration for Level II and III classified offenders will be performed by an Investigations Section officer. The registration information will be noted on SOR form 2. See Appendix Two
- E.** The Investigations Section officer registering the Level II or III offender will verify corroborating documentation for the offender's address. The officer will make a copy of the document. Acceptable documentation must be in one of the following forms:
 - 1. License

2. Utility Bill – Current
3. Rent or Mortgage receipt
4. Bank or Credit Card Statement
5. Passport, drivers' license, or official photo ID issued by Registry of Motor Vehicles.

Note: With the exception of a passport, driver's license or official photo identification issued by the registry of motor vehicles, all other documentation must be dated within 45 days of presentation to the police department.

A copy of the verification document (s) will be made by the officer.

- F.** The Investigations Section officer registering the Level II or III offender will escort the offender to the ID Unit where the offender will be photographed and have two sets of fingerprints prepared. Two copies of the photograph will be printed for use on the notification and dissemination documents.
- G.** The offender will be escorted out of the building by an officer.
- H.** The forms and photograph and fingerprint cards will be placed in the SORI mailbox in Criminal Investigation Section.
- I.** The SORI Intern will be responsible for the maintenance and update of the SORB database and the registration information will be entered immediately after the registration/re-registration process is complete.
- J.** The SORI Intern will then enter the registration information or any updated information on the Cambridge Police Department's Sex Offender database.
- K.** The SORI Intern will deliver the forms to the Supervisor for review.
- L.** The following items will be mailed to the Sex Offender Registry Board:
 1. SOR Form 2 – Original
 2. One Fingerprint card
 3. One photograph of the offender- Actual Print
- M.** The remaining registration forms, print card, photograph, and a copy of the verification documents will be filed in Criminal Investigation Section.
- N.** Level III Offenders who are homeless are required to verify registration information every 90 days. When a person appears at the Cambridge Police Department who is homeless, officers will follow the same protocol as explained in IV - B, E & G of this policy.

V. Community Notification For Level III Offenders

- A.** Offenders Living in Cambridge
 1. The SORI Intern will use the SORI Community Notification Form for Level III Offenders (Template located on R Drive for Investigations Section) to prepare the notification. All the information provided by the Sex Offender Board will be included in the notification.

2. After the form is completed, the SORI Intern will print copies and these copies will be distributed to the following members of the community within two days after registration by the Sex Offender at the Police Department and no more than seven days after the notification from SORB.
 - a. Schools – private and public
 - b. Licensed Day Care Centers
 - c. Youth and Recreational Programs
 - d. Elder Service Organizations
 - e. Religious Organizations
 - f. Those Organizations, which have requested Level III notification.
 - g. Adjacent towns/cities police departments.
3. Postings will be required in Public Libraries, City Hall and at the Police Station. The supervisor in charge of the sexual assault unit will assign officers to deliver the notifications to each of these locations.
4. The S.O.R.I. intern will provide a copy of the Level III notification to the Public Information Officer and the Public Information Officer will notify the local newspapers and Cable television.
5. The Supervisor of the Sexual Assault Unit will ensure that the Level Three Notification Checklist is completed and placed in the offender's file. (Appendix 3).

B. Offenders Living Outside of Cambridge

1. Upon notification by SORB of a Level III offender who works in Cambridge, the SORI Intern will contact the Police Department where the offender is required to register (generally, residence), and request the offender's current verified information and photograph.
2. Upon receipt of that information, the Level III notification process will commence. (See V – A – 1-5 Page 3 of this policy).
3. The SORI Intern will update the SORB and Cambridge Police Sex Offender database to include accurate work information.

C. Offenders Who Committed an Offense in Cambridge

1. When SORB notifies the Cambridge Police Department of a Level III offender who committed a past offense in Cambridge, the Commanding Officer of Investigations will examine the circumstances of the case and determine whether community notification is appropriate.
2. If Community Notification is appropriate, notifications will be made pursuant to Section V – A of this policy.

- D.** Community Notification of Offenders Classified as Level III Sexually Violent Predators.
 - 1. When the Cambridge Police Department is notified by SORB that a Level III Sexually Violent Predator either lives or works in Cambridge, the SORI Intern will perform all the Level III notification requirements and will do so every 90 days.

VI. Community Notification for Level II Offenders

- A.** When the Cambridge Police Department is notified of a Level II offender, all the registration obligations for offenders explained in Section IV of this policy will be completed.
- B.** The SORI Intern will use the SORI Community Notification Form for Level II Offenders (Template located on R Drive for Investigations Section) to prepare the notification. All the information provided by the Sex Offender Board will be included in the notification.
- C.** After the form is completed, the SORI Intern will print copies and these copies will be distributed to those members of the community that requested the information, including requests received by mail from various municipal resources. The SORI Intern will maintain a database of these organizations.

VII. Requests for S.O.R.I. Information

- A.** When a member of the public seeks Level II or III information, the person will be directed to the Investigation Section. The requesting person will complete a Citizens Request Form (SOR Form 5 – Appendix Four) and asked to present identification. A copy of the Identification documents will be copied and placed in the SORI mailbox along with the form. The SORI Intern will then mail the Level II and III information within two days to the person requesting the information.
- B.** The SORI intern will file the completed form and identification document.

VIII. Level I Offender Information

- A.** Level I offenders will register by mail with SORB.
- B.** Level I offender information will not be disseminated to members of the public.
- C.** Level I offender information will be maintained by the SORI Intern and may be used by Law Enforcement personnel as an investigative resource.

Police Commissioner