

Sexual Offender Registration

PURPOSE

It is the purpose of this policy to establish guidelines in handling sexual offender registration of convicted sexual offenders. The Cecil County Sheriff's Office is the local registering agency for Cecil County and is responsible for the registration of convicted adult and juvenile sex offenders. It is the responsibility of the Cecil County Sheriff's Office to uphold all federal and state laws pertaining to registered sex offender.

POLICY

It is the policy of the Cecil County Sheriff's Office Sex Offender Registration Unit to identify convicted sex offenders living in the boundaries of Cecil County for the purpose of registration and monitoring. The Sex Offender Registration Unit will investigate complaints regarding registration conformance in accordance with the Maryland Criminal Procedure Article.

DEFINITIONS

Convicted Sexual Offender - A convicted sexual offender is any person, who has been convicted of a crime involving a sexual act where federal, state, or local laws require them to be placed on the Sexual Offender Registry. These acts can range from misdemeanors to felonies. The definition of a sex crime can differ from jurisdiction to jurisdiction. Any offender convicted on or after October 1, 2010, and has a prior conviction for an offense for which registration as a sex offender is required under Criminal Procedure Article 11-701 thru 11-722 is deemed a sexual offender and must register as such. All offenders under the custody or supervision of Parole and Probation on or after October 1, 2010, or any offenders subject to registration on September 30, 2010 must register as a sex offender.

Tier I Offenses - Tier I offenses are typically of a non-violent nature with persons of the age of majority. Tier I offenses include registration on the Sexual Offender Registry for a minimum of 15 years, with verification of information twice a year. Tier I offenses are associated with a Level 1 Sex Offender classification.

Tier II Offenses - Tier II offenses are typically also of a non-violent nature, but involve minors. Tier II offenses require being registered on the Sexual Offender Registry for no less than 25 years, with verification of the information twice a year. Tier II offenses are associated with a Level 2 Sex Offender classification.

Tier III Offenses - Tier III offenses are the most serious offenses. Tier III offenses are typically crimes where there are aggravated circumstances with either violent or non-violent acts, with either minors or adults. Tier III offenses require being registered on the Sexual Offender Registry for the duration of the offender's lifetime, with verification on the information on a quarterly basis. Tier III offenses are associated with a Level 3 Sex Offender classification.

Homeless Offenders - Homeless offenders are offenders who do not have a fixed residence and must re-register weekly.

Sexual Offender Registration Coordinator – The Sexual Offender Registration Coordinator is the person responsible for the day to day operation of the sex offender registry. These tasks include but are not limited to scheduling, registration, tracking, enforcement, and direct contact with state registry and allied agencies registration units.

Procedure

I. Sexual Offender Registration Coordinator

- A. The Sheriff will designate a law enforcement deputy to be assigned as the Sexual Offender Registration Coordinator.
- B. The Sexual Offender Coordinator shall act as a liaison between the Sheriff's Office and the State of Maryland Sex Offender Registry and other governmental agencies involved with sex offender registration.
- C. The Sexual Offender Registry Coordinator shall follow the guidelines of the Sex Offender Registration and Notification Act (SORNA) under Title 1 of the Adam Walsh Child Protection and Safety Act of 2006, adopted by the State of Maryland on October 1, 2010.
- D. The Sex Offender Registration and Notification Act (SORNA) will require the Sex Offender Registration Coordinator to:
 1. Follow all guidelines of Maryland Statute, Criminal Procedure Article 11-701 through 11-721.
 2. Maintain a central registry to process qualifying adult/juvenile offenders mandated to register.
 3. Process all registrants using Maryland Online Sex Offender Registration System (MOSOR) at the time of each registration.
 4. Conduct the following tasks using the Maryland Online Sex Offender Registration System (MOSOR): re-registrations, registrant search, updates for address, employment school status, mugshot, scars, marks, and tattoos.
 5. Fingerprint initial registration registrant using Live Scan instrument and forward same to the State of Maryland Central Repository.
 6. Update a digital photograph of the offender every (6) months.
 7. Maintain one hundred percent registration compliance.
 8. Enter all registrants into the agency web based system Offender Watch program.
 9. Maintain a master file to retain the original and all updated information gathered from the sexual offender. The file will include but not be limited to: photograph of registrant's valid driver's license or identification card, signed copy of House Bill 2, Real Property Law, State of Maryland Notice

of Sexual Offender Registration Requirement (CJIS Form-16C), State of Maryland Sex Offender Registration Form (CJIS Form-16A)

- E. A State of Maryland Notice of Sexual Offender Registration Requirement (CJIS Form-16C) will be completed with each registrant detailing their legal responsibilities as a sexual offender.
- F. The Sexual Offender Registry Coordinator shall take enforcement action against individuals who knowingly fail to register or update his/her registration as required pursuant to the Sex Offender Registration and Notification Act (SORNA). The Sexual Offender Coordinator shall criminally charge the sexual offender with the appropriate criminal offense if the offender fails to register, fails to re-register, fails to de-register, fails to make appropriate notification of address or employment change, or submits registration forms with false information.

II. Sex Offender Management Team (SOMT)

- A. The Cecil County Sheriff's Office is mandated to form a Sex Offender Management Team (SOMT) along with Cecil County Parole and Probation.
- B. The Sexual Offender Registry Coordinator will represent the Cecil County Sheriff's Office during team functions.
- C. The team will employ a multi-disciplinary approach and will encourage representation from but not limited to:
 - 1. Parole and Probation
 - 2. Law Enforcement
 - 3. Sex Offender Treatment Providers
 - 4. State's Attorney's Office
 - 5. Sexual Violence Committee members
 - 6. Victim Advocates
 - 7. Department of Corrections
 - 8. Department of Social Services
 - 9. Department of Juvenile Justice.

III. Community Notification

- A. The Cecil County Sexual Offender Registry Coordinator may conduct a minimum of at least one community notification meeting each calendar year.
- B. The purpose of these meetings is to bring sex offender awareness to the citizens of Cecil County.
- C. The following topics will be discussed during the meetings:
 - 1. Law enforcement authority regarding sex offender laws
 - 2. Relevant information concerning sex offender notification.
 - 3. Review of education materials provided to participants.

4. Questions brought forth by audience
5. Contact information for the Sheriff's Office Sexual Offender Registry Coordinator.