
	ROSENBERG POLICE DEPARTMENT	
	General Order 7.44 Sex Offender Registration	
	Effective Date: 05-13-2013	Replaces: N/A
	Approved:  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. Citizens of our city expect the department to be protective of their children by registering registered sex offenders and ensuring they comply with the terms of their court imposed requirements. The Rosenberg Police Department will meet those expectations by accurately registering sex offenders, conducting periodic compliance checks to ensure offenders are complying with their requirements, and prosecuting those who fail to do so.

II. PURPOSE

To define procedures for sex offender registrations and compliance checks.

III. PROCEDURES

A. Sexual Offender Registration

1. The Criminal Investigations Division conducts all sexual offender registrations.
2. Sexual Offender registrations require the following steps:
 - a. Texas Department of Public Safety Sex Offender registration form INT-10 is completed.
 - b. Two DPS fingerprint cards are completed
 - c. Two photographs are taken of the offender,
 - d. Two photographs are taken of the offender's vehicle,
 - e. The white copy on the INT-10, one photograph, and one fingerprint card are sent to the Texas DPS Criminal Intelligence Service.
 - f. The canary and pink copy of the INT-10 form, one photograph and 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, is reviewed for the notifications to educational institutions and the public as currently required under the Code of Criminal Procedure.
4. Notifications shall be made to applicable school superintendents and the public by written notice, electronic communication, or other acceptable means as required in sections (62.02 and 652.053, 62.054, 62.055, and 62.056 of the CCP).

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 and if an offender fails to report properly, shall investigate to determine if a violation has occurred.
2. At least annually, the Criminal Investigations Division personnel will locate the sex offender and update the offenders file with:
 - a. A new photograph
 - b. A new photograph and license numbers of any vehicles the offender owns or has access to.
 - c. New employment information.
 - 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 and if so, a criminal case filed and a warrant issued.