	DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE		EFFECTIVE DATE:	June 4, 2013	Page 1 of 5
			SUPERSEDES:	4350.1D June 21, 2011	
			OPI:	PROGRAMS	
			REVIEW DATE:	June 4, 2014	
			Approving Authority	Thomas Faust Director	
	SUBJECT:	SEX OFFENDER REGISTRATION			
	NUMBER:	4350.1E			
Attachments:	Attachment 1-4				

SUMMARY OF CHANGES:

Section	Change
Page 2, §2	Section #2 "PROGRAM OBJECTIVES" has been revised in its entirety.
Page 2, § 3	Added Section #4 " NOTICE OF NON-DISCRIMINATION "
Page 2, §4	Section #4 "AUTHORITY" has been revised in its entirety.
Page 3, § 5 (a)	ACA Standards 4-ALDF-5B-13 and 4-ALDF-5B-18 were removed.
Page 4, § 9	Section #9 was revised in its entirety.
Page 4, §10	Section #10 was revised in its entirety.

APPROVED:

Signature on File



Thomas Faust, Director

6/4/2013

Date Signed

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1. **PURPOSE AND SCOPE.** To ensure that sex offenders in the custody of or under the supervision of the D.C. Department of Corrections (DOC) are notified regarding their duty to register with the Court Services and Offender Supervision Agency (CSOSA). The DOC hereby establishes guidelines for notifying CSOSA and the Federal Bureau of Prisons (FBOP) when a sex offender is released into the community or sent to a halfway house.
2. **PROGRAM OBJECTIVES.** The expected results of this program are:
 - a. DOC shall notify CSOSA before a misdemeanor sex offender is released into the community.
 - b. DOC shall provide inmate records and information to the CSOSA to assist the agency in carrying out its responsibilities related to registering all sex offenders in the District of Columbia.
 - c. DOC shall notify each sex offender both orally and in writing of the duty to register with the CSOSA. This notification must be made before the sex offender's release into the community.
3. **NOTICE OF NON-DISCRIMINATION**
 - a. In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code § 2-1401.1 et seq., (act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an intrafamily offense, or place of residence or business. Sexual harassment in the form of sex discrimination is also prohibited by the act. Discrimination in violation of the act will not be tolerated. Violators will be subject to disciplinary action.
4. **AUTHORITY.**
 - a. D.C. Code § 22-4001, et seq., Sex Offender Registration Act ("SORA")
 - b. 42 U.S.C. § 16911 et seq., Sex Offender Notification and Registration

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- c. 28 C.F.R. 811, et seq., Sex Offender Registration
- d. 6A District of Columbia Municipal Regulations 400, et seq., Sex Offender Registration 400, et seq., Sex Offender Registration.

5. STANDARDS REFERENCED. None

- 6. CERTIFICATION OF SEX OFFENDER AND NOTICE ORDER.** When an inmate is sentenced and the court orders the inmate to register as a sexual offender, the court should issue a Certification of Sex Offender and Notice Order with Judgment and Commitment (J&C) Order. The DOC Records Office shall follow up with the courts when the order is not forwarded with the Judgment and Commitment Order.

7. SEX OFFENDER IDENTIFICATION AND DOCUMENTATION.

- a. Upon entry into DOC custody, all inmates are photographed.
- b. After notification, from the court or other source, that an inmate has been certified as a sex offender, the Records Office is responsible for identifying and documenting each offender. The Records Office will place a detainer on the inmate in the Jail and Community Corrections System (JACCS) (Attachment 3).
- c. Once the inmate has been identified as a certified sex offender, his/her photograph along with other identifying documents will be forwarded to CSOSA.
- d. Prior to sex offenders release from DOC custody, Case Management will advise the inmate, both orally and in writing of his/her obligation to register as a sex offender with CSOSA within three (3) days of release. The inmate will complete the Sex Offender Form (Attachment 1) and the Sex Offender Registration Information Form (Attachment 2) and forward to the Records Office to be placed in the inmate's institutional file. During the release process, the Records Office will release the detainer previously placed in JACCS (Attachment 4).
- e. When the Federal Bureau of Prisons (FBOP) requires a sex offender in DOC custody to complete the FBOP sex offender registration form, Case Management is responsible for having the inmate complete the FBOP form, and returning the completed form to the FBOP.

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- f. Prior to release from DOC custody, each sex offender shall receive a copy of his or her completed Sex Offender Notification Form (Attachment 1) informing them that they must register as a sex offender with CSOSA within three (3) days of release.
8. **NOTICE TO CSOSA.** Upon notification, from the court or other source, that an inmate has been certified as a sex offender, DOC will complete and forward a copy of all offender notification forms to CSOSA.
9. **INMATE NOTIFICATION.** The Deputy Warden or designee shall ensure that each sex offender is provided the following information before the individual is released or transferred to a halfway house:
 - a. The sex offender must read the Sex Offender Notification Form (Attachment 1) evidencing the duties of the sex offender and penalties for noncompliance with the registration requirements.
 - b. If the accused sex offender disagrees with a determination that he or she is required to register as a sex offender or must register as a sex offender for life under SORA, he or she must provide CSOSA with notice of their intent to seek review of the determination, and within thirty (30) days of providing such notice, file a motion seeking review of the determination with the Court.
 - c. The sex offender has a legal obligation to report any change of address, and or duty to update any other change in their registration information.
 - d. If the sex offender lives in another state, moves to another state, or works or attends school in another state, the sex offender must also report this information, and must register in any such state.
10. **RELEASE OF INFORMATION.** In accordance with existing law, sex offender information may be released as follows:
 - a. Sex offender information may be released to law enforcement agencies for law enforcement purposes.
 - b. Sex offender information may be released to government agencies conducting confidential background investigations.

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- c. Sex offender information may be approved for public disclosure in accordance with District of Columbia Municipal Regulations.

Attachments

Attachment 1- Sex Offender Form

Attachment 2- Sex Offender Registration Information

Attachment 3- JACCS Sex Offender/Detainer (Official Use Only)

Attachment 4- JACCS Sex Offender/Detainer Lift (Official Use Only)



SEX OFFENDER FORM

I, _____, DCDC Number, _____, have been advised of my obligation under the District of Columbia Sex Offender Act, (D.C. Code § 22-4001, et seq., (hereinafter “the Act”)), to report within three (3) days to:

The Court Services and Offender Supervision Agency (CSOSA)
300 Indiana Avenue, NW, Room 2070
Washington, D.C. 20002
Monday-Friday (8am-5pm)

I understand that I must report to CSOSA within three (3) days of my release and register as a sex offender. I must provide required information to CSOSA to fulfill the requirements of the Act, and maintain current information in the sex offender registry throughout my registration period.

PENALTIES:

If I violate the Act, I am subject to be fined not more than \$1,000, or imprisoned for not more than 2 years, or both. If I am convicted of violating the Act more than once, I may be fined not more than \$25,000, or imprisoned not more than 5 years, or both.

Failure to comply with the above requirements may also be the basis for revocation of parole or probation.

I have read and understand my obligation to report pursuant to the Act.

Inmate Signature

Date

Witness Signature

Date

Distribution of Copies: Inmate Record
Sex Offender Registration Package
Inmate



SEX OFFENDER REGISTRATION INFORMATION

Name: _____ DCDC#: _____

Aliases: _____ PDID#: _____

Nickname(s): _____

Drivers License Information (state and #): _____

Passport Information (country and number): _____

DOB(actual): _____ DOB(purported): _____

SSN(actual): _____ SSN(purported): _____

Sex: _____ Race: _____ Hair Color: _____

Height: _____ Weight: _____ Eye Color: _____

Identifying Marks/Tattoos: _____

Release Address (or description of location if no address): _____

Release Telephone Number: _____

Release Contact & Relationship: _____

Employer Name & Address (current or expected): _____

School Name & Address (current or expected): _____

Email Addresses: _____

Internet Handles/Nicknames:_____

Professional Licenses and Numbers:_____

Telephone Numbers (cell):_____

Telephone Numbers (landline):_____

Vehicle Information (make, model, registration of all land vehicles, watercraft, and aircraft
owned or operated by the registrant):_____

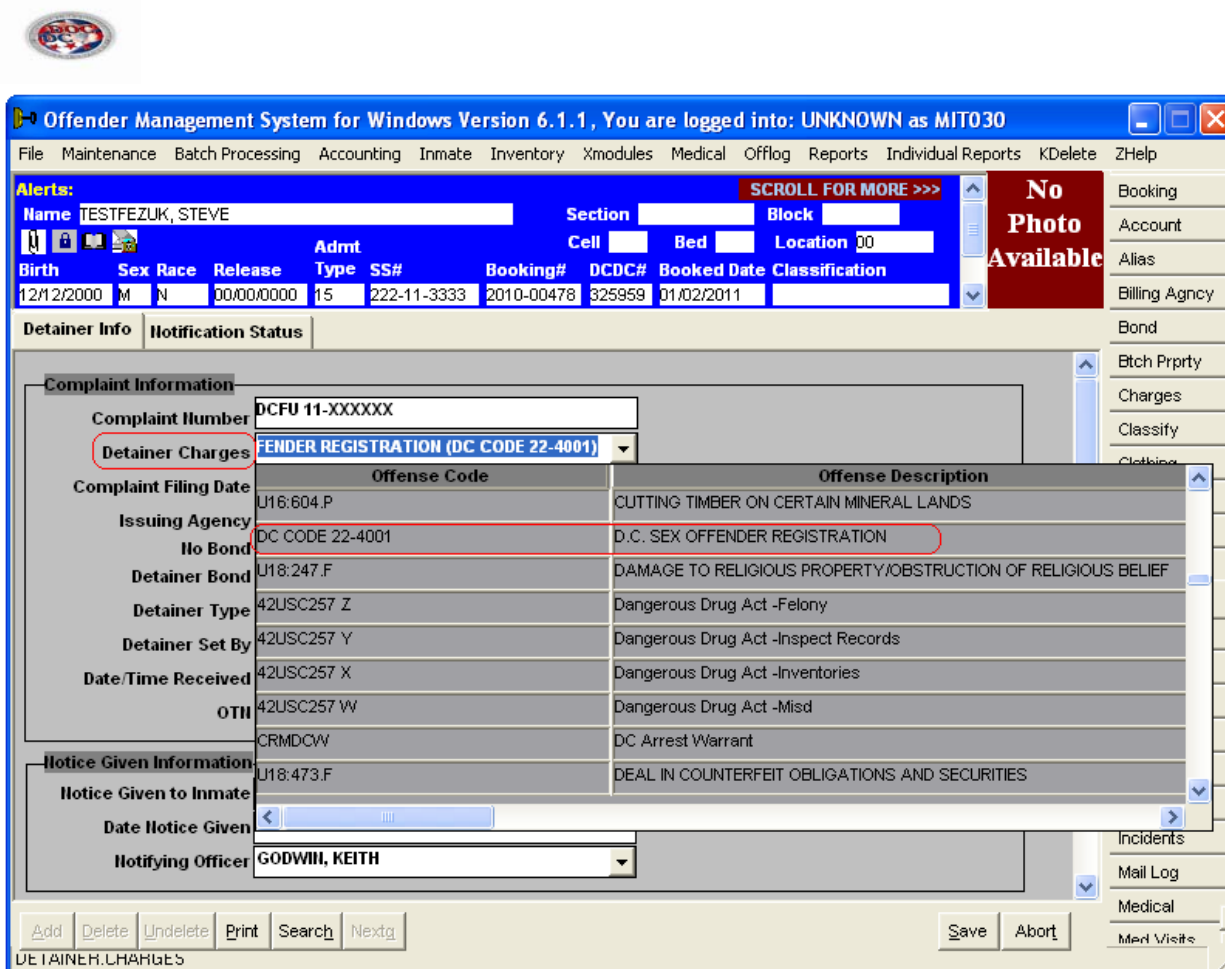
Inmate Signature

Date

Witness Signature

Date

Attachments: Photograph
Copy of Fingerprint Card
Sex Offender Notification Form (signed)



Alerts: Name TESTFEZUK, STEVE Section Block SCROLL FOR MORE >>> No Photo Available

Birth 12/12/2000 Sex M Race N Release 00/00/0000 Admt 15 SS# 222-11-3333 Booking# 2010-00478 DCDC# 325959 Booked Date 01/02/2011 Classification

Detainer Info **Notification Status**

Complaint Information

Complaint Number DCFU 11-XXXXXX

Detainer Charges FENDER REGISTRATION (DC CODE 22-4001)

Complaint Filing Date U16:604.P

Issuing Agency DC CODE 22-4001

No Bond U18:247.F

Detainer Bond 42USC257 Z

Detainer Type 42USC257 Y

Detainer Set By 42USC257 X

Date/Time Received 42USC257 W

OTH CRMDOW

Notice Given Information

Notice Given to Inmate U18:473.F

Date Notice Given

Notifying Officer GODWIN, KEITH

Add Delete Undelete Print Search Next Save Abort

DETAINER.CHARGES

Offense Code	Offense Description
U16:604.P	CUTTING TIMBER ON CERTAIN MINERAL LANDS
DC CODE 22-4001	D.C. SEX OFFENDER REGISTRATION
U18:247.F	DAMAGE TO RELIGIOUS PROPERTY/OBSTRUCTION OF RELIGIOUS BELIEF
42USC257 Z	Dangerous Drug Act -Felony
42USC257 Y	Dangerous Drug Act -Inspect Records
42USC257 X	Dangerous Drug Act -Inventories
42USC257 W	Dangerous Drug Act -Misd
CRMDOW	DC Arrest Warrant
U18:473.F	DEAL IN COUNTERFEIT OBLIGATIONS AND SECURITIES

Incidents
Mail Log
Medical
Med Visits

Offender Management System for Windows Version 6.1.1, You are logged into: UNKNOWN as MIT030

File Maintenance Batch Processing Accounting Inmate Inventory Xmodules Medical Offlog Reports Individual Reports KDelete ZHelp

Alerts: Name TESTFEZUK, STEVE Section Block
Birth Sex Race Release Type SS# Booking# DCDC# Booked Date Classification
12/12/2000 M N 00/00/0000 15 222-11-3333 2010-00478 325959 01/02/2011

No Photo Available

Detainer Info **Notification Status**

Complaint Information

Complaint Number DCFU 11-XXXXXX
Detainer Charges SEX OFFENDER REGISTRATION (DC CODE 2:
Complaint Filing Date 01/13/2010 00:00
Issuing Agency DC SUPERIOR COURT
No Bond ☐
Detainer Bond .00
Detainer Type D.C. Sex Offender Registration
Detainer Set By
Date/Time Received
OTH

Notice Given Information

Notice Given to Inmate
Date Notice Given
Notifying Officer

Code	Description	Obsolete
13	D.C. Sex Offender Registration	
9	EXTRADICTION	
6	IMMIGRATION AND NATURALIZATION SVC	
4	M.P.D.	
12	METRO TRANSIT POLICE	
8	MULTIPLE DETAINERS	
11	NEW CHARGE	
1	OTHER OR NOT CODED	
5	PAROLE	

Add Delete Undelete Print

DETAINER.DET TYP

Save Abort

JACCS - Citrix Presentation Server Client
Offender Management System for Windows Version 6.1.1, You are logged into: UNKNOWN as GOD020

File Maintenance Batch Processing Accounting Inmate Inventory Modules Medical Offlog Reports Individual Reports Delete Help

Alerts: SCROLL FOR MORE >>>

Name: TESTFEZUK, STEVE Section: Block: Cell: Bed: Location: 00

Birth: 12/12/2000 Sex: M Race: N Release: 00/00/0000 Admt: 15 Type: 222-11-3333 Booking#: 2010-00478 DCDC#: 325959 Booked Date: 31/02/2011 Classification:

Detainer Info | **Notification Status**

Detainer Set By: CSOSA
Date/Time Received: 00/00/0000 00:00
OTH:

Notice Given Information

Notice Given to Inmate: Yes
Date Notice Given: 06/02/2011 09:57
Notifying Officer: GODWIN, KEITH

Release Information

Complaint Released: Yes
Release Date/Time: 02/28/2010 00:00
Reason Released: LIFTED: Executed in error. To be held to serve local charges first.
Releasing Officer: SIBERT, MARK
Brief Note:

Add Delete Undelete Print Search Next Save Abort

DETAINER.COMPNO

Modules: Booking, Account, Alias, Billing Agency, Bond, Btch Prprty, Charges, Classify, Clothing, Cmmsry Hist, Commissary, Ctgrt Lmt, Detainers, Drugs, Education, Employment, Grievances, Housing, ID#s, Incidents, Mail Log, Medical, Med Visits

Start | Offender Managemen... | 9:57 AM

start | Inbox - Micro... | Sex registry scr... | Pagets / Cellpho... | JACCS - Citrix P... | Sex Registry De... | 9:53 AM