



# DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

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## Program Statement

<b>OPI:</b>	<b>PROGRAMS</b>
<b>Number:</b>	<b>4350.1D</b>
<b>Supersedes:</b>	<b>4350.1C (2/29/2008)</b>
<b>Date:</b>	<b>June 21, 2011</b>
<b>Subject:</b>	<b>Sex Offender Registration</b>

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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 under the Sex Offender Registration Temporary Act of 1999 (Hereafter the Act).
  - 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. **DIRECTIVE AFFECTED.** This directive supersedes Program Statement 4350.1C, "Sex Offender Registration" dated April 22, 2009.
4. **AUTHORITY.**

D.C. Code §22-4001, et seq., Sex Offender Registration Act ("SORA").

28 C.F.R. 811, et seq., Sex Offender Registration.

6A District of Columbia Municipal Regulations 400, et seq., Sex Offender Registration 400, et seq., Sex Offender Registration.

5. **STANDARDS REFERENCED.** American Correctional Association (ACA) Standards 4<sup>th</sup> Edition: 4-ALDF-5B-13, 4-ALDF-5B-18.
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, the Case Manager shall 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 Case Manager shall have the inmate 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. Upon 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.
  - 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, 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 the assigned Case Manager provides the following information to each sex offender before the individual is released or transferred to a halfway house:
  - a. The sex offender must read and the Sex Offender Notification form (Attachment 1) evidencing the duties of the sex offender and penalties for noncompliance with the Act have been explained.
  - 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.** Generally, sex offender information is considered confidential. However, in accordance with existing law, the 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.
  - c. Sex offender information may be released to the public when the release of the information is necessary for public safety reasons.



Thomas P. Hoey  
Interim Director

- Attachment 1- Sex Offender Form
- Attachment 2- Sex Offender Registration Information
- Attachment 3- JACCS Sex Offender/Detainer
- Attachment 4- JACCS Sex Offender/Detainer Lift

## 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)