

## 4-300.00 Predatory Offender Registration & Community Notification

### **PURPOSE**

(Minnesota Statutes, Sections 243.166, 243.167, 244.10, 244.052, 244.053, and Minnesota Statutes, Chapter 13)  
(11/2011)

### **POLICY**

It is the policy of the Goodview Police Department to protect the public by disclosing information on predatory offenders residing in an agency's community. The extent of the information disclosed and to whom is at the discretion of the agency unless otherwise noted. However, it must relate to the level of danger posed by the offender, to the offender's pattern of offending behavior, and to the need of community members to enhance their individual and collective safety.

### **DEFINITION**

- A. Predatory Offender Registration and Community Notification refers to the Minnesota law that requires certain predatory offenders to register with the Minnesota Department of Public Safety Predatory Offender Unit. The law also provides for community notification about certain adult predatory offenders who have been incarcerated by the Minnesota Department of Corrections (DOC) or confined by the Minnesota Department of Human Services (DHS).
  
- B. Offender Risk Levels means the level of notification is governed by the level of risk assigned by the DOC.

Three possible risk levels can be assigned to an offender. They are:

- Level 1 – low risk of re-offending
- Level 2 – moderate risk of re-offending
- Level 3 – high risk of re-offending

Note: Some offenders who are required to register as predatory offenders are not assigned a risk level because their sentence was completed prior to predatory offender legislation or because they have not spent time in state or federal prison. These offenders are not subject to community notification.

## REGISTRATION PROCEDURES

For questions concerning predatory offender registration refer to the Bureau of Criminal Apprehension (BCA)'s Predatory Offender Registration website at [www.dps.state.mn.us/bca](http://www.dps.state.mn.us/bca) for detailed information, or contact the Predatory Offender Unit (BCA-POR) by calling (651) 793-7070 or 1-888-234-1248.

When an offender arrives to register with this agency, determine what state the offense was committed in and if the individual is required to register by reviewing the list of registrable offenses on the POR website.

- If the offender is required to register, contact the BCA POR to verify the offender is already registered and a DNA sample has been submitted.
- If the offender is already registered, complete a Change of Information Form included on the BCA's website at [www.dps.state.mn.us/bca](http://www.dps.state.mn.us/bca).
- If the offender is not registered, complete a Predatory Offender Registration Form included on the BCA's website at [www.dps.state.mn.us/bca](http://www.dps.state.mn.us/bca).
- If the offender is from another state, contact the state (information for each state is listed on the BCA's website at [www.dps.state.mn.us/bca](http://www.dps.state.mn.us/bca)) and request a copy of the offender's original registration form, criminal complaint and sentencing documents.

It is recommended the agency verify the address of offenders living in their community.

- If the offender is not living at the registered address, contact the BCA-POR to determine if a Change of Information Form was submitted. If it was not, the offender may be charged with failure to notify authorities of a change in residence. To make this charge, contact the BCA-POR to request a prosecution packet. Submit the packet to the county attorney's office to file a formal charge.

Note: It must be verified that the offender is no longer residing at his/her last address prior to submitting the prosecution packet for charging. Depending on the county attorney, formal statements may be needed from friends, co-workers, neighbors, caretakers, etc.

## COMMUNITY NOTIFICATION PROCEDURES

For questions regarding community notification or the risk level assigned to an offender contact the Risk Assessment/Community Notification Unit of the Department of Corrections (DOC RA/CN Unit) at 651-361-7340 or at [notification.doc@state.mn.us](mailto:notification.doc@state.mn.us). The DOC will answer questions about the notification process and agency responsibilities. The DOC is also available to assist agencies in conducting public notification meetings when an offender subject to notification moves into a law enforcement jurisdiction.

# Goodview Police Department

## Policy Manual

### *Volume 4: Administrative Procedures*

---

Attached to this policy are examples of forms that are provided to law enforcement agencies by the DOC to assist them in performing community notifications:

1. CONFIDENTIAL - Fact Sheet - Law Enforcement Agency Use Only
2. Law Enforcement Agency Fact Sheet - Notification of Release in Minnesota-Risk Level Two
3. Law Enforcement Agency Fact Sheet - Notification of Release in Minnesota-Risk Level Three
4. Law Enforcement Fact Sheet - Health Care Facility Notification - Information on a Registered Offender Not for Distribution to Facility Residents
5. Law Enforcement Fact Sheet - Health Care Facility Notification - Information on a Registered Offender for Distribution to Facility Residents
6. VICTIM DATA - CONFIDENTIAL - For Law Enforcement Agency Use Only

#### **A. Notification Process**

Law enforcement agencies receive information from the BCA and DOC pertaining to the risk levels of offenders. The duty of law enforcement to provide notification depends on the risk level assigned as described below. Public notification must not be made if an offender is placed or resides in one of the DOC licensed residential facilities (halfway houses) operated by RS-Eden, Alpha House, 180 Degrees, Damascus Way, or Bethel Work Release. Do NOT disclose any information until the law enforcement agency is notified the offender will move to a residential location.

Level 1 – Information maintained by law enforcement and may be subject to limited disclosure. See attachment 1: Confidential Fact Sheet – For Law Enforcement Agency Use Only.

- Mandatory disclosure
- Victims who have requested disclosure
- Discretionary disclosure
- Other witnesses or victims
- Other law enforcement agencies.

Level 2 – Information subject to limited disclosure for the purpose of securing institutions and protecting individuals in their care while they are on or near the premises of the institution. See attachment 2: Law Enforcement Agency Fact Sheet – Notification of Release in Minnesota – Risk Level 2.

- In addition to Level 1 disclosures, the law enforcement agency may disclose information to:
- Staff members of public and private educational institutions, day care establishments and establishments that primarily serve individuals likely to be victimized by the offender.

- Individuals likely to be victimized by the offender.
- Discretionary notification must be based on the offender's pattern of offending or victim preference as documented by DOC or DHS.

Level 3 – Information subject to disclosure, not only to safeguard facilities and protect the individuals they serve, but also to protect the community as a whole. See attachment 3: Law Enforcement Agency Fact Sheet – Notification of Release in Minnesota.

- In addition to Level 2 disclosures, law enforcement shall disclose information to other members of the community whom the offender is likely to encounter, unless public safety would be compromised by the disclosure or a more limited disclosure is necessary to protect the identity of the victim.
- A good faith effort must be made to complete the disclosure within 14 days of receiving documents from DOC.
- The process of notification is determined by the agency. The current standard for a Level 3 offender is to invite the community to a public meeting and disclose the necessary information. Assistance is available from DOC RA/CN Unit.

#### **B. Health Care Facility Notification**

Upon notice that a registered predatory offender without a supervising agent has been admitted to a health care facility in its jurisdiction, law enforcement shall provide a fact sheet to the facility administrator with the following information: name and physical description of the offender; the offender's conviction history, including the dates of conviction; the risk level assigned to the offender, if any; and the profile of likely victims. See attachment 4: Law Enforcement Agency Fact Sheet - Health Care Facility Notification Information on a Registered Offender Not for Distribution to Facility Residents & attachment 5: Law Enforcement Agency Fact Sheet - Health Care Facility Notification Information on a Registered Offender For Distribution to Facility Residents.

#### **C. Specialized Notifications**

##### **1. Offenders from Other States and Offenders Released from Federal Facilities Subject to Notification**

- If a local law enforcement agency learns that a person under its jurisdiction is subject to registration and desires consultation on whether or not the person is eligible for notification, the agency must contact the DOC. The DOC will review the governing law of the other state and, if comparable to Minnesota requirements, inform law enforcement that it may proceed with community notification in accordance with the level assigned by the other state.

**Goodview Police Department**  
Policy Manual

*Volume 4: Administrative Procedures*

---

- If DOC determines that the governing law in the other state is not comparable, community notification by law enforcement may be made consistent with that authorized for risk level 2.
- In the alternative, if a local law enforcement agency believes that a risk level assessment is needed, the agency may request an end-of-confinement review. The local law enforcement agency shall provide to the DOC necessary documents required to assess a person for a risk level.

**2. Victim Notification**

Law enforcement agencies in the area where a predatory offender resides, expects to reside, is employed, or is regularly found shall provide victims who have requested notification with information that is relevant and necessary to protect the victim and counteract the offender’s dangerousness.

DOC will provide victim contact information to the law enforcement agency when there is a victim who has requested notification. See attachment 6: VICTIM DATA – CONFIDENTIAL – For Law Enforcement Agency Use Only.

Law enforcement personnel may directly contact the victim. Community victim advocacy resources may also be available to assist with locating a victim and with providing notification. Assistance is also available from the DOC Victim Services staff.

Law enforcement also may contact other victims or witnesses as well as other individuals who are likely to be victimized by the offender.

**3. Homeless Notification Process**

If public notice (Level 2 or 3) is required on a registered homeless offender, that notice should include as much specificity as possible, for example “in the vicinity of \_\_\_\_”. These offenders are required to check in with local law enforcement on a weekly basis.

**Example 1**

**[Date]**

**CONFIDENTIAL**

Community Notification: Risk Assignment Report

Law Enforcement Agency Use Only

**Not for Use in Public Notification**

Goodview Police Department  
Policy Manual

Volume 4: Administrative Procedures

The individual who appears on this notification is subject to registration as a predatory offender under MN Statutes, Sections 243.166 or 243.167. In addition, this individual is subject to community notification under MN Statutes, Section 244.052.

The following information is for law enforcement use only.

[OFFENDER NAME] [Date of Birth]  
RISK LEVEL ASSIGNED: 1 [DATE RISK LEVEL ASSIGNED]

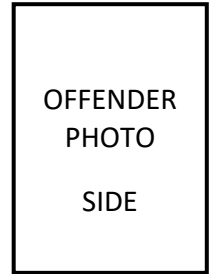
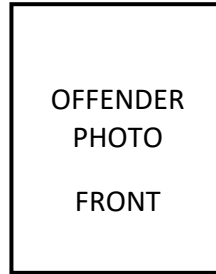
**OID:** [XXXXXX]

Race: [NNNN] Hispanic: [Yes/No]

Height: [N' N"] Eyes: [NNNN]

Weight: [NNN] lbs. Hair: [NNNNN]

Complexion: [NNNNN] Build: [NNNNN]



Conviction statute(s): [609.NNN]

Investigating agency: [NNNNN] Police Department

Incarceration date: [NN/NN/NN]

Release date: [NN/NN/NN]

Supervision expiration date: [NN/NN/NN]

Supervision agent: NNNNN NNNN at (651) 555-1515

Offense: Offender engaged in sexual contact with the victim (female, age NN). Contact included NNNNNNNNNNNN. Compliance was gained by [NNNNNN]. Offender was [relationship] to victim.

Previous offense(s) and/or behavior(s): [NNNNNNNNNNNNNNNNN]

Revocation information: [date]—due to [NNNNNNNNNNNNNNNNN]

Special release conditions: [NNNNNNN;  
NNNNNNNNNNNNNNNNNNN;NNNNNNNNNNNNN;NNNNNNNNN.]

Address: [Org], [Street], [City], [State], [Zip]. [telephone]

Date of address change: NN/NN/NN

**Goodview Police Department**  
Policy Manual

*Volume 4: Administrative Procedures*

---

If you have any questions regarding this information or the policies regarding the notification statutes please contact:

XXXXXX XXXXXX

Community Notification Coordinator

Minnesota Department of Corrections

651-643-xxxx xxxx@doc.state.mn.us

Example 2

[Date]

**XXXXXX Police Department**

FACT SHEET

NOTIFICATION OF RELEASE IN MINNESOTA

---

RISK LEVEL TWO- In addition to level one notification (other law enforcement agencies, any victims of, or witnesses to, the offense committed by the offender), law enforcement may notify staff members of public and private educational institutions, day care establishments, and establishments and organizations that primarily serve individuals likely to be victimized by the offender.

---

The XXXXXXXX Police Department is releasing the following information pursuant to Minnesota Statutes, Section 244.052 which authorizes law enforcement agencies to inform the public of a sex offender=s release from prison, or a secure treatment facility, when that XXXXXXXX Police Department believes that the release of information will enhance public safety and protection.

The individual who appears on this notification has been convicted of Criminal Sexual Conduct or other offense that requires registration with law enforcement pursuant to Minnesota Statutes, Sections 243.166 or 243.167.

This offender is not wanted by the police at this time and has served the sentence imposed on him by the court. This notification is not intended to increase fear in the community. It is the belief of law enforcement that an informed public is a safer public.

Not the XXXXXXXXXX Police Department, the supervising release agent, nor the Minnesota Department of Corrections may direct where the offender does or does not reside, nor can these agencies direct where he works or goes to school. The risk level of this offender has been determined based largely on his/her potential to re-offend based on his/her previous criminal behavior.

---

# Goodview Police Department

## Policy Manual

### Volume 4: Administrative Procedures

---

Convicted sex offenders have always been released to live in our communities, but it was not until passage of the Registration Act that law enforcement had an ability to know the residence, or track their moves after their initial release. Since the passage of the Community Notification Act, law enforcement may share information about many of these offenders with the public. Abuse of this information to threaten, harass, or intimidate registered offenders may be a crime, and will not be tolerated. Such abuses could potentially end the ability of law enforcement to do these notifications. The only person who wins if community notification ends is the sex offender since many of these offenders derive their power from the opportunity that secrecy provides them.

---

The XXXXXXX Police Department is available to help you by providing you and your family with useful information on personal safety. The XXXXXXX Police Department may be reached at (651) 555-1515. If you want to report criminal activity of this or any other offender please call 911.

[OFFENDER NAME]      [Date of birth]

OID: [NNNNNN]

Race: [NNNNN]

Hispanic: [Yes/No]

Height: [N' NN"]

Eyes: [NNNNN]

Weight: [NNN] lbs.

Hair: [NNNNN]

Complexion:  
[NNNNNN]

Build: [NNNNN]

OFFENDER  
PHOTO

OFFENDER  
PHOTO

FRONT

SIDE

Conviction statute(s): [609.NNN]

Release date: NN/NN/NN

Supervision agent: NNN NNNN at 651/555-1515.

Offense: Offender has a history of sexual contact with [NNNNNNNNNNNNNN]. The contact includes [NNNNNNNN]. Compliance was gained by [NNNNNNNN]. Offender was [relationship] to the victim.

Address: 1000 Block of NNNNN Avenue, [city], MN [zip code].

Date of address change: NN/NN/NN