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I. PURPOSE AND SCOPE:

This policy establishes guidelines by which the Inver Grove Heights Police Department will address issues associated with certain offenders who are residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered offenders.

II. POLICY:

It is the policy of the Inver Grove Heights Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

III. DEFINITIONS:

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).

Offender Risk Levels: the level of notification is governed by the level of risk assigned by the DOC.

- 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 before predatory offender legislation or because they have not spent time in state or federal prison. These offenders are not subject to community notification.

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IV. REGISTRATION:

- A. The Department Predatory Offender Program Coordinator shall establish a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance.
- B. Registration paperwork will be handled by Office Support Personnel at the front desk.
- C. Upon completion of the registration paperwork, the receiving Office Support personnel are instructed to contact the on-duty supervisor or designee for review and signature.
- D. If an offender needs photographs taken, the on-duty supervisor or designee shall take the photo(s).
- E. Upon conclusion of the registration process, Office Support Personnel shall ensure that the registration information is provided to the Bureau of Criminal Apprehension (BCA) in accordance with MN Statute 243.166.
- F. Completed Paperwork will be forwarded to the Predatory Offender Program Coordinator for review.
- G. The Predatory Offender Program Coordinator will assign a verification check to an officer.
- H. Employees assigned to register offenders should receive appropriate training regarding the registration process.
- I. The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

V. REGISTRATION PROCESS:

- A. When an offender arrives to register with this department, the employee accepting registration should:
 - 1. Determine in what state the offense was committed.
 - 2. Confirm the individual is required to register by reviewing the list of offenses on the Bureau of Criminal Apprehension (BCA)'s Predatory Offender Registration website or in the BCA Predatory Offender Registration (POR) Manual.
 - 3. If a person is required to register, contact BCA to verify whether the offender is already registered and a DNA sample has been submitted.
 - 4. If the offender is already registered, complete a Change of Information Form (available at BCA's website).
 - 5. If the offender is not registered, complete a Predatory Offender Registration Form (available at BCA's website).

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6. If the offender is from another state, contact the state (information for each state is listed on BCA's website) and request a copy of the offender's original registration form, a criminal complaint, and sentencing documents.
- B. Additional information regarding offender registration is available in the POR Manual or by contacting the Predatory Offender Unit by phone by calling (651) 793-7070 or 1-888-234-1248, or through the BCA website at www.dps.state.mn.us/bca.

VI. MONITORING OF REGISTERED OFFENDERS:

- A. The Predatory Offender Program Coordinator should establish a system to periodically, and at least once quarterly, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include direct contact with the offender and may include:
1. Efforts to confirm residence using an unobtrusive method, such as an Internet search or drive-by of the declared residence.
 2. Review of information on the Department of Corrections Offender Information website.
 3. Contact with a registrant's parole or probation officer.
- B. Any discrepancies should be reported to BCA.
- C. The Predatory Offender Program Coordinator should also establish a procedure to routinely disseminate information regarding registered offenders to Inver Grove Heights Police Department personnel, including timely updates regarding new or relocated registrants.

VII. DISSEMINATION OF PUBLIC INFORMATION:

- A. No Department employee will unilaterally make a public notification advising the community of a particular registrant's presence in the community. Employees who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police or designee, with the assistance of legal counsel as necessary, whether such a public alert should be made.
- B. Members of the public requesting information on registrants should be provided the Department of Corrections Offender Information website or the Inver Grove Heights Police Department's website.
- C. The Predatory Offender Program Coordinator through the Department's Public Relations Coordinator shall release local registered offender information to residents in accordance with state law (MN Statute 244.052; MN Statute 13.01 et seq.) and in compliance with a Minnesota Government Data Practices Act request.

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VIII. RELEASE NOTIFICATIONS:

- A. Registrant information that is released should include notification that:
 - 1. The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.
 - 2. The information is provided as a public service and may not be current or accurate.
 - 3. Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.
 - 4. The crime for which a person is convicted may not accurately reflect the level of risk.
 - 5. Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.
 - 6. Other cautionary notices included in the Minnesota Department of Correction's (DOC) material for public recipients.
- B. Assistance is available from DOC Risk Assessment/Community Notification (RA/CN) Unit at 651-361-7340 or at notification.doc@state.mn.us. The DOC will answer questions about the notification process and agency responsibilities.

IX. MANDATORY DISSEMINATION:

- A. The Department shall provide and release all predatory offender data, or updated data, obtained from BCA or the DOC based upon the offender's status of a Level 1, 2 or 3.
- B. The Department shall continue to disclose data on an offender as required by law for as long as the offender is required to register under MN Statute 243.166.
- C. Disclosure to the health care facility of the status of any registered predatory offender under MN Statute 243.166 who is receiving inpatient care shall be made by this department (MN Statute 244.052 Subd. 4c).

X. LEVEL 1 DISCLOSURE:

- A. Data maintained by law enforcement may be subject to limited disclosure (MN Statute 244.052, Subd. 4) (refer to the BCA document "Confidential Fact Sheet - For Law Enforcement Agency Use Only" or other BCA guidance):
 - 1. Mandatory disclosure:
 - a) Victims who have requested disclosure
 - b) Adult members of the offender's immediate household
 - 2. Discretionary disclosure:
 - a) Other witnesses or victims
 - b) Other law enforcement agencies

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XI. LEVEL 2 DISCLOSURE:

A. Data is 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 (MN Statute 244.052, Subd. 4) (refer to BCA document “Law Enforcement Agency Fact Sheet - Notification of Release in Minnesota - Risk Level 2” or other BCA guidance):

1. In addition to Level 1 disclosure, the Department may disclose data to:
 - a) Staff members of public and private educational institutions, day care establishments and establishments that primarily serve individuals likely to be victimized by the offender.
 - b) Individuals likely to be victimized by the offender.
2. Discretionary notification must be based on the offender’s pattern of offending or victim preference as documented by DOC or the Minnesota Department of Human Services (DHS).

XII. LEVEL 3 DISCLOSURE:

A. Data is subject to disclosure not only to safeguard facilities and protect the individuals they serve but also to protect the community as a whole (MN Statute 244.052, Subd. 4) (refer to the BCA document “Law Enforcement Agency Fact Sheet - Notification of Release in Minnesota” or other BCA guidance):

1. The Department shall disclose information to the persons and entities provided for Level 1 and 2 disclosures.
 2. The Department shall disclose data to other members of the community that 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.
 3. A good faith effort must be made to complete the disclosure within 14 days of receiving documents from DOC.
 4. The process of notification is determined by this department. The DOC has recommended that the community be invited to a public meeting and disclose the necessary data.
- B. Data disclosed to the public of a Level 3 predatory offender shall be forwarded to DOC within 48 hours of the department's determination to disclose [MN Statute 244.052, Subd. 4(g)].
- C. Assistance is available from DOC RA/CN Unit.

XIII. HEALTH CARE FACILITY NOTIFICATION:

A. Upon notice that a registered predatory offender without a supervising agent has been admitted to a health care facility in this jurisdiction, this department shall provide a fact sheet to the facility administrator with the following data (MN Statute 243.166,

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Subd. 4b) (refer to the BCA documents, “Law Enforcement Agency Fact Sheet Health Care Facility Notification Data on a Registered Offender Not For Distribution to Facility Residents” and “Law Enforcement Agency Fact Sheet Health Care Facility Notification Data on a Registered Offender For Distribution to Facility Residents” or other BCA guidance):

1. Name and physical description of the offender
2. Offender’s conviction history, including the dates of conviction
3. Risk level assigned to the offender, if any
4. Profile of likely victims

XIV. SPECIALIZED NOTIFICATION:

- A. Offenders from other states and offenders released from federal facilities are also subject to the notification (MN Statute 244.052, Subd. 3a):
1. If this department learns that a person under its jurisdiction is subject to registration and desires consultation on whether the person is eligible for notification, the Department must contact DOC. The DOC will review the governing law of the other state and, if comparable to Minnesota requirements, inform this department whether to proceed with community notification in accordance with the level assigned by the other state.
 2. If DOC determines that the governing law in the other state is not comparable, community notification by this department may be made consistent with that authorized for risk Level 2.
 3. If this department believes that a risk level assessment is needed, the Department may request an end-of-confinement review. The Department shall provide to DOC the necessary documents required to assess a person for a risk level.

XV. VICTIM NOTIFICATION:

- A. If a predatory offender resides, expects to reside, is employed or is regularly found in this jurisdiction, the Department shall provide victims who have requested notification with data that is relevant and necessary to protect the victim.
- B. The DOC will provide victim contact data to this department when there is a victim who has requested notification (refer to the BCA document “Victim Data Confidential for Law Enforcement Agency Use Only”).
- C. It may be appropriate for members of the Department to directly contact the victim. Community victim advocacy or prosecutor resources may also be available to assist with locating and notifying a victim. Assistance is also available from the DOC victim services staff.
- D. Members of the Department may contact other victims, witnesses and other individuals who are likely to be victimized by the offender.

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XVI. HOMELESSNESS PROCESS:

- A. If public notice (Level 2 or 3) is required on a registered homeless offender, that notice should be as specific as possible. These offenders are generally required to check in weekly with the Department (MN Statute 243.166, Subd. 3a).

XVII. LIMITATIONS OF RELEASE OF DATA:

- A. Disclosures permitted or required for Level 2 or 3 offenders shall not be made if the offender is placed or resides in a DOC licensed residential facility. Upon notification that the offender is released to a permanent address, the disclosures permitted or required by law shall be made (MN Statute 244.052, Subd. 4). Data regarding the victim or witnesses shall not be disclosed (MN Statute 244.052, Subd. 4(e)).
- B. The broadest disclosures authorized under MN Statute 244.052, Subd. 4 may still be made for certain offenders (sexually dangerous persons or persons with a sexual psychopathic personality) even though still residing in a residential facility (MN Statute 253D.32, Subd. 1).

XVIII. DISCLOSURE TO LOCAL WELFARE AGENCY:

- A. Upon request, members may disclose the status of an individual as a predatory offender to a child protection worker who is conducting an assessment of child safety, risk of subsequent child maltreatment, and family strengths and needs under MN Statute 626.556 (MN Statute 243.166).