

# WATERTOWN POLICE DEPARTMENT GENERAL ORDER



JOANNA W. VITEK  
CHIEF

<b>Effective Date:</b> March 7, 2007	<b>Rescinds:</b> <b>Amends:</b>	<b>Number:</b> D-140
<b>Subject:</b> Sex Offender Registration and Verification		<b>Re-evaluation Date:</b> March 2010
<b>Distribution:</b> ALL PERSONNEL	<b>Related CALEA Standards:</b>	

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

## 1. PURPOSE

The purpose of this general order is to establish procedure in the registration and verification of all persons whom are required to register as a Sex Offender pursuant to SDCL 22-24B-1.

## 2. POLICY

It is the policy of the Watertown Police Department to enforce the laws pertaining to the registration of convicted sex offenders and to actively investigate and prosecute those convicted sex offenders who fail to comply with the provisions of the laws pertaining to their registration status.

## 3. DEFINITIONS

- A. SEX OFFENDER ó A person who has been convicted of a sex crime as defined in SDCL 22-24B-1.
- B. COMMUNITY SAFETY ZONE ó An area as described in SDCL 22-24B-23.
- C. PROJECT MANAGER ó Captain of the WPD Criminal Investigative Division.
- D. PROJECT COORDINATOR ó Secretary of the WPD Criminal Investigation Division.

## 4. PROCEDURES

### A. Registration Procedures

1. All persons convicted of a Sex Crime will be advised either by the court or by the involved correctional institution of the offender's obligation under SDCL 22-24B-2 to register as a convicted sex offender within the jurisdiction that the offender intends to reside. The offender will be required to complete, date and sign the form titled, "State of South Dakota Sex Offender Duty to Register." This form requires the convicted sex offender to report to the registering Law Enforcement Agency within 5 days of moving into the agency's jurisdiction. Upon receipt of this form, the Project Coordinator or designee will review it and determine if the listed address falls within the jurisdiction of the City of Watertown.
2. The Project Coordinator or designee should make a reasonable attempt to verify that the address provided by the Sex Offender does not conflict with a Community Safety Zone as described in SDCL 22-24B-23.
3. Upon receipt of a completed "State of South Dakota Sex Offender Duty to Register" form, the Project Coordinator will review the form and create a file for the offender which will be maintained in the office of the Project Coordinator.
4. If a Sex Offender fails to register within the allocated 5 day period of moving into the jurisdiction, the Project Manager will notify a detective for immediate investigation.
5. The Project Coordinator will meet with Sex Offenders that arrive at the Watertown Police Department for registration purposes pursuant to SDCL 22-24B-7. The "State of South Dakota Sex Offender Registration" form will be completed with the Sex Offender. In addition to completing the Sex Offender Registration Form, the offender will submit to having their fingerprints and photograph

- taken. The Project Coordinator is responsible for these tasks. Fingerprints and palm prints are to be taken by the Codington County Detention Center staff using the red FBI fingerprint cards. A photograph will be taken of the registering Sex Offender utilizing the CID digital camera. All digital photographs will be saved to an approved media device.
6. The Project Coordinator will have the Sex Offender sign the “**Sex Offender Guidelines**” form, number WPD 311.1, advising them of the following requirements:
    - A. Bi-Annual Registration requirement pursuant to SDCL 22-24B-7.
    - B. Law Enforcement Annual Verification pursuant to SDCL 22-24B-8.1.
    - C. Annual Verification Form that will be mailed to them pursuant to SDCL 22-24B-5.
    - D. Update registration upon commencement or termination or employment or education pursuant to SDCL 22-24B-6.
    - E. Change of Address Notification Requirement pursuant to SDCL 22-24B-12.
    - F. Community Safety Zone Restrictions pursuant to SDCL 22-24B-23.
  7. The Project Manager will be responsible for ensuring bi-annual registration compliance. A Sex Offender who makes initial registration prior to their birth date will be required to return for registration during the month of their birth date and every six months thereafter.
  8. In the event a Sex Offender arrives for bi-annual registration after the five day period, the Project Manager will notify a detective for immediate investigation. If the Project Manager determines that the Sex Offender is in violation of any other requirements, a detective will immediately be contacted.
  9. Upon completion of the registration process, the Project Coordinator will distribute the information as follows:
    - A. The original “**State of South Dakota Sex Offender Registration,**” and two fingerprints cards are to be packaged and mailed to: **Division of Criminal Investigation, ATTN: Compliance Coordinator, George S Mickelson Building, 1302 E Highway 14, Suite 5, Pierre SD 57501-8505.**
    - B. Copies of all paperwork will be placed in the Sex Offender’s file which is maintained by the Project Coordinator.
    - C. Copies of registration information and photo will be forwarded to the Watertown Police Department Web Page Administrator for inclusion on the City of Watertown web page sex offender listing.
  10. In compliance with SDCL 22-24B-8.1, the Project Manager will be responsible for ensuring that Law Enforcement Verifications are done annually for each Sex Offender. The Criminal Investigative Division of the Watertown Police Department will be responsible for conducting the verifications.
    - A. Verification procedures:
      1. The verifications will be divided amongst the three General Criminal Investigations Detectives.
      2. Once assigned, the Detective will have 15 days to provide written documentation of the Verification to the Project Coordinator.
      3. Verifications should be conducted between the hours of 0600 and 2200 if possible.
      4. Personal contact with the Sex Offender must be established at the residence to complete a valid verification.
    - B. In the event contact cannot be established with the Sex Offender:
      1. Make appropriate notations on the Verification form reflecting the dates and times attempts were made to contact the Sex Offender at the address provided.
      2. Make appropriate notations on the Verification form reflecting identity of persons talked to at the address, any neighbors contacted, and any other information collected.
      3. Attempt to make contact at any other addresses developed through investigatory means.
      4. Attempt to make contact at least three times on separate dates before discontinuing efforts.
      5. Each Detective should remember that the verification efforts they engage in and the report they file will be the basis for a prosecution against the Sex Offender so accuracy and normal report requirements should be followed.

6. Review of Policy and Procedure

- A. Project Coordinator responsibilities to the Project Manager include the following:
1. Annually collect and review with Project Manager new South Dakota Codified Laws.
  2. Annually or as necessary review program deficiencies with the Project Manager.
  3. Annually prepare a list of Sex Offenders including their registration dates to the Project Manager. This annual list may be updated throughout the year as new Sex Offenders register with the Watertown Police Department.

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JOANNA W. VITEK  
Chief of Police  
Watertown Police Department  
Watertown, South Dakota

**Watertown Police Department  
Sex Offender Guidelines**

1. I understand pursuant to SDCL 22-24B-7, I am required to register bi-annually with the Watertown Police Department as long as I remain a resident within the City of Watertown. I am required to register during the month of my birth date and again six months thereafter.
2. I understand that as a new resident to Watertown, I am required to register in five days and that I am required to register again on my birth date or six months whichever appears first.
3. I understand that pursuant to SDCL 22-24B-5, I will receive an annual verification form in the mail and am required to complete it and sent it back to the South Dakota Division of Criminal Investigation.
4. I understand that pursuant to SDCL 22-24B-8, I will be contacted by Law Enforcement at my address for purpose of verifying my address.
5. I understand that pursuant to SDCL 22-24B-6, I must update my registration with the Watertown Police Department upon commencement or termination of a job or school enrollment. I also understand that I am required to register with the agency that my new job or school is located.
6. I understand that pursuant to SDCL 22-24B-12, I am required to update my registration whenever I have a change of address.
7. I understand that pursuant to SCCL 22-24B-23, Community Safety Zones have been established and that I am restricted from living within 500 feet of any Community Safety Zone unless the exceptions under 22-24B-23 apply.
8. I understand that pursuant to SDCL 22-24B-24, I may not loiter within a Community Safety Zone.

I have reviewed the guidelines and understand that the guidelines are not completely defined and that I am responsible to further research all Federal and State Laws pertaining to Sex Offenders to remain in compliance. Failure to comply with the above guidelines will result in your arrest.

Signature \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_