



DESCHUTES COUNTY SHERIFF'S OFFICE

Policy Title: Sex Offender Notification	Effective Date: June 29, 2016	Policy Number: 6.08	
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Attachments:	L. Shane Nelson, Sheriff		

I. PURPOSE

The purpose of this policy is to establish guidelines for public notification of an unsupervised individual who was determined to be a level three sex offender in accordance with ORS 163A.100.

II. POLICY

It is the policy of the Deschutes County Sheriff's Office to ensure that if public notification of level three sex offenders is completed in accordance with ORS 163A.215.

III. DEFINITIONS

Level Three Sex Offender is a sex offender that presents the highest risk of reoffending and requires the widest range of notification.

Public Notification is the disclosure of information that may be necessary to protect the public concerning sex offenders who reside in a specific area or concerning a specific sex offender. Notification may include any of the following information:

1. The person's name and address;
2. A physical description of the person, including, but not limited to, the person's age, height, weight, eye and hair color;
3. The type of vehicle the person is known to drive;
4. Any conditions or restrictions upon the person's release;
5. A description of the person's primary and secondary victims of choice;
6. A description of the person's method of offense;
7. A current photograph of the person; and
8. The name or work telephone number of the person's parole and probation officer.

Sex Offender Information means information that the Department of State Police determines by rule is appropriate for release to the public.

Supervising Agency means a governmental entity (State Board of Parole and Post-Prison Supervision, Department of Corrections, or community corrections agency) responsible for supervising a person required to report as a sex offender under ORS 163A.010 or 163A.015.

IV. PUBLIC NOTIFICATION PROCEDURE

A. Supervising Agency Notification

In accordance with ORS 163A.215, the supervising agency may release information to:

- a. A person who resides with the sex offender;
- b. A person with whom the sex offender has a significant relationship;
- c. Residential neighbors and churches, community parks, schools and child care centers, convenience stores, businesses and other places that children or other potential victims may frequent;
- d. A long term care facility, as defined in [ORS 442.015](#), or a residential care facility, as defined in [ORS 443.400](#), if the agency knows that the sex offender is seeking admission to the facility; and
- e. Local or regional media sources.

3.

B. Method of Notification

1. The Oregon State Police Sex Offender Unit is responsible for notifying law enforcement agencies of level three sex offenders who meet the established requirements for public notification once it has received information that the level three sex offender has given an address within that law enforcement agency's jurisdiction. Notification will generally be made to the Records Administrative Supervisor who is also the LEDS representative.
2. When a member of the Sheriff's Office receives this notice and/or Sex Offender Bulletin, he shall forward the notice and information to the Administrative Lieutenant.
3. The Administrative Lieutenant will review the information and complete the Level I notification.
4. If there is potential for Level II or higher notification, the Administrative Lieutenant will forward the notice and information to the Sheriff or his designee.

The Sheriff or his designee will review the information for immediate public safety concerns, such as "Targets," "Methods of Offending," and whether the residence of the level three sex offender is near potential victims. The Sheriff or his designee will make the determination if immediate notification is called for and, if so, what level of notification should be completed.

The Sheriff or his designee could also implement the COLES Memorandum of Understanding for Level three Sex Offender Review and Notification Protocol.

C. Notification Process

1. After receiving notification of a level three sex offender who meets public notification requirements, the Administrative Lieutenant shall complete the Central Oregon Law Enforcement Services Level three Sex Offender Review and Notification Plan. This will include a review of the offender's methods of Offending, Targets, Conditions, and Restrictions along with comparing the address given to the proximity of schools, children, churches, shopping centers, or just the proximity of potential victims.
2. The Administrative Lieutenant will notify five COLES committee members (listed on the back of the Notification Plan) and each shall be informed of the offender's Methods of Offending, Targets, Conditions and Restrictions and any concerns of the offender's proximity to victims. Each committee member shall provide a recommendation as to the level of notification.

D. Notification Levels

1. Level I shall include:
 - a. making the State Police website address for all predatory sex offenders (<http://sexoffenders.oregon.gov/>) available on the Sheriff's Office web site and lobby bulletin board.

2. Level II shall include Level I notifications and notification to:
 - a. roommates
 - b. landlord
 - c. employer
 - d. area schools
 - e. area churches
3. Level III shall include Level I and II notifications and:
 - a. media release to all area media
 - b. flyers to be handed out door to door in a neighborhood range that was agreed upon by the committee.

For all recommendations of Level II and Level III notifications, the information, along with a copy of the sex offender bulletin, will be submitted to the COLES Board. After being reviewed and approved by a majority of members, the sex offender shall be given notice of the extent of notification.

The offender will be given five days to respond, in writing, to the COLES Board as to why the level of notification should not occur. Within three days of the response, the COLES Board shall modify or affirm the notification level.

All notifications should be completed within 30 days of receiving the bulletin.