

	Abilene Police Department Operating Procedures		
	Subject: <i>Sexual Offender Registration</i>	Issued: 07/30/2021	TBP: 7.31

Sexual Offender Registration (TBP 7.31)


The Department is responsible for maintaining registration records as well as updating those records as required by Chapter 62 of the CCP. A detective assigned to the Criminal Investigation Division has the designation as the Sex Offender Registration Coordinator.

- A. Sex offender registrations and updates will be conducted on weekdays during regular business hours. Any registered sex offender (RSO) or any person required to register shall be directed to make an appointment with the Registration Coordinator by contacting the SIB secretary at 325-676-6610. All registrations, verifications, and notifications of change of status must be provided in person defined by chapter 62 of the Texas Code of Criminal Procedure.
- B. If an offender appears within the periods defined by Chapter 62 of the Texas Code of Criminal Procedure and is instructed to appear at a later date the offender will be required to appear on that date to register, verify, or provide a notification of change of status as applicable.
- C. Departmental personnel who conduct sex offender registrations shall become familiar with all provisions of Chapter 62 of the Code of Criminal Procedure (CCP) regarding the Department’s responsibilities for sex offender registration.
- D. The Registration Coordinator will perform all registrations, verifications, and notifications for change of status in accordance with Chapter 62 of the Texas Code of Criminal Procedure.
- E. The Department may periodically review its registration files, make unannounced verifications to verify the validity of an offender's status and update files as necessary. Failure to update registration status by an offender as required by law can result in appropriate charges being filed.

Sex offender registrations require the following steps:

- A. The offender is photographed and stored in RMS under the name record.
- B. The offender is fingerprinted and the ten print card is submitted to the Texas Department of Public Safety Sex Offender Registration.
 - 1. Complete the Texas DPS Sex Offender Registration Form CR-35 and maintain within the Department.
 - 2. The Department maintains records of RSO registrations in RMS as well as utilizing the secured DPS Sex Offender website.

If the sexual offender’s victim is a child younger than 18 years of age (regardless of the basis on which the person is subject to registration), notification is made to the superintendent of the school district in which the person subject to registration intends to reside. This notification is made immediately by email.

	Abilene Police Department Operating Procedures		
	Subject: <i>Sexual Offender Registration</i>	Issued: 07/30/2021	TBP: 7.31

The notice to the superintendent includes any information that is determined to protect the public except the following:

- A. The offender’s social security number, driver’s license number or telephone number.
- B. Any information that would identify the victim of the offense for which the person is subject to registration.

If it comes to the attention of any member of this Department that an individual who is subject to the requirements under Chapter 62 of the Code of Criminal Procedure and has not registered, the officer should initiate a case report for Failing to Register, CCP 62 and notify the Registration Coordinator, who shall conduct an investigation.

If the individual is subject to registration and has not registered according to law, the Department should file the appropriate charges.