



**Parole and Probation
DIVISION DIRECTIVE MANUAL**

AG REVIEW BY:	ORIGINATION DATE: 05/31/2000	APPROVED BY: BERNARD W. CURTIS, CHIEF <i>(original signature on file)</i>
REFERENCES: Division Directive 6.2.101, 6.3.110, 6.3.131, 6.3.144	DATE EFFECTIVE: 10/04/2010	SUBJECT: Sex Offender Supervision
PROCESSED BY: Nancy Tiffany	REVISION DATE: 06/17/02, 05/31/04, 05/25/06, 04/01/08, 09/15/2010	DIRECTIVE NUMBER: 6.2.111

A. **PURPOSE:**

To establish additional guidelines required for the supervision of sex offenders assigned to the Sex Offender Specific Caseloads.

B. **POLICY:**

This policy is applicable to offices that have Sex Offender Specific Caseloads. Additional guidelines for Tier Level III sex offenders on GPS tracking are contained within Division Directive 6.3.144, Lifetime Supervision specifics are in 6.3.131.

C. **DEFINITIONS:**

1. **Sex Offender**

Any parolee, probationer or Lifetime Supervision offender supervised by the Division who has been convicted of a sexual offense in the case under supervision. Other offenders may be considered for

supervision as a sex offender if deemed appropriate by the lieutenant.

D. PROCEDURE:

1. Intake and Classification

a. Sex offender intakes will be conducted in accordance with Division Directive 6.3.101 Intake Process, and will additionally include the following within ninety days of case assignment:

- 1) Request a copy of all arrest reports regarding sexually deviant behavior;
- 2) Meet with the treatment provider to establish a comprehensive treatment plan and assess issues of community risk.
- 3) Conduct an assessment of sex offender risk factors and upon completion, when applicable, request special conditions to aid in the supervision of the offender and protect the community.

2. Supervision

- a. All identified sex offenders, including those with residential confinement conditions, mandatory paroles, etc. will be assessed, and if possible, supervised within the Sex Offender Specific Caseloads.
- b. Surveillance will be performed each month in accordance with Division Directive 6.2.101 Contact Guidelines. An OTIS surveillance log should be completed on all time in which surveillance was performed during the month.
- c. If the offender is being supervised for a sexual offense, reassessment of sexual offender risk factors should be conducted at six month intervals in conjunction with the reassessment of risk and needs.
- d. If a duty to warn exists, notification will be made in compliance with Division Directive 6.2.110 Duty to Warn Policy.