

Registered Offender Information

326.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the St. Mary's County Sheriff's Office will address issues associated with certain offenders who are residing in the jurisdiction, and how the Office will disseminate information and respond to public inquiries for information about registered offenders.

326.2 POLICY

It is the policy of the St. Mary's County Sheriff's Office to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

326.3 SEX OFFENDER REGISTRY COORDINATOR

A detective assigned to the Criminal Investigations Division will be designated as the agency's Sex Offender Coordinator (SO Coordinator). The Sex Offender Coordinator will have the primary responsibility for maintaining the St. Mary's County Sex Offender Registry. The SO Coordinator's responsibilities will include:

- (a) Ensure all documents pertaining to the state registry are up to date.
- (b) Ensure a sex offender database is maintained and updated as needed.
- (c) Monitor sex offenders to ensure complete compliance.
- (d) Attend and/or ensure an agency representative attends any meeting and training as required by the Maryland Department of Public Safety.
- (e) Work with state and federal law enforcement agencies involved in the identification and apprehensions of child sexual predators.
- (f) Receive training from the State of Maryland (NCIC required for Offender Watch entry) and Offender Watch to be capable of entering information into the Offender Watch.

Members of CID, support team or other trained deputies may assist the SO Coordinator as needed in the registration and residential verifications of sex offenders to meet the agency's goals and objectives.

326.3.1 SEX OFFENDER ADMINISTRATIVE COORDINATOR RESPONSIBILITIES

A professional staff employee assigned to the Criminal Investigations Division will be designated as the agency's Sex Offender Registration Administrative Coordinator (SOR Administrative Coordinator). The Sex Offender Registration Administrative Coordinator will have the primary responsibility for maintaining the St. Mary's County Sex Offender Registry with Offender Watch. The SOR Administrative Coordinator's responsibilities will include:

- (a) Ensure all documents pertaining to the state registry are up to date.
- (b) Maintain a sex offender database and update that database as needed.

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- (c) Attend any meeting and training as required by the Maryland Department of Public Safety if SO Coordinator is unavailable.
- (d) Receive training from the State of Maryland (NCIC required for Offender Watch entry) and Offender Watch to be capable of entering information into Offender Watch.
- (e) Provide and ensure all Sex Offender related data and statistics requested by the State of Maryland are complete, accurate and provided to all departments in a timely manner.

326.4 REGISTRATION

A Criminal Investigations supervisor shall establish a process to reasonably accommodate registration of 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. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration to best evaluate any threat the person may pose to the community. Those assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the following as soon as possible but not later than 3 working days following registration (Md. Code CP § 11-708; Md. Code CP § 11-709):

- (a) The Department of Public Safety and Correctional Services.
 - 1. Updated registrations including digital images, notification of intent to leave US or to obtain temporary lodging or to be absent from the offender's permanent residence or locations where the offender habitually lives, any changes in the offender's residence, vehicle or license plate information, email or internet identifiers, phone numbers, employment, legal name, should also be sent to the Department.
- (b) The county superintendent, as defined in § 1-101 of the Education Article, and all nonpublic primary and secondary schools in the county within 1 mile of where the offender is to reside or habitually live or where an offender who is not a resident of Maryland is a transient or will work or attend school.
- (c) The local law enforcement unit in each county where the offender will reside, habitually live or will work or attend school.
- (d) The campus police agency of an institution of higher education in the State, or the local law enforcement agency that has primary jurisdiction for the campus if the campus does not have its own police agency, if the offender is enrolled in or carries on employment at or is expecting to enroll in or carry on employment at the institution.
- (e) The police department, if any, of a municipal corporation if the offender:
 - 1. Is to reside or habitually live in the municipal corporation.
 - 2. Escapes from a facility but resided or habitually lived in the municipal corporation before being committed to the custody of a supervising authority.
 - 3. Changes addresses to another place of residence within the municipal corporation.

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The investigator may also notify any childcare facility or recreation facilities, any faith institution and any other organizations that serve children and others vulnerable to sex offenders who victimize children that are located within the community in which the offender is to reside, habitually live, work or attend school.

A Criminal Investigations supervisor shall establish procedures to provide notification to any person the Office deems necessary to protect the person from a specific offender (Md. Code CP § 11-718).

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 (Md. Code CP § 11-721).

For procedures related to Registration, see the St. Mary's County Sheriff's Office LE Procedures Manual: [Registration of Offenders](#)

[See attachment: 198 Sex Offender Registration Form \(R8-23\)](#) and [See attachment: 198A Sex Offender Registration Date \(R8-23\)](#)

326.4.1 CONTENTS OF INITIAL REGISTRATION

Sex offender registration statements shall include at least (Md. Code CP § 11-705(2); Md. Code CP § 11-706):

- (a) The offender's full name and any aliases, former names, names by which the offender has been known, traditional names given by family or clan under ethnic or tribal tradition.
- (b) All addresses and places where the offender reside or habitually lives.
- (c) The name and address of each of the offender's employers of each location where the offender performs employment duties if that location differs from the address of the employer.
- (d) The name and address of the offender's schools.
- (e) A description of the crime for which the registrant was convicted and date and jurisdiction of conviction.
- (f) Any active e-mail addresses, screen names or identities, instant-messaging identities, social media, and electronic chat room identities that the offender uses.
- (g) The offender's Social Security or purported Social Security number.
- (h) The offender's date of birth, purported dates of birth, and place of birth.
- (i) All identifying factors, including a physical description.
- (j) Information regarding any professional licenses the offender holds.
- (k) The license plate number, registration number, and description of any vehicle owned or regularly operated by the offender and addresses or locations where the vehicles are kept.
- (l) All telephone numbers used by the offender.
- (m) Fingerprints and palm prints.

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- (n) A current digital image of the offender.
- (o) The offender's signature and the date of the signature.
- (p) Any other information required by the Department or St. Mary's County Sheriff's Office.

If the offender has not submitted a sample for inclusion in the statewide DNA database system of the Department of State Police Crime Laboratory, a sample should be obtained as provided in the Biological Sample policy and provided to the statewide DNA database system of the Department of State Police Crime Laboratory (Md. Code CP § 11-708).

326.4.2 NOTICE TO REGISTERING OFFENDER

When an offender registers, the coordinator or designee shall:

- (a) Give written notice and explain the registration and update requirements to the offender, including:
 - 1. The duties of a registrant when the registrant changes their residential address in this State or changes the county in which the registrant habitually lives.
 - 2. The duties of a registrant under Md. Code CP § 11-705;
 - 3. The requirement for a sex offender to register in person with the local law enforcement unit of each county where the sex offender will reside or habitually live or where the sex offender who is not a resident of this State is a transient or will work or attend school.
 - 4. The requirement that if the registrant changes their residential address, employment, or school enrollment to another state that has a registration requirement, the registrant shall register with the designated law enforcement unit or sex offender registration unit of that state within 3 days after the change; and
 - 5. Obtain a statement signed by the registrant acknowledging that the supervising authority explained the requirements of this subtitle and gave written notice of the requirements to the registrant.

326.4.3 TEMPORARY CHANGE OF ADDRESS

If the sex offender is going to be out of St. Mary's County, Maryland for seven (7) consecutive days or more, the sex offender must notify the SO Coordinator and provide the following:

- (a) Reason for the visit;
- (b) Date of departure;
- (c) Exact address of where the offender will be staying;
- (d) Telephone number for the address;
- (e) Name of the person(s) with whom the offender will be residing;
- (f) Length of stay;
- (g) Return date.

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The SO Coordinator and/or the SOR Administrative Coordinator will then notify the local law enforcement agency in the jurisdiction where the sex offender will temporarily be residing. Upon arrival the sex offender must then contact that law enforcement agency and register their temporary visit.

326.5 MONITORING OF REGISTERED OFFENDERS

A Criminal Investigations supervisor should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

- (a) Ensure compliance by conducting random unannounced home visits.
- (b) Review of information on the Maryland Department of Public Safety and Correctional Services Registered Sex Offender Website.
- (c) Contact with a registrant's parole or probation officer.

Any discrepancies should be reported to the registering law enforcement agency and the Maryland State Sex Offender Unit.

326.6 DISSEMINATION OF PUBLIC INFORMATION

Members will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Members 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 Sheriff if warranted. A determination will be made by the Sheriff, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on registrants should be provided the Maryland Department of Public Safety and Correctional Services Sex Offender Registry or the St. Mary's County Sheriff's Office's website.

The Records Supervisor shall release local registered offender information to residents in accordance with Md. Code CP § 11-716 and in compliance with a Maryland Public Information Act request.

326.6.1 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

- (a) 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. It does not include juvenile registrants whose information is confidential and only accessible to law enforcement (Md. Code CP § 11-704.1(c)).
- (b) The information is provided as a public service and may not be current or accurate.
- (c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.
- (d) The crime for which a person is convicted may not accurately reflect the level of risk.

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- (e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.

326.7 WANTED/INCARCERATED OFFENDERS

- (a) When an offender is found to be in violation of the state's sex offender statutes, the SO Coordinator will ensure proper enforcement measures are taken, to include apprehension and the filing of appropriate criminal charges.
- (b) If an offender is found to have an active warrant that is unrelated to the sex offender statutes, the assigned detective will make locating the offender a priority.
- (c) When the SO Coordinator discovers that an offender has been incarcerated the SO Coordinator will ensure Offender Watch is updated according to the Registered Offender Information Procedures.

326.8 INVESTIGATIONS

When information is received about a sex offender violation, the SO Coordinator will initiate an offense report and conduct an investigation into the allegations of the violation. Methods of proving residence, occupation, vehicle ownership, or possession include search warrants, surveillance, GPS tracking and other investigative resources.

- (a) Coordination and Cooperation
 - 1. Sex Offender laws often cross borders and often have federal implications. The SO Coordinator may utilize federal resources, to include: the U.S. Marshals Service, FBI, and Homeland Security when conducting interstate sex offender investigations.
- (b) Reports
 - 1. The SO Coordinator/designee will provide a grant report each quarter to the grant coordinator.
 - 2. The SO Coordinator or SOR Administrative Coordinator provides all information regarding sex offender information from St. Mary's County to the Maryland Sex Offender registry.

Attachments

198 Sex Offender Registration Form (R8-23).pdf



Steven A. Hall
SHERIFF

Office of the Sheriff

St. Mary's County, Maryland

Headquarters
23150 Leonard Hall Drive
Leonardtown, MD 20650
301-475-4200 Ext. 1900
301-475-4047 Fax

Detention and Rehabilitation Center
41880 Baldrige Street
Leonardtown, MD 20650
301-475-4200 Ext. 3200
301-475-4095 Fax



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SEX OFFENDER INFORMATION

Full Name: _____

Date of Birth: _____

Current Address: _____

Phone Number: _____

Work Phone Number: _____

Cellular Phone Number: _____

Today's Date and Time: _____

IMPORTANT: Keep this form as a receipt that you arrived at the St. Mary's County Sheriff's Office without an appointment and no detectives were available to assist you. Contact the SMCSO SORU at 301-475-4200 x 1948 within the next 24 hours to schedule an appointment to register. If there is no answer, leave a message and a detective will make contact with you as soon as possible. You can also schedule an appointment at the SMCSO homepage www.firstsheriff.com and or by email SORU@stmaryscountymd.gov

Registrant: _____

Duty Officer/Station Clerk: _____

Duty Officer or Station Clerk – Only provide this form to a registrant if there are no detectives available during normal business hours. Sign this form, give a copy to the registrant and forward the original to the CID secretary.

198A Sex Offender Registration Date (R8-23).pdf



Steven A. Hall
SHERIFF

Office of the Sheriff

St. Mary's County, Maryland

Headquarters
23150 Leonard Hall Drive
Leonardtown, MD 20650
301-475-4200 Ext. 1900
301-475-4047 Fax

Detention and Rehabilitation Center
41880 Baldrige Street
Leonardtown, MD 20650
301-475-4200 Ext. 3200
301-475-4095 Fax



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SEX OFFENDER REGISTRATION

Date of Notice: _____

Name: _____

As a sexual offender, you are required by Maryland Law to register, or have a scheduled appointment to register again before: _____ . (Criminal Procedure Article, §11-705)

Under Maryland Law, you are also required to notify the St. Mary's County Sheriff's Office, in writing, of any move or change of addresses, telephone numbers, vehicles driven or registered, Internet identifiers or any changes in employment and other requirements contained within the Maryland statute within three (3) days of the change. (Criminal Procedure Article, §11-705)

Your failure to comply with the above notifications will result in criminal charges, and possibly a warrant for your arrest. It is your responsibility to know and understand Maryland Courts and Judicial Proceedings §11-701 through §11-722.

One month to two weeks prior to your registration visit the SMCSO homepage www.firstsheriff.com, email SORU@stmaryscountymd.gov and or contact (301) 475-4200 Ext. 1948 to schedule an appointment.

Registrant: _____

All Phone Numbers: _____

Home _____ Cellular _____

Work _____ Other _____

Detective: _____