

## CHIEF OF DETECTIVES

### NOTICE

March 20, 2020

1.8

**TO:** All Concerned Personnel

**FROM:** Chief of Detectives

**SUBJECT:** SEX OFFENDER REGISTRATION DURING COVID-19 GEOGRAPHIC  
AREA FRONT DESK CLOSURES

Law enforcement agencies are required to register all sex offenders that reside within their jurisdiction and/or are transient. Due to the ongoing COVID-19 health crisis and the pending closure of Geographic Area front desks to public access, the Department has created temporary procedures for the Department's Registration Enforcement and Compliance Team (REACT) units to handle sex offender registration.

### PROCEDURES

#### I. OFFICER'S RESPONSIBILITIES:

Officers receiving inquiries or questions related to sex offender registration will direct the inquiring party to contact the respective geographic Bureau or Area REACT Unit.

#### II. REGISTRATION ENFORCEMENT AND COMPLIANCE TEAM, OFFICER'S RESPONSIBILITIES:

**REACT officers shall handle registrations telephonically as follows:**

- Verify the identity of registrant via previously established information such as the last four numbers of their Social Security Number, Date of Birth, and/or California Department of Corrections number;
- Complete registrations (California Department of Justice (DOJ) Form 8102) without thumbprints, signatures, or initials;
- Write **ABSENTEE/ COVID-19** at the top of the registration form;
- Log all completed registrations on a Registration Log (Form 08.26);
- On a daily basis, scan and e-mail the Registration Log(s) and completed registration forms to Records and Identification Division (R&I) via the e-mail address [mugshots@lapd.online](mailto:mugshots@lapd.online). Specify "**290 registrations**" in the e-mail's subject line, along with the REACT Unit that completed the registrations (e.g. **OVB**);
- DO NOT complete the fingerprint cards or the *Notice of Sex Offender Registration Requirements* (DOJ Form 8047), even for new registrants; and,
- DO NOT provide hard copies of registration forms to R&I. These will be held for future in-person follow-ups by the REACT units.

**REACT officers shall also complete the specified follow-up actions:**

- After three days, confirm that the California Sex and Arson Registry was updated with each registration that was completed and submitted to R&I; and,
- After Geographic Area front desks re-open, follow-up with in-person registrations for those completed during the closure period. This does not include the 30-day transient updates. The fingerprint cards and the *Notice of Sex Offender Registration Requirements* (DOJ Form 8047) shall be completed at this time.

**III. REGISTRATION ENFORCEMENT AND COMPLIANCE TEAM, SUPERVISOR'S RESPONSIBILITIES:**

Registration Enforcement and Compliance Team supervisors shall ensure that there are clearly posted signs outside the Geographic Area front doors and/or access points to normal registration areas that advise 290 registrants to call the REACT phone number if they require registration. Registration Enforcement and Compliance Team supervisors shall ensure that the provided phone numbers are manned during registration hours and the ability to leave voicemails are available during off hours.

**IV. REGISTRATION ENFORCEMENT AND COMPLIANCE TEAM, COORDINATOR'S RESPONSIBILITIES:**

The REACT coordinator will serve as the liaison with the Department and the California DOJ. The coordinator is responsible for ensuring that the Department is in compliance with any directives provided by the DOJ for handling sex offender registration during the ongoing health crisis.

If you have any questions, please contact Detective Lauren Rauch, Robbery Homicide Division, REACT Coordinator, at (213) 486-6918.

APPROVED:



KRIS E. PITCHER, Deputy Chief  
Chief of Detectives



DOMINIC H. CHOI, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

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