

California Sex and Arson Registration (CSAR)

Sex Registration Assignments

Overview

Police and Sheriff's Departments are mandated under California Penal Code Section 290 to register all sex offenders residing within their jurisdiction and update CalDOJ's California Sex and Arson Registry (CSAR) system within 72 hours of the registrant having been registered.

The Department's Registration Enforcement and Compliance Team (REACT) units are responsible for registering these sex offenders.

The Criminal History Section is responsible for receiving, reviewing, analyzing, updating, auditing, and archiving all sex registration documents within the 72 hours of the registrant having been registered.

The Criminal History Section is a 24/7 operation that works on the processing of sex registration documents 24/7.

Summary

1. Sex registration documents are mailed or dropped off at Criminal History Section.
2. A work copy with a checklist is created of the sex registration document for the purpose of documenting critical data necessary for the processing of all sex registration documents.
3. A CHS In-House Access database is updated with critical data necessary for document tracking purposes.
4. Sex registration documents are reviewed for accuracy and completeness. Any discrepancies are addressed with the registering REACT unit prior to the updating into CalDOJ's CSAR system.
5. The CalDOJ's CSAR system is updated with the sex offender's registration information.
6. A CHS In-House Access database is updated with a sex registrant's most current registration status.
7. The CalDOJ's CSAR system and CHS In-House Access database are audited against the sex registration documents for input accuracy.
8. Sex registration documents are stacked and forwarded to Automated Record Section for archiving.

Sex Registration-290 Certification Request Assignment

Overview

The Department's Registration Enforcement and Compliance Team (REACT) units are responsible for arresting and filing on sex offenders that are in violation of their registration requirements.

The Criminal History Section is responsible for retrieving and certifying all sex registration documents necessary for the filing and conviction of a sex offender.

Summary

1. Monday-Friday, REACT officers call-in to CHS requesting 290 Certifications.
2. A Request for 290 Certifications form is completed while the officer is on the line.
3. Sex registration documents are retrieved from different locations.
4. Sex registration documents are stamped and certified.
5. A coversheet is completed with the registrant's last date of registration.
6. The completed 290 Certification is picked up or mailed to the REACT unit.

Note: Each request varies in the amount of registration documents retrieved and certified. Most requests include 10 to 50 documents, each document has 5 pages. The majority of registration documents are retrieved from crates due to Automated Record Section's current backlog.

Sex Registration-SR# Request Assignment

Overview

SR # is issued to a sex registrant registering for the first time with the Department. The SR# is issued for the purposes of being able to track all of the sex registrant's registration documents and the ability to archive the documents.

Summary

1. A REACT officer will call in a request for SR #.
2. Employee will complete an SR# Request form.
3. Employee will query multiple in-house Access databases, CalDOJ's California Sex and Arson Registry System, and the State's Automated Criminal History System for a previously issued SR#.
4. If there is no record of a previously issued SR#, SR # is issued to the registrant.
5. The REACT officer is called back with the SR#.

Sex Registration-No Longer Required To Register (7777)

Overview

The No Longer Required to Register assignment entails the processing of CalDOJ's, Sex Offender Tracking Program (SOTP) correspondence informing law enforcement of the no requirement to register for Penal Code Section 290 to a subject.

Summary

1. The No Longer Required to Register correspondence is received from Cal DOJ's SOTP via mail.
2. A 7777 checklist is attached to Cal DOJ's correspondence.
3. CHS In-House Access database is queried for SR #. The SR# is written on the checklist.
4. CHS In-House Access database is updated with the subject's most current status of 7777.
5. A copy of the letter is forwarded to the subject's last registering REACT unit.
6. Cal DOJ's correspondence with the 7777 Checklist are stacked and forwarded to ARS for archiving.

**NO LONGER REQUIRED TO REGISTER FOR PENAL CODE SECTION 290/457.1
ASSIGNMENT (7777)**

The No Longer Required to Register assignment entails the processing of California Department of Justice (DOJ), Sex Offender Tracking Program (SOTP) correspondence informing law enforcement of the no requirement to register to a subject for penal code section 290/457.1

- The No Longer Required to Register correspondence is received through the mail.
- Only a letter from DOJ is to be used as acceptable correspondence to close an individual's registration record. **NOTE:** A letter from an attorney or a court is not to be used as acceptable documents to close a registration record. The letter has to have come from DOJ.
- Ensure that DOJ's letter is addressed to the Los Angeles Police Department. Now we have found that even though the letter is not addressed to LAPD, if the registrant registered with LAPD we will use the letter to close his registration records. If it is determined that the subject never registered with LAPD, give the letter to an immediate supervisor who will ensure that LAPD should not have received the letter and return it to DOJ.
- Ensure that DOJ's letter states that the subject is in fact no longer required to register. The wording will vary from letter to letter. Do not work on any letters that request additional conviction information or are not clear. These letters may require that we query the court systems and should be left for Day Watch to do further research.
- Retain all attached documents for example fingerprint cards, 8102s, 8047s, photos, teletypes, and any old Violent Crime Information Network (VCIN) system printouts.
- Have a list of all register able 290/457.1 offenses. Do not rely on memory.
- Attach a 7777 checklist to DOJ's letter.
- Query the subject's CII Number in CSAR.
- Ensure that the registrant's record shows terminated in CSAR. If the subject does not show terminated in CSAR, give the letter to your immediate supervisor who will have to contact DOJ.
- Print the screen that reads terminated in CSAR.
- Print a Sex Offender Registration Change of Address / Annual or Other Update (8102S) form or an Arson Registration / Change of Address (8102A) form from CSAR.

- Write 7777 on the top of the 8102S or 8102A.
- Query SR-AR DB Current database to see if the subject already shows 7777 in our in-house database.
- If the subject shows 7777 in the database, forward all paperwork to your supervisor.
- Write the subject's SR number on the 8102S or the AR number on the 8102A
- Review the subject's registration events in CSAR and ensure that LAPD had contact with the subject.
- Query the subject's CII Number in the County's Criminal History Reporting System (CCHRS) and see if the subject has a conviction to a register able sex or arson charge. If there is a conviction to a register able sex or arson offense, print the screen that has the conviction information.
- Query the subject's CII Number in the State's Automated Criminal History System (ACHS) and see if the subject has a conviction to a register able sex or arson charge. If there is a conviction to a register able sex or arson offense, print the screen that has the conviction information.
- California Department of Justice is to be notified of any register able sex or arson convictions found in either CCHRS or ACHS as soon as possible. Do not continue processing DOJ's letter until DOJ has given the approval to continue with processing the 7777 letter.
- If no conviction of a register able sex or arson offense was located in either CCHRS or ACHS, write your last name, serial number, and current date on the 8102S or 8102A. .
- Update the SR-AR DB CURRENT database with the date on the 8102 and for RD update 7777.
- Mail a copy of DOJ's correspondence to the last registering unit.
- Stack the following documents: The 8102S or 8102A, DOJ's letter, CSAR screen that reads terminated, 7777 checklist, fingerprint cards, 8047s, etc.
- Forward stacked documents to Automated Records Section.