A. Policy

The Police Department recognizes that sex offenders are dangerous and cannot be "cured." Enforcing the laws pertaining to the registration of sex offenders as well as maintaining an accurate list of registered sex offenders residing in the City of Lakewood, available for public release, can enhance the safety of Lakewood residents.

B. Procedure

1. The Crime Lab will be responsible for the registration of sex offenders residing in the City of Lakewood. Any enforcement action regarding criminal violations will be completed by the Crimes Against Persons Section.

2. The Crimes Against Persons Section will be responsible for the investigation of all registered sex offender violations including:
   · failure to register
   · failure to de-register
   · failure to notify change of address
   · submission of registration forms containing false information

   A case report number will be generated for each specific incident investigated by the Crimes Against Persons Section. A copy of the police report will be forwarded to the Colorado Bureau of Investigation for all cases where criminal prosecution will occur for failure to register.

3. On a monthly basis the Crimes Against Persons Section, in cooperation with the Crime Lab, will send letters to registered sex offenders reminding them of their annual or quarterly re-registration requirements. This letter will be sent to registered sex offenders prior to the month they are required to re-register.

4. Sex offenders who are required by law to register on a quarterly basis will also be notified by the Crime Lab at the time of their initial registration and subsequent re-registrations when they are required to re-register.

5. Working in cooperation with the Colorado Department of Corrections, a detective may be required to verify the accuracy of an address where the sex offender has indicated he will reside when released from incarceration. This verification will also include determining if the occupants or owners have agreed to allow the sex offender to reside at the address, and if they are aware of the sex offender’s history of unlawful sexual behavior.
A. Policy

As the local law enforcement agency, the Lakewood Police Department is responsible for carrying out community notification for a Sexually Violent Predator (SVP) who resides in the City of Lakewood and is subject to community notification based on current state law.

B. Procedure

1. The Lakewood Police Department Community Notification Team is a multi-disciplinary team, which will conduct community notification of Sexually Violent Predators residing in Lakewood. The team will be supervised by the Crimes Against Persons Commander. Participants from the Lakewood Police Department may include, but are not limited to, the following:
   a. Crimes Against Persons Sergeant
   b. Crimes Against Children Sergeant
   c. Crimes Against Persons / Crimes Against Children Detectives
   d. Legal Advisor
   e. Public Information Officer
   f. Crime Prevention Agent

2. In addition to the participants from the Lakewood Police Department, the multi-disciplinary team may include, but is not limited to, persons representing the following agencies:
   a. Probation
   b. Parole
   c. Department of Corrections
   d. District Attorney
   e. Victim Advocates
   f. Sex Offender Treatment Provider
   g. Sex Offender Management Board Members
   h. School District Representatives
   i. Department of Human Services Representatives
3. The multi-disciplinary community notification team may include other law enforcement agencies when the SVP lives near the boundaries of another jurisdiction.

The Lakewood Police Department Community Notification Team should identify all potential groups / organizations that will be contacted when a notification occurs. The decision as to which groups / organizations to notify will be based upon the modus operandi of the SVP. These may include, but are not limited to, the following:

   a. Youth Sports Teams
   b. Boy Scouts / Cub Scouts
   c. Girl Scouts / Brownies
   d. Recreation Centers
   e. Licensed Day Care Providers
   f. Public and Private K – 12 Schools
   g. Dance Studios
   h. Senior Citizen Organizations
   i. Health Clubs

4. The Lakewood Police Department Community Notification Team should identify potential locations to hold community notification meetings. Locations of meetings should take into consideration the residence of the SVP, as well as boundaries for other jurisdictions.

The Lakewood Police Department Community Notification Team will identify proposed methods of disseminating information to notify the community of an upcoming SVP meeting. This may include utilizing the following resources to publish notice of the meeting:

   a. Newspaper
   b. Television
   c. Mailings to Citizens
   d. Cable TV Channel 8
   e. School Districts
   f. Senior Citizen Organizations
   g. City of Lakewood WebPage
5. When the Lakewood Police Department is notified of an SVP residing in Lakewood who is subject to community notification, the following must occur:

a. Verify information of the status of the SVP

b. Verify address is in the actual city limits. If needed, a physical visit to the location should occur to verify.

c. Notify Command Staff of the information regarding the SVP.

d. Notify the Colorado Bureau of Investigation of the SVP’s status as being subject to community notification and enter that information in the central registry of persons required to register as a sex offender.

e. An administrative file will be used to document all aspects of the community notification procedure. This file will be maintained by the supervisor of the Lakewood Police Department Community Notification Team.

f. Convene a meeting of the Lakewood Police Department Community Notification Team immediately.

g. If this is the first notification to occur, contact the Sex Offender Management Board Technical Assistance Team and request assistance.

6. Once it is verified that a community notification is to occur, the following should be completed:

a. Determine date, time and location for the community notification meeting. This should occur as soon as possible.

b. Notify community residents and businesses located near the SVP’s address as determined by the Community Notification Team.

c. Notify all private and public K through 12 schools which serve the targeted area.

d. Notify all appropriate community groups / organizations which serve the targeted area. The meeting notice should be distributed to targeted community groups / organizations that fall within the SVP’s identified pattern of behavior.

e. Notify the SVP that there will be a meeting and possible media coverage.
f. Notify the victim of the crime that a community notification is to occur, if able to identify and locate the victim. IMPORTANT: Under no circumstances should any information be given that may identify the victim of the SVP's crime during any part of the community notification process.

7. When conducting the community notification meeting:
   a. A uniformed police presence may be appropriate and required
   b. Request attendees sign in with name and address when entering. This will enable the police department to de-notify when the SVP moves as required by law.
   c. Explain legal requirements / information regarding sex offender registration laws including:
      (1) Law enforcement’s authority / responsibility to release information
      (2) Law enforcement has no authority to direct where SVP may live
      (3) Vigilantism will not be tolerated
      (4) Phone number for questions
   d. Discuss safety and education topics
   e. Identify SVP and provide information on the following:
      (1) Photo
      (2) Identification information such as address
      (3) Crimes of conviction
      (4) Preferred age range of target victims
      (5) Whether victim known or unknown to SVP
      (6) Basic MO
      (7) Vehicle information
      (8) Type of work
      (9) Supervision conditions
      (10) Supervising agency and phone number
f. Provide accurate copies of sex offender list to participants of meeting.

g. Provide educational handout materials to participants.

h. Provide copy of SVP bulletin regarding subject of community notification.

i. Allow for public question time. A time limit should be established. If people are not given the opportunity for questions or comments due to time constraints, then provide an address for written comments to be sent.

8. All documentation regarding a community notification meeting shall be maintained by the supervisor of the Lakewood Police Department Community Notification Team. This file should contain, but is not limited to, the following information:

   a. SVP history / background
   b. Contacts with SVP
   c. Names / addresses of multi-disciplinary team conducting the meeting
   d. Names / addresses of all who attended, if obtained
   e. Information handed out
   f. Any correspondence received as a result of the meeting