A. Policy

It shall be the policy of this department that all felony and misdemeanor crime scenes be afforded the fullest extent of the laboratory's capabilities for evidence comparison, preservation, and analysis. To achieve this goal, the proper collection of evidence, including the collection of standards from known sources and substances, is imperative.

A. Policy

Vehicles assigned to and utilized by the Criminalistics Section of the police department will be constructed, configured, maintained, equipped and used in accordance with the policies and procedures set forth in the Lakewood Criminalistics Section Procedure Manual and the Police Department Manual.

B. Procedure

1. General
   
a. Vehicles assigned to the Criminalistics Section will be utilized only by assigned personnel from the Criminalistics Section.

   b. Criminalistics personnel shall complete familiarization training prior to being authorized to operate the assigned vehicle.

   c. A list of those criminalistics personnel authorized to operate the assigned vehicles shall be maintained in the designated vehicles.

   d. Vehicles assigned to the Criminalistics Section will be equipped with all necessary equipment to process major crime scenes or other crime scenes as requested and approved by a unit supervisor.

B. Procedure

1. The collection of evidence for laboratory analysis shall be the responsibility of the agent in charge of the crime scene or his designee, a crime scene investigator, or a Criminalistics technician.
2. When identifying and collecting evidence from a crime scene or subsequent follow-up investigation, consideration shall be given to the types of materials and substances that may be used for comparison analysis by the crime laboratory. The list includes, but shall not be limited to: paint, soil, fibers, fabrics, glass, wood, hair, and tool marks.

3. The following incidents require processing by members of the Criminalistics Section. Crime scenes shall be preserved by police personnel for such processing. Notification of Criminalistics personnel shall be made with supervisory approval by a patrol supervisor, agent or detective with specific knowledge of the incident.

   a. Homicide and attempts.
   b. Accidental death, traffic and otherwise.
   c. Suspicious deaths.
   d. First and second degree assaults on police or fire personnel, or any assault with potentially life threatening injury to any person.
   e. First and second degree kidnapping.
   f. First degree sexual assault.
   g. Fire investigations involving human death or potentially life threatening injury, or at the request of fire investigators for technical assistance.
   h. Aggravated robbery with injury to any person.
   i. Felony child abuse.
   j. Explosions causing bodily injury to any person or serious property damage.
   k. Police involved shootings.
   l. Other types of incidents when the sensitivity of the investigation or a forensic complexity precludes the normal processing option, at the discretion of the sector commander.

4. Criminalistics personnel shall be available 24 hours a day. During other than normal duty hours, the on-call technician can be reached through the Communications Section. The response time of the on-call technician shall not exceed 1 hour. A department vehicle will be available to the technician at all times. No passengers, other than City employees, are permitted in this vehicle.
5. After arriving at a crime scene, personnel of the Criminalistics Section may directly contact any Investigation Division supervisor to obtain further investigative assistance.

6. Employees involved in an investigation requiring technical assistance may request the services of the Criminalistics Section.

7. Technical assistance is recommended for all major incidents.

C. Rule

When there is a question as to whether assistance is needed, a sworn supervisor shall make the determination of need.

8320 CRIME SCENE INVESTIGATORS

A. Policy

Due to the crime scene processing needs of the Patrol Division, certain patrol agents shall be trained as crime scene investigators (CSIs). CSIs shall be selected by the Patrol Division. Initial training shall be provided by the Criminalistics Section in cooperation with the Patrol Division. CSIs shall be responsible for the collection and booking of all evidence when they are called to a scene.

1. The method of processing a scene will be determined by the individual CSI. The CSI will be responsible for collecting any fingerprints, which may be linked to the perpetrator. The CSI will take pictures and collect any items of evidence that should be processed by the Criminalistics lab.

2. The CSI will complete a supplemental report regarding the collection of evidence. The evidence will be booked according to guidelines in the property section and marked evidence in a sealed package. Some items will not be booked into property, such as fingerprints and photographs; these items will be turned in to the Criminalistics Section for processing.

B. Procedure

1. CSIs shall be equipped and supplied through the Criminalistics Section. There are 2 types of kits for assigned CSI personnel.

2. General equipment kits shall be assigned to designated CSIs.
3. CSIs shall be authorized to include personal items of equipment and supplies in these kits, and to use a carrying case other than the issued attaché case if they desire. However, the department-issued equipment and supplies shall be available in the kit at all times. CSIs shall be responsible for maintaining the department-issued attaché case in good condition.

Note: If CSI personnel elect to utilize personal equipment and supplies, they shall assume liability for their own maintenance and repairs.

4. Camera Kits - these kits shall be maintained in the armory, and shall be checked in and out by CSIs on a watch-by-watch basis. CSIs utilizing these kits shall be responsible for maintaining them in proper working condition, and for taking immediate corrective action if problems are noted.

5. Resupply of film and other expendable CSI supplies shall be via the Criminalistics Section, and shall be the individual responsibility of each CSI. The Patrol Division shall furnish the Criminalistics Section with a list of police agent CSIs who are authorized to receive supplies.

6. The Criminalistics Section shall conduct periodic inspections of CSI general equipment and camera kits to ensure that they are being properly maintained. Results of these inspections shall be transmitted to the Patrol Division commander by the Criminalistics Section supervisor.

7. In cooperation with the Training Unit and the Criminalistics Section, the Criminalistics Section shall provide quarterly refresher training for crime scene investigators.

C. Rule

For the protection of the camera it shall be carried in the issued kit only.

8321 PHOTOGRAPHY AND FILM DISTRIBUTION

B. Procedure

1. Personnel responsible for taking evidentiary photographs or videography shall identify such work by recording the case report number, date, time, and other pertinent data on a separate photograph or series of video frames.

2. Memory cards are provided with the digital cameras assigned to CSI’s. The CSI is accountable for all memory cards issued to them.

8322 PHOTOGRAPHY AND IMAGING FORMATS

B. Procedure

1. Unprocessed film and digital photography, created by the department in a criminal investigation or which is related to a case report number, will
be promptly submitted to the Criminalistics Section for processing, archiving, and filing under the case number.

2. Photography not connected to a criminal investigation or case number may be utilized for administrative purposes. (Such as public relations photographs, C-mug photographs and employee identification photographs, etc.)

3. Photography obtained in an investigation will be handled as potential evidence, whether or not it is intended for court presentation.

4. All technology, equipment and software utilized for investigative image acquisition, analysis and processing shall be approved by the Criminalistics Section for standardization and system compatibility.

5. In order to preserve and maintain original image integrity and chain of custody, designated Criminalistics personnel will archive (record in unalterable format) all photography, submitted in digital format, as soon as possible and prior to any other application of image handling, enhancement, processing, analysis, or reproduction. Processing techniques will not be conducted on the archived data file.

6. "Working copies" of archived data may be obtained following archival procedures. All "working copies" will be so labeled.

7. All techniques applied in image processing and analysis will be conducted on "working copies" by designated Criminalistics personnel. A complete history of applied techniques will be documented by the technician for later duplication of results during court presentations and will be documented in supplemental reports.

8. Techniques common to traditional darkrooms and digital imaging stations, such as cropping, dodging, burning, color balancing, and contrast adjustment that are used to achieve an accurate recording of an event or object, are standard processing steps. When the results of the steps can be observed and are visually verifiable, documentation of such steps is not considered mandatory except when the image is subjected to image analysis.

9. Techniques such as unsharp masking, multi-image averaging or integration, and Fourier analysis that are used to increase the visibility of specific details in an image at the expense of other image details are standard processing steps. However, the use of such steps should be recorded in such a way as to allow comparably trained personnel can repeat the steps and produce the same output when the image is subjected to image analysis.

10. Archived photography data files will be maintained in a secure location within the Criminalistics Section under controlled access. Access is restricted to designated Criminalistics personnel.
11. Personnel designated to archive, process, or enhance photographic images will receive applicable training prior to assignment. The Criminalistics Section will provide or coordinate training for department personnel utilizing imaging techniques.

C. Rule

1. Original film negatives or imaging files shall not be altered.

2. All image files shall be protected by archiving prior to any other application of image handling, processing, analysis and/or reproduction techniques.

3. Archiving, storage, processing, and analysis of photography created by this department shall be the responsibility of the Criminalistics Section.

4. Reproduction of photography created by this department shall be the responsibility of the Criminalistics Section, in accordance with current records release policies.

   a. Analysis

   The extraction of information from an image beyond that which is readily apparent through visual examination.

   b. Archive

   To record in an unalterable format.

   The original image should be stored and maintained in an unaltered state. This includes maintaining original digital images in their native file formats. The following media are recommended for the preservation of original images because of their quality, durability, permanence, and reliability: Silver-based film with the exception of instant film, write-once compact disk recordable (CDR) digital versatile disk recordable (DVD-R). The following are not considered to be acceptable for the preservation of original images: Re-writable storage media, instant film, inkjet prints, solid ink prints, thermal wax paper prints, dye-sublimation prints, dry-silver prints, laser prints, or electro-static prints.

   c. Enhancement

   Any processing intended to improve, or clarify the visual appearance of an image.

   d. Photography

   The term “photography” used through this manual includes both film based and electronic imaging technologies.
e. Processing

Any activity, which transforms an input image into an output image.

f. Verification

A process by which personnel identify an image as being an accurate representation of the scene or item.

g. Working Copy

A copy of an original archived image file, videotape, etc. which is to be used in image processing and reproduction. Duplicates or copies should be used for working images when applicable.

8323 PHOTOGRAPHY WITH CELL PHONE CAMERA

B. Procedure

1. Employees shall not use the camera function built into City issued cellular phones except in emergency situations; for example to capture an image of a homicide victim prior to disturbance by medical personnel.

2. As with any images captured for investigatory purposes, an additional image shall be obtained displaying the case report number, date and employee’s identification number.

3. The phone or other digital capture device shall be submitted as soon as possible to the Criminalistics Section for archiving.

C. Rule

1. Use of the camera function built into City issued cellular phones for personal use is strictly prohibited.

2. Should an employee capture any images associated with a criminal event using a cellular phone or other digital capture device, the images shall not be transmitted to any other entity, person, storage device or website other than the prescribed Department archives.

8330 PHOTOGRAPHY OF LATENT PRINT EVIDENCE

B. Procedure

1. In instances where latent print evidence is recorded photographically, each exposure made shall include a scale and the case number, date photographed, and initials of the photographer.

2. All exposures made of latent print evidence shall be exposed with the camera lens placed at right angles to the subject matter, taken as close up as is possible.
3. Additional exposures shall be made at midrange distance to provide perspective.

4. CSIs who submit film containing exposures of latent print evidence must complete a Crime Lab request form, checking "latent evaluation" and "other," and provide further explanation of "photos of latents."

5. The Crime Lab request form and the film received from the submitting CSI shall be submitted to the dark room.

6. Dark room personnel process the film and evaluate the negatives to determine the quality of the exposures.

7. The negatives of latent print evidence shall be printed at 1 to 1.

8. The completed 1 to 1 prints shall then be forwarded to the latent print section with the yellow copy of the request form for evaluation of any latent print evidence.

9. The photo section shall keep the negatives filed under the case number.

10. The latent print section shall evaluate any photographic latent print evidence, prepare a Crime Lab report, and file the photographs of the latent prints under the appropriate case number.

8331 PHOTOGRAPHY OF CHEMICALLY DEveloped LAtENT PRINT IDENTIFICATIONS

B. Procedure

1. When chemically developed latent impressions are positively identified by personnel of the latent print section, the examiner making that identification shall ensure that the latent prints are photographed on film or recorded digitally, suitable for reproduction purposes. The negatives shall be filed under the appropriate case number in the appropriate negative file.

2. In instances where the chemical processes for latent print development include substances with a known rapid dissipation rate, i.e., iodine, silver nitrate, benzoflavon, etc., personnel performing such processing shall coordinate processing activities with personnel of the photo unit. This will ensure that complete photography, conventional or digital, of latent prints chemically developed shall be performed in a timely manner prior to dissipation. Such negatives shall be filed under the case number as with any other official department negatives.

8332 USE OF GRAY SCALE IN PHOTOGRAPHY

B. Procedure

In instances where color photography of the human anatomy occurs, one frame on each roll of film shall include an exposure of a Kodak gray scale card.
B. Procedure

1. It shall be important to photographically record injuries sustained by victims during the course of an investigation.

2. If injuries sustained are lacerative in nature, photographs shall be obtained at the earliest practical time.

3. If injuries sustained are contusive or abrasive in nature, such injuries normally do not reveal the extent of the injury or reach optimum discoloration until at least 24 hours after infliction.

4. If injuries are of a nature where time elapsed will intensify the visible extent of the injury, photographs shall be taken after sufficient time to allow maximum intensification has elapsed.

5. In such instances, arrangements for photography of injuries shall be made by the assigned follow-up investigator in conjunction with a supervisor of the Criminalistics Section on an appointment basis.

6. Agents taking initial investigative reports involving such injuries shall make recommendations to schedule an appointment for photographic recording of injuries upon a victim in the narrative section of their field reports.

7. Immediate photography of such injuries achieves little in recording the nature and extent of injuries which are not lacerative in nature.

C. Rule

1. Victims shall not be told to contact the Criminalistics Section to arrange an appointment, nor shall they be told to report to the Criminalistics Section at their convenience to have such injuries photographed.

2. Under normal circumstances, the Criminalistics Section will only accomplish such photography upon a written request by the assigned follow-up investigator, and the setting of a mutually agreed upon appointment time, after review and determination by the assigned follow-up investigator of the need to photographically record such injuries.

3. Photography of the private parts of a person, 10 years of age or older, shall be performed by a police employee of the same gender as the person. For these purposes, private parts are defined as the genitalia, anus and buttocks of either gender and the breasts of a female.
**COMPOSITE DRAWINGS**

B. Procedure

1. It is important that the composite be done as soon after the offense as possible. Composites shall not be attempted more than 3 days after the offense. Composite Program operators shall be available on a 24-hour basis and can be contacted through the Communications Section.

2. No photographs shall be shown to the witness prior to the composite interview session.

3. All composites shall be done by appointment set far enough in advance to permit the operator to reserve a time for the preparation session. The operator shall be furnished with the name of the victim, date of birth, case report number, and the type of offense prior to the scheduled session. Only the operator and the witness shall be present during the session.

4. Upon completion of the composite, the operator shall prepare a supplemental report detailing the accomplishment of a composite effort and attach a copy of the prepared composite drawing.

5. In the case of an arrest through the use of a composite drawing, the operator shall be endorsed as a witness.

6. Under normal circumstances, appointments shall be coordinated in advance between the agent requesting a composite drawing and the supervisor of the Criminalistics Section.

**LATENT PRINT PROCESSING**

B. Procedure

1. Items of evidentiary value, suspected of having been handled by an individual, can be examined for patent or latent prints.

2. If a crime scene analyst or crime scene investigator is available, some items may be processed at the scene using an appropriate technique, based on the investigator’s abilities and equipment.

3. Items not processed at the scene may be appropriately booked into the Property Unit, ensuring that the item is packaged properly as to protect the latent from any potential damage. A Laboratory Request form shall be submitted to the Criminalistics Section, requesting latent processing.

4. Items submitted for latent processing shall be examined by a qualified examiner utilizing the appropriate visual, optical, powder or chemical technique, based on the item’s substrate.
C. Rule

1. All latents secured on latent lift cards shall, at the minimum, have the following listed on the back side of the card: (1) description of where the lift was obtained (2) case report number (3) date processed (4) badge/ID number and initials.

2. Latents developed on items submitted to the Crime Laboratory for examination will be marked with the Crime Lab item number, followed by the sequential latent number for that item. These latents will then be reported with the lab item number, followed by the Property Unit's identification number, followed by the latent number.

8346 GUNSHOT RESIDUE (GSR) COLLECTION

A. Policy

The value of gunshot residue as evidence is limited to determining whether an individual was in the vicinity of a fired weapon. Its collection will only be used in cases wherein investigators are attempting to place a suspect at the scene of a shooting where a weapon that uses explosive ammunition was used.

B. Procedure

1. The collection of possible gunshot residue will be limited to felony persons crimes with the approval of a Persons Section Detective, Sergeant and/or Criminalistics.

2. GSR examinations will only be performed when samples are collected from living persons.

3. GSR evidence must be collected within 4 hours of exposure to the discharge of a firearm.

4. As GSR evidence is extremely fragile, the hands of the person to be examined must be protected with paper bags immediately upon discovery. Unprotected hands will not be examined.

8350 LATENT FINGERPRINT DISPOSITION

B. Procedure

1. In all cases, all latent lifts shall be retained in conformance with statutory guidelines for statute of limitations determinations.

8360 ASSISTING ANOTHER AGENCY - - CRIMINALISTICS

B. Procedure
1. Requests received for Criminalistics Section assistance to other agencies shall be approved by a Criminalistics supervisor before any commitment is made to perform the requested assistance.

2. All approved requests for assistance require the completion of a Crime Laboratory request form and the assignment of an LPD case report number.
   a. When no LPD case number exists for the incident, a new case number shall be obtained and the communication clerk shall note "no report" on the control card sent to the Records Section.
   b. When an LPD case number has been previously issued for the incident, the Criminalistics Unit technician shall document his work on the appropriate continuation/follow-up report or a Crime Laboratory report form.

3. When completing a Crime Laboratory request form for another agency, the following information shall be obtained in addition to that normally required on the form:
   a. Name of requesting agency.
   b. The requesting agency's case number.
   c. Disposition of any material submitted.
   d. To whom the reports are to be forwarded and the person's telephone number.
   e. When no other LPD reports on the incident exist, the words "face sheet" shall be written on the request form in the margin above the CR number.
   f. The person requesting assistance shall sign the form in the "requested by" block or, if unavailable, the person's name shall be written in the block.

4. All materials received in connection with requests for assistance shall be inscribed with the assigned LPD case report number.

C. Rule

1. Original materials generated as a result of assistance to another agency shall not be released without the approval of a Criminalistics supervisor.

2. Information obtained as a result of assistance to another agency shall not be released except as directed by a designated representative of the requesting agency.
B. Procedure

1. The employee receiving a request for assistance by a member of any other department or agency shall take the necessary information and provide the information to a supervisor of the Criminalistics Section, and advise the caller that approval must be obtained prior to accepting any work.

2. The employee receiving the request made by other governmental agencies refers the caller to:
   a. A supervisor of the Criminalistics Section.
   b. The Manager of the Criminalistics Section.
   c. The Division Chief of Investigation Division, in that order.

3. In instances where personnel of this department are requested to assist another agency in photography, latent processing, or collection of physical evidence, and a representative of the other agency is physically present on scene (example: bank robbery), the involved technician or CSI, in conjunction with the lead investigator or supervisor on scene, shall advise the other agency's representative of the following:
   a. The photography, latent lifts, and evidence collected may be released immediately upon an inventory of items on a property report to the concerned agency.
   b. The photography, latent lifts, and evidence collected may be inventoried on a property report and booked into the Property Control Unit for safekeeping to be released to the concerned agency at a later date. If this option is selected the employee booking the evidence shall authorize its release to the concerned agency upon the property report at the time of booking.
   c. Advise the representative of the concerned agency that the Criminalistics Section of this department is capable of performing examination and analysis of physical evidence, and that a representative may contact a supervisor of the Criminalistics Section for further information as to what specific services may be available to them. If interest is expressed in utilizing the forensic capabilities of the department, the procedure in "b" above shall be followed.

4. In instances where personnel of this department are requested to assist another agency in photography, latent processing, or evidence collection and a representative of the other agency is not physically present on scene (e.g., a vehicle stolen out of town and recovered in Lakewood), all materials collected as a result of that activity shall be treated as though a Lakewood case, i.e., photography and latents submitted to the Criminalistics Section and physical evidence booked into the Property Unit, unless directed differently by the originating agency.
5. The Criminalistic Section may enter into a contract to provide criminalistic services to another government entity. Such contract shall be written and approved pursuant to City of Lakewood Municipal Code.

6. Services provided by the Criminalistics Unit shall include, but not limited to:
   a. Statement of the specific services to be provided;
   b. Financial agreements between the entities;
   c. Specification of the records to be maintained concerning the performance of services by the provider agency;
   d. Duration, modification, and termination of the contract;
   e. Language dealing with contingencies;
   f. Stipulation that the provider agency maintain control over its personnel;
   g. Arrangements for the use of equipment and facilities; and,
   h. A procedure for review and revision, if needed, of the agreement.

7. Employment rights of personnel assigned under a contract for law enforcement services are not abridged. This includes employment rights, promotional opportunities, training opportunities or fringe benefits.

8370 PAROLEE BOOKING

A. Policy

To standardize procedure for the fingerprinting of parolees or probationers referred to the Police Department by the state parole board and residents of community correctional facilities within the jurisdiction of the Police Department as provided for by C.R.S. Title 17.

B. Procedure

1. Fingerprinting for parolees or probationers and offenders placed in community correctional facilities shall be accomplished between 0830 and 1030 hours on the first and third Wednesdays of each month.

2. Completed referral for identification processing form shall be delivered to the clerk of the Police Department's Criminalistics Section between 0800 and 1700 hours on the second and fourth Mondays of each month in order to schedule processing appointments for the following first and third Wednesdays of each month, respectively.

3. Criminalistics personnel shall complete a records check of all computerized systems on those scheduled to appear the following week. This includes LPD computerized criminal history files for file numbers issued on prior contacts, criminal history files of CCIC/NCIC for file numbers and alias
information, and wanted/warrant files of CCIC/NCIC for existent warrants. If a warrant is found, two copies of the warrant are printed. One copy remains with the file in the Criminalistics Section and the other, along with copies of the agency referral form may be forwarded to the Fugitive Unit for follow-up. On the scheduled appointment date for registration, a second wanted/warrant status is again checked. If the previously existent warrant is still listed, a copy of the warrant is printed and provided to the desk agent for follow-up action with the advice that the subject is due in to register this date.

4. The subjects presenting themselves to the Criminalistics Section shall be provided with a preprinted form containing all identification information necessary to complete a fingerprint card with the instructions to complete the form in their own handwriting, which must be prepared in cursive writing. If no prior contact has resulted in the issuance of a "C" number file, the next unused "C" number is assigned. Should a prior issued "C" number exist, this file number will be used again for this contact.

5. The "C" number shall be placed into the appropriate box upon the hand-written form and the form shall be signed and dated by the technician who assigns the "C" number.

6. One criminal (red) fingerprint cards and 2 palm print cards shall be typed with the information provided by the referral for identification processing form and the handwritten form. A mug photo envelope shall also be completed at this time.

7. The technician assigned to take fingerprints shall sign the red fingerprint cards and the palm cards and obtain the subject's fingerprints.

8. A front and right profile mug photo shall be taken utilizing standard procedures on taking mug photos.

9. The inked finger and palm prints, as well as all the agency referral forms and all attendant paperwork is provided to the unit technician for collation and logging.

10. One typed and completed fingerprint and palm print card shall be routinely searched and filed into the master files by personnel of the criminal history subunit. Upon completion of the searching process, the referral for identification processing form and a criminal history lead sheet shall be filed into a "C" jacket created as a result of this contract. LPD computerized criminal history file entries are made on the subject.

11. Should the subject have a previous criminal record with the Police Department, all forms and mug photos produced from this contract shall be placed in their ID jackets with the exception of the handwritten form. The computerized criminal history "C" file will be referred to the master criminal history ID number where all data will be stored.

8380  COURTESY FINGERPRINTING

A.  Policy
Standardize procedures for the fingerprinting of residents who live within the city limits of Lakewood who are applying for a license issued through the City or who require fingerprinting services for any other reason.

B. Procedure

1. Fingerprinting services shall be provided on Tuesdays from 0800 - 1000 hours and Wednesdays from 1130 - 1330 hours weekly. Valid ID must be shown to verify residency within the city limits and a $5 fee will be collected by the Records Section except for persons seeking employment by the City of Lakewood. If a legal holiday should fall on one of the two days set aside for printing, there will be no services provided on that day.

2. Subjects seeking to be licensed through the City Clerk’s Office shall acquire the necessary papers and receipt for payment prior to appearing at the Criminalistics Unit for fingerprinting.

   Upon their appearance with all appropriate paperwork completed, Criminalistics personnel shall follow established procedures to facilitate the processing of these individuals.

3. Residents who need fingerprinting services for other reasons shall be directed to the Municipal lounge area where fingerprint personnel will assist them.

C. Rule

1. Unless applying for a city license or employment, fingerprinting services shall be provided to Lakewood residents only.

8390 SEX OFFENDER INITIAL REGISTRATION

A. Policy

To standardize procedure for the fingerprinting of sex offenders referred to the police department by the Parole Board, Department of Corrections or Probation Departments or moving to Lakewood as provided for by C.R.S., Section 18-3-412.5.

B. Procedure

1. Fingerprinting of sex offenders shall be accomplished between the hours of 0800 and 1600 Monday – Friday. Holidays are excluded and no registration will occur on these days. A $20.00 fee will be collected by the Records Section prior to registration on all initial registrations, re-registrations, re-activations and address changes. Failure to pay the fee will result in a violation of registration C.R.S. 18-3-412.5.

2. All annual and quarterly re-registrations and address changes within Lakewood will be required to present proof of residency at the time of registration. The following items will be accepted:
   a. Valid driver’s license with current address.
b. State-issued identification card with current address.
c. Current (within last 7 days) hotel/motel receipt.
d. Documentation of placement in Community Corrections.
e. Current (within last 30 days) lease/rental receipt.
f. Current (within last 30 days) residential property ownership.
g. Utility bills addressed to registrant (within last 30 days).
h. Proof mailing address was established (within last 30 days).

3. Criminalistics personnel shall complete a records check by querying the appropriate Federal, State and local computer systems.

4. Two criminal (red) fingerprint cards and two palm print cards shall be completed. A mug photo shall also be obtained. Inclusive of taking the fingerprint and palm print impressions, a right index finger impression is placed on the Notice to Register form.

5. One fingerprint card and the palm cards will be filed in the LPD master fingerprint files by personnel in the Criminal History sub-unit. The second fingerprint card will be submitted to the Colorado Bureau of Investigation.

Upon completion of the searching process, entries shall be made in the LPD and State computer files.

6. Copies of the Notice to Register and Annual/Quarterly Registration Requirements forms will be retained in the Criminal History sub-unit.

7. One copy of the completed Notice to Register form and Annual/Quarterly Registration Requirements forms shall be forwarded to the appropriate parole, DOC or probation department.

8. If the subject fails to appear for registration within the required five-day period, or the next business day if discharged from DOC without supervision, follow-up will be conducted in accordance with investigative procedures.

C. Rule

The local law enforcement agency with which a person registers, as soon as possible following the registrant’s first registration and at least annually thereafter, shall verify the residential address reported by the registrant; except that, if the registrant is a sexually violent predator, the law enforcement agency shall verify the registrant's residential address quarterly. C.R.S. 16-22-108 (3.5)

1. After each initial registration, re-activation and address change within Lakewood, a certified, return receipt requested letter shall be mailed to the registered address. The returned receipt will serve as address verification. The envelope will have a “Return Service Requested” message printed on it.
2. All annual and quarterly registrants will be notified by standard mail of their up-coming registration. Within this mailing, a form requiring them to bring proof of residency and the appropriate fee will be included.

3. Any returned certified letters and/or registrants who fail to register in accordance with law will be subject to arrest. Follow-up will be conducted in accordance with investigative procedures.

8391 SEX OFFENDER RE-REGISTRATION AND ADDRESS CHANGE

1. Adults convicted of certain crimes, based on current State of Colorado law, shall, for the remainder of his/her natural life, register quarterly within one business day of the required registration date. All other adult and juvenile sex offenders must re-register annually within one business day of his/her birthday.

2. Registrants shall physically present themselves to the Criminalistics Section for processing between the hours of 0800 and 1600 hours Monday through Friday, except holidays.

3. Criminalistics personnel shall follow established procedures to facilitate the processing of these individuals, inclusive of a new mug photograph at all annual re-registrations and to review the mug photograph on file at the quarterly re-registration to ensure no significant change in appearance of the subject.

4. Computer entries shall have revisions made to display the re-registration.

5. The Crimes Against Persons Section, appropriate parole, DOC and/or Probation Department will be notified of the re-registration.

6. Subject is required by law to register any address change within the same jurisdiction within five business days of his or her move and shall physically present themselves to the Criminalistics Section for processing between the hours of 0800 and 1600, Monday through Friday, except holidays.

8392 SEX OFFENDER DE-REGISTRATION

B. Procedure

1. Any sex offender leaving a jurisdiction where he or she is currently registered must complete (in person) a written Change of Residency to New Jurisdiction form with the law enforcement agency where he or she is currently registered, within five days of the move to a new jurisdiction. No fee will be assessed to those de-registering.

   Criminal History will identify the index print.

2. Criminalistics personnel shall follow established procedures to facilitate the processing of these subjects.

3. Computer entries shall have revisions made to display the address change.
4. The Crimes Against Persons section, appropriate parole, DOC, probation department and law enforcement agency where registrant is moving will be notified.

5. Criminalistics personnel shall follow established procedures to facilitate the processing of these subjects.

6. Computer entries shall have revisions made to display the address change.

7. The Crimes Against Persons Section, appropriate parole, DOC and/or probation department will be notified of the address change.