

**TYLER POLICE DEPARTMENT
GENERAL ORDER**

18.300

SEXUAL OFFENDER REGISTRATION

REVISED 01/12/10

EFFECTIVE 09/01/99

18.301 PURPOSE:

- A. In 1991, the Texas Legislature established the Sexual Offender Registration Program. Any person convicted of certain specified Penal Code offenses must register with the local law enforcement authority in any municipality where the person resides or intends to reside for more than seven days or, if the person does not reside or intend to reside in a municipality, in any county where the person resides or intends to reside for more than seven days. The person shall register no later than the seventh day after the person's arrival in the municipality or county.
- B. The Texas Sexual Offender Registration Program is codified in Chapter 62 of the Criminal Code of Procedure.

18.302 REGISTRATION

- A. Offenders registering with the Tyler Police Department will be directed to the Sex Offender Registration Officer for registration. If the Sex Offender Registration Officer is unavailable then the offender will be directed to the Crimes Against Persons Supervisor (or designee) to set up an appointment to be registered.
- B. Hours of registration will be Monday-Friday from 0800-1600 hours.
- C. The initial registration process will include:
 - 1. Completion of the required Texas DPS Sex Offender Registration form (CR -35)
 - 2. Taking two Polaroid photographs of the offender and offender's vehicle
 - 3. Two digital photos of offender
 - 4. The completion of and providing to the registrant the Texas Sex Offender Registration Receipt (Int-14).
 - 5. Issue Tyler Police Department identification number (if not previously issued) and completion of the Tyler Police Department I.D. card.
 - 6. Completion of the FIC card that is titled "Sex Offender"
 - 7. Completion of two CR 36 Sex Offender Fingerprints cards and one TPD fingerprint card.

18.303 PUBLIC/PRIVATE SCHOOL NOTIFICATION

If the victim is a child younger than 17 years of age, regardless of the basis on which the person is subject for registration, the Tyler Police Department shall immediately provide notice to the superintendent of public schools of the school district in which the person is subject to registration and intends to reside and to all private schools within the City of Tyler.

18.304 INFORMATION INCLUDED IN PUBLIC NOTICE

The Tyler Police Department shall include in the notice to the superintendent of public and private schools any information that is determined necessary to protect the public, except:

- 1. the person's social security number, driver's license number, or telephone number, and
- 2. any information that would identify the victim of the offense for which the person is subject to registration.

18.305 RELEASE OF PUBLIC INFORMATION

- A. The Tyler Police Department shall release public information described under this article to any person who submits to the department a written request for the information. The department may charge the person a fee consistent with the fee schedule in the Texas Public Information Act.
- B. Public information is any and all information contained in the Tyler Police Department's computerized database including the person's photograph and numeric address. The information contained in the database is public information, with the exception of the following information:
 - 1. Information regarding the registered person's social security number, driver's license number, or telephone number.
 - 2. Information that is required from the person by the Department of Public Safety such as blood type, shoe size, and other information that is obtained under the Texas Code of Criminal Procedure 62.02 (b) (5) or
 - 3. Information that would identify the victim of the offense for which the person is subject to registration. (Numeric address of offense, the victim's name, telephone number, address, or victim's vehicle information.)

18.306 SEX OFFENDER REGISTRATION OFFICER RESPONSIBILITIES:

- A. The Sex Offender Registration Officer is responsible for collecting, distributing and storing all of the information relating to the registered sexual offender.
- B. The Sex Offender Registration Officer will maintain and update the electronic Sex Offender Notebook with a photograph and identification information of each registered sexual offender.
- C. The Sex Offender Registration Officer will forward all initial and updated Sex Offender registration information to the Texas Department of Public Safety.
- D. The Sex Offender Registration Officer shall be responsible for public notification, to include school notifications and public release of registered sex offender information.
- E. The Sex Offender Registration Officer will routinely conduct a computer check on registered Sex Offenders and forward warrant information to the Beat Officer.

18.307 BEAT OFFICER RESPONSIBILITIES:

- A. Beat Officers will familiarize themselves with all registered sexual offenders that reside in their area of responsibility.
- B. The Beat officer will periodically confirm that the person still lives at the listed address.
- C. The Beat Officer will notify the Sex Offender Registration Officer if a sex offender has moved from a registered address.

Approved: 01/12/10

Angie Swindle