

## Registered Offender Information Procedure

### 355.1 PURPOSE AND SCOPE

This procedure establishes guidelines by which the Union City Police Department will address issues associated with certain offenders who are residing in the jurisdiction and how the Department will collect and disseminate information and respond to public inquiries about registered sex, arson and drug offenders.

### 355.2 DESIGNATED REGISTRATION DAYS AND TIMES

All offenders are encouraged to make an appointment on the designated registration days during the below listed times. Registrants that walk-in during the designated registration days and times will not be turned away and will be registered after scheduled registration appointments are completed. Either a Community Service Aide (CSA) or Public Services Officer (PSO) will complete their registration process. The designated registration days and times are as follows:

- Tuesdays from 8:00 a.m. to 12:00 p.m.
  - Designated Registration Officer: Community Services Aide
  - Alternate: Any Public Services Officer on-duty.
- Saturday from 2:00 p.m. to 6:00 p.m.
  - Designated Registration Officer: Public Services Officer

All messages received on the registration message line shall be returned the day received and an appointment scheduled for the registrant for either Tuesday between registration hours or Saturday between registration hours. If the registrant is not reached on the return call, a message shall be left and an email sent to ALL PSOs/CSA with the registrant's name and contact information and who will be making the follow up phone call.

If an appointment is scheduled on a day you are not working, an email shall be sent to the PSOs/CSA working that day to advise them of the appointment, along with the registrant's contact information.

The appointment shall be made on a day most convenient to the registrant and under no circumstances should a registrant be persuaded to choose one day over another. The designated days and times were put in place so those assigned to registrant duties are uninterrupted while they complete this very important process.

### 355.3 UCPD RECORDS/UCPD LOBBY

An offender who arrives during designated registration days and times shall be advised they may schedule an appointment at a later date or wait and they will be registered as soon as all scheduled registration appointments are completed. The CSA or PSO handling registrations shall be made aware of the walk in registrant as soon as practicable.

# Union City Police Department

UCPD Procedures Manual

## *Registered Offender Information Procedure*

---

A registrant who arrives outside the days and hours designated for registration shall be advised of the registration schedule and directed to dial x280 on the lobby telephone to leave a message requesting an appointment. The voicemail is distributed among the CSA and PSOs who will return their call and schedule an appointment during a designated registration times. If there is a CSA or PSO on-duty, you may contact them to determine if they are available to handle a registration. It shall be at the discretion of the on-duty supervisor to determine whether the registration can be completed at that time.

### **355.4 REGISTRATION VOICEMAIL LINE AND COMMUNICATION AMONG REGISTRATION STAFF**

At the beginning of and throughout the course of each shift, the CSA and PSOs shall check their individual email inboxes for messages left on the "PCD 290 REG VM" line. The CSA and PSOs will field calls, return phone calls, leave voice mails, and ultimately schedule registration appointments.

### **355.5 APPOINTMENT LOG AND APPOINTMENT SCHEDULING**

The appointment log will be updated each time an appointment is created and completed. The appointment log is located on the PD J Drive: Start-> My Computer-> PD J Drive -> 290 Resources -> 290 Lists.

When scheduling appointments for registrants, verify if there are any changes to his/her address, employment, vehicles driven, and telephone number. Verify if they are on probation or parole, then obtain the name and telephone number of the probation/parole officer in charge of the registrant's supervision. If they are a new California and/or Alameda County resident, and do not have a PFN, the registrant will need to be processed like a "new" registrant that has no prior registration record in the database. Obtain as much information as possible, such as conviction information, original arresting agency, et cetera. Note any changes or additional information the registrant is providing you at this time. If the registrant is a transient, ask what areas in Union City they frequent.

Note: If the registrant is calling to advise he/she is leaving the state or country, he/she will need to comply with the registration process. If the registrant is active to probation or parole, he /she will need to show proof that he/she has been cleared to travel so by his/her probation/parole officer.

The registrant will need to complete a Notification of Intended International Travel and Notification of International Travel of Sex Offender.

- Registrant is required to notify us 21 days before traveling.
- See form in J drive in the 290 folder (Sex Offender International Travel Form) and it is sent it to the U.S. Marshal's Office, who sends it to Washington, who notifies whatever country they're going to be visiting.
- Advise the registrant that when he/she gets to the country of visitation, that country may refuse their entry, and they would have to return home immediately.
- Make copies of passport and travel documents, including the Sex Offender International Travel form and give it all to POA assigned to Investigations for processing.

# Union City Police Department

## UCPD Procedures Manual

### *Registered Offender Information Procedure*

---

#### **355.6 WALK-INS ON NON-DESIGNATED REGISTRATION DAYS**

If an offender walks-in in on a non-designated registration day, the on-duty CSA or PSO shall advise the on-duty supervisor who can use their discretion as to whether or not they want to perform the registration process at that time. If the on-duty CSA or PSO chooses not to handle the registration process at that time, then an appointment will be made for next available registration day.

#### **355.7 INSTRUCTIONS FOR COMPLETING A 290 PC REGISTRATION PROCESS**

Sex Offender Registration (Annual Update, Transient 30 Day Update, Update of Info, Relocating Into Jurisdiction/outside of jurisdiction).

- (a) Obtain the registrants CDL or CAL-ID.
- (b) Retrieve the registrant's file, located in the Investigations Unit (file cabinet behind investigations POA desk). If the door to Investigations is locked and the no one from investigations is present, ask the Patrol Sergeant or Patrol Lieutenant to give you access to the area.
- (c) Review the registrant's file and pay special attention to any notes/requests left by POA, that he/she may want completed at the time of the next registration event.
- (d) Inform dispatch that you are at the front lobby of the PD for a 290 registration appointment.
- (e) Provide dispatch with the registrants CDL# name and date of birth (DOB) in order to have dispatch check the person for any outstanding warrants or have records personnel run them out on their CLETS terminal.
  1. Registrant has no warrants -> continue on with Step 3.
  2. Registrants has a warrant -> dispatch will inform the patrol units that the there is a registrant at the lobby trying to register, who has a warrant -> stand by until officers arrive on scene -> provide officers with registrants CDL/ID card if you have it.
- (f) Interview the registrant and ask if there are any changes to his/her address, employment, vehicles driven, and telephone number. Verify if they are on probation or parole, obtain the name and telephone number of the probation/parole officer in charge of the registrant's supervision. Note any changes or additional information the registrant is providing you at this time.
  1. You can ask for all of this information at the time you are speaking to the registrant on the phone prior to the actual appointment date or in person when scheduling the appointment.
- (g) After you have spoken to the registrant, instruct the registrant to have a seat in the front lobby while you complete the registration documents.

##### **355.7.1 CALIFORNIA SEX AND ARSON REGISTRY (CSAR) ENTRY**

- (a) Log into CSAR <https://csar.ext.doj.ca.gov/login.xhtml>

## Registered Offender Information Procedure

---



- (b) Search for registrants CSAR file by name and DOB or FCN. Your results should produce a mugshot.
- (c) Click “select” located on the right side of the screen. Verify selected file before proceeding. Multiple mugshots with similar names and information can appear.
- (d) Click drop-down menu titled “Select Report Type” located below registrant’s name. Select 8102S then click the continue link located next to the drop-down menu. This will prompt you to open a fillable PDF form.
- (e) Mark the appropriate registration event you are completing, in the area titled “Reason for Registration”. For example, if completing an annual update mark “Annual”, for 30-day transient update mark “30 Day”.
- (f) In the “Registration Event” section, check the appropriate box(es) for the registration you are completing (check all boxes that apply).
- (g) Enter registrant’s information on the form. Some information is auto-populated, you will need to manually enter the registrant’s address, phone number, CDL #/ Expiration, UCPD CASE #, employment information, vehicle information, probation/ parole information, registering officer/agency information.
  1. MNEMONIC- [REDACTED]
  2. ORI- [REDACTED]
- (h) Enter date of registration in date field.
- (i) In the “Originating Agency Case Number (OCA)” field, enter the UCPD case # that you obtained from dispatch.
- (j) In the “Comments” section add any information regarding the registration that you feel is pertinent for us to know. For example: if the registrant recently obtained a new phone number, or anything else already indicated on the form, as a safeguard and to make sure we know that this change occurred.
- (k) Print registration forms. Forms need to be printed on separate pages, not front-to-back.
- (l) Write down the registrant’s Alameda County Personal File Number (PFN) on the top right corner of the first page.
- (m) Print the PC 626.81 Advisement.
  1. Start-> My Computer-> PD J Drive -> 290 Resources -> Registration Forms->626.81 Form

# Union City Police Department

## UCPD Procedures Manual

### Registered Offender Information Procedure

---

- (n) Print the CIB (ACSO Central Identification Bureau) fax face sheet.
  - 1. Start-> My Computer-> PD J Drive -> 290 Resources -> Registration Forms-> CIB Fax 290 Cover Sheet
- (o) Gather all the documents that you printed and equipment such as a camera or department iPhone to take a picture of the registrant and his/her vehicle (if new). The photos will be different from the photos taken via CMS.
- (p) Walk to the CMS and Lives can terminal, located in the hallway between the sally port and records unit.
- (q) Open the door leading into the front lobby and have the registrant step inside of the hallway.
- (r) Have the registrant read over the documents you printed. If additions or corrections are needed, then make those adjustments, in his or her presence with a pen. You will need to write your initials/badge # next to the items that you added by hand.
- (s) Have the registrant sign and initial where he is required to do so.
  - 1. 8102s
  - 2. PC 626.81 form
- (t) Using the ink pad located where the CMS terminal is, have the registrant apply black ink to his right thumb and have him imprint his thumb print in the box provided on each page (box in the bottom right corner).
- (u) Verify that the registrant signed and initialed the forms properly and that their thumbprint is legible.

#### 355.7.2 COGENT MUGSHOT SYSTEM (CMS)

Log into CMS (Cogent Mugshot System), using your assigned login information. This access is given through ACSO CIB. If you are new and need access, it should have already been processed, Personnel and Training to complete the proper authorization form. This form is part of the documents you fill-out during your orientation phase upon being hired as a new employee with the police department.

The username and password for the Cogent Mugshot system is OFFICER SPECIFIC different from WEB ID and LIVE SCAN. This system is located in the CAL-ID Terminal. **Be sure to log in from time to time to make sure your User ID is working and valid.**

- (a) Click the desktop icon that says "Cogent Mugshot" or "3M Cogent Mugshot" and log in with your user ID and password.
- (b) After logging on, you will be taken to the home screen.
- (c) Click on CREATE NEW BOOKING.
- (d) You will be taken to a screen that contains a column titled "Categories". Clicking each tab in Categories will allow you to complete the fields indicated. *Note: Event Incident # Field - this will auto-populate (you will get this # when you save your work, by clicking "save" at the end, prior to clicking "close and save")*

# Union City Police Department

## UCPD Procedures Manual

### *Registered Offender Information Procedure*

---

- (e) All fields highlighted in RED are required fields.
  - 1. Last Name - Fill this in
  - 2. Last Name - Fill this in
  - 3. Arrest # = PFN or JFN (if Juvenile)
  - 4. If NO PFN or JFN = Leave field BLANK
  - 5. Sex - Fill this in
  - 6. Social Security # and Driver's License # - ONLY ENTER INFORMATION OBTAINED FROM AN ACTUAL CARD
  
- (f) Fill out the rest of the tabs:
  - 1. Physical/Place of Birth (POB) Tab
    - (a) Height, weight, hair, eyes, citizenship, POB State
    - (b) Physical Place of Birth
    - (c) Fill out all RED Fields
    - (d) Can add NOTES as needed
      - 1. The "notes" area can be used to add other miscellaneous information such as crime codes, local ordinance codes, descriptors, addresses, etc.
  - 2. Residence Info Tab
    - (a) Fill out ALL fields
  - 3. Alias - Name/Date of Birth (DOB)/Address Tab
    - (a) Can add STREET Name
    - (b) Can add MULTIPLE AKAs
  - 4. Employer/Student Info Tab
    - (a) Fill out ALL info if possible
  - 5. Next of Kin Tab
    - (a) Fill out ALL info if possible
  
- (g) MUGSHOT tab [take photo(s)]
  - 1. After clicking on the mugshot tab in the category column, click on "ADD NEW MUGSHOT", located at the bottom left corner of the screen.
  - 2. You will be taken to the "Import Mugshot Screen"
  - 3. Select the mugshot type by using the drop-down menu (front, left side, right side)
  - 4. Click "Import Live Mugshot"
  - 5. Turn on overhead lighting if needed.

# Union City Police Department

## UCPD Procedures Manual

### *Registered Offender Information Procedure*

---

6. To take a picture, click on “Capture” to take an actual picture, then click confirm, then click finish in order to save.
  - (a) Repeat steps A-F, for profile/back photos
  - (b) CIB REQUIRES first, a FRONTAL photo, and second, a side profile picture
- (h) Scars, Marks Tattoos - Enter this information via word description and not actual photographs. There is new case law governing our ability to remove clothing to get tattoo information. If the tattoo or mark is in plain view, go ahead and obtain pictures using this method (similar to mugshots).
- (i) Booking Agency/ Cite Release (FYI: “Contributing ORI” located at the top of the page should already be populated to reflect ACSO/CIB- do not change this).
  1. “**Booking Agency ORI**” and “**Booking Agency Name**” are both in Red. These boxes should be auto-populated to reflect Alameda County information and is not specific to UCPD. You do not need to change
  2. Live Scan ID = [REDACTED] (see sticker on Live Scan Monitor)
  3. Booked at facility: “Union City PD”
  4. Booked for facility: “Union City PD”
  5. Booked for ORI: [REDACTED]
  6. Booked for agency: “CAPDUNION CITY”
  7. Fill out ALL other fields if applicable.
- (j) Alerts
  1. Mostly used at Jails (optional, not mandatory to fill out, but is a good idea because these types indicators assist investigators who query the system in search of possible matches to their suspect inquiries)
    - (a) Sex-related, gang related, etc.
- (k) Charge information
  1. Click on “New Charge”
  2. For the charge, type in 290(A)(2)(E) Select the booking code “e” for court-ordered booking
  3. Input # of counts for the charge, which is 1
  4. Enter “Charge Circumstance”
    - (a) OTHER
- (l) Registration events (FOR PSOs and POAs)- Sex Offender, Drug, and Arson
  1. Select info from drop-down menu
  2. Fill out all fields
  3. **PER CASE LAW, DO NOT ASK AND ENTER ANY EMAILS OR SOCIAL NETWORKING INFORMATION.**

# Union City Police Department

## UCPD Procedures Manual

### *Registered Offender Information Procedure*

---

- (m) Arrest Information/Offense Information
  - 1. ORI # [REDACTED] Arresting Agency Name: "CAPDUNION CITY"
  - 2. Fill out ALL fields – Arresting Agency Name >Arrest Location/ Arrest Date-Time
    - (a) Arrest location will be the PD's address. 34009 Alvarado-Niles Rd. Union City, CA 94587
    - (b) Date and time- will be the date and time of the appointment
  - 3. Type in UCPD Case # in either "Reporting Agency #" field.
- (n) Go through all the tabs and review the information.
- (o) Click the save and close button.
- (p) After saving and closing, you will be re-routed back to the home page of CMS. The system should automatically show your last booking. You will need to copy down the event incident #
- (q) Take the event incident # you copied down and move over to the Live Scan machine.

#### 355.7.3 LIVE SCAN

- (a) Log into LIVE SCAN with personal username and password
- (b) On the top right portion of the screen, you will see a drop-down menu titled "TOT". For registrants, select the "criminal with palm" option.
- (c) Click "New" button located at the top left corner of the screen
- (d) A box called "Transaction number" will appear. Click the selection that allows you to continue.
- (e) Enter the event incident # you copied down.
- (f) Click "Start" button after pop-up screen appears.
- (g) Go through all the tabs and verify that all the information transferred to this system from the CMS (mugshot system).
- (h) Click on the next tab, ARREST:
  - 1. Sometimes the PFN's or JFN's do not transfer over from the CMS system. You will need to manually enter the PFN "Main #" section of the Arrest tab that is located on the right side of the screen. Remember, PFN will need to begin with the 010 prefix.
- (i) Review all information entered within each tab/page. This information should match up with everything that was entered in CMS.
- (j) Under the "Charges" tab. Make sure you enter the date for which each offense occurred ("DOO").
- (k) "Sentencing" tab- no action required.
- (l) Scan arrestee's fingerprints. Follow the prompts on the screen in order to scan your registrant's palms/fingers.



# Union City Police Department

## UCPD Procedures Manual

### *Registered Offender Information Procedure*

---

1. Practical demonstration and practice may be needed.

- (m) Review all entries,
- (n) After reviewing the prints that you just scanned, PRESS SAVE, located at the bottom-right area of the screen. You will be brought back to the home screen after saving your work.
- (o) Click the send button that is located at the top-middle area of the home screen.

**Note: If any mistakes were made, the Central Identification Bureau will call the PD or send a teletype requesting to make corrections. You will need to stand by for about 15 minutes and wait for any teletype communication dispatch may receive from CIB. Complete the requests on the teletype as needed. If any changes are needed make the changes as necessary and re-submit the entry by going to the "Submission Queue" button on the top of the home screen. Find your registrant's entry, select it, and click the resend button.**

- (p) Take a photo of the registrants face with a stand-alone camera. This photo will be printed later and attached to the registrant's file folder.
- (q) Take photos of the registrant's vehicle if any changes were made since the last time it was documented.
- (r) Have the registrant sit outside in the lobby.
- (s) Make two copies of all the forms that were signed by the registrant.
- (t) Give the registrant a copy of the forms that were signed.
- (u) Their obligation to register is now completed.
- (v) Fax the 2nd copy to CIB at 510-208-9849.
- (w) When the fax has successfully been transmitted, wait for confirmation and attach it to the 2nd copy.
- (x) Place the 2nd copy along with the fax confirmation in UCPD case file for filing. Do not forget to list the case number on the bottom right corner.
- (y) Print color copies of photos you took with your camera (mugshot and vehicle, etc.) and attach to the registrant's file folder.
- (z) Take the original set of documents that were signed and stamp them with the stamp located in the drawer next to the CMS terminal and write your name, badge #, and date.
- (aa) Place those documents in the registrant's file folder.
- (ab) Place the completed file folder on the investigations POA desk.
- (ac) The registration process has now been completed.

### **355.8 SEX OFFENDER REGISTRATION**

#### First Time Registrants in California

# Union City Police Department

## UCPD Procedures Manual

### *Registered Offender Information Procedure*

---

- (a) For people claiming to be new registrants into the state, you will need to verify if they have an FCN in CSAR. You can seek the assistance of the Investigations POA, to access CORPUS or try and run the person through CSAR.
- (b) Complete the 8047 form which can be found on the PD J Drive, under the 290 Resources folder.
  - 1. Note: for updated 8047 requests, you can access the 8047 form in CSAR when you select the registrant's CSAR file.
- (c) Complete a paper-fingerprint card, found in the drawer at the CMS/Live Scan terminal.
  - 1. Registrant will need to have their fingerprints manually rolled onto the paper fingerprint card.
  - 2. For 8047 updates, no paper print card is necessary.
- (d) Complete the 8102S form an entire registration process as described in the section before this.

#### Prior Registrant in California/New to Alameda County

- (a) Verify registrant has registered in another county in California. Seek assistance from POA to perform CORPUS check.
- (b) Complete 8047 form, no paper print card needed unless otherwise stated in CORPUS.
- (c) Complete process described in the section "Sex Offender Registration (Annual Update, Transient 30 Day Update, Update of Info, Relocating Into Jurisdiction/outside of jurisdiction)"

#### Updated 8047 Request

- (a) Completed the 8047 form accessible via the registrant's CSAR file.
- (b) Complete directions in the section "Sex Offender Registration (Annual Update, Transient 30 Day Update, Update of Info, Relocating Into Jurisdiction/outside of jurisdiction)"

### **355.9 DRUG AND ARSON REGISTRATION**

Drug and Arson are one-time registration events. The registrant will not need annual/other updates after the initial registration.

- (a) Complete registration forms.
  - 1. Drug and arson forms can be found on the J Drive > 290 Resources > Registration Forms
  - 2. Follow the direction for CMS and Live Scan, tailoring the "charges" information to fit HS 11590 (Drug) / PC 457.1 (Arson).

### **355.10 REVISIONS**

Procedure Adopted: August 29, 2018