



**ANGELO STATE UNIVERSITY POLICE DEPARTMENT
POLICY AND PROCEDURE**

SECTION 500 INVESTIGATIONS
500-15 SEX OFFENDER REGISTRATION

ISSUE DATE: JANUARY 2006
REVIEWED\REVISED DATE: JANUARY 2013

I. OBJECTIVE:

To establish guidelines for the registration of persons who are required to register as a Sex Offender as required by 62.153, CCP.

II. POLICY:

It is the policy of this department to identify and register all persons required to register with this department as a sex offender in compliance with the requirements of Chapter 62, Texas Code of Criminal Procedure.

III. PROCEDURE:

A. Requirement to Notify the Department - Article 62.153, Texas Code of Criminal Procedure:

“(a) Not later than the later of the seventh day after the date on which the person begins to work or attend school or the first date the applicable authority by policy allows the person to register, a person required to register under Article 62.152 or any other provision of this chapter who is employed, carries on a vocation, or is a student at a public or private institution of higher education in this state shall report that fact to:

(1) the authority for campus security for that institution; ...”

1. Persons required to report the fact that they are a registered sex offender to the ASU Police Department include:

- a. An employee of the university
- b. A student
- c. A person who carries on a vocation at the university
A vocation is any sort of full-time or part-time employment, with or without compensation, for more than 14 days, or for an aggregate period exceeding thirty days in a calendar year. This would include a volunteer, a construction worker or other temporary worker on campus.



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2. The department becomes aware of these persons when notified by:
 - a. Texas Department of Public Safety
 - b. San Angelo Police Department
 - c. Other law enforcement agencies
 - d. The person who is required to notify us
3. The individual is also required to notify the department within seven days of the termination of the person's status with the university.
4. The police department is not required by law to seek out persons who are required to notify us of their status with the university.
5. Failure of the person to notify the department of their status with the university is a second degree felony.

B. Notification – Persons coming to the department to make formal notification will be referred to the criminal investigations division during normal business hours. The notification will include completion of a Sex Offender Registration Form (see attached). The supervisor in criminal investigations is responsible for the department complying with this law.

1. Information on the form will include:
 - a. The person's full name, each alias, date of birth, sex, race, height, weight, eye color, hair color, social security number, driver's license number, shoe size, and home address;
 - b. A recent color photograph or, if possible, an electronic digital image of the person and a complete set of the person's fingerprints;
 - c. The type of offense the person was convicted of, the age of the victim, the date of conviction, and the punishment received;
 - d. An indication as to whether the person is discharged, paroled, or released on juvenile probation, community supervision, or mandatory supervision;
 - e. An indication of each license, as defined by Article 62.005(g), that is held or sought by the person;



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- f. An indication as to whether the person is or will be employed, carrying on a vocation, or a student at a particular public or private institution of higher education in this state or another state, and the name and address of that institution; and
 - g. Any other information required by the department.
- 2. The investigator will interview the person and ensure that all of the required information is included on the registration form. They will take a color photograph of the person as well as a set of finger-prints for inclusion with the form and for other notifications as required. The registrant will be reminded of the requirements to keep addresses current and to notify the department when their status changes.

All known registered sex offender shall be entered into the police department's MASTERNAME data and flagged in the system as a registered sex offender.

- 3. Sex Offender registration files will be maintained in the investigations division.

C. Investigations Notifications – The investigations division will make the following notifications:

- 1. President of the campus
- 2. Vice-President of Academic Affairs (Provost) if applicable
- 3. Dean of Students if at the university
- 4. Director of Residential Programs
- 5. Police Department flyer
- 6. Director of Human Resources, if an employee
- 6. An information notification will be placed in the master name file within BADGE.



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- D. **Campus Notification** – Notification of the registered sex offender to the campus community will be through the University Police Department web page. The registrant's name will be indicated along with a link to the Department of Public Safety's Sex Offender Registration Data Base. It will be noted that the listed persons have complied with law to notify the university of their status with the university and the fact that there may be others who have not notified the ASU Police Department as well as others in the community. Links will be provided to the city of San Angelo Police Department and the DPS Sex Offender Registration Data bases.
- E. **Termination of Status** – Upon notice that registered individuals have terminated their status with Angelo State or when the requirement to register as a sex offender expires, the sex offender file will have an information report included indicating the termination of status, the effective date and the reason for the termination. The name will be removed from the web site.



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Angelo State University Police Department
Sex Offender Registration Form



This form is required to be completed by any worker or student that is required to register as a sex offender. Reporting of this information is required by Chapter 62 of the Texas Code of Criminal Procedure. This form shall be maintained by the ASU Police Department, and may be provided to local and state law enforcement agencies for entry into the state and national Sex Offender Registration Index. This information may be made available to faculty, staff, students, parents and residents of the Angelo State University community.

Registrant / Offender Information: (Must be verified by current and valid photo identification.)

Current Registration: Texas Department of Public Safety		San Angelo Police Department		Registered as: Sex or Child Offender (check box) Sexually Violent Predator			
Offender: LAST NAME		FIRST NAME		MIDDLE NAME			
Date of Birth	Race	Sex	Height Ft In	Weight	Hair Color	Eye Color	Social Security #
State SID #	FBI # (if available)		Driver License #		ID Card #		State of DL or ID Card
Scars / Marks / Tattoos				Shoe Size		Alias Names	

Brief Description of the Crime(s) for which registration is required:

Offense 1					Punishment Received				
Offense 2					Punishment Received				
Victim Information	Age V1	Race V1	Sex V1	Offender Relationship to V1	Age V2	Race V2	Sex V2	Offender Relationship to V2	

Sex or Child Offense Information: (If additional space is needed, list on separate sheet and attach to this form.)

Date of Arrest	Arresting Agency	Offense for which found guilty or acquitted by reason	Arrest Tracking #
Date of Arrest	Arresting Agency	Offense for which found guilty or acquitted by reason	Arrest Tracking #
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Institution of Higher Education: (known or anticipated)

Name of Institution		Location (City / State)	
Faculty / Staff / Student / Other	College or Department	Major or Job Title	

Place of Employment:

Name of Employer	Street # / Street Name / RR# / Box #	City	State	Zip	Phone
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Current Residence Address and Phone:

Street # / Street Name / RR# / Box #		City	State	Zip	Phone
If Residence is an Apartment, List Name of Complex.	Name of Spouse / Nearest Relative	Address of Spouse / Nearest Relative		Phone	



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Previous Addresses: (last three addresses)

Street # / Street Name / RR# / Box #	City	State	Zip
Street # / Street Name / RR# / Box #	City	State	Zip
Street # / Street Name / RR# / Box #	City	State	Zip

Photograph

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ACKNOWLEDGEMENT BY REGISTERING OFFENDER

I hereby acknowledge that I have been advised of my duty to register as a sex or child offender, or sexually violent predator, as required by Chapter 62 of the Texas Code of Criminal Procedure. I have also been advised that failure to regularly verify my address or failure to report any change of address or current status as faculty / staff / student of an institution of higher education as required will constitute an offense under the laws of the State of Texas and may result in my subsequent arrest and prosecution.

Signature of Offender

Date

Offender Registration Verified	San Angelo Police Department		Texas Department of Public Safety
	YES / NO		YES / NO
Signature of Official	Badge #	Date / Time Hrs.	Case Number or Related Number (if applicable)
Notes: 			
If Assessed Indicate: Assessment Level _____ Date Assigned: _____ Assessed by: _____			