



TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS

 Proudly Policing Since 1841	SUBJECT Sexual Predator/Offender Verifications and Notifications	 Nationally Accredited 1986	
CHIEF OF POLICE <i>Signature on File</i>			
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AUTHORITY/RELATED REFERENCES

FS 775.21, The Florida Sexual Predators Act
 FS 943.0435, Sexual Offenders Required to Register with the (FDLE)
 General Order 30, Criminal Intelligence Protocols
 HRO-2, Career Criminal Unit

ACCREDITATION REFERENCES

CFA Chapters 15, 28

KEY WORD INDEX

Assistance to FDLE and Address Verifications Community Notifications (Sexual Predator) Documentation of Contact General Information Internal Notifications	Procedure IV Procedure III Procedure V Procedure I Procedure II
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POLICY

The Department shall establish guidelines for a designated sexual predator and offender program which specifically provides for community notification of sexual predators residing within the city limits.

DEFINITIONS

Permanent Residence: A place where a person abides, lodges, or resides for three or more consecutive days.

TALLAHASSEE POLICE DEPARTMENT

Sexual Offender: A person who meets the criteria for such designation as established in FS 943.0435.

Sexual Predator: A person who meets the criteria for such designation as established in FS 775.21.

Temporary Residence: A place which is not a person's permanent address, but where the person abides, lodges, or resides for a period of three or more days in the aggregate during any calendar year.

For a person whose permanent residence is in another state, a place where the person is employed, practices a vocation, or is enrolled as a student for any period of time in the State of Florida.

PROCEDURES

I. GENERAL INFORMATION

- A. Each sexual predator or sexual offender who resides permanently or temporarily in the State of Florida outside of a correctional facility, jail, or treatment center is required to register within 48 hours after entering or relocating in the county of permanent residence or temporary residence.
- B. Any such sexual predator or sexual offender who appears at the Department to register shall be directed to the Leon County Sheriff's Office (LCSO).
- C. Upon receipt of any registration or relocation by a sexual predator or sexual offender, the Florida Department of Law Enforcement (FDLE) is required to notify each of the respective law enforcement agencies with jurisdiction for the person's permanent residence or temporary residence.
- D. Department actions regarding address verifications for sexual predators and sexual offenders shall be in compliance with the applicable FS and the current Memorandum of Understanding with FDLE.
- E. Department actions regarding community notifications of a sexual predator's residence shall be in compliance with the applicable FS.
- F. The most current information regarding sexual predators and sexual offenders is available on the FDLE website (www.fdle.state.fl.us) or by telephone (1-888-357-7332).

II. INTERNAL NOTIFICATIONS

- A. The High Risk Offender (HRO) Bureau Commander is responsible for establishing and maintaining a method of notifications from FDLE regarding sexual predators and sexual offenders, which may consist of:
 - 1. Direct e-mail notifications from FDLE, and/or
 - 2. Delivery of FDLE Teletype notifications to the CDA routed to the Department.
- B. When a notification involves a person designated as a sexual predator, the Career Criminal Unit (CCU) Supervisor or designee is responsible for ensuring the prompt:
 - 1. Preparation of a bulletin regarding the sexual predator's presence within the city limits, and
 - 2. Disseminating the bulletin to all appropriate members.

III. SEXUAL PREDATOR COMMUNITY NOTIFICATIONS

- A. Within 48 hours of FDLE notification of a sexual predator residing or relocating within the city limits, it is mandatory the Department inform the public of the sexual predator's presence.
 - 1. The CCU shall promptly prepare a bulletin regarding the sexual predator's presence within the city limits.
 - 2. As long as it meets statutory requirements, the method of community notification shall be at the discretion of the HRO Bureau Commander.
 - 3. When the notification extends into the county, the HRO Bureau Commander, or designee, shall ensure notification efforts are coordinated with the Leon County Sheriff's Office.
 - 4. Information released to the community shall include:
 - a. Information about the sexual predator:
 - 1) Name and address,

TALLAHASSEE POLICE DEPARTMENT

- 2) Physical description, and
 - 3) A photograph of the person,
- b. Information about the crime:
- 1) A statement regarding the victim being either an adult or a juvenile at the time of the crime (the victim's exact age shall not be released), and
 - 2) Circumstances of the crime; however,
 - a) Release of the victim's name is prohibited, and
 - b) Reference to incest or custodial sexual abuse shall not be disclosed.
- B. The community notification cited in subsection A above will specifically include notice (typically by e-mail) to the following entities within a one-mile radius of the sexual predator's address:
1. Licensed day care centers,
 2. Elementary, middle, and high schools, and
 3. Other entities as directed by the HRO Bureau Commander or higher authority.
- C. Community notification of sexual offender information is not mandatory.

IV. ASSISTANCE TO FDLE AND ADDRESS VERIFICATIONS

- A. It is the responsibility of the CCU to assist FDLE as requested regarding sexual predators and sexual offenders who reside within the city limits (e.g., address verifications).
- B. Only sworn members are authorized to conduct sexual predator/sexual offender address verifications.
- C. Members conducting address verifications on sexual predators and sexual offenders shall document the verification in the Career Criminal module of the New World LERMS, and ensure the documentation:

TALLAHASSEE POLICE DEPARTMENT

1. Specifically states the person has been identified as a sexual predator or a sexual offender,
 2. Specifically states if the person was located at the address and has established residency at the location, and
 3. Includes other pertinent information which would be beneficial for members to know (e.g., known associates, vehicles, employment).
- D. In addition to the requirements of subsection C above, if a member is unable to verify the address, the member (or if more appropriate, their supervisor) shall notify the CCU (by e-mail or voicemail, in person).
- E. The CCU is responsible for conducting a follow-up investigation on any unverified address brought to their attention.
- F. The HRO Bureau Commander or designee is responsible for ensuring address verifications are entered into the FDLE secure database in a timely manner.

V. DOCUMENTATION OF CONTACT

- A. Any member who conducts a field interview with a known sexual predator or sexual offender shall document the contact in the Career Criminal module of the New World LERMS.
- B. All FIRs and offense reports, if written, shall note if the person was identified as a sexual predator or sexual offender.
- C. All criminal intelligence information regarding sexual predators and sexual offenders shall be incorporated into the Career Criminal module of the New World LERMS with the information available to all authorized members.

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