

| DEPARTMENT OF PUBLIC SAFETY OPERATING PROCEDURES MANUAL | | |
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| CHAPTER 213 | SEX OFFENDER REGISTRATION | |
|  | Effective: 12/13/2010 | Commissioner Approval:  |
| | Authorities: AS 12.63 | |
| | Applicability: All DEPARTMENTAL EMPLOYEES | |
| | Special Instructions: Click here to enter text. | |

213.100 INTRODUCTION

AS 12.63, the Alaska Sex Offender Registration Act (ASORA), requires all offenders convicted of a sex offense or child kidnapping (as defined under AS 12.63.100) in Alaska or in any other jurisdiction who are physically present in the state to register within the 30-day period before release from an in-state correctional facility, by the next working day following conviction for a sex offense or child kidnapping if the offender is not incarcerated at the time of conviction, or by the next working day of becoming physically present in the state.

ASORA's registration requirements do not apply to:

1. Offenders who were convicted of a sex offense or child kidnapping committed before August 10, 1994 (the date ASORA became effective);
2. Offenders who were convicted of a sex offense or child kidnapping committed prior to that offense being defined as a sex offense or child kidnapping under AS 12.63.100;
3. Offenders whose conviction for a single non-aggravated sex offense or child kidnapping was set aside before December 31, 1995; or
4. Juvenile offenders unless the juvenile was charged as an adult under AS 47.12 or a similar procedure in another jurisdiction.

Within the department's Division of Statewide Services, the Sex Offender Central Registry Office (SOCRO) is responsible to maintain offender registrations, the sex offender central registry database, and the online public registry of offenders who are required to register. The SOCRO is located at 5700 East Tudor Road, Anchorage, AK 99507 and can be contacted at 269-0397 (within Anchorage), at 1-800-658-8892 (outside Anchorage), or by email at sor@dps.state.ak.us.

213.300 REGISTRATION REQUIREMENT

A. Initial registration. Offenders must initially register with the Alaska Department of Corrections if the offender is incarcerated, or in person at the Alaska State Trooper post or municipal police department located nearest to where the offender resides at the time of

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registration. Offenders residing within the Municipality of Anchorage are to be directed to the SOCRO to register.

B. *Verifications and changes to registration information.* After initial registration, offenders shall submit their scheduled annual or quarterly verifications or report changes in their registration information by mail or in person to the SOCRO, an AST post, or a municipal police department. Offenders residing within the Municipality of Anchorage shall submit their information directly to the SOCRO.

C. *Forms.* All department approved forms used in offender registration are posted online on the central registry website at www.dps.state.ak.us/Sorweb/sorweb.aspx.

213.310 DISSEMINATION OF REGISTRY INFORMATION

A. *Public queries of the Sex Offender Registry.* The department will provide information contained in the public registry of sex offenders that is subject to public disclosure to any person without charge by posting or making it available in electronic form on the central registry website at www.dps.state.ak.us/Sorweb/sorweb.aspx.

The department will charge a fee of \$10 for printed information including a copy of registry information about a single offender who is specified by name, a printed copy of the list of all offenders in a geographic area such as a municipality or village, an area designated by a single postal zip code, or a street name within a specified municipality or village.

The fee is non-refundable. The requestor will not receive a refund if there are no matches to the query. If there is a response or responses based on the requestor's query, the requestor will receive a report or reports by mail from the SOCRO.

B. *Reports made to the public.* Information provided on the online public registry or in a report will include the offenders name and aliases, date of birth, mailing and residence addresses, employer name and address, a list of the offender's convictions that require registration, a photograph of the offender, and a statement as to whether the offender is in compliance with the registration requirements of AS 12.63.

213.600 ACCEPTANCE OF REGISTRATION PROCEDURES

Posts or municipalities that receive registration forms must forward them, along with any original envelopes to the SOCRO within five (5) working days of receipt.

Registration forms received by these receiving agencies will be date stamped accordingly and will be reviewed for completeness, accuracy, or obvious discrepancies. Attempts will be made

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to correct any errors or omissions with the filer, regardless of the mode of submission to the agency (in person or through mail). Completed registration forms will be indicated on the form as accepted and will bear the receiving agency's signature. Incomplete registration forms will not be signed by the receiving agency.

All registration forms, regardless of their completeness, will be forwarded to SOCRO within the prescribed timeframe cited above.

213.610 INTERIM PROCEDURES

It is permissible for department employees to enter "interim" registration information as authorized by the Detachment/Bureau Commander. Complete instructions for entering interim registrations are available from the SOCRO and include the ability to add or update personal information, alias information, address information, and employer information. After interim registration information is entered, note on the form that "interim registration information was entered in APSIN" and forward to the SOCRO.