

WISCONSIN SEX OFFENDER REGISTRATION AND COMMUNITY NOTIFICATION



A MANUAL FOR LAW ENFORCEMENT

Prepared by:

Wisconsin Department of Corrections

In cooperation with:

Wisconsin Chiefs of Police Association

Wisconsin Badger State Sheriffs Association

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INTRODUCTION

PURPOSE

On June 1, 1997, Wisconsin's Sex Offender Registration and Community Notification laws (WI Stats. §301.45 and §301.46) became effective. Amendments to the statutes have been made since that time to further refine the law, and to bring Wisconsin into full compliance with federal standards and requirements. This document was developed in cooperation with the Wisconsin Chiefs of Police Association, the Badger State Sheriffs Association and the Wisconsin Department of Corrections. It is intended to offer basic information about Wisconsin's Sex Offender Registry Program, and to provide a set of guidelines that will assist law enforcement officials statewide in understanding when, how and under what circumstances registration is required, as well as providing information regarding community notification.

This document is divided into four major topic sections:

- Part 1:** Community Notification - Information for Law Enforcement: This section offers specific information for law enforcement officials regarding the law itself, access to information in the registry, and recommended guidelines for disseminating information to the community.
- Part 2:** Model Policy for Law Enforcement: This section offers a model policy statement that parallels the recommended procedures set forth in this document. This model is offered as a framework to assist law enforcement agencies in developing/adapting local policies and procedures unique to each jurisdiction.
- Part 3:** Overview of Access to Information: This section provides an overview of various methods/systems for access to and dissemination of registry information for law enforcement, victims, non-criminal justice agencies/groups (schools, etc.) and the public.
- Part 4:** Forms and Reference Documents: This section contains copies of forms and other relevant documents, including a sample Special Bulletin Notification and forms used for registration, information gathering and notification decision-making. Copies of any DOC forms may be obtained by contacting the DOC SORP.

Part 1

**Community Notification
Information for Law Enforcement**



COMMUNITY NOTIFICATION INFORMATION FOR LAW ENFORCEMENT

I. INTENT of LAW

Sex offenders pose a risk of engaging in criminal sexual activity in the community. Protection of the public from sex offenders is a governmental interest. Registration serves as a way to monitor and track the whereabouts of sex offenders in the community.

The release of *relevant offender information*¹ about sexual offenders to law enforcement, public/private entities and the general public furthers the interest of public safety and enhances crime detection and prevention. The central principles of Wisconsin's Sex Offender Registration and Community Notification laws include:

- **FLEXIBILITY**: The law attempts to provide flexibility and discretion to both the agency of jurisdiction and law enforcement authorities in making notification decisions and conducting notification activities.
- **BALANCE**: The law attempts to maintain balance between community protection, the public's need to be informed, and the need to create an environment that enhances the offender's likelihood for successful rehabilitation and reintegration into the community.
- **SENSITIVITY to VICTIMS**: The law seeks to be sensitive to the needs of victims, including the potential impact of their offender's release to the community, the effects on victims and their loved ones of community notification activities, and the presence of offenders in the community. The law contains specific safeguards to reduce the possibility of re-victimization.
- **ENHANCED PUBLIC PROTECTION**: The purpose of community notification is not to impose additional "punishment" on an offender, but to increase offender accountability through enhanced information sharing within and between the criminal justice system and the community.

¹ "Relevant Offender Information" is defined as any information that is deemed necessary to protect the public concerning a specific person required to register under the law, except: 1) the identity of the victim of the offense is withheld; and 2) the release of any information on juvenile offenders beyond law enforcement and corrections officials is prohibited.

II. OVERVIEW of LAW

Implementation of Wisconsin's Sex Offender Registration and Community Notification laws has been accomplished through development of complex systems for information collection, maintenance and dissemination. In general, Wisconsin's law:

- Assigns responsibility for administering the sex offender registration program to the Department of Corrections (DOC).
- Identifies those offenders required to register, including all persons (adult and juvenile) adjudicated, convicted, committed, incarcerated or on supervision for an included offense since December 25, 1993. Registration requirements apply to Wisconsin offenders, other states' offenders, military offenders, federal offenders, and tribal offenders.
- Establishes registration time frames and requirements for offenders on supervision, and for a period of 15 years or life following discharge from sentence or commitment.
- Establishes a statewide electronic database linkage/data transfer system between the sex offender registry and federal, state and local law enforcement agencies. This system provides immediate access to updated registry information for law enforcement.
- Mandates a "Special Bulletin Notification" (SBN) process to alert local law enforcement agencies about upcoming releases of certain sex offenders. SBN's are issued to law enforcement in the offender's planned area(s) of residence, school and employment. The process provides law enforcement with detailed relevant information about a specific offender before the offender's release from incarceration or confinement back into the local community.
- Establishes requirements for access to registry information by victims, non-criminal justice entities (e.g., schools, day care centers, etc.) and the general public.
- Includes a penalty provision for any misuse of registry information to deter vigilantism and/or harassment of any registrant or his/her family.
- Includes a provision providing immunity from liability to protect public officials from possible civil liability relating to their decisions about providing registry information to the public.
- Addresses the law's impact on "Open Records" law. WI Stat §301.45 and §301.46 establish a procedure to obtain information from the registry. It is not intended to conflict with, nor replace, any process related to access of public information through open records requests.

OFFENSES REQUIRING REGISTRATION:

- 940.225(1) First Degree Sexual Assault**
- 940.225(2) Second Degree Sexual Assault**
- 940.225(3) Third Degree Sexual Assault
- 940.22(2) Sexual Exploitation by Therapist
- 940.30 False Imprisonment-victim was minor and not the offender's child
- 940.31 Kidnapping -victim was minor and not the offender's child
- 944.01 Rape (old statute)
- 944.06 Incest
- 944.10 Sexual Intercourse with a Child (old statute)
- 944.11 Indecent Behavior with a Child (old statute)
- 944.12 Enticing Child for Immoral Purposes (old statute)
- 948.02(1) First Degree Sexual Assault of a Child**
- 948.02(2) Second Degree Sexual Assault of a Child**
- 948.025 Repeated Acts of Sexual Assault of a Child**
- 948.05 Sexual Exploitation of a Child
- 948.055 Causing a Child to View or Listen to Sexual Activity
- 948.06 Incest with a Child
- 948.07 Child Enticement
- 948.075 Use of a Computer to Facilitate a Child Sex Crime
- 948.08 Soliciting a Child for Prostitution
- 948.095 Sexual Assault of a Student by School Instructional Staff
- 948.11(2)(a) or (am) Exposing Child to Harmful Material-felony sections
- 948.12 Possession of Child Pornography
- 948.13 Convicted Child Sex Offender Working with Children
- 948.30 Abduction of Another's Child
- 971.17 Not Guilty by Reason of Mental Disease-of an included offense
- 975.06 Sex Crimes Law Commitment
- 980.01 Sexually Violent Person Commitment**

** Indicates Mandatory Life Registration

Discretionary Registration: Under Wisconsin law, the court has discretion to order a person to register for a violation of any section under the following statutes if the court determines that the underlying conduct was sexually motivated, and the court finds that registration is in the interest of public safety:

- Chapter 940 Crimes Against Life and Bodily Security
- 942.08 Invasion of Privacy
- Chapter 944 Crimes Against Sexual Morality
- Chapter 948 Crimes Against Children
- 971.17 Not Guilty by Reason of Mental Disease or Defect
- 943.01-943.15 Certain Crimes Against Property
- 942.08 Invasion of Privacy (aka Peeping Tom)

Additionally, the following offenders are required to register in Wisconsin **unless** the person is not required to register as a sex offender in another jurisdiction, **AND** the

person was released from confinement or placed on supervision for the offense more than ten years before she/he enters Wisconsin:

- Any sex offender convicted of an offense comparable to a Wisconsin sex offense in any military, tribal, or federal court who resides, works, pursues a vocation or attends school in Wisconsin;
- Any person who is required to register in another state and who resides, works, pursues a vocation or attends school in Wisconsin.

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Penalties for Non-Compliance and/or Providing False Information

A registrant who knowingly fails to comply with any requirement of the Registry or provides false information is guilty of a Class H felony [§301.45(6)(a)1] and faces a fine not to exceed \$10,000 or imprisonment not to exceed 6 years, or both. This differs for a person required to register for a misdemeanor sex offense and who knowingly fails to comply with any requirement of the Registry or provides false information. In this instance only, first offense noncompliance is a Class A misdemeanor and has a fine not to exceed \$10,000 or imprisonment not to exceed 9 months, or both. Second or subsequent offenses in this situation is a Class H felony.

Additionally, for cases on active supervision, providing false information or otherwise failing to comply with registry requirements is a rule violation, and can result in various sanctions including custody and revocation of supervision.

If it is determined that there is probable cause to believe that a person has knowingly failed to comply with any registration requirement, the Sex Offender Registry Program will notify and provide the necessary information to the appropriate District Attorney for possible prosecution.

Exception for Registration Requirement:

To be subject to registration exemption, the person **must meet all** of the following criteria:

- Found guilty or adjudicated delinquent of 1st Degree Sexual Assault of a Child, 2nd Degree Sexual Assault of a Child, or Repeated Acts of Sexual Assault of a Child. Wisconsin Statutes: 948.02(1), 948.02(2), or 948.025.
- Offender did not obtain the age of 19 at the time of commission of the crime.
- At the time of the violation, the offender was not more than 4 years older or not more than 4 years younger than the child victim.
- There was no force or threat of force or violence.
- The victim was NOT UNDER THE AGE OF 12 at the time of the crime.

III. ACCESS to INFORMATION

There are six (6) points of information access and notification between the Sex Offender Registry Program (SORP) and law enforcement:

- CIB/TIME Access through Department of Justice
- Investigatory Inquiry
- Direct Information Request
- Offender Face-to-Face Contact
- Special Bulletin Notification
- Web site

1. CIB/TIME Access

The law provides for complete access by law enforcement to all information contained in the registry through direct linkage with the Department of Justice's CIB/TIME system. This information is updated nightly between the Department of Justice and the Department of Corrections.

A. What Information is Available?

Basic information contained in the registry on all registrants includes:

DESCRIPTIVE DATA:

- Registrant Name and alias(es)
- Date of Birth
- Gender
- Race
- Height, Weight
- Hair and Eye Color
- Markings (scars, tattoos...)

OFFENSE DATA (related to crime(s) requiring registration):

- Conviction Statute(s)
- Date of Conviction or Commitment
- State of Conviction (if not Wisconsin)
- Date Placed on Supervision
- Date Released from Confinement
- Date Ordered to Comply with Registry
- Date of Discharge from Sentence or Commitment

LOCATING DATA

- Registrant Home Address
- Name and Address of Employer
- Name and Address of School (if applicable)
- Supervising Agency and Phone Number (if applicable)
- Date Information Last Updated

B. How is This Information Accessed?

- **Individual Case Inquiry (CIB/TIME):** Law enforcement officials have direct, 24 hour on-line inquiry access to information contained in the registry through the Crime Information Bureau/Transaction Information for Management of Enforcement (CIB/TIME) computer access system. This information is accessible through local and mobile terminals.
- **Individual and Group Inquiry:** A police chief, sheriff or designee may request that SORP provide information about a particular registrant or a group of registrants.
- **Inquiry Process:** A police chief, sheriff or other law enforcement official who wants to request information from the registry must follow these procedures:

- Requests may be made in writing or by telephone to the DOC SORP (see *Contact Information* at the beginning of this document).

All written inquiries must be on official agency letterhead.

- All inquiries must include:
 - The agency ORI #
 - The specific information requested
 - A contact person and phone number
- All telephone inquiries will be followed up by a return telephone call by SORP staff to the requesting agency in order to verify the request.
- Information will be provided in written format by letter or fax to the requesting law enforcement agency.

2. Investigatory Inquiry - Offender Profile

In addition to the descriptive, offense-related and location information contained in the registry, law enforcement officials have inquiry access to the "*Offender Profile*" data included in the registry. This information is collected and maintained on each registrant in order to provide law enforcement with a means to identify possible suspects in criminal cases. Known factors/identifiers/elements/patterns can be cross-referenced with similar information contained in the registry that is associated with particular registrants and their offense patterns. This information is available only to law enforcement personnel for law enforcement investigation purposes only.

A. What Information is Available?

OFFENDER PROFILE DATA:

- Target Age and Sex of Victim(s)
- Relationship to Victim(s)
- Type of Sexual Contact
- Method/Use of Force

OFFENSE PATTERN INFORMATION:

- Committed Sexual Crime with Accomplice
- Targeted Disabled, Aged, Vulnerable Individuals
- Targeted Prostitutes
- Engaged in Stalking-type Behavior
- Engaged in Personal and/or Home Intrusion Crimes
- Engaged in Impersonating a Police Officer
- Used Disguises in Commission of Sex Crime
- Used Photo Equipment in Commission of Sex Crime
- Used Computer in Commission of Sex Crime
- Used Vehicle in Commission of Sex Crime

B. How is this Information Accessed?

- Investigatory Inquiry: A police chief, sheriff or designee may initiate an inquiry by contacting SORP and requesting a search of the registry database to obtain a list of potential suspects who may possess some of the same basic physical descriptors and/or offense pattern elements of an unidentified sexual offense perpetrator.
- Inquiry Process:

- Prior to making a request, the law enforcement official should complete an Investigatory Inquiry Worksheet in order to organize the information in a format consistent with the questions that will be asked by SORP staff (see Part 5 - *Forms and Reference Documents for Worksheet*).
- Requests may be made in writing or by telephone inquiry to the DOC SORP.
 - All written inquiries must be on official agency letterhead.
- All inquiries must include:
 - The identification of agency ORI#
 - The information on the Investigatory Worksheet
 - An agency contact person and phone number
- All phone inquiries will be followed up with a telephone call by SORP staff to the requesting law enforcement agency in order to verify the request.
- Information, which may involve a number of registrants, will be provided to the requesting law enforcement agency either by letter, fax or email. SORP will provide all registry information on each offender meeting the criteria specified in the request (registry and profile information).
- Inquiries that generate a significant list of registrants who meet the specified criteria will require further discussion and refinement between SORP and the requesting law enforcement agency contact person before a list is printed and delivered.

3. Direct Information Request

Law enforcement may contact SORP, Monday through Friday, during business hours to request information on any registrant. The phone number is (608) 240-5830.

4. **DOC Face-to-Face Contact Policy**

In addition to SORP registration requirements, the DOC requires all registrants who are on supervision to have face-to-face contact with local law enforcement following release from a correctional institution, placement on community supervision, and whenever they move to a different law enforcement jurisdiction.

Registrants who are not on supervision are not required to have a face to face contact with local law enforcement.

Local procedures may vary, but generally, offenders are given a form to take to the law enforcement agency when they make face to face contact with law enforcement. Law enforcement should sign the form indicating the registrant has made contact and either return the form to the agent or give to the offender to return to the agent.

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5. **Special Bulletin Notifications**

A. **Purpose and Intent:**

Special Bulletin Notifications (SBNs) are part of an active, written notification process for law enforcement officials in the planned area(s) of an offender's residence, employment or school enrollment. When certain sex offenders are released to the community from prison or from confinement in another state institution, local law enforcement is provided with detailed written notice and information before the offender's release.

The overall purpose of a SBN is to highlight cases that may pose a heightened risk to the community. The SBN provides advance notice to law enforcement of an offender's release, and information about the offender's offense pattern, correctional status, specialized rules of supervision, descriptors and proposed residence. The Bulletin can be used as a tool to aid local law enforcement in their decision-making process about the level, scope and method of subsequent community notification.

NOTE

Special Bulletins provide information to certain law enforcement agencies at a single point in time. Special Bulletins are not intended to be updated and/or further disseminated after they are initially issued. Special Bulletins are not re-issued when a registrant moves to a new location.

B. What Cases are subject to a Special Bulletin?

1. **Mandatory SBNs:** Wisconsin law requires that a Special Bulletin Notification be issued to law enforcement under the following circumstances:

a. Before release for all persons committed under Chapter 980 ("Sexually Violent Person" law) who will be placed in the community under supervised release;

and

b. Before release for all persons who have been convicted of (or committed for) a sex offense on two (2) or more separate occasions ("2-strike" cases). A "sex offense" is defined as an offense requiring registration.

Offenses/Dispositions that do not constitute a strike include:

- Juvenile adjudications
- Read-ins
- Convictions that have been reversed, set aside, or vacated

2. **Discretionary SBNs:** Wisconsin law gives discretion to the Department of Corrections and the Department of Health and Family Services in determining if a Special Bulletin is to be issued for those cases convicted or committed for a registerable offense, but not requiring mandatory bulletins.

C. Who Creates the Special Bulletin?

The Department of Corrections, in conjunction with the Department of Health and Family Services, is responsible for determining which cases require a Special Bulletin under the law.

D. What Information does a Special Bulletin Notification provide?

Special Bulletins contain detailed information about the offender, including

- Residence², employment and school information;

² **Note:** Because many sex offenders are initially placed in treatment-based facilities, halfway houses and/or residential programs, Special Bulletin Notifications will not include the exact residence address of the offender. This is done to prevent public disclosure of sensitive treatment information regarding a particular offender, and to reduce the potential negative impact on

- Summary of criminal sexual offense history and pattern;
- Recent photograph
- Specialized rules of supervision (if applicable)
- Supervising agency contact person (if applicable)
- Current correctional status and offense description(s)

In addition to the Special Bulletin Notification, the Department of Corrections also provides law enforcement agencies with additional information, and this information, along with the SBN itself, is sometimes referred to as the "SBN Packet." The packet will usually contain the following:

- A cover letter, which includes some general offender information;
- The Special Bulletin Notification;
- The Special Bulletin Notification Supplement

The supplement contains a broad summary of the offender's documented offense pattern. DOC Division of Community Corrections staff use information contained in official documents such as Pre-sentence Investigations, police reports, criminal complaints and revocation summaries to complete the form. The last page of the form includes an area for documenting the notification decision-making process.

The supplement information is to be used for law enforcement purposes only. It is made available as a guide to assist law enforcement officials and the Core Team in developing a community notification plan for a specific case. The supplement is NOT a risk instrument used to predict the likelihood of reoffense or the dangerousness of the offender.

There is no requirement that law enforcement agencies use the supplement form, and it should be noted that law enforcement (or the Core Team) may change any of the information on the supplement, or disregard it entirely. (see **Part 4- Forms and Reference Documents** for a sample Special Bulletin Notification packet).

E. When is the SBN Distributed?

- a. Release from Confinement: Special Bulletin Notifications are issued when the offender is approaching release from a Wisconsin state prison or state mental health facility.
- b. Formal Notice: The Department of Corrections attempts to mail the *SBN Packet* to all involved law enforcement agencies at least 30 days prior to the offender's scheduled release date.

F. Who Receives the Special Bulletin Notification?

Wisconsin law requires that a Special Bulletin Notification is issued to the police chief and sheriff of any county where the offender will live, work and/or attend school. Since this often requires sending Special Bulletins to multiple jurisdictions, each SBN indicates which agencies have received the notification.

Since there may be multiple jurisdictions receiving the Special Bulletin Notification, and there may be overlapping or unclear jurisdictional boundaries, it is recommended that an agency receiving a Special Bulletin Notification share this information with other adjoining law enforcement jurisdictions as appropriate.

6. Law Enforcement Web Site

A law enforcement web site is available by the Department of Corrections through the Wisconsin Department of Justice WILENET program at <http://wilenet.org>.

A WILENET user can search by name, partial name or zip code and has access to the following information via the web site:

- Name of registrant and aliases, if any
- Department of Corrections offender number
- Offender's date of birth and age
- Offender's gender, race, height, weight, hair and eye color
- Photographs and date when photographs were taken
- Offense requiring registration, and date, county, and state of conviction
- Custody/supervision status

- Registration start and end dates
- Compliance Status
- Name and address of offender's place of employment
- Name and address of offender's school
- Contact information
- Juvenile information disclaimer, if applicable (note: juvenile information is ONLY provided to law enforcement and is confidential)

IV. COMMUNITY NOTIFICATION - DECISION-MAKING PROCESS

The law allows for flexibility and discretion in community notification decision-making at the community level. Wisconsin law does not include specific methods of decision-making, nor does it mandate methods of community notification. Since each case and each community have unique circumstances, law enforcement officials have broad discretion in determining the most appropriate nature and scope of any community notification deemed necessary. The following guidelines may assist law enforcement in answering possible questions such as:

Does this case warrant notification beyond law enforcement?

If so,

Who should be notified?

What information will be disclosed?

How and When will the information be disseminated?

1. Communication and Coordination

As indicated in a previous section, Special Bulletin Notifications may be distributed to multiple law enforcement agencies, depending where the offender lives, works or attends school. The SBN will identify which agencies received the information.

- A. **Process:** It is recommended that all agencies receiving a Bulletin coordinate efforts in reviewing the information and determining who will take part in the decision-making process. Ultimately, each law enforcement jurisdiction, area or region will need to establish a system for sharing information and coordinating local community notification efforts.

2. Development of a Local/Regional Core Team

The recommended method to maintain coordinated communication

and decision-making is to establish a local or regional *Core Team*. The Core Team meets on an as-needed basis. Some areas of the state have Core Teams that meet regularly, regardless of whether a bulletin has been issued for that area. In other locations, the Core Team Meetings are scheduled depending upon when and where a Special Bulletin Notification is issued. Given the potential for infrequent and/or widespread geographic jurisdictions, some areas may wish to create regional or multiple-county Core Teams, and membership may vary depending upon which agencies are most appropriate to participate, based on the specific issues and locations involved in the case. In more densely populated areas, it may make sense to create a standing Core Team membership to review, discuss and make decisions on all Special Bulletin Notifications disseminated in their more concentrated jurisdiction or county.

A. Purpose of Team

The purpose of the Core Team is to review the case information provided by the DOC, and to discuss and make recommendations/decisions related to the level, scope and method of community notification for a specific case. In addition, the team will be given the opportunity to provide recommendations for supervision of the offender to the DOC (i.e., additional rules and conditions, increased surveillance through partnerships between DOC and law enforcement, etc.).

B. Core Team Members

Core Team membership may vary from jurisdiction to jurisdiction, and is solely at the discretion of law enforcement. It is recommended that, at a minimum, the following individuals participate in the process:

- a. Representative(s) from the law enforcement agencies that either have received or are directly affected by the Special Bulletin Notification – this should involve representatives from both the local police and county sheriff's office
- b. Representative(s) from the local and/or regional Division of Community Corrections office(s), including the supervising agent and unit field supervisor
- c. Regional DOC Sex Offender Registration Specialist

C. Other Members

Other Core Team representative(s) may be drawn from local agencies or organizations that are likely to receive notice from law enforcement, or have a significant interest in the offender's

placement in the local community. This may include representatives from the district attorney's office, local school district, parent/teacher association, county human services, county victim/witness coordinator, local victim advocate, neighborhood watch captain, etc.

NOTE

In order to avoid any release of sensitive or confidential information during the Core Team decision-making process, it is recommended that treatment information, juvenile information, victim identification, and other information protected by law, not be disclosed to members of the team who are not law enforcement or corrections officials. If the police chief, sheriff or law enforcement designee leading the team determines that keeping this type of information from non-law enforcement team members is unmanageable, then the team membership should be limited to only law enforcement and corrections officials.

D. Team Process

Law enforcement officials have the legislatively mandated authority and responsibility in the decision-making process. Therefore, it is appropriate for law enforcement to assume the primary leadership role in Core Team Meetings.

The meeting itself should involve a careful review and thorough discussion of the *SBN Packet* and any additional information provided by the supervising agent. Information discussed during the team process must be held in confidence and should be treated in a professional manner.

The SBN Supplement contains space for notes and documenting information considered during the meeting, including:

- Who was involved in the decision-making process (names and/or titles)
- Information/documents reviewed
- Recommended level of notification
- List of agencies/organizations/individuals to be notified and method of notification, if appropriate. (see Part 5 - *Forms and Reference Documents* for sample SBN Supplement form).

E. Open Records /Open Meetings Rule

Core Team Meetings and Special Bulletin packets are not intended to be subject to open records requests nor are they intended to be subject to open meetings law. It is recommended that each law enforcement official consult with his/her corporation counsel for advice regarding these matters.

3. Determining Notification Beyond Law Enforcement

There is no single factor, calculation or test that can identify cases that call for notification beyond law enforcement officials (expanded notification). There are, however, several general factors which, when taking into account objective, case-specific information and related community/support factors, may help officials formulate a reasonable, balanced, appropriate and responsible community notification plan.

NOTE

The overriding guiding principle in the development of any expanded notification plan is that such a plan is not intended to impose additional punishment or harassment onto the offender. Rather, expanded notification plans should seek to provide information to those individuals, agencies and/or organizations that need to know, in the interest of public protection, about the potential risk posed by this offender.

A. Factors to Consider

Information contained in the SBN packet includes details related to the offender's documented offense pattern, as well as other information that may be helpful for determining when expanded notification is indicated. The following is a general overview of factors that may assist in the decision-making process. This list is not all-inclusive or definitive.

Factors favoring possible expanded notification:

Factors that may indicate that expanded notification may be appropriate:

- The offense(s) in the offender's history occurred over an extended period.
- The offender committed the crime or previous crimes with a weapon and/or with significant use of force.
- The offense(s) involved multiple victims

- The offender targeted very young or particularly vulnerable individuals
- The offense(s) involved victim(s) who were strangers
- The offender denies or minimizes his/her past involvement in criminal sexual behavior
- The offender has failed to successfully attend or complete any offense-related programming, or has completed, but has re-offended.
- The offender's history indicates chronically unstable or inappropriate employment
- The offender's residence plan is unstable, unsupportive and/or inappropriate.

Factors favoring more limited community notification:

Factors that may indicate that more limited notification may be appropriate:

- The offender's offense history does not involve the use of weapons or hands-on violence
- The offender takes full responsibility for his/her past involvement in criminal sexual behavior
- The offender has actively participated in offense related programming and demonstrates good progress
- The offender has a history of appropriate and stable employment
- The offender has a stable, appropriate, supportive and possibly structured residence plan

In general, those cases that display a moderate to significant number of factors falling at either end of the spectrum might indicate the appropriateness of either a greater or lesser level of notification. However, notification decisions should not rely solely on the SBN supplement. Rather, all relevant factors should be considered in making the notification decision.

NOTE

When deciding whether information about a particular offender should be disseminated beyond law enforcement, consideration must be given to the fact that expanded notification may inadvertently identify or otherwise create problems for the victim. Many cases involve individuals who have sexually assaulted members of their own family. Additionally, it is likely that the offender will live and/or work in the same community as the victim. Expanded notification to the community may traumatize, re-victimize, or otherwise cause additional harm to the victim. This is important to consider if the victim(s) was a household and/or family member.

V. LEVELS of NOTIFICATION

It is recommended that agencies adopt the following notification "level" system to consistently identify and define the basic strategies in types of community notification activities.

The following descriptions of possible "levels" of notification, with corresponding recommended strategies and target groups, are recommended:

LEVEL I Notification: LIMITED to LAW ENFORCEMENT

➤ **Factors**

This level of notification may be appropriate for those offenders who appear to present evidence of positive adjustment, and notification is not necessary to ensure public protection. This level of notification may also be appropriate if the release of this information to the community might be harmful to the victim(s). Finally, this level of notification might be appropriate if the release of information would seriously endanger the offender.

➤ **Notification**

Information release is limited to law enforcement and corrections officials.

Law enforcement agencies are encouraged to provide a copy of the Special Bulletin and/or other relevant offender information to other law enforcement agencies or jurisdictions in the area. When disseminating this information, however, it should be communicated to the receiving agency that a decision has been made to not disclose this information beyond law enforcement and corrections officials. This information should be labeled "*For Law Enforcement Use Only.*"

LEVEL II Notification: TARGETED NOTIFICATION

➤ **Factors**

This level of notification generally is most appropriate for those offenders that present factors such that notification to specific entities and/or individuals will likely adequately address public protection concerns.

➤ **Notification**

Notification beyond law enforcement is limited or targeted to specific persons and/or to specific agencies/organizations.

- Targeted notification may include notification to specific persons, agencies, groups or organizations that fall within the offender's identified pattern of behavior. Targeted notification can also be general in scope, such as notifying all local agencies/organizations that care for children because the offender's sexual offense history and pattern exclusively involves children, or it may be more narrowly focused such as specifically notifying schools because the offender has a history of offending while employed as a school custodian, or notifying the local Boy Scout Troop because the offender's previous crime took place while he was an Assistant Scout Master.

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NOTE

In order to assist law enforcement in determining which agencies/organizations need to be notified, it is recommended that law enforcement establish an ongoing list of local agencies, organizations or neighborhood watch programs who request to receive notification whenever a Special Bulletin Notification is received by law enforcement. This process may involve sending an informational letter to specific agencies/organizations as listed above, requesting their written response in order to receive specific notification. This process can be repeated on an annual basis to update the list.

➤ **Information to Disclose**

The amount and type of information released as part of a Level 2 notification should be limited to that information which is necessary to ensure public safety. Typically, a level 2 notification includes such things as:

- Offender's name
- Physical description
- Description of pattern of behavior, including the offender's target victims (children, adults, males, females, stranger or acquaintance), methods of grooming or enticement, etc. Information should not be too graphic.
- The approximate residence location (such as "area of Cedar and Jefferson Streets" or "100 block of East Main Street")
- Vehicle description, particularly if the offender has used a vehicle in the commission of a sex crime
- Photograph of offender, if available

It is ***NOT recommended to release*** a copy of the Special Bulletin itself, which may contain confidential information, information that identifies victims, extremely graphic sexual content, etc.

Methods of Notification

Methods of notification may include mailings to specific agencies or organizations, flyers provided to neighborhood watch or individuals residing in the immediate area where the offender resides, and verbal information provided by law enforcement at meetings or door-to-door contacts.

LEVEL III Notification: EXPANDED/COMMUNITY-WIDE NOTIFICATION

NOTE

Wisconsin State Statutes 301.45 and 301.46 allow law enforcement officials to provide information to the public if, in the opinion of the police chief or sheriff, release of this information is necessary to protect the public.

Level III Notification, as outlined in the following section, is the recommended process for implementing this section of the law.

For further information about how to conduct a Community Notification Meeting, please refer to "Notification and Education About Sex Offenders...A Guide For Conducting Community Meetings."

(Contact DOC SORP at 608-240-5830 to obtain a copy.)

➤ Factors

This level of notification may be appropriate for those offenders whose release may pose a broad risk to the larger community.

➤ **Notification**

Level 3 notification may encompass some or all of the notification strategies used in Level 1 and 2 notifications, but it expands beyond the scope and methods of those notification levels. Offenders determined to require a Level 3 notification pose a significant threat to public safety overall, rather than a risk to limited, narrowly focused and/or very specific persons or groups of people.

➤ **Information to Disclose**

The amount and type of information disclosed in a Level 3 notification may be broader and more general or limited and more specific. This level depends on the nature of the information, the type of risk(s) posed to the public by the offender, and the specific and unique needs and situation in the community at the time. As with the other levels of notification, information disseminated as part of a Level 3 notification may include any or all data included on the Special Bulletin Notification, but confidential information, including but not limited to treatment information, victim identification, and juvenile information may not be released.

➤ **Methods of Notification**

In addition to encompassing and employing methods of notification in Levels 1 and 2, strategies for Level 3 notifications may include such things as door-to-door notification or posting of notices in public areas, media releases, web site postings and community meetings.

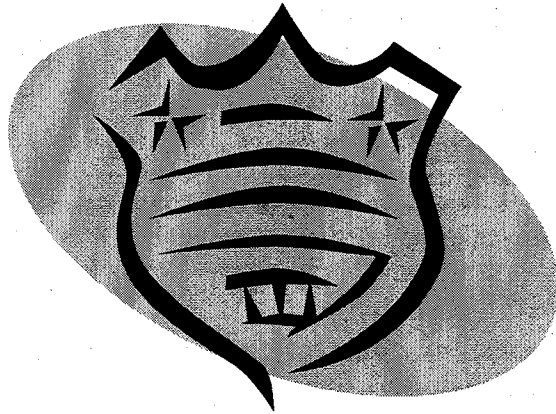
➤ **When Should Notification Take Place?**

Although it will vary from case to case, it is recommended that notification beyond law enforcement should take place:

- **After** meeting with the local/regional Core Team and,
- **Before** the offender's scheduled release date.

Part 2

Model Policy for Law Enforcement



Model Policy
for
LAW ENFORCEMENT AGENCIES

It is recommended that when adopting this policy that a thorough review of the *Manual for Law Enforcement* is conducted. Contents of the overall *Manual* provide more detailed information and explanation of the procedures outlined in this document.

I. PURPOSE:

The purpose of this policy is to provide a method for sex offender registration and community notification to address the concerns of the public regarding the location of convicted sex offenders who may be a risk for committing further offenses. Further, the intent of the policy is to enhance the distribution of information between law enforcement agencies, and between law enforcement and non-criminal justice agencies. By sharing relevant information about sex offenders, law enforcement can develop strategies for the detection and prevention of crime.

II. POLICY:

It is the policy of the (*name of agency*) to ensure that upon notification from the Wisconsin Department of Corrections (DOC) of the release of a sex offender into the community pursuant to WI ss. 301.46, proper notification of the release be made to public and private organizations and agencies in the interest of public protection. (*Name of agency*) will participate as a member of a multi-jurisdictional law enforcement team in determining which agencies/ organizations should be notified of the release. The intent of the team is to balance the public's need to be informed with the offender's need to successfully reintegrate into the community.

III. DISCUSSION

Sex offenders pose a high risk of engaging in sex offenses even after being released from incarceration or commitment. Protection of the public from sex offenders is a governmental interest. Persons found to have committed a sexual offense have a reduced expectation of privacy because of the public's interest in public safety and in the effective operation of government. Release of relevant information about sex offenders to law enforcement agencies, public and private entities and the general public will further the governmental interests of public safety and enhance strategies for crime detection and prevention.

IV. DEFINITIONS

- A. **Special Bulletin Notifications** - written notification process giving law enforcement detailed information from Department of Corrections or Department of Health and Family Services on a specific offender who is about to be released from confinement to their geographical area, and who may pose significant risk to the community.
- B. **Relevant Offender Information** - information that is deemed necessary to protect the public concerning a specific person required to register under the law. Excludes victim identity and juvenile offender information, which can only be released to law enforcement and corrections officials.
- C. **Sex Offender** - a person convicted, adjudicated or committed under any felony sexual offense, or convicted of an offense where the court has determined that the offense was "sexually motivated."

V. PROCEDURE

- A. **Sex Offender Registry**
 - 1. It is the policy of the Department of Corrections that released sex offenders on supervision are required to report to local law enforcement officials (by appointment) for face-to-face contact upon their release or placement to community supervision and whenever they move to another law enforcement jurisdiction. Offenders not on supervision are required to update information at least annually with DOC SORP, but are not required to meet face-to-face with local law enforcement. Note: If the offender has been committed under the sexually violent person law, the offender must verify information every ninety (90) days with DOC SORP.
- B. **Special Bulletin Notification**
 - 1. On most occasions, the Special Bulletin Notification will be provided by DOC to all law enforcement agencies at least 30 days prior to an inmate's release from Wisconsin state prison, mental health or juvenile confinement. Special Bulletin Notifications will be distributed to all law enforcement jurisdictions in the county and jurisdictions of the offender's planned residence, employment or school enrollment.

C. Sex Offender Registry Inquiry and Access

1. DOC's Sex Offender Registration Program creates an informational database that is available to law enforcement through CIB/TIME system inquiry. Investigatory inquiries on "offender profiling" and "offense pattern" information are available for every registered sex offender for investigatory purposes only. When making an investigatory inquiry, requests must be made in writing on official letterhead or by telephone to the DOC Sex Offender Registration Program (SORP), (608) 240-5830. All inquiries must include agency ORI#, specific information requested on the *Investigatory Inquiry Worksheet*, (see attachment) and agency contact person.
2. All telephone inquiries will be followed up with a return phone call by SORP staff to verify the law enforcement request.
3. Release of registry information will be in the form of official letter or fax to the requesting law enforcement agency.
4. Public inquiry representing a neighborhood watch program will be directly provided a copy by law enforcement or referred to the DOC SORP to obtain a copy of the *Neighborhood Watch Program Inquiry* form (see attachment). Once completed, a law enforcement official will need to verify that the requestor is representing an approved and recognized neighborhood watch program. The request will not be processed by the DOC SORP without law enforcement verification.

D. Sex Offender Intelligence Management

1. It will be the responsibility of the (*designated agency officer*) to maintain individual files on all known registered sex offenders who reside in (*city or county*).
2. Each sex offender file will have a copy of the Special Bulletin Notification (if issued), all face-to-face contact reports, all field notes, current photograph, and any other relevant report or information source.
3. Sex offenders not on supervision and not required to meet face-to-face with law enforcement will be inquired through the Sex Offender Registry web site and through CIB/TIME database for current information on a quarterly basis.

When (*designated agency*) knows of an unsupervised sex offender moving from (*city or county name*), the (*designated agency officer*) will contact the new jurisdiction and inform them of the sex offender's relocation. Accordingly, copies of all

pertinent intelligence reports will be sent to the jurisdiction where the sex offender resides.

4. When a sex offender is on supervision and required to meet face-to-face with a law enforcement agency after moving into a new jurisdiction, the (*designated agency office*) will contact the former law enforcement agency of jurisdiction to inform the previous jurisdiction of the move and for exchanging intelligence information.

E. General Public Inquiries

1. The (*designated agency officer*) may provide to members of the general public certain information from the registry regarding a specific registrant convicted of an adult offense, if, in the opinion of the (*designated agency office*), providing the information is necessary to protect the public.
2. The (*designated agency office*) may require the request in writing to include the name of the registrant along with any other information the law enforcement official considers necessary to accurately identify the individual in the registry.
 - a. The *Request for Registry Information – Public Inquiry* form may be used to document the individual's request (See FORMS tab for example form).
 - b. It is critical that the requestor provides detailed and sufficient information regarding the individual about whom he/she is inquiring. At a minimum this should include
 - Individual's name
 - Approximate age plus or minus 5 years
 - c. Insufficient or general identifying information may lead to an inconclusive or inaccurate search.
3. Once sufficient information is obtained, response to public requests can be made by:
 - a. Conducting CIB/TIME inquiry
 - b. Conducting web site search
 - c. Referring the requestor to contact the DOC SORP toll-free number

d. Providing the requestor with

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- Verification that the individual is or is not on the registry
- If on the registry, name and any aliases of registrant
- Date of conviction or commitment
- Supervising agency and phone number
- Date information last updated

e. Additional information may be provided if in the opinion of the police chief/sheriff, release of the information is in the best interest of protecting the public. Information should not be disclosed on people required to register due to a juvenile adjudication.

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4. When contacted by a person from the general public, he/she will be also informed of the accessibility of the Sex Offender Registry via the following general public web site address:

<http://widocoffenders.org>

5. Public inquiries can also be referred to DOC SORP.

F. Neighborhood Watch Inquiries

1. A public inquiry representing a neighborhood watch program will be directly provided a copy, or referred to the DOC SORP to obtain a copy of the *Neighborhood Watch Program Inquiry* form. Once completed, a law enforcement official will need to verify that the requestor is representing an approved and recognized neighborhood watch program. The request will not be processed by the DOC SORP without law enforcement verification.

NOTE

It is important to inform the requestor that the information in the registry only includes information on sex offenders adjudicated, convicted, on supervision and/or released from prison or mental institution since 12/25/93.

G. Face-to-Face Contact

Registrants on supervision to the DOC will be required to make face-to-face contact with law enforcement.

Off supervision registrants are NOT required by law to do a face to face contact with law enforcement.

1. Law enforcement can photograph and fingerprint registrants who make face-to-face contact with their department.

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2. Law enforcement may also request the registrant to fill out an informational questionnaire and possibly videotape any part of the face to face contact procedure.

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H. Community Notification (refer to the Guidelines for Law Enforcement for details)

1. The (*city or county*) will participate in a regional decision-making team for a coordinated community notification plan. The team will consist of representatives from area law enforcement agencies and DOC representatives that have received or are directly impacted by the Special Bulletin Notification.

2. Optional team representatives may be utilized on a case-by-case basis from local agencies and organizations that are likely to receive notification.

3. The lead law enforcement agency in a particular case may be determined by the jurisdiction where the offender plans to reside.

4. The decision-making process for determining the level of community notification should involve a review and discussion of the information contained in the Special Bulletin Notification and any additional release planning information provided by the supervising DOC agent.

5. Following a case review and discussion by the notification team, if a decision is made for notification beyond law enforcement, the prevailing interest in the community notification is not to impose additional punishment or harassment of the offender, but to provide information to those individuals, agencies and organizations that need to know the potential risks involved with this release. The following levels of notification are provided.

- a. Level I Notification - Limited to Law Enforcement**
- b. Level II Notification - Targeted Notification**
- c. Level III Notification - Expanded/Community Wide Notification**

6. The Core Team should request, in advance, which organizations want to be notified of a sex offender's release. It is recommended that a list of local agencies, organizations and neighborhood watch programs be established.

I. Community Meetings

- If expanded notification (Level III) is decided, it is recommended that a community meeting be arranged to inform the community of pertinent information, provide a forum for answering questions, and quell possible negative or hostile reactions to the release. (Refer to Guideline for Law Enforcement, Conducting Community Meetings)

J. Open Records

- Wisconsin State Statutes 301.45 and 301.46 establish a procedure to obtain information from the registry. It is not intended to conflict with or replace any process related to established open records request procedures.

K. Immunity

- Wisconsin State Statutes 301.45 and 301.46 specify that a person acting under the "*access to information*" is immune from civil liability for any good faith act or omission regarding the release of information authorized under this statute. This immunity does not extend to a person whose act or omission constitutes gross negligence or involves reckless, wanton or intentional misconduct [s.301.46(7)].

Part 3

Overview of Access to Information



ACCESS TO INFORMATION**I. ACCESS to SEX OFFENDER REGISTRY INFORMATION**

The Sex Offender Registry will act as the central repository of information that will be used for inquiry access and dissemination of offender information comprising the community notification functions of Wisconsin State Statutes 301.45 and 301.46. As indicated in the law, a number of agencies, organizations or individuals have been specified to have either *full* or *limited* access to information in the registry. In some cases there are requirements or methods for discretionary dissemination of information.

1. Law Enforcement Website

A WILENET user can search by name or partial name and has access to the following information via the web site:

- Name of registrant and aliases if any
- Department of Corrections offender number, date of birth, and age
- Gender, race, height, weight, hair and eye color
- Photographs and date when photographs were taken
- Offense requiring registration and date, county, and state of conviction
- Custody/Supervision status
- Registration start and end dates
- Compliance Status
- Name and address of employment
- Name and address of school
- Contact information

2. Victims**A. NOTIFICATION**

Victims of sexual offenses, a member of their family or a witness during trial, who are registered for notification in the Parole Eligibility Notification System (PENS), will receive written notification when an offender is scheduled for release from prison or confinement. Additionally, registered victims will receive written notification of any changes in the registered offender's residence, employment, or school enrollment, if the victims request this type of notification.

B. TOLL FREE NUMBER

Victims registered in PENS will have 24 hour direct access to information contained in the registry through a toll free number.

1-800-398-2403

Information made available through this toll free number includes:

- Registrant Name and any Aliases
- Date Information Last Updated
- Registry Status - whether offender registry information is:
 - Verified and in compliance
 - Non-verified or not in compliance
- Correctional Status - whether:
 - On field supervision
 - Discharged from field supervision
 - In correctional custody
- Most recent Residence Address
- Most recent Employment Address
- Most Recent School Attends, if applicable
- Description and License Number of Vehicle (Owns)
- Name and Phone Number of Supervising Agency Contact

C. VICTIM'S WEB SITE

<http://wivictimsvoice.org>

The web site is a repository of information for victims, victim witness coordinators and general public. Victims may log in and learn specific information about an offender's location, supervision status, and data pertaining to the offender.

3. Non-Criminal Justice Agencies and General Public

The law provides limited, person-specific access to information contained in the registry to community agencies and members of the general public. Non-criminal justice agencies include state, county and local entities that are responsible for the care and protection of readily identifiable vulnerable populations, such as children and the developmentally disabled. For example, these agencies include public and private schools, child care centers, foster homes, Boy Scouts and Girl Scouts of America, etc. These entities, as well as the general public, will have ongoing limited access to the registry through two means:

A. Toll free number:

1-800-398-2403

Information made available to both agencies and general public through this toll free number includes:

➤ **Verification if on Registry**

If yes,

- **Registrant Name and any Aliases**
- **Date Information Last Updated**
- **Conviction Requiring Registration, Date and State**
- **Registry Status - whether offender registry information is:**
 - **Verified and in compliance**
 - **Non-verified or not in compliance**
- **Correctional Status - whether:**
 - **On field supervision**
 - **Discharged from field supervision**
 - **In correctional custody**
 - **Has absconded from supervision**
- **Name and Phone Number of Supervising Agency Contact**

In order to access this information, the person making the inquiry will need the registrants:

- **First and last name**
- **Approximate age plus or minus five years**

or

- **Zip code**

These parameters were put in place as it was deemed necessary to avoid misidentification.

B. General Public Web Site:

www.widocoffenders.org

Information made available to both agencies and general public through this web site includes:

- **Registrant Name and any Aliases**
- **Department of Corrections offender number**
- **Age**
- **Gender, race, height, weight, hair and eye color**
- **Recent photograph and date when photograph was taken**
- **Offense requiring registration and date, county and state of conviction**
- **Custody/Supervision status**
- **Registration start and end dates**
- **Contact information**

Note: To perform the inquiry through the web site, one does not need the same identifiers as when doing an inquiry through the toll-free number. It is believed that misidentification is less likely to occur as one should be able to view the registrant's photograph to confirm identity when the search is performed on the web site.

4. Neighborhood Watch Programs

The law provides additional "group" access to information contained in the registry. Bona fide neighborhood watch programs may request information indicated in #3 above from the DOC on a group of registrants who live in the identified geographic area of the organized neighborhood watch program.

Request of this nature will require the following:

1. Written request from the individual(s) representing the neighborhood watch program, indicating:
 - a. Name and phone number of the individual(s) making the request
 - b. Purpose of the request
 - c. Local law enforcement verification that the individual(s) requesting the information formally represent a bona fide neighborhood watch program
 - d. Specific street parameters that comprise the neighborhood watch program area.
2. Completed request is mailed to the DOC Sex Offender Registration Program.

This information will not be made available through the toll free number. Response to these requests will be provided in written form to the requestor(s), with a copy forwarded to the local police chief and county sheriff where the neighborhood program is located.

II. INFORMATION that CANNOT be DISCLOSED

Comment [G Roberts3]:

A. The law defines disclosure of "*Relevant Offender Information*" as any information that is deemed necessary to protect the public concerning a specific person required to register under the law, *except*:

➤ The identity of the victim of the offense;

and

➤ The release of any information on juvenile offenders and juvenile proceedings beyond law enforcement and corrections officials.

B. Federal law prohibits the disclosure of any information related to drug and alcohol treatment. State law prohibits the disclosure of any information related to sex offender treatment.

C. Additionally, Wisconsin State Statutes 301.45 and 301.46 specifically prohibits the disclosure of the following information concerning a person in the registry:

➤ Regarding an adult registrant, any information concerning a juvenile proceeding in which the person was involved.

A "*juvenile*" or "*child*" is defined as an individual under the age of 18 where adjudication has taken place. Information on juveniles who have been waived into adult court and convicted of a sexual crime can only be disclosed after the person has reached his/her 18th birthday.

III. IMPACT on OPEN RECORDS REQUESTS

The law indicates that the information access procedures set forth in Wisconsin State Statutes 301.45 and 301.46 do not prohibit or affect requests currently performed under the Open Records Law (s. 19.35). The notification or access to registry information processes indicated above are not intended to conflict with, nor replace, any process related to access to public information through open records requests. Law enforcement agencies are encouraged to consult with their legal counsel for any questions related to such requests.

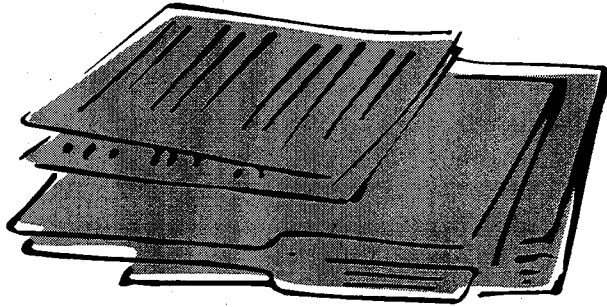
IV. IMMUNITY from LIABILITY

The law includes an "*Immunity from Liability*" provision in order to protect public officials from possible civil liability suits based on decisions made to disclose or not disclose information to the public. Specifically, the law reads:

A person acting under this subsection is immune from civil liability for any good faith act or omission regarding the release of information under this section. The immunity under this subsection does not extend to a person whose act or omission constitutes gross negligence or involves reckless, wanton or intentional misconduct. ss. 301.45(7)

Part 4

Forms and Reference Documents





WISCONSIN DEPARTMENT OF CORRECTIONS
Division of Community Corrections * 3099 East Washington Avenue, Madison, WI 53707 *

SEX OFFENDER
SPECIAL BULLETIN NOTIFICATION

To:

To:

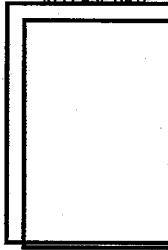
The Wisconsin Department of Corrections is releasing the following information pursuant to 1995 Wisconsin Statute 301.46(2m), which authorized the Department to inform law enforcement agencies of the release of a convicted sex offender when the release of information will enhance public safety and protection. The individual who appears on this notification has been convicted or committed for an offense that requires registration with the Department of Corrections. Further, previous criminal history places him in a classification level which reflects the potential to re-offend. Note: Information regarding offenders under the age of eighteen cannot be disseminated beyond law enforcement officials.

OFFENSE:
OFFENSE TYPE:
COUNTY:

CONVICTION DATE:
RELEASE DATE:

NAME:
ALIAS:
DOB:
RACE:
HEIGHT:
HAIR:
MARKS:

DOC ID:
SID:
GLASSES:
SEX:
WEIGHT:
EYES:



DATE OF PHOTO:

INFORMATION UPDATED:
RESIDENCE:
EMPLOYMENT:
SCHOOL:
VEHICLE:
SUPERVISING UNIT/AGENT:
SUPERVISION STATUS:
INFORMATION UPDATED:
OFFENSE SUMMARY:
TARGETED VICTIMS:
OFFENSE
DESCRIPTION/PATTERN:

SUPERVISION EXPIRES:

SPECIAL CONDITIONS
OF SUPERVISION:

INFORMATION UPDATED:

If your agency becomes aware of any change in this information, please call the supervising agent or (608) 240-5831

* Additional data available - contact agent.

DOC Secretary's Office; DOC Administrator; DOC Legislative Liaison; DOC Public Information Officer; VINE/PENS; William Grosshans; William Rankin

Agent:

Field Supervisor, Unit:

Chief, Region:

Social Service File:

DOJ Victim Services

WISCONSIN DEPARTMENT OF CORRECTIONS
Division of Community Corrections
DOC-1748 (Rev. 7/03)

SBN Number:

DEPARTMENT OF CORRECTIONS
Division of Community Corrections
DOC-1790 (Rev. 7/03)

SPECIAL BULLETIN NOTIFICATION – SUPPLEMENT
LAW ENFORCEMENT USE ONLY

WISCONSIN
Wisconsin Statutes
Section 301.46(2m)

This information is being provided with the Special Bulletin Notification in order to assist law enforcement in determining the scope of further notification or dissemination of information to the public, if deemed necessary. The information provided below is based on current records available to the Department and is not intended to be a clinical assessment or determination of the individual's risk to the community. **THIS IS NOT A VALIDATED RISK ASSESSMENT TOOL, AND SHOULD NOT BE RELIED ON AS SUCH. THIS INFORMATION IS ADVISORY ONLY. THIS FORM IS NOT SUBJECT TO DISCLOSURE UNDER THE OPEN RECORDS LAW.**

DATE: _____

Offender Name: _____ DOC # _____ Special Bulletin # _____

REGISTRABLE OFFENSES ("STRIKES")

DATE	STATUTE #	OFFENSE	DOCKET NUMBER	COUNTY	STATE

OTHER SEXUALLY RELATED OFFENSE CONVICTIONS (NON-STRIKE SEXUALLY MOTIVATED OFFENSES)

DATE	STATUTE#	OFFENSE	COUNTY	STATE

JUVENILE SEXUALLY MOTIVATED ADJUDICATIONS (THIS ITEM IS CONFIDENTIAL AND MUST NOT BE DISEMINATED BEYOND LAW ENFORCEMENT PERSONNEL)

DATE	STATUTE#	OFFENSE	COUNTY	STATE

RATING ITEM	Possible Level 1 Notice	Possible Level 2 Notice	Possible Level 3 Notice
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OFFENDER HISTORY (INCLUDE CONVICTIONS, READ-INS, JUVENILE ADJUDICATIONS, BEHAVIOR ADMITTED BY OFFENDER, AND DOCUMENTED BEHAVIOR FROM PROFESSIONAL SOURCES)

1. Use of Weapon	<input type="checkbox"/> No weapon or general or vague threats	<input type="checkbox"/> Implied presence of weapon or threats to that effect, but did not display or use any weapon	<input type="checkbox"/> Offender displayed and/or used a weapon, or offender threatened physical harm to any victim age 12 or under
2. Degree of Force	<input type="checkbox"/> No physical force or threats of physical force	<input type="checkbox"/> Threats or force sufficient only to accomplish offense; if force was used, it caused no physical harm to victim	<input type="checkbox"/> Any use of force or threats of force to any victim 12 or under; More force than is needed to subdue victim over age 12.
3. Degree of Contact	<input type="checkbox"/> No physical contact noted, or fondling over clothing	<input type="checkbox"/> Physical contact - fondling under clothing	<input type="checkbox"/> Penetration or attempted penetration
4. Age/vulnerability of Victim(s)	<input type="checkbox"/> 18 or older - no special handicaps or vulnerability	<input type="checkbox"/> 13-17 years or older with special handicaps or vulnerability	<input type="checkbox"/> Under 13 or older with extreme handicap or vulnerability
5. Access to Victim(s)	<input type="checkbox"/> Assaults are against household members or relatives only	<input type="checkbox"/> Uses vocational, hobby, or social contacts (job, youth activities, church; includes date rape and baby-sitting...)	<input type="checkbox"/> Seeks strangers, or varied pattern of victim access
6. Duration of Sexual Offense History	<input type="checkbox"/> All known sexual offenses occurred within one 3-month period of time.	<input type="checkbox"/> All known sexual offenses occurred during one period of 3-6 months	<input type="checkbox"/> All known sex offenses occurred during a period of time in excess of 6 months
7. Total number of Sexual Offense Victims (do not include victims of "hands off" offenses)	<input type="checkbox"/> One known sexual offense victim	<input type="checkbox"/> Two known sexual offense victims	<input type="checkbox"/> Three or more known sexual offense victims
8. Non-Sexual Felony Criminal Convictions/adjudications	<input type="checkbox"/> No record of felony convictions/adjudications	<input type="checkbox"/> One felony conviction/adjudication	<input type="checkbox"/> Two or more felony convictions/adjudications
9. Responsibility for Sexual Offense	<input type="checkbox"/> Fully admits to sexual offending	<input type="checkbox"/> Admits to offense, but minimizes the frequency, extent, severity or impact of offense	<input type="checkbox"/> Denies offense - Takes little to no responsibility - Blames something else (victim, drugs, alcohol...)
10. Response to Offense-Related Programming (if recommended and available)	<input type="checkbox"/> Has participated with indication of good progress	<input type="checkbox"/> Has minimally participated with limited or poor progress	<input type="checkbox"/> Has refused programming, dropped out, terminated or has completed with subsequent evidence of reoffense or grooming behavior

Part 2- STABILITY OF OFFENDER

11. Residential Support (release plan)	<input type="checkbox"/> Supervised setting or moderate to long-term supportive residence plan	<input type="checkbox"/> Stable and supportive but no known or limited external support system	<input type="checkbox"/> Unstable or temporary residence ; no known external support
12. Employment (Historical information)	<input type="checkbox"/> Stable and appropriate -	<input type="checkbox"/> Intermittent but appropriate	<input type="checkbox"/> Unstable and/or inappropriate

THIS FORM IS NOT SUBJECT TO DISCLOSURE UNDER THE OPEN RECORDS LAW

LAW ENFORCEMENT USE ONLY
NOTIFICATION PLAN DEVELOPMENT

Other Information Considered:

[Empty text box for providing other information considered]

DEPARTMENT OF CORRECTIONS
 Division of Community Corrections
 DOC-1814 (Rev. 7/03)

WISCONSIN
 Wisconsin Statutes
 Section 301.46(5)(a)

REQUEST FOR REGISTRY INFORMATION
Public Inquiry

Pursuant to Wisconsin Statutes 301.46(5)(a), this written request is for information from the Sex Offender Registry on the person with the following name, address, and known identifying information.

SEX OFFENDER REGISTRANT INFORMATION

REGISTRANT NAME Last	First	Middle
DRIVERS LICENSE NUMBER	* DATE OF BIRTH	SOCIAL SECURITY NUMBER
* If date of birth is of an individual less than 18 years old, information cannot be disclosed.		
REGISTRANT STREET ADDRESS (PO box addresses are not acceptable)	APT. #	
CITY	COUNTY	STATE
		ZIP CODE

THIS INFORMATION IS BEING REQUESTED FOR THE FOLLOWING REASON(S):

PERSON REQUESTING REGISTRY INFORMATION

REQUESTER NAME Last	First	Middle
REQUESTER STREET ADDRESS (PO box addresses are not acceptable)	APT. #	
CITY	COUNTY	STATE
		ZIP CODE

I understand that if this person is a registered sex offender that law enforcement can only provide the following information; verification whether in registry; county or date of conviction; make, model and license number of registered vehicle under the person's name; most recent date information was last updated. This or any additional information may only be provided if, in the opinion of the police chief or sheriff, providing the information is necessary to protect the public. I further understand that any misuse of this information, leading to any criminal behavior towards the registrant, may lead to further prosecution (Wisconsin Statute 939.646).

REQUESTER SIGNATURE	DATE SIGNED
---------------------	-------------

LAW ENFORCEMENT USE ONLY	
REQUEST	<input type="checkbox"/> Granted <input type="checkbox"/> Denied (if denied, indicate reason)
LAW ENFORCEMENT OFFICIAL SIGNATURE	DATE SIGNED

MAIL COMPLETED FORM TO: WISCONSIN DOC-SORP
 P.O. BOX 7925
 3099 E. WASHINGTON AVE.
 MADISON, WI 53707 - 7925

DEPARTMENT OF CORRECTIONS
 Division of Community Corrections
 DOC-1815 (Rev. 7/03)

REQUEST FOR REGISTRY INFORMATION
Neighborhood Watch Programs

WISCONSIN
 Wisconsin Statutes
 Sections 301.46(4)(a) (11) &
 301.46(4)(a)(ar)

PERSON REQUESTING REGISTRY INFORMATION

REQUESTER NAME Last First PHONE NUMBER
 _____ ()

NAME OF WATCH PROGRAM YOU ARE REPRESENTING

REGISTRANT STREET ADDRESS (PO box addresses are not acceptable) APT. #

CITY COUNTY STATE ZIP CODE

Pursuant to Wisconsin Statutes 301.46(4)(a)(11) and (ar), this written request is for information from the Sex Offender Registry on the persons within a specified geographic area. The DOC Sex Offender Registry Program (SORP) can only provide information to a neighborhood watch program following verification from a local law enforcement official that this request is made by a person representing an authorized neighborhood watch program. Following law enforcement verification and full completion of this form, the DOC SORP will provide a written response to the requester, including the following information: registrant names and any aliases of persons residing in the geographic area; conviction or commitment requiring registration; county and state of conviction or commitment; make, model and license number of vehicles owned by registrant; most recent date information updated; and agency contact phone number. NOTE: Information contained in the registry only includes those individuals convicted, in prison, or on community supervision for certain crimes on or after 12/25/93.

STREET PARAMETERS OF WATCH PROGRAM

ZIP CODE	CITY NAME	<i>INSTRUCTIONS: Indicate below, in alphabetical order, the street names and number range (i.e. 100 - 200 block) for all streets within your watch area. If additional zip codes are needed, submit an additional form for each zip code number</i>	
_____	_____	STREET NAMES	ADDRESS NUMBER RANGE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I, the undersigned, verify that the above request is from an authorized neighborhood watch program, pursuant to Wisconsin Statutes 60.23(17m) or is an authorized program by this law enforcement agency.

REQUESTER SIGNATURE DATE SIGNED

LAW ENFORCEMENT VERIFICATION

I, the undersigned, verify that the above request is from an authorized neighborhood watch program, pursuant to Wisconsin Statutes 60.23(17m) or is an authorized program by this law enforcement agency.

LAW ENFORCEMENT OFFICIAL SIGNATURE DATE SIGNED

AGENCY NAME AGENCY ADDRESS PHONE NUMBER
 _____ ()

MAIL COMPLETED FORM TO: WISCONSIN DOC-SORP
 P.O. BOX 7925
 3099 E. WASHINGTON AVE.
 MADISON, WI 53707 - 7925

DEPARTMENT OF CORRECTIONS
 Division of Community Corrections
 DOC-1821 (Rev. 7/03)

WISCONSIN
 Wisconsin Statutes
 Section 301.46(4)(a) (11) &
 301.46(4)(a)(ar)

**INVESTIGATORY INQUIRY WORKSHEET
 FOR LAW ENFORCEMENT USE ONLY**

Law enforcement officials should use the following format to prepare information when making an investigator inquiry to Sex Offender Registry. Requests without an ORI # will not be processed.

WISCONSIN DOC – SORP
 P. O. BOX 7925
 3099 E. WASHINGTON AVE.
 MADISON, WI 52707-7925
 PHONE: (608) 240-5830
 FAX: (608) 240-3355

NOTE: The registry contains profile information on offenders under field supervision or in an institution on or after December 25th, 1993.

You will be asked to provide the following information (see instructions / description of terms on back of form) :

AGENCY NAME	ORI #	NAME OF OFFICER MAKING REQUEST	PHONE NUMBER
SEX OFFENDER REGISTRANT INFORMATION			
AGE RANGE _____ to _____	SEX	RACE	HEIGHT _____ to _____
HAIR COLOR	FACIAL HAIR <input type="checkbox"/> Yes <input type="checkbox"/> No	EYE COLOR	WEIGHT _____ to _____
		<input type="checkbox"/> Mustache <input type="checkbox"/> Beard	GLASSES <input type="checkbox"/> Yes <input type="checkbox"/> No
MARKINGS (Describe)			

VICTIM AND CRIME INFORMATION

SEX OF VICTIM <input type="checkbox"/> Male <input type="checkbox"/> Female	TARGETED VICTIM AGE <input type="checkbox"/> 0-6 <input type="checkbox"/> 7-11 <input type="checkbox"/> 12-15 <input type="checkbox"/> 16-17 <input type="checkbox"/> Adult
TYPE OF SEXUAL CONTACT <input type="checkbox"/> Hands – off (exposing) <input type="checkbox"/> Sexual touching (fondling) <input type="checkbox"/> Penetration (oral, vaginal) <input type="checkbox"/> Anal Penetration / Insert Object	
METHOD OF FORCE <input type="checkbox"/> Verbal Coercion / Treats (verbal manipulation, degradation) <input type="checkbox"/> Use of Rope, Tie Material <input type="checkbox"/> Hands – on Force (holding down, pushing) <input type="checkbox"/> Use of weapon (knife, gun) <input type="checkbox"/> Physical Injury (hitting, bruises, contusions) <input type="checkbox"/> Incapacitation, Suffocation <input type="checkbox"/> Excessive Physical Force for Gratification <input type="checkbox"/> Mutilation, Death	
Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
Did you suspect commit the sexual crime with an accomplice?	
<input type="checkbox"/>	<input type="checkbox"/>
Did the suspect target disabled, aged, or particularly vulnerable individuals?	
<input type="checkbox"/>	<input type="checkbox"/>
Did the suspect target prostitutes?	
<input type="checkbox"/>	<input type="checkbox"/>
Did the suspect engaged in stalking – type behavior?	
<input type="checkbox"/>	<input type="checkbox"/>
Did the suspect engaged in home intrusion behaviors, such as trespassing, breaking into a residence?	
<input type="checkbox"/>	<input type="checkbox"/>
Did the suspect impersonate an officer?	
<input type="checkbox"/>	<input type="checkbox"/>
Did the Suspect use a disguise in the commission of the crime?	
<input type="checkbox"/>	<input type="checkbox"/>
Did the suspect use a camera, video or other photo equipment in the commission of the crime?	
<input type="checkbox"/>	<input type="checkbox"/>
Did the suspect use a computer in the commission of the crime?	
<input type="checkbox"/>	<input type="checkbox"/>
Did the suspect use a vehicle in the commission of the crime? If Yes,	
MAKE	MODEL
YEAR	COLOR

A police chief, sheriff or designee may initiate an inquiry with the Department of Corrections, Sex Offender Registry Program (SORP), by contacting the DOC SORP to search the registry database in order to obtain a list of potential suspects who, based on the information provided, may possess similar physical descriptors and offense pattern factors contained in the Registry. Inquiry process involves:

- Prior to placing a request, the law enforcement official should have completed a copy of the Investigatory Inquiry Worksheet.
- Requests may be made by written or telephone inquiry to the DOC SORP. All written inquiries must be on official letterhead or through administrative message teletype.
- All inquiries must include: agency ORI# - information on the Investigatory Worksheet and, agency contact person and phone number.

SORP Investigatory Inquiries: (608) 240-5830
SORP Fax #: (608) 240-3355

Definitions to Assist in Completing the Form

Type of Sexual Contact Check all that apply. **Hands Off** - applies to those cases where the offender did not physically/sexually touch the victim(s) - usually applicable to Exhibitionists and Voyeurs. **Sexual Touching** - applies to those cases that involve fondling, rubbing, touching under or over clothing. **Penetration (Oral, Vaginal)** - includes oral, digital and genital penetration or attempted penetration with a body part to the genital area of a victim. **Anal Penetration/Insert Object** - includes penetration or attempted penetration of the anal area or penetration or attempted penetration of any foreign object to the genital or anal areas of the victim.

Method of Force Check all that apply. **Verbal** - sexual assault involved verbal threats of harm to the victim or someone close to the victim; verbal harassment, coercion or manipulation for the primary intent of engaging in sexually assaultive behavior. **Hands on Force** - sexual assault involved use of force to physically subdue, control or restrain the victim. **Physical Injury** - sexual assault involved hands-on force that resulted in physical injury to the victim that may have required minor medical attention. **Excessive Physical Force** - sexual assault involved a level of force that resulted in serious physical injury to the victim that required immediate medical attention. **Use of Rope, Tie Material** - sexual assault involved the use of any kind of material to physically restrain or control the victim, such as rope, bed sheet, handcuffs. **Use of Weapon** - sexual assault where a weapon was used or displayed during the assault. A weapon is defined as any inanimate object designed or used to cause bodily harm. This also includes the implied presence of a weapon (*"I have a gun in my coat"*). **Incapacitation, Suffocation** - sexual assault where the victim was rendered - by the offender - unconscious or incapacitated (such as using "knock out" drugs). **Mutilation, Death** - sexual assault where the victim sustains serious physical mutilation, disfigurement, dismemberment or death as a result of the assault.

DEPARTMENT OF CORRECTIONS
Division of Community Corrections
DOC-3 (Rev. 12/02)

FACE SHEET

WISCONSIN

AGENT NAME		AREA NUMBER	DATE PREPARED
<input type="checkbox"/> Probation	<input type="checkbox"/> Parole	<input type="checkbox"/> Extended Supervision	<input type="checkbox"/> Mandatory Release
<input type="checkbox"/> Pre-Sentence (Confidential)	<input type="checkbox"/> Out of State	<input type="checkbox"/> Program Referral	
<input type="checkbox"/> Probation Questionnaire	<input type="checkbox"/> Law Enforcement Registration	<input type="checkbox"/> Other	

****Clerk of Courts – Send original copy of this questionnaire together with two certified copies of the Probation Order and one copy of the Information (or criminal complaint) to the local Probation and Parole Office.

PERSONAL INFORMATION

NAME(As shown on court order)		DATE OF BIRTH	DOC NUMBER
TELEPHONE NUMBER	CELL PHONE and/or PAGER NUMBER	MAIDEN NAME-ALIASES-PREVIOUS NAMES-NICKNAMES-STREET NAMES	
STREET (Directions if Rural)			
CITY	STATE	ZIP CODE	COUNTY OF RESIDENCE
			SOCIAL SECURITY #
			MARITAL STATUS
RACE	HEIGHT	WEIGHT	EYES
			GLASSES
			CONTACTS
			HAIR COLOR
			BALDING
			MOUSTACHE
			SEX
			AGE
			BIRTHPLACE
DISABILITY	TYPE OF DISABILITY	VEHICLE MAKE	MODEL
<input type="checkbox"/> YES <input type="checkbox"/> NO			YEAR
			DL# or ID#
			STATE
			IS DL VALID
			<input type="checkbox"/> YES <input type="checkbox"/> NO
WI STATE ID # (CIB)	OTHER STATE ID #	FBI #	FINGERPRINT CLASSIFICATION

EMERGENCY NOTIFY (Name)	IDENTIFYING TATTOOS, MARKS, SCARS, MOLES, PIERCING, BIRTHMARKS, ETC. (Include location and description of each)
STREET	
CITY	
STATE	
TELEPHONE NUMBER	RELATIONSHIP

ARMED FORCES VETERAN	WEAPONS USED IN THE OFFENSE	GANG AFFILIATION	FIREARMS/ANIMALS – WHERE ARE THEY KEPT
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
EMPLOYER	EMPLOYER ADDRESS	EMPLOYER PHONE	

OFFENSE AND COURT DATA

JUDGE	COURT BRANCH #	COUNTY OF COMMITMENT	COURT CASE NO.(S)
DISTRICT ATTORNEY	DEFENSE ATTORNEY	CONSECUTIVE CASE	CLASS
		<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> FELONY <input type="checkbox"/> MISDEMEANOR
DATE CONVICTED	DATE SENTENCED	DATE RECEIVED	MR DATE
			DISCHARGE DATE
			PAROLE ELIGIBILITY
OFFENSE(S)	DATE	PLEA	STATUTE NUMBER
			SENTENCE
DESCRIPTION OF OFFENSE(S)			

POST CONVICTION (DOC OFFICE USE ONLY)

SEX OFFENDER REGISTRY REQUIRED WITH WISCONSIN SORP YES NO

OFFENDER MUST COMPLETE FACE TO FACE CONTACT WITH LOCAL LAW ENFORCEMENT YES NO

IS THIS A SPECIAL BULLETIN NOTICE (SBN) CASE? YES NO

LAW ENFORCEMENT SIGNATURES (IF APPLICABLE)

COUNTY SHERIFF OR DESIGNEE SIGNATURE & DATE

CHIEF OF POLICE OR DESIGNEE SIGNATURE & DATE