



**CITY OF MADISON POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE**



**Sex Offender Notifications**

Eff. Date 02/08/2016

**Purpose**

The Madison Police Department (MPD) will 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.

**Definitions**

**Relevant Offender Information:** Information that is deemed necessary to protect the public concerning a specific person required to register under the law. It excludes the identity of the victim, which can only be released to law enforcement and corrections officials.

**Sex Offender:** A person convicted, adjudicated or committed under any felony sexual assault statute, or convicted of an offense where the court has determined that the offense was "sexually motivated."

**Special Bulletin Notification:** A written notification process giving law enforcement detailed information from the Wisconsin Department of Corrections (DOC) and/or the Dane County Department of Health and Family Services (DHFS) on a specific offender who is about to be released from confinement to their geographical area, and who may pose a significant risk to the community.

**Procedure**

**SEX OFFENDER REGISTRY**

Released sex offenders on supervision are required to report to local law enforcement officials (by appointment) for face-to-face contact within ten (10) days of their release or placement to community supervision and whenever they move to another law enforcement jurisdiction.

Face-to-face appointments with the MPD are scheduled on a weekly basis and coordinated with the Dane County Sheriff's Office Investigative Services Bureau.

Offenders not on supervision are required to update information on an annual basis with the Wisconsin DOC but are not required to meet face-face with local law enforcement.

If the offender is on field supervision for "sexual violent person commitment" (Chapter 980), updated information must be provided whenever the changes occur and every 90 days.

**SPECIAL BULLETIN NOTIFICATION (SBN)**

Special Bulletin Notification is provided by the Wisconsin DOC and/or the Wisconsin DHFS to all law enforcement agencies within one (1) month of an inmate's release from prison, mental health or juvenile confinement. Bulletin notification is sent to the Sheriff's Office and all law enforcement jurisdictions of the planned residence, employment, or school enrollment.

Special Bulletin Notifications that are sent to the MPD are routed to the Sex Offender Registry (SOR) Liaison in the Intelligence Section.

## **SEX OFFENDER REGISTRY INQUIRY AND ACCESS**

The Wisconsin DOC's Sex Offender Registration Program (SORP) creates an informational database that is available to law enforcement through the CIB/TIME system inquiry. Investigatory inquiries on "offender profiling" and "offense pattern" information are available for every registered sex offender for investigatory purposes only.

## **MPD SEX OFFENDER INTELLIGENCE MANAGEMENT**

It is the responsibility of MPD's SOR Liaison to maintain files in the MPD Record System (LERMS) on all known sex offenders who reside within the primary jurisdiction of the MPD.

The files should have a copy of the Special Bulletin Notification (if issued), all face-to-face contact reports, and any other relevant reports or information. Face-to-face contact reports will be scanned into the MPD's record management system (LERMS) by MPD Records. Current photos will be taken by the SOR liaison designee and entered into LERMS.

## **COMMUNITY NOTIFICATION**

The MPD SOR Liaison will participate in a DOC Regional Decision Making Team for a coordinated community notification plan.

The MPD SOR Liaison will provide all pertinent information from the Regional SOR Release Planning Meeting to the District Command Team where the offender will reside, and coordinate communication as needed between the District Command Team and the DOC SOR Team.

The District Command Team shall review the information contained in the SBN and the accompanying packet of the Wisconsin DOC information, to include any additional release planning information provided by the supervising Wisconsin DOC Agent. The District Command Team shall be responsible to make a determination on the level of community notification as soon as practical.

### **Community Notification Levels**

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| Level I   | Limited Law Enforcement                              |
| Level II  | Targeted Notification (Fliers to community members)  |
| Level III | Expanded Notification (Community meetings and flier) |

The prevailing interest in the community notification is to provide information to those individuals, agencies and organizations that need to know the potential risk involved with the release. The purpose of the meeting is not to impose additional punishment or harassment onto the offender.

The District Commander who makes the determination will notify the MPD SOR Liaison, who in turn will convey the notification decision to DOC.

Note that a police chief, sheriff, or designee acting under Wisconsin State Statute 301.46 is immune from civil liability for any good faith act of omission regarding the release of authorized information but this immunity does not extend to a person whose act or omission constitutes gross negligence or involves reckless, wanton, or intentional misconduct.

### **Targeted Notification**

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The SOR Liaison will coordinate the flier for targeted distribution based on the request of the District Commander. Flyer distribution is the responsibility of the District Commander.

## **Community Meetings**

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The District Commander will coordinate with the SOR Liaison and DOC to plan the community meeting.

The District Command is responsible for notification to the public of the meeting. Notification should go out through the Public Information Officer for media, on MPD websites, and with a Command e-mail notification to the Alder of the area.

The purpose of the community notification meeting will be to inform the community of pertinent information. The purpose of a community meeting is to provide a forum for answering questions and to quell possible negative or hostile reactions to the release.

## **PUBLIC RECORDS**

Public inquiries for records made to the MPD shall be referred to the Wisconsin DOC or MPD Records Section as appropriate.

(Reviewed Only: 01/09/2017, 12/26/2017, 01/31/2020)