



Effective: 02/01/2005
Revised: 09/15/2019

**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 6-15**

290 PENAL CODE SEX OFFENDER REGISTRATION

- SUBJECT:** Procedures for registering a Sex Offender (290 Penal Code).
- PURPOSE:** To establish guidelines for a procedure to register Sex Offenders as required by Penal code section 290.1 and related sub sections.
- POLICY:** It is the policy of the CSUF Police Department to register all persons required to register in California as a sex offender, as identified in Penal Code Section 290 (a) (1) (A) (list of offenses requiring registration found in section).

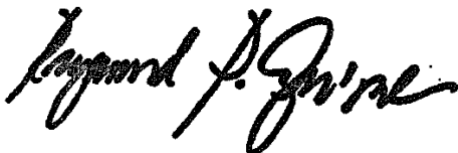
PROCEDURE:

- I. Handling of the Sex Registration Process
- A. Responsibilities:
1. The University Police Investigative Unit Supervisor will be responsible for overseeing the registration of all Sex Offenders affiliated with CSUF. This will include the completion and dissemination of all required registration forms and reports.
 2. The Investigator completing the registration will be responsible for entering the registration information into the California Sex and Arson Registry (CSAR).
- B. Registration Process
1. Persons required to register must do so in person, at the University Police Department, by appointment between 0800 and 1600 hours, Monday through Friday.
 2. The processing investigator will complete a University Police report (Information Only 290 Registrant) accompanied by all forms and photographs. RIMS Incident entry will be created if needed and enter all identifying information of the 290 Registrant.
 3. If the 290 is being registered for the first time and upon a records check, subject has been convicted of a violent felony. A report should be made in case a public notification is deemed necessary.

4. The processing investigator will make an inquiry of CSAR to determine if a record already exists. If so, add an updated entry stating they are attending CSUF for an additional year.
5. If a record already exists, complete the CJIS-8102S form, issue a temporary receipt (CJIS-8102S and take two photos of the registrant.) Identify the photos with the following information:
 - a. Registrant's full name
 - b. Date of Birth
 - c. CII number
 - d. VCIN FCN number
 - e. Type of registration (sex, arson, narcotics)
 - f. Agency name and ORI
 - g. Date photo taken
6. If no record already exists, in addition to the information above, also finger print the individual using the Live Scan. Complete form SS-8047 (Notice of Sex Offender Registration requirement). Make a copy of each document and send them to DOJ at the below address. Keep the "originals" in the Department file. Records can now be updated electronically via the California Sex and Arson Registry (CSAR).
7. The Records Supervisor will update the original record in VCIN to reflect any additional information. Enrollment or employment with CSUF would be reflected under the area "BUS" in VCIN, unless the registrant resides on Campus.
8. After the CSAR entry is made, the completed CJIS-8102S shall be scanned and attached into RIMS and the original kept in the agency by the Records Supervisor.
 - a. The processing investigator shall upload the photo into RIMS and DOJ's Open Image Management Systems (OIMS).
9. Sex registration forms can be ordered by calling DOJ at 800-952-5225.

REVIEWED BY:
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APPROVED:



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Chief of Police