DAVIS POLICE DEPARTMENT

REGISTRANTS
Policy and Procedure 2.29-A

DEPARTMENT MANUAL

Index as:
Registrants
290 Registrants
11590 Registrants
457 Registrants

I. POLICY

The Department shall comply with legal requirements for the registration of certain criminal offenders.

II. PROCEDURE

A. 290 Sex Registrants

1. When the registrant appears to register a Sexual Assault Investigator or PSS will register them by doing all of the following:
   a. Run the registrant for warrants.
   b. Fill out completely the California Department of Justice (DOJ) Registrant Form.
   c. Obtain a new case number and put it on the DOJ Registrant Form. (No arrest report is required.) A new case will be taken each time a registrant updates their registration status.
   d. Complete fingerprint cards (do not livescan) and photograph the registrant and any vehicles owned, registered or regularly operated by the registrant.
   e. Complete 2 registration receipts and issue the temporary receipt to the registrant unless they are transient. If transient, complete 1 registration receipt and issue it as their permanent receipt.
   f. Place a copy of the DOJ Registrant Form and photograph in the two department sex registrant books.
   g. Submit the DOJ Registrant Form, the permanent registration receipt, and any photographs taken to Investigations.

2. The member will:
   a. Complete and mail the permanent registration form (if the person is not transient.)
   b. Route the submitted photograph to DOJ.
   c. Enter/update the registrant into the CLETS Violent Crime Information Network (VCIN) System.
   d. Complete the new RIMS case using 290 PC: Sex Registrant Requirements as the offense. Update RIMS master name, including the Offender Classification on Page 2 of the Master Name, and premises files to reflect the registration status and add the registrant’s photo.
B. 11590 Drug and 457.1 Arson Registrants

1. Registrants will be accepted on a “walk-in” basis when a Patrol Police Services Specialist (PSS) is on duty. If no PSS is on-duty, the registrant will be given a business card or other document noting the date they attempted to register and be directed to return at a time when a PSS is scheduled to be on-duty.

2. If a PSS is on-duty, the Police Records Specialists will:
   a. Obtain picture identification from the registrant.
   b. Enter a call into CAD using event type “REG”. Include the registrant’s DOB and Identification card number in the remarks of the CAD call.

3. Dispatch will check for any outstanding warrants on the registrant and have an officer respond if there are.

4. A Patrol Police Services Specialist will register the registrant by doing all of the following:
   a. Fill out completely the California Department of Justice Registrant Form.
   b. For first time registrants with Davis PD, obtain a new case number and put it on the DOJ Registrant Form. (No arrest report is required.) For renewed/updated registrations, supplement the original case taken.
   c. For first time registrants with Davis PD, Livescan fingerprint and photograph the registrant.
   d. Complete 2 registration receipts and issue the temporary receipt to the registrant unless they are transient. If transient, complete 1 registration receipt and issue it as their permanent receipt. Mail the permanent registration receipt to the registrant.
   e. Copy the DOJ registrant form and route the copy to the Investigations PRS (arson registrants only).
   f. Update RIMS master name file adding the “narcotic/arson offender” flag.

5. The Investigations PRS will:
   a. Enter the registrant into the CLETS Violent Crime Information Network (VCIN) System (arson registrants only).

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11/02

Rev. 11/03
4/07 RIMS updates added
03/09 II, B clarified

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