



ANDERSON COUNTY  
SHERIFF'S OFFICE

GO - 236

## GENERAL ORDERS

## SEX OFFENDER REGISTRY

### PURPOSE:

The Anderson County Sheriff's Office is responsible for the registration of Sex Offenders living in Anderson County.

Offenders are required to register bi-annually (twice a year) for life; once during their birth month and again six months later. Offenders classified as Predators are required to register every three months for life.

The South Carolina Code of Laws, State Statute sections 23-3-400 through 23-3-480 requires anyone who has been convicted of certain sexual offenses to register bi-annually with the Sheriff's Office in the county in which he/she resides. In addition to current South Carolina residents, the law specifies, "If any person required to register under this article moves to South Carolina from another state and is not under the jurisdiction of the State Department of Corrections, the State Probation and Parole Services, or the Department of Juvenile Justice at the time of moving to South Carolina, that person must register within ten (10) days of establishing residence or re-establishing residence, if the person is a former South Carolina resident."

### PROCEDURE:

Locked files are located in the Office of Professional Standards. Files are sorted in alphabetical order within the offender's birth month.

The following procedures will be followed when registering sex offenders:

1. Each offender must complete and sign the *Sex Offender Registry Information Form*. All information should be verified for legibility and completeness, including the offender's current address, phone number(s), next of kin, employment and vehicle information.
2. A fingerprint card must be on file for each offender. If an offender is new to the registry system, a second fingerprint card must be completed and forwarded to the South Carolina Law Enforcement Division (SLED) within 48 hours in order to obtain a State Identification Number (SID) for the offender.
3. The annual registration fee and HHS Poverty Guidelines should be explained to new offenders. If the offender qualifies for indigence, he/she must complete and sign a Financial Declaration. A copy of this form should be maintained in the offender's file.
4. A photo will be taken of the offender at each bi-annual registration session utilizing photo equipment provided by SLED. The photo number should be recorded on the offender's registry form and each photo should be labeled with the offender's name, date, and SRS number. Photos will be uploaded to SLED and OffenderWatch®. A log will be maintained of each photo taken.

5. The offender will be instructed on when to return for his/her next registration session. The offender should be instructed that if anything changes, such as address, place of employment, phone number(s), vehicle or tag information, he/she is required by law to notify this agency. The offender should also be instructed that if he/she does not return for the next bi-annual registration session, or does not notify the office of any changes (especially address changes) a warrant for *Failure to Register* will be issued.
6. New information provided by the offender will be compared against the current registry information and all changes should be entered into the database within 5 days. An SOR Entry Verification Form must be completed to verify the changes were entered correctly.
7. A criminal history will be requested via NCIC at each bi-annual session. New charges and periods of incarceration will be entered in the database. Also, all aliases, scars, marks, tattoos, social security numbers and birthdates will be cross-referenced against the criminal history and entered into the database, if missing.
8. The following forms must be maintained in each offender's file:
  - Original registration form
  - Original criminal history
  - Original QSO (Sex Offender Query)
  - Fingerprint cards
  - Current registration form
  - Current criminal history
  - Current QSO
  - Current SOR Entry Verification Form
  - All photographs (dated, with name and SRS #)
  - Financial Disclosure paperwork, if applicable

**LOCAL AGENCY  
NOTIFICATIONS:**

At least annually, all local schools, newspapers, and daycares will be notified of the addresses of sex offenders living within their area. Also, schools will be notified if a sex offender is a student or has access to that facility.

All law enforcement agencies in the county will be notified of any sex offenders whose address, real property, or school affiliation is located within their jurisdiction.

If an offender moves to another county within the State, the most current registration form will be faxed to the Sheriff's Office within the new county. SLED will forward information to the appropriate agency when an offender moves out of state.

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**FAILURE TO REGISTER:** The following procedures will be used when registering over-due offenders:

If an offender is late for bi-annual registration, a query will be run to determine if the offender has registered in another county. An attempt will be made to contact the offender via telephone to remind him/her of the past due date. A brief case summary will be kept to track attempted contacts. The summary will include details such as the number called, dates and times, to whom the officer spoke, and what was said. *This information may be needed for an incident report if the offender does not come in to register.*

The South Carolina Department of Corrections website will be checked to determine if the offender is incarcerated within South Carolina. A criminal history can be run to determine if the offender was arrested out-of-state. A letter may be sent to the offender's last-known address advising that the offender has ten business days (from the date of the letter) to register or an arrest warrant will be issued.

If the offender cannot be located, an incident report will be filed in reference to the offender's *Failure to Register*. The Magistrate's Office will be contacted to procure a warrant.

The SLED and OffenderWatch® databases will be updated to reflect the FTR charge. A query will be run to verify that the record has been properly updated. A copy of the incident report and warrant will be placed in the offender's file. The file should be moved to the "Active Warrants" file drawer. The original warrant and one copy must be forwarded to the ACSO Warrants Unit for entry into NCIC.

#### **ADDRESS**

##### **VERIFICATION:**

The accuracy and currency of offender addresses will be verified, at least, annually via home visits or certified letters. Home visits will be conducted by a Sheriff's Deputy or a Probation Officer.

If the offender's address cannot be confirmed, the residence will be re-checked 10 days later. If it is determined that the offender does not reside at that address (and no change of address has been received), a warrant will be issued for *Failure to Register*.

##### **FILE RETENTION:**

The offender's updated file will be kept by the Sheriff's Office for the **life** of the offender, provided he continues to reside in Anderson County.

Upon an offender's death, certification of death will be obtained from DHEC and forwarded to SLED. SLED will update the offender's status and delete the record.

##### **REGISTRATION FEE:**

Pursuant to provision 56DD.30 of the General Appropriations Act, the Sheriff's Office is authorized to charge and collect an annual amount of \$150.00 from each sex offender required by law to register.

**NOTE:** *If the offender is declared indigent by providing proof of income and signs a Financial Declaration at the time of registration, the fee will be automatically waived for a period of one year. If the offender is not declared indigent and fails to pay the fee, he/she is considered "unregistered".*

The Anderson County Sheriff's Office requests the fee to be paid by the offender during the bi-annual registration session that coincides with the offender's birth month. However, the fee may be paid in two bi-annual installments.

Funds will be forwarded twice monthly to the ACSO financial accountant. Per State provision, a portion of the fee will be forwarded to SLED on a quarterly basis. These funds will be used to support the statewide Sex Offender Registry.

Approved by:  
John S. Skipper, Jr., Sheriff