



Court Services and Offender Supervision Agency
For the District of Columbia
Office of Community Supervision and Intervention Services

POLICY STATEMENT

Sex Offender Registry
Number:4006
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Director

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Overview

Background

Court Services and Offender Supervision Agency (CSOSA or Agency) is a federal agency charged with supervising offenders serving terms of probation, parole, and supervised release, as well as those with Deferred Sentencing Agreements (DSA) and Civil Protection Orders (CPO) in the District of Columbia (D.C. or the District). The Sex Offender Registration Act of 1999 (SORA) authorized CSOSA to operate the Sex Offender Registry for the D.C. (Registry).

As the authorized operator of the Registry, CSOSA is required to comply with local and federal laws on the management and operation of the Registry.

The purpose of the Registry is to:

- Promote public safety by tracking sex offender compliance with registration requirements;
- Enable members of the public to maintain awareness of sex offenders in the community so the public can take direct measures of a lawful nature for the protection of themselves and their families; and
- Reduce the opportunities for registered sex offenders to re-offend by facilitating reports of offender non-compliance with registration requirements to local law enforcement.

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Overview, Continued

Partnering Agencies

Note: The table below is for informational purposes only. It provides the list of partnering agencies and their designated responsibilities per the D.C. SORA

External Agency	Responsibilities
The Superior Court of the District of Columbia and the United States District Court for the District of Columbia (Courts)	<ul style="list-style-type: none"> • Enters an order certifying that the person being sentenced is a sex offender and subject to registration for a set period and instructs the offender to report to the Agency to register, as required; and • Resolves disputes on registration requirements between the Agency and the registrant.
Metropolitan Police Department (MPD)	<ul style="list-style-type: none"> • Manages community notification using both active and passive notifications; • Manages public-facing registry sites relating to Class A and B registrants; • Maintains a list of all Class C sex offenders at MPD stations; and • Conducts investigations regarding non-compliance with registration requirements as reported by the Agency.
D.C. Department of Corrections (DOC)	<ul style="list-style-type: none"> • Notifies the Agency of the sex offender’s proposed release date from the DOC to the community or halfway-house and provides records and information to assist the Agency in carrying out registration responsibilities; and • Informs the sex offender of the registration requirements and process for registering, including when and where to appear to register, and obtains a signed verification of the notice.

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Overview, Continued

Partnering Agencies,
continued

External Agency	Responsibilities
United States Marshals Service (USMS)	<ul style="list-style-type: none"> • Executes warrants issued by the Courts on offenders who are non-compliant with the Registry requirements; • Supports the Agency’s compliance checks with the Office of Community Supervision and Intervention Services (OCSIS) staff on Class A, B, & C registrants who are non-compliant with their verification requirements; and • Investigates violations reported by the Agency and works with the United States Attorney’s Office (USAO) to file charges.
D.C. Department of Behavioral Health (DBH)	<ul style="list-style-type: none"> • Notifies the Agency when sex offenders in their custody or under their supervision are: <ol style="list-style-type: none"> 1) First granted unaccompanied access to the hospital grounds or is placed on convalescent leave; 2) First conditionally or unconditionally released; or 3) On unauthorized leave.
Other Jurisdictions	Furnish the Agency with data to facilitate proper registration of registrants who are coming into D.C. to reside, travel, work, and/or attend school.

Summary of Changes

- Structures the Policy Statement to align with the PS 1000 and OI-OD-1000.1 Policy Management.
- Updates on partnering agencies.
- Updates on offender data collection, where permitted by the D.C. SORA, to align with the SORNA.
- Updates definitions.
- Updates on roles and responsibilities.

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Overview, Continued

Coverage This Policy Statement applies to CSOSA staff involved in the registration of sex offenders. CSOSA staff with specific responsibilities under this policy include the Sex Offender Registration Unit (SORU) staff, Community Supervision Officers (CSO), and Supervisory Community Supervision Officers (SCSO) who provide supervision and intervention services to sex offenders.

Authorities

- [Sex Offender Registration Act, D.C. Code §§ 22-4001, et seq.](#)
- National Capital Revitalization and Self-Government Improvement Act of 1997, Pub. L. No. 105-33, § 11233, 11 Stat. 251, 712-87, codified at D.C. Code § 24-133(c).
- District of Columbia Courts and Justice Technical Corrections Act of 1998, Pub. L. No. 105-274, 112 Stat. 2419.
- The Sex Offender Registration and Notification Act (SORNA): Title I of the Adam Walsh Child Protection and Safety Act of 2006 (P.L. 109-248)

Supersedes PS 4006- Sex Offender Registration, dated October 1, 2003.

References 28 CFR, Part 811, Sex Offender Registration

Administrator The Office of Community Supervision and Intervention Services (OCSIS) is responsible for the contents of this policy.

Policy

Policy

The Agency:

- Manages and operates the Registry per the D.C. SORA; and
 - Makes every effort to comply with SORNA requirements when permissible under the D.C. SORA.
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Definitions

Attends School Being enrolled on a full-time or part-time basis in any type of public or private educational institute.

Child A person who has not yet attained the age of 16 years.

Classification Categories Sex offender registrants are classified into one of three categories as determined by the sex offense conviction(s).

- **Class A:** Registrants are required to maintain a lifetime registration from the date of their sentencing and must complete in-person registration verification every 90 days.

Class A include offenders who have been convicted or found not guilty by reason of insanity of committing lifetime registration offenses as enumerated in 28 CFR Part 811, Appendix A.

Class A also includes offenders who have been convicted or found not guilty by reason of insanity under the law of another jurisdiction of offenses that involved conduct that is the same as or substantially similar to registerable A offenses as described in 28 CFR Part 811, Appendix A.

- **Class B:** The registration period for Class B and Class C registrants begins on the date a disposition described in D.C. Code § 22-4001(3)(A) occurs and continues until the expiration of any time being served on probation, parole, supervised release, conditional release, or convalescent leave, or 10 years after the sex offender is placed on probation, parole, supervised release, conditional release, or convalescent leave or is unconditionally released from a correctional facility, prison, hospital or other place of confinement, whichever is latest.

The Agency may give a sex offender credit or deny a sex offender credit or toll the registration period in accordance with D.C. Code § 22-4002. Registrants must complete in-person verifications annually.

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Definitions, Continued

Classification Categories, continued

Pursuant to 28 CFR Part 811, Appendix A, Class B sex offenses include offenders who are not included in Class A and have been convicted or found not guilty by reason of insanity of certain crimes against a minor (that is a person under the age of 18).

Class B sex offenses also include offenders who are not included in Class A and have been convicted or found not guilty by reason of insanity of the following crimes: first or second degree sexual abuse of a ward or resident of a hospital, treatment facility, or other institution; and first or second degree sexual abuse of a patient of client.

- **Class C:** Sex offenders who are not included in Class A or Class B and have committed certain sex offenses against an adult (that is a person of 18 years of age or older).

Class C also includes offenders who are not included in Class A or Class B and have been convicted or found not guilty by reason of insanity under the law of another jurisdiction of offenses that involved conduct that is the same as or substantially similar to registerable C offenses as described in 28 CFR Part 811, Appendix A.

Committed a Registration Offense

[As defined in D.C. Code § 22-4001\(3\) and \(8\).](#)

In Custody or Under Supervision

- Detained, incarcerated, confined, hospitalized, civilly committed, on probation, on parole, on supervised release, or on conditional release because of:
 - Being convicted of or found not guilty by reason of insanity of an offense under the D.C. Official Code; or
 - A sexual psychopath determination under D.C. Code §§ 22-3803 through 22-3811; or
- In any comparable status under the jurisdiction of the D.C. pursuant to subchapter II of Chapter 4 of Title 24 of the D.C. Code, Chapter 10 of Title 24, or any other transfer agreement between the D.C. and another jurisdiction.

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Definitions, Continued

Jurisdictions	The 50 States, D.C., the five principal U.S. territories, foreign courts, military courts, and federally recognized Indian tribes that elect to function as registration jurisdictions.
Lifetime Registration Offense	As defined in D.C. Code § 22-4001(6).
Minor	A person under 18 years of age.
Registration Offense	As defined in D.C. Code § 22-4001(8).
Sex Offender	A person who lives, resides, works, or attends school in the D.C., and who: <ul style="list-style-type: none">• Committed a registration offense on or after July 11, 2000;• Committed a registration offense at any time and is in custody or under supervision on or after July 11, 2000;• Was required to register under the law of the D.C. on the day before July 11, 2000; or• Committed a registration offense at any time in another jurisdiction and, within the registration period, enters the D.C. to live, reside, work or attend school.
Sexual Contact	The touching with any clothed or unclothed body part or any object, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

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Definitions, Continued

- Sexual Act**
- The penetration, however slight, of the anus or vulva of another by a penis;
 - Contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus; or
 - The penetration, however slight, of the anus or vulva by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.
 - The emission of semen is not required for the purposes of committing sexual act.
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- Significant Relationship**
- A parent, sibling, aunt, uncle, or grandparent, whether related by blood, marriage, domestic partnership, or adoption;
 - A legal or de facto guardian or any person, more than four (4) years older than the victim, who resides intermittently or permanently in the same dwelling as the victim;
 - The person or the spouse, domestic partner, or paramour of the person who is charged with any duty or responsibility for the health, welfare, or supervision of the victim at the time of the act; and
 - Any employee or volunteer of a school, church, synagogue, mosque, or other religious institution, or any educational, social, recreational, athletic, musical, charitable, or youth facility, organization, or program, including a teacher, coach, counselor, clergy, youth leader, chorus director, bus driver, administrator, or support staff, or any other person in a position of trust with or authority over a child or minor.
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Works

Engaging in any type of full-time or part-time employment or occupation, whether paid or unpaid, for a period of time exceeding 14 calendar days or for an aggregate period of time exceeding 30 days during any calendar year.

Roles and Responsibilities

Sex Offender Registration Unit (SORU)

As a unit within the OCSIS, it manages and operates the Registry by:

- Receiving and processing new registrant information from the Courts, other partnering organizations, including other jurisdictions;
- Completing initial contact, conducting criminal history investigations, and obtaining sentencing documents;
- Collecting registrant travel plans and documents and providing to appropriate law enforcement partners or other jurisdictions;
- Completing the initial registration processes;
- Conducting fieldwork to ensure compliance with Registry requirements for incapacitated registrants;
- Collaborating with community justice partners, Saint Elizabeth's Hospital, the Courts, D.C. Jail, and outside jurisdictions to support registration and compliance requirements;
- Maintaining the information obtained on sex offenders in the sex offender database and registrant files;
- Entering the information collected on sex offenders into appropriate systems of record and database;
- Ensuring that conviction and other data are transmitted timely to the Federal Bureau of Investigation (FBI);
- Participating in the National Sex Offender Registry on behalf of the District;
- Ensuring that information concerning sex offenders is promptly supplied or made available to the MPD, and other law enforcement and governmental agencies as appropriate;
- Completing on-going in-person verification of registration information;
- Monitoring compliance with the requirements of the D.C. SORA by offenders who are under supervision or who otherwise reside, work or attend school in the District;
- Establishing, updating, and maintaining a working electronic data link with law enforcement partners and other jurisdictions;
- Coordinating with the FBI on the Agency's SOR Audits by providing requested registrant files and information on the Agency's Registry process; and
- Notifying MPD when a sex offender fails to comply with registration and verification requirements.

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Roles and Responsibilities, Continued

**OCSIS
Supervision
Branches**

- Review cases, identify registration requirements during case assignments and provide instructions to those offenders with registration requirements.
 - Collaborate with SORU staff members to support on-going registration compliance for offenders under supervision with sex offender registration conditions.
 - Apply responses to offenders who are non-compliant with their sex offender registration condition.
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**Performance
Support Unit
(PSU)**

Provides sex offender and performance data to the SORU to assist in the day to day operation of the unit.

**Office of
General Counsel
(OGC)**

- Determines whether a conviction from another jurisdiction is substantially similar to a D.C. registration offense and based on that determination designates an appropriate classification (A, B, or C).
 - Represents the Agency on any registration disputes.
 - Serves as the Agency's point of contact for the USAO on Registry related matters.
 - Provides guidance and advice to the SORU concerning Registry matters.
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**Office of
Information
Technology
(OIT)**

Manages the SOR database to ensure the system is kept up to date, fully operational, and meets the ongoing needs of the SORU and the law enforcement partners.
