

- Complete the portions of Department of Justice Form SS-8047 (Notice of sex offender registration requirement) that can be done from the information contained in the incarcerated person's file.
- Place the partially completed SS-8047 form in the incarcerated person's file.

Procedure B: Sex Offender Preparation - Felony Conviction**The facility clerical staff will:**

- Obtain the incarcerated person's out date in JMS for the commitment that requires the incarcerated person to register pursuant to PC290.
- Determine a date 45 days prior to the out date (notification date).
 - If the date selected is a non-court day, add a sufficient number of days to get a court day so it will print out on the other appointment list.
- Complete as much of the top portion of Form SS-8047 as possible.
- Give the SS-8047 forms to the Shift Supervisor.

The Shift Supervisor will:

- Assign sufficient staff to complete SS-8047 forms.

Assigned personnel will:

- Obtain the necessary information from the incarcerated person.
- Notify the incarcerated person of their duty to register.
- Have the incarcerated person read and sign the form.
- Obtain a rolled print of the incarcerated person's right thumb on the form.
- Give a copy of the signed SS-8047 form to the incarcerated person.
- Give the completed SS-8047 forms to the clerical staff.

Procedure C: Sex Offender Release - Misdemeanor Conviction

The Releasing Officer, during the normal release procedure, will:

- Obtain the incarcerated person's intended residence address from the incarcerated person.
- Complete the remainder of Form SS-8047.
- Notify the incarcerated person of their requirement to register with the law enforcement agency having jurisdiction where they intend to reside.
- Have the incarcerated person read and sign Form SS-8047.
- Give a copy of Form SS-8047 to the incarcerated person.
- Route completed Form SS-8047 to the facility clerical staff.

Procedure D: Sex Offender - Notification - Felony Conviction**The Shift Supervisor will:**

- Assign sufficient staff to complete SS-8047 forms.

Assigned personnel will:

- Obtain the necessary information from the incarcerated person.
- Notify the incarcerated person of their duty to register.
- Have the incarcerated person read and sign the form.
- Obtain a rolled print of the incarcerated person's right thumb on the form.
- Give a copy of the signed SS-8047 form to the incarcerated person.
- Give the completed SS-8047 forms to the clerical staff.

DIRECTIVE #2

Occasionally incarcerated people convicted of felony sex offenses will be released prior to their scheduled out-dates due to modifications, etc. In those situations, the incarcerated person will be notified of their duty to register at the time of release. The forms will be distributed in accordance with this procedure.

Procedure E: Arson Offender**The Facility Clerical Staff will:**

- Review the JMS incarcerated person flag list daily (IMMNTFLG). For arson offenders, the flag type will be 'ARS'.
- Select those commitments that include convictions that fall within the guidelines of PC457.1.
- Obtain the incarcerated person's out date in JMS for the commitment that requires the incarcerated person to register pursuant to PC457.1.
- Determine a date 45 days prior to the out date (notification date).
 - If the date selected is a non-court day, add a sufficient number of days to get a court day so it will print out on the other appointment list.
- Complete as much of the top portion of Form SS-8049 (Notification of arson offender registration) as possible.
- Give the SS-8049 forms to the Shift Supervisor.

The Shift Supervisor will:

- Assign sufficient staff to complete SS-8049 forms.

Assigned personnel will:

- Obtain the necessary information from the incarcerated person.
- Notify the incarcerated person of their duty to register.
- Have the incarcerated person read and sign the form.
- Obtain a rolled print of the incarcerated person's right thumb on the form.
- Give a copy of the signed SS-8049 form to the incarcerated person.
- Give the completed SS-8049 forms to the clerical staff.