

290 PC PROCEDURE MANUAL

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290 PC – SEX OFFENDER REGISTRATION

Detective Cirina will provide Records with a list of detectives assigned each week to process the registrants.

290 PC registrants may make appointments on Tuesdays, Wednesdays or Thursdays between the hours of 10:00 AM and 2:00 PM, in 15 minute increments, with the last appointment at 1:45 PM.

On Monday, Tuesday and Wednesday before the end of the day, e-mail the 290 calendar to the assigned detective of the week and cc to the current Lieutenant and Sergeant in Investigations, advising them of the 290 appointment(s) for that particular day. The assigned detective is to advise Records if he/she will not be available to process the registrant(s) and it is the detective's responsibility to find another detective to cover for them .

290 PC – TRANSIENT – Must Register every 30 days

Forms needed:

- a) 8102S - Sex Registration/Change of Address/Annual or Other Update
(yellow form)
- b) Registration Receipt (1) – 30 Day Reg

Obtain an incident number in RIMS.

Run CII and DL in RIMS and print hard copy. Access CSAR and print out subject's registration event.

Print out the registrant's 8102S form by using the pull down. Some of the information is auto populated. Fill in the social security number and institution number from the CII if applicable and the originating agency case (OCA), which is the cad incident number. Delete sex, race hair and eye color, height, weight and place of birth. The detective will complete the information in these boxes.

Type in the date of registration and once the tab button is hit, the date will auto populate in all the date boxes on the remaining pages.

Print on yellow paper the first 4 pages of the 8102S form. Then paper clip all printed documents and indicate the date and appointment time on the top right hand corner of the first page of the 8102s form.

If it is within the registrant's birthday (either 5 business days before or after), a Photo will have to be taken as this will be considered his "Annual" registration. Complete the goldenrod ½ sheet card for the photo.

Then place the paperwork at the front counter and let the clerk know the 290 detective of the day that will process the registrant.

After the 290 interview has been completed, all paperwork will be returned to

the 290 PC records clerk.

Update the registrant's persons file in RIMS. Address will be "TRANSIENT". If there is any updated info for vehicle, occupation or next of kin, then add/modify/delete that info as applicable.

On page 2 of the persons' tab, click on 'Sex Offender', then type in the "Reg date", Re-Reg Date and Entered By fields. The Re-Reg date is 30 days from the date of current registration.

Afterwards, place all stapled documents in the registrant's file jacket.

290 ANNUAL REGISTRATION – For those that have a physical address:

Forms needed:

- 1) 8102S – Sex Registration/Change of Address/Annual or Other Update
(yellow form)
- 2) Registration Receipts (2) – Temporary and Permanent
- 3) Goldenrod ½ sheet card for photo

Obtain an incident number in RIMS.

Run CII and DL in RIMS and print hard copy. Access CSAR and printout subject's registration, vehicle.

Print out registrant's 8102S form by using the pull down. Some of the information is auto populated. Fill in the social security number and institution number from the CII if applicable and the originating agency case number (OCA), which is the cad incident number. Delete sex, race, hair and eye color, height, weight and place of birth.

Type in the date of registration and once the tab button is hit, the date will auto populate in all the date boxes on the remaining pages.

Print on yellow paper the first 4 pages of the 8102S form. Type 2 copies of the registration receipt if the subject has an address (temporary and permanent). If registrant is a transient, then only 1 receipt is needed.

Then place the paperwork at the front counter and let the clerk know the 290 detective of the day that will process the registrant.

After the 290 interview has been completed, all paperwork will be returned to the 290 PC records clerk.

Update the registrant's persons file in RIMS. Once the registrant's records and photo have been uploaded in RIMS, CSAR and Cal-Photo, make a copy of the first page of the 8102S form and place it in the Investigations tray in the copy room for Detective Cirina.

On the top right hand corner of the yellow 8102 form, stamp it using the the CSAR/RIMS ENTRY stamp, fill in the entered and date boxes, then have another clerk verify your entry.

Afterwards, file all documents in the registrant's file jacket.

290 PC – MOVING OUT OF REDWOOD CITY JURISDICTION

Forms needed:

- 1) 8102S – Sex Registration/Change of Address/Annual or Other Update
(yellow form)

Obtain an incident number in RIMS.

Run CII and DL in RIMS and print hard copy. Access CSAR and printout subject's registration event.

Print out registrant's 8102S form by logging into CSAR, looking up the subject by name and date of birth, then select. Using the pull down, select report type, choose "Form 8102S" – Sex Registration Form, then click on continue. Some of the information is auto populated. Fill in the social security number and institution number from the CII and originating agency case number (OCA). Delete sex, race, hair and eye color, height, weight and place of birth. The detective will complete these boxes on the form.

Type in the date of registration and once the tab button is hit, the date will auto populate in all the date boxes on the remaining pages.

Print on yellow paper the first 4 pages. Then paper clip all printed documents and indicate the date and appointment time on the top right hand corner of the first page of the 8102S form.

Then place the paperwork at the front counter and let the clerk know the 290 detective of the day that will process the registrant.

After the 290 interview has been completed, all paperwork will be returned to the 290 PC records clerk.

Update registrant's person file in RIMS. On page 1 of the persons tab, indicate the new address in the address field.

On page 2 of the persons tab, click on "Sex Offender", then "Moved out of Area". indicate in the "Details" box, the new address for the subject, date and your badge number.

Access subject's CSAR record through "LawNet" icon on the desktop.

Update subject's record for registration event:

- *Select "COA" (Change of Address)

- *Click OK

- *Type the date of registration and new address

- *Click OK

- *Print out CSAR paperwork and attach to the yellow 8102S form. Stamp "CSAR/RIMS entry" and have another clerk verify your entry/update. Shred the CII printout – OK to leave the DL attached.

Make a copy of the face page of the 8102S form for Detective Cirina and place it in the Investigations tray in the copy room.

After verification, place all paperwork in the 290's jacket and move it to the 290 drawer marked "INACTIVE – MOVED".

290 MOVING INTO REDWOOD CITY – TRANSIENT & THOSE WITH AN ADDRESS

Forms needed:

- 1) 8102S – Sex Registration/Change of Address/Annual or Other Update
(yellow form)
- 2) Registration receipt(s)

Obtain an incident number in RIMS.

Run CII and DL in RIMS and print hard copy. Access CSAR and printout subject's registration event, and employment and vehicle events if applicable.

Print out the registrant's 8102S form by using the pull down. Some of the information is auto populated. Fill in the social security number and institution number from the CII if applicable and the originating agency case (OCA), which is the cad incident number. Delete sex, race hair and eye color, height, weight and place of birth. The detective will complete the information in these boxes.

Type in the date of registration and once the tab button is hit, the date will auto populate in all the date boxes on the remaining pages.

Print on yellow paper the first 4 pages of the 8102S form. Then paper clip all printed documents and indicate the date and appointment time on the top right hand corner of the first page of the 8102s form.

Prepare 2 copies of the registration receipt if the subject has an address. The temporary receipt will be given to the registrant prior to leaving the PD and the permanent receipt will be mailed to the address on file. If the registrant is transient, then only 1 receipt is filled out and given to the registrant at the end of the detective/officer interview. Make sure the receipt is signed by the interviewing detective and registrant.

Complete the goldenrod ½ sheet with the registrant's name (last name, first

name), date of registration, violation 290 PC and incident number obtained from RIMS. This card is used when taking the registrant's photo.

Then place the paperwork at the front counter and let the clerk know the 290 detective of the day that will process the registrant.

After the 290 interview has been completed, all paperwork will be returned to the 290 PC records clerk.

Update the registrant's persons file in RIMS if the name is already in our database, otherwise "Add Person". If there is any vehicle, occupation or next of kin, then add that info in RIMS.

On page 2 of the person's tab, click on "Sex Offender", then type in the "Reg Date", Re-Reg Date and Entered by fields.

Print out the CSAR paperwork and attach to the yellow 8102S form. Stamp "CSAR/RIMS entry" and have another clerk verify your entry/update. Shred the CII printout – OK to leave the DL attached.

Make a copy of the face page of the 8102S form for Detective Cirina and place it in the Investigations tray in the copy room.

After verification, prepare a file jacket and file in the 290 drawer alphabetically.

290 PC – FIRST TIME REGISTRANT

When a registrant comes in for the first time, they should have the Notice of Sex Offender Registration Requirement – 290 PC form (SS-8047) and some type of ID. If they do not have this form, they need to contact their Parole or Probation Officer.

Additional forms needed for the first time registration process:

- a. SS-8102S – Sex Registration/Change of Address/Annual or Other Update (yellow form)
- b. Green registration fingerprint card
- c. Registration receipts (2) – Temporary and Permanent
- d. Goldenrod ½ sheet card for photo

Obtain an incident number in RIMS.

Then run the registrant's CII and DL through RIMS.

Fill out the 8102S form with identifying numbers, i.e.: CII, FBI, SSN, DL, VCIN, name and incident number. Let the detective/officer fill in all other information gathered from the registrant during the interview process.

Type both copies of the registration receipt if the subject has an address. The temporary receipt will be given to the registrant prior to leaving the PD and the permanent receipt will be mailed to the address on file. If the registrant is transient, then only 1 receipt is filled out and given to the registrant at the end of the detective/officer interview. Make sure the receipt is signed by the interviewing detective and registrant.

Complete the goldenrod ½ sheet with the registrant's name (last name, first name), date of registration, violation 290 PC and incident number obtained from RIMS. This card is used when taking the registrant's photo. Paper clip the subject's CII, DL, and CSAR printout to the yellow 8102S form.

On the top right hand corner of the 8102 form, indicate the date and time of the registrant's appointment. Then leave it at the front counter and notify

the Records clerk working at the front counter the detective assigned to process the registrants for the day.

After the detective has completed the interview and taken the registrant's photo, all paperwork will be returned to the 290 PC clerk. Registering detective gives the registrant their temporary card.

Fill out the green fingerprint card (front & back) after the detective has completed the interview. Make sure the registering detective and registrant have signed in the appropriate boxes on the front and back side of the card.

Update the registrant's Person record in RIMS. On page 2 in the Persons tab, Click on "Sex Offender" box. Then type the date of processing for the update and re-reg date, which is the registrant's birthday month and day and the year would be the following year for an annual registration. If the registrant is transient, then the re-reg date will be 30 days from the date of registration.

Attach the photo to the RIMS person file.

Photocopy the face page of the yellow 8102 form and place it in the Investigations tray in the copy room for Det. Cirina. Prepare a jacket for the registrant with the name and date of birth in the upper left hand corner and 290 in the upper right corner. Then place the jacket in the active 290 file cabinet alphabetically by last name.

Mail the permanent registration receipt to the registrant. Stamp the outside of the envelope with "Please Do Not Forward". This will notify us that the registrant is not at the address provided, should it be returned to us by mail. If the envelope is returned, notify Detective Cirina. Then file the returned receipt and envelope in the registrant's file.

Then add/update in CSAR.

Place all paperwork in a file jacket , write the registrant's last name, first name on the top left hand corner and write the DOB underneath the name. On the right hand side of the jacket, write 290.

REGISTRATION RECEIPTS

*Go to the R-Drive, click on 290-11590 Registration, then choose Registration receipt forms

*For annual registrants, 2 receipts are required. Click on Temporary on one and Permanent on the other and click on the 290 registration box.

*Type the CII number, OLN (CA DL #), subject's name (last name, first name, middle), date of birth, address, date of annual update and date of registration

*For 30 day/transient registrants, only 1 registration receipt is needed. Click on 30 day registrant and the 290 registration box. Type the CII number, OLN (CA DL#), subject's name (last name, first name, middle), date of birth, date of annual Update and date of registration.

*Then print

*Cut the receipt(s) at the marked corner lines

TO LOGIN INTO CSAR:

- *Click on the LAWNET icon on the desktop
- *Click on CSAR/VCIN
- *Type in your username and password
- *Click on login
- *Click on Registrant information box

TO ACCESS THE 8102S FORM:

- *Type in the registrant's last and first name in the appropriate boxes
- *Then click on "Search" for the registrant you're looking for

AFTER THE REGISTRANT'S INFORMATION IS ACCESSED IN CSAR:

- *Select using the pull down, report type
- *Click on Form 8102S (Sex registration form)
- *Click on continue
- *On the bottom it asks: "Do you want to open or save DOJ-8102S Sex Registration, pdf....."
- * Click on open
- *Then a pre-filled 8102S form will appear on the screen with the registrant's name among other information

Page 1:

- *Update reason for registration (i.e. annual, 30 day transient, change of address), then click on the update box
- *Delete the sex, race, physical descriptors, place of birth – the detective will Complete these boxes on the form
- *Update the driver's license/ID number, state, expiration date, social security number, and add originating agency case number- OCA (CAD incident number from RIMS).

*Date of registration (once the date is entered, hit tab and it will auto populate the date on pages 2-4 of the 8102S form)

Page 2:

Type in the following information in the appropriate boxes:

Registering agency: Redwood City Police Department

Telephone number: 650-780-7100

ORI: CA0411300

Mnemonic: RCY0

Place yellow paper in the printer and print the 4 pages of the 8102S form. Page 5 is an informational page, therefore it is not necessary to print this page.

CAL-PHOTO IMAGE VAULT (CSAR ACCESS ONLY):

First, double click on the photo in the Person records in RIMS. Click on "Save Photo to Disk File" and save it on your desktop.

*Then log into LawNet from your desktop.

*Click on Cal-Photo

*This will bring you to the home page: Type in your user name, password and reason for access. The user name and password are the same as logging into CSAR. A reason must be typed in before you can continue : To add current 290 photo to CSAR. Then click on "Sign in".

Follow the instructions that were provided by DOJ – Cal-Photo Image Vault Quick Reference Guide.

*You will only have the ability to do a Mugshot Search

*To locate an exact record, you must search by FCN or CII

*Click on the desired record to display that record

*Click on the image (photo) to view FCN record details

*To add an image on the individual's record, select the **"Add/Edit Image"** button

*In the photos section, click on **" + Add Photo"**

*Verify the image has been matched to the correct record and then fill in the applicable data fields

*Select **"FACE"** from photo type dropdown menu, and choose appropriate photo sub-type option. Selecting **"FACE"** as photo type and **"FRONTAL"** as photo sub-type will automatically check the Primary CSAR Image checkbox.

All required fields will be noted with a red asterisk (*) – i.e. background color

*Once you have verified all the information entered is correct, click on **“Add Photo”**

****NOTE: Cal-Photo Image Vault will automatically time out after 20 minutes of non-use.**

Once the registrant’s record has been updated in RIMS, CSAR and Cal-Photo, make a copy of the first page of the 8102 form for Detective Cirina and place it in the Investigations box in the copy room.

On the top right hand corner of the yellow 8102 form, stamp it using the CSAR/RIMS ENTRY, fill in the entered and date boxes, then have another clerk verify your entry. Once the paperwork is returned, file in the registrant’s file jacket.