

MARIN COUNTY SHERIFF'S OFFICE  
**GENERAL ORDER**

CHAPTER  
GO-05-21  
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DATE: October 3, 2012

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**OFFENDER REGISTRATION**

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**POLICY**

It shall be the policy of the Marin County Sheriff's Office to register specified gang, drug, arson and sex offenders pursuant to state and/or county mandates.

**DEFINITIONS**

**NARCOTICS REGISTRANT** is any person convicted in a court of law and required to register in accordance with section 11590 of the California Health and Safety Code.

**ARSON REGISTRANT** is any person convicted in a court of law and required to register in accordance with section 457.4 of the California Penal Code.

**SEX REGISTRANT** is any person convicted in a court of law and required to register in accordance with sections 290 through 290.023 of the California Penal Code.

**GANG REGISTRANT** is any person convicted in a court of law and required to register in accordance with section 186.30 of the California Penal Code.

**MASTER FILE** is a central repository maintained in the Investigations Division for sex, arson, narcotics and gang registrant paperwork, categorized by crime type.

**PROCEDURE**

Persons reporting for registration must appear at the Records Division during regular business hours. Records personnel will first verify the registrant's jurisdiction by looking up the street address in Computer Aided Dispatch System (CAD) using the "LV" mask. If the registrant is not in MCSO jurisdiction, direct him/her to the police department having jurisdiction over their home address. (EXCEPTION: narcotic registrants sent from the Probation Department may be registered by MCSO regardless of the jurisdiction of their home address.)

Records personnel will schedule an appointment for a Live Scan fingerprinting and photograph of the registrant and notify the Investigations Division by forwarding the name and phone number of the registrant, the date and time of the appointment and a copy of the court order or registration form. Prior to the Live Scan appointment, a detective will create a special flag entry for the registrant in the Tiburon System. The subject's Master Name Index (MNI) number shall be used as the Originating Agency Identifier (OCA) on all paperwork and the Live Scan entry. (If the registrant is new to our jurisdiction, the MNI number will be generated from starting a special flag.)

### **NARCOTICS REGISTRATION**

Narcotic registrants must have a completed copy of the Narcotics Offender Registration (Form SS-8048) from their probation or parole officer. A detective will complete the registration receipt and have the registrant sign where indicated. Records personnel will laminate the receipt and give it to the registrant.

A copy of Form SS-8048 will be placed in the subject's Jail Identification (JID) jacket if one exists or in the MNI ONLY file box if the subject does not have a local JID. Send all original paperwork to the California Department of Justice at:

**Department of Justice, Registration Program  
P.O. Box 903387  
Sacramento, CA 94203-3870**

A registrant that is moving into or within our jurisdiction should make an appointment following the procedure outlined above. Add this new information to the special flag in the Tiburon System and file in registrant's JID jacket or in the MNI ONLY file box.

### **ARSON REGISTRATION**

Arson registrants must have a completed Arson Offender Requirements (Form 8049). A detective will receive form 8049 and collect a DNA sample from the registrant, if required. The detective will then enter the required information into California Sex & Arson Registry (CSAR).

A copy of Form 8049 will be placed into the master file located in the Investigations Division. A copy will be provided to the registrant as his evidence of compliance.

### **SEX REGISTRATION**

A detective will interview the registrant and complete the Sex Registration/Change of Address/Annual or Other Update (Form 8102S) and Notice of Sex Offender Requirement (Form 8047). The detective will enter the required information into California Sex & Arson Registry (CSAR).

Original Form 8102S/8047 will be placed into the master file located in the Investigations Division. A copy will be provided to the registrant as his evidence of compliance.

If this is an initial registration, place a copy of Form 8047 in the master file and mail the original to:

**Department of Justice, Sex Offender Tracking Program  
P.O. Box 903387  
Sacramento, CA 94203-3870.**

### **GANG REGISTRATION**

A detective will interview the gang registrant and complete the MCSO Gang Registration Form. Photographs showing tattoos of gang affiliation will be taken by the detective for the Master File. The detective will enter the required information into the state automated gang database.

The original MCSO Gang Registration Form will be placed into the Master File located in the Investigations Division. A copy will be provided to the registrant as evidence of compliance.

Files on all gang registrants are intelligence files and shall be purged every five (5) years when applicable.

RELATED STANDARDS:  
None

AFFECTED DIVISIONS:  
All

DATE OF REVISIONS:  
(Replaces CIV-08-24)

By Order of

**ROBERT T. DOYLE**  
SHERIFF-CORONER