

FORT FAIRFIELD POLICE DEPARTMENT

Standard Operating Procedure

313 - SEX OFFENDER REGISTRATION & COMMUNITY NOTIFICATION

Effective Date	July 28, 2026
Legacy SOPs Replaced	SOP 52 – Sex Offender Registration and Community Notification
Review Date	July 28, 2027
Policy Classification	Administrative
Authority	Chief of Police
Version	1.0

I. PURPOSE

The purpose of this policy is to establish procedures for sex offender registration compliance, verification responsibilities, investigation of registration violations, and community notification activities in accordance with Maine law and Maine Criminal Justice Academy Board of Trustees standards.

The policy is intended to promote public safety, facilitate compliance with registration requirements, support offender accountability, and provide guidance to officers responsible for registration and notification activities.

II. POLICY

It is the policy of this agency to comply with all applicable provisions of the Maine Sex Offender Registration and Notification Act (SORNA), maintain appropriate registration and verification procedures, investigate suspected violations, and conduct community notification activities consistent with law and public safety considerations.

Officers shall recognize that the State Bureau of Identification maintains the official Sex Offender Registry and remains the authoritative source for registrant classification, verification schedules, registration status, and community notification requirements.

Officers shall comply with this policy and all applicable standards established by the Maine Criminal Justice Academy Board of Trustees.

Given that this is a statutorily mandated policy, failure to comply with it, as it applies to Maine Criminal Justice Academy Board of Trustees standards, may result in Board action against an officer's certification.

III. DEFINITIONS

Bureau: The Maine State Bureau of Identification (SBI), Department of Public Safety.

Community Notification: The dissemination of information regarding a registered sex offender to members of the public, organizations, institutions, or other entities for the purpose of enhancing public safety and awareness.

Domicile: The place where a person has that person's established, fixed, permanent, or ordinary dwelling place or legal residence to which, whenever absent, the person intends to return. A person may have more than one residence but only one domicile.

Law Enforcement Agency Having Jurisdiction: The chief of police in the municipality where a registrant is domiciled, resides, works, or attends school. If the municipality does not have a chief of police, the term means the sheriff of the county having jurisdiction. In an unorganized territory, the term means the sheriff of the county having jurisdiction.

Registrant: A person required by law to register pursuant to the Maine Sex Offender Registration and Notification Act.

Residence: A place, other than a registrant's domicile, where the registrant lives, resides, or dwells. A registrant may have more than one residence for purposes of the Maine Sex Offender Registration and Notification Act. Proof that a registrant has lived in Maine for fourteen (14) consecutive days or an aggregate of thirty (30) days within a one-year period may establish a residence requiring registration under applicable law.

Safe Children Zone: On or within one thousand (1,000) feet of the real property comprising a public or private elementary or secondary school or on or within one thousand (1,000) feet of the real property comprising a licensed day care center.

Sex Offender Restricted Zone: Real property comprising a public or private elementary or middle school, childcare facility, day care center, playground, park, recreational facility, youth camp, athletic field, or other location where children are the primary users.

Sexual Assault Response Team (SART): A multidisciplinary team organized to promote collaboration and maintain an effective victim-centered response to sexual violence. Team members may include law enforcement officers, prosecutors, victim advocates, medical personnel, and other professionals.

Ten-Year and Lifetime Registrants: Persons required to register for ten years or for life pursuant to applicable provisions of the Maine Sex Offender Registration and Notification Act. Current registration status and verification requirements shall be

verified through the Maine State Bureau of Identification Sex Offender Registry and applicable law.

Reference: <https://www.maine.gov/dps/sbi/sor>

Tier I, Tier II, and Tier III Offenses: Sex offenses classified under the Maine Sex Offender Registration and Notification Act as Tier I, Tier II, or Tier III offenses. Current offense classifications shall be verified through the Maine State Bureau of Identification Sex Offender Registry and applicable law.

Reference: <https://www.maine.gov/dps/sbi/sor>

Tier I, Tier II, and Tier III Registrants: Persons classified under the Maine Sex Offender Registration and Notification Act as Tier I, Tier II, or Tier III registrants. Current classifications, registration requirements, and verification schedules shall be verified through the Maine State Bureau of Identification Sex Offender Registry and applicable law.

Reference: <https://www.maine.gov/dps/sbi/sor>

Verification Form: A form approved by the State Bureau of Identification for use in confirming a registrant's compliance with registration requirements and verifying required registration information.

IV. LEGAL AUTHORITY

This policy is promulgated pursuant to 25 M.R.S. §2803-B, 34-A M.R.S. Chapters 15 and 17, applicable State Bureau of Identification rules, and standards established by the Maine Criminal Justice Academy Board of Trustees.

V. OPERATIONS

A. General Responsibilities

Officers shall assist in enforcing sex offender registration laws, verifying registration compliance, investigating suspected violations, and conducting community notification activities consistent with law and agency policy.

Officers who encounter a registrant during their duties shall take appropriate action when information suggests a registration violation may have occurred.

B. Chief Executive Officer Responsibilities

The Chief Executive Officer shall ensure that agency procedures comply with applicable registration and notification requirements and that appropriate personnel are assigned responsibility for registration verification and related activities.

The Chief Executive Officer or their designee shall ensure required notifications, records, policy submissions, and communications with the State Bureau of Identification are completed as required by law and Board of Trustees' standards.

C. Assigned Registration Officer Responsibilities

The agency shall designate an officer responsible for coordinating registration verification activities, maintaining liaison with the State Bureau of Identification, assisting with community notification activities, and monitoring compliance with applicable registration requirements.

The assigned officer shall maintain familiarity with current registration laws, State Bureau of Identification procedures, offender classifications, verification requirements, and applicable agency responsibilities.

D. Registration Verification

Registration verification activities shall be conducted in accordance with applicable law and State Bureau of Identification requirements.

Verification responsibilities may include confirming residence information, employment information, school attendance, vehicle information, internet identifiers, photographs, physical descriptors, and other information required by law.

Any discrepancies identified during verification shall be documented and investigated promptly. When appropriate, the assigned registration officer shall coordinate with the State Bureau of Identification and other agencies having jurisdiction to determine whether a registration violation has occurred.

When a registrant cannot be located, appears to have changed residence without notification, or otherwise appears non-compliant, the assigned officer shall initiate an investigation to determine whether a registration violation has occurred.

E. Community Notification

Community notification activities shall be conducted in accordance with Maine law and applicable State Bureau of Identification guidance.

Notification decisions shall consider offender classification, risk to the community, statutory requirements, public safety concerns, and information available through the State Bureau of Identification.

Community notification efforts shall be reasonably related to legitimate public safety interests and shall not be punitive in nature.

F. Methods of Notification

When authorized or required, community notification may include direct contact with affected individuals, distribution of informational materials, media releases, agency website postings, public meetings, electronic communications, social media postings, or other lawful methods reasonably calculated to provide notice to the community.

The scope of notification shall be tailored to the circumstances and the public safety concerns presented.

G. Notification Content

Information released during community notification activities shall be limited to information authorized by law.

Notification information may include a registrant's name, photograph, physical description, address information, offense information, classification status, and other information authorized for public dissemination through the State Bureau of Identification or applicable law.

Officers shall not release confidential information not authorized for public disclosure.

H. Investigation of Violations

Suspected registration violations shall be investigated promptly.

Investigations may include verification of residence information, employment records, school attendance records, travel information, electronic records, witness interviews, registry records, surveillance, and other lawful investigative techniques.

When probable cause exists that a registration violation has occurred, officers shall pursue appropriate enforcement action consistent with applicable law, in coordination

with the prosecuting authority and other agencies having jurisdiction when appropriate.

I. Records Management

Registration verification records, investigative reports, community notification records, correspondence, and related documentation shall be maintained in accordance with applicable record retention requirements and agency policy.

Access to non-public registration information shall be restricted to authorized personnel with a legitimate law enforcement need to know.

J. Training

The agency shall provide training regarding registration requirements, verification procedures, community notification practices, investigative responsibilities, legal updates, offender classifications, and applicable State Bureau of Identification procedures.

Training shall be provided to personnel assigned responsibilities under this policy and updated as necessary to reflect changes in law or procedure.

K. Administrative Review

The Chief Executive Officer or their designee shall periodically review registration, verification, notification, and enforcement practices to identify training needs, operational concerns, policy compliance issues, and opportunities for improvement.

Policy revisions shall be made as necessary to ensure continued compliance with Maine law, State Bureau of Identification requirements, and Maine Criminal Justice Academy Board of Trustees standards.

APPENDIX A

BOT & MLEAP STANDARDS CROSSWALK

Sex Offender Registration & Community Notification Policy

Authority

25 M.R.S. § 2803-B – Law Enforcement Policies

BOT 8-1 – Sex Offender Registration & Community Notification Policy

BOT 8-11 – Mandatory Policy Compliance

Addressed in: Sections I, II

Definitions

Authority

BOT 8-2 – Required Definitions

Addressed in: Section III

Chief Executive Officer Responsibilities

Authority

BOT 8-5 – Agency Responsibilities

BOT 8-9 – Administrative Oversight

Addressed in: Section V.B

Assignment of Registration Officer

Authority

BOT 8-3 – Designation of Registration Officer

BOT 8-4 – Registration Officer Responsibilities

Addressed in: Section V.C

Registration Verification

Authority

BOT 8-7 – Registration Verification

BOT 8-8 – Investigation of Registration Violations

Addressed in: Sections V.A, V.C, V.D

Community Notification

Authority

BOT 8-5 – Community Notification Responsibilities

BOT 8-6 – Community Notification Procedures

BOT 8-9 – Administrative Oversight

Addressed in: Sections V.E, V.F, V.G

Investigation of Registration Violations

Authority

BOT 8-8 – Investigation of Registration Violations

MLEAP 7.11 – Preliminary Investigations

MLEAP 7.12 – Follow-Up Investigations

Addressed in: Sections V.A, V.D, V.H

Records Management

Authority

MLEAP 5.01 – Privacy and Security of Records
Addressed in: Section V.I

Training

Authority

MLEAP 3.06 – In-Service Sworn Officer Training

Addressed in: Section V.J

Administrative Review

Authority

BOT 8-9 – Administrative Oversight

Addressed in: Section V.K

Policy Distribution and Maintenance

Authority

BOT 8-10 – Policy Distribution and Maintenance

Addressed in: Sections V.B, V.K

APPENDIX B – SEX OFFENDER REGISTRATION OFFICER CHECKLIST

Initial Assignment Responsibilities

- ☐ Review current Maine SORNA requirements
 - ☐ Review current SBI Sex Offender Registry procedures
 - ☐ Establish agency point of contact with SBI
 - ☐ Review current registrant files within agency jurisdiction
 - ☐ Verify current registration and notification responsibilities
 - ☐ Review current verification schedules
-

Registrant Verification

- ☐ Confirm registrant identity
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- ☐ Confirm domicile
 - ☐ Confirm residence address
 - ☐ Confirm employment information
 - ☐ Confirm school attendance information
 - ☐ Confirm vehicle information, if applicable
 - ☐ Confirm photographs and physical descriptors
 - ☐ Confirm internet identifiers or other required registration information
 - ☐ Document all verification activities
 - ☐ Investigate discrepancies
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Violation Investigation

- ☐ Determine nature of suspected violation
 - ☐ Review SBI records
 - ☐ Conduct required interviews
 - ☐ Verify residence and employment information
 - ☐ Collect documentary and digital evidence
 - ☐ Consult prosecutor when appropriate
 - ☐ Complete required reports
-

Community Notification

- ☐ Verify notification authority
- ☐ Verify offender classification

- Review SBI guidance
- Determine appropriate scope of notification
- Prepare notification materials
- Document notification activities
- Retain notification records

APPENDIX C – REGISTRATION & VERIFICATION REFERENCE GUIDE

State Bureau of Identification Sex Offender Registry

<https://www.maine.gov/dps/sbi/sor>

The State Bureau of Identification maintains the official registry and is the authoritative source for:

- Offender classification status
- Tier classifications
- Registration duration requirements
- Verification schedules
- Registry compliance information
- Public notification information

Verification Frequency

Verification schedules shall be determined by applicable law and SBI requirements.

Officers shall verify current requirements through SBI resources before conducting compliance reviews or initiating enforcement action.

Classification Verification

Before initiating enforcement action, officers should verify:

- Registrant classification
- Registration duration
- Verification requirements
- Reporting requirements
- Current registration status.

Verification should be accomplished through SBI records, CJIS resources, or direct consultation with SBI personnel.

Address Verification

When conducting address verification:

- Confirm physical occupancy
 - Confirm residency status
 - Identify discrepancies
 - Document observations
 - Initiate follow-up investigation when necessary
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Employment Verification

When appropriate:

- Confirm employment status
- Confirm employment location
- Verify reporting compliance
- Document findings

APPENDIX D – COMMUNITY NOTIFICATION DECISION GUIDE

Purpose

This guide is intended to assist agency personnel in determining whether community notification is authorized, required, or appropriate under the circumstances presented. Final notification decisions shall be made in accordance with Maine law, State Bureau of Identification guidance, prosecutorial consultation when appropriate, and agency policy.

Step 1 – Confirm Registrant Information

Prior to any notification activity, verify:

- Registrant's identity
- Current registration status
- Classification status
- Registration duration requirement
- Current residence information
- Current employment information, when relevant

- Current compliance status

Verification shall be completed through SBI records, CJIS resources, or direct consultation with the State Bureau of Identification.

Step 2 – Determine Notification Authority

Determine whether:

- Notification is required by law
 - Notification is authorized by law
 - Notification is appropriate due to public safety concerns
 - Notification should be coordinated with another agency having jurisdiction
 - Notification should be coordinated with the State Bureau of Identification
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Step 3 – Evaluate Public Safety Considerations

Factors that may be considered include:

- Offender classification
 - Nature of the qualifying offense
 - Victim profile
 - Geographic location
 - Proximity to schools or child-centered facilities
 - Current compliance status
 - History of violations
 - Information received from probation, parole, corrections, or other law enforcement agencies
 - Other articulable public safety concerns
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No single factor shall automatically determine the level of notification.

Step 4 – Determine Appropriate Notification Method

Notification methods may include:

- Direct contact with affected individuals
- Contact with schools or educational institutions
- Contact with childcare providers
- Contact with community organizations
- Community meetings
- Printed informational materials
- Media releases
- Agency website postings
- Social media postings
- Other lawful means reasonably calculated to provide notice

The scope of notification shall be no broader than reasonably necessary to address legitimate public safety concerns.

Step 5 – Documentation

Officers shall document:

- Basis for notification
- Method of notification
- Date and time of notification
- Information disseminated
- Persons or organizations notified

- Supervisory approvals when required
- Any significant public response or follow-up action

Notification records shall be retained in accordance with agency records retention requirements.

APPENDIX E – COMMUNITY NOTIFICATION INFORMATION SHEET

REGISTERED SEX OFFENDER COMMUNITY NOTIFICATION

The following information is being released pursuant to applicable provisions of Maine law and agency policy for the purpose of promoting public safety and awareness.

Registrant Name: _____

Photograph Attached: ☐ Yes ☐ No

Date of Birth: _____

Residential Address: _____

Municipality: _____

Classification Status: _____

Registration Duration: _____

Qualifying Offense(s): _____

Date of Conviction: _____

Jurisdiction of Conviction: _____

Current Compliance Status: _____

Important Notice

This information is provided for public safety purposes only.

Members of the public shall not use this information to harass, intimidate, threaten, discriminate against, or commit any unlawful act against any person identified in this notice.

Misuse of information obtained through community notification may result in criminal or civil liability.

Questions Regarding Registration Status

Current sex offender registration information may be obtained through the Maine State Bureau of Identification Sex Offender Registry:

<https://www.maine.gov/dps/sbi/sor>

Issuing Agency: _____

Prepared By: _____

Date: _____

Supervisor Approval: _____

Date: _____