

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 01/01/03	STANDARD OPERATING PROCEDURE	Revised Date: 12/20/16
Chief of Police: 	Offender Registration, 42.3	
Cross Reference: IL Sex Offender Registration Act, 730 ILCS 150 IL Child Murder & Violent Offender Against Youth Reg. Act, 730 ILCS 154	Policy Sections: 42.3.1 Responsibilities 42.3.2 Enforcement and Inspection 42.3.3 Discretionary Information Appendix A: Illinois Sex Offender Registration Form Appendix B: Illinois Sex Offender Higher Education Registration Form Appendix C: Homeless Sex Offender's Weekly Registration Form Appendix D: Illinois Murderer and Violent Offender Against Youth Registration Form Appendix E: Illinois Murderer and Violent Offender Against Youth Higher Education Registration Form	

PURPOSE

The purpose of this policy is to establish guidelines for the registration of sex offenders, child murderers and violent offenders against youths in compliance with the State of Illinois Sex Offender Registration Act and the Child Murderer and Violent Offender Against Youths Registration Act.

POLICY STATEMENT

It is the policy of the Elgin Police Department to comply with the requirements of the Illinois registration acts, which includes sex offenders, child murderers and violent offenders. The department shall track registered offenders residing within the city of Elgin, and ensure accurate reporting of information to organizations that have authorized accessibility to offender registration information.

PROCEDURES

42.3.1 RESPONSIBILITIES

The department shall ensure the proper registration and tracking of registered offenders. When officers make contact with registered offenders, steps should be taken to verify the offender's current address and take appropriate enforcement action if the offender is in violation of the respective registration act. If the offender is not in violation, the officer shall ensure that the contact is documented in the LEADS system.

The following organizational components have additional responsibilities:

A. Information Desk

1. Run a full CQH for those that are completing the registration process for the first time and for those who have registered in another jurisdiction, but are new to registering in Elgin.
2. Check the records management system to view the offender's global jacket and complete the supplemental police report using the existing report number. Be sure to update the global jacket where appropriate, to include school, vehicle and career criminal information.
3. When a global jacket does not exist, the offender may be new to registering within Elgin. Create a global jacket and draft an initial police report.
4. The report writing process can be initiated by creating a call using "VOR" (Murderers and Violent Offenders Against Youth) or "SEXR" (Sex Offenders) as the incident type and the offender's address as the occurred location.

5. Ensure the completion of the appropriate registration forms and verify the accuracy of information given by offenders. Offenders that do not reside in the city of Elgin, but are attending school in Elgin, are required to complete the appropriate Higher Education Form. Offenders who are homeless are required to submit the Homeless Offender's Weekly Registration Form. To view the applicable forms, refer to Appendix A, B, C, D and E.
 6. After the necessary registration forms have been completed, the following photographs shall be taken: front view head shot; left side view head shot; and, tattoos where easily visible. The images shall be uploaded to the offender's file jacket using the front and side views as the mug shot; these images shall be titled using the date the photographs were taken.
 7. The front view headshot shall be e-mailed, sor_unit@isp.state.il.us, to the Illinois State Police for inclusion on the state's website. Include the offender's name, DOB, LEADS number and Elgin Police Department report number.
 8. For new registrations, be sure to write "new registration" on the top of the applicable forms. All registration forms are electronically accessible to employees within the police department's forms folder.
 9. All completed forms and a copy of the police report shall be forwarded to the Communications Division for entry into LEADS.
 10. Provide a brief summary of the registration process and the offender's activity using the designated "EPDOffenderRegistrationUnit" e-mail group. This ensures the dissemination of information to the appropriate unit.
- B. Communications Division LEADS Coordinator
1. Ensure all registered offenders are properly entered and removed in the LEADS system. The originating case agency should be the Elgin Police Department report number.
 2. Communications shall then forward the registration form and the LEADS printouts to the unit responsible for the registration verifications.
- C. Unit for Special Assignment
1. The Unit for Special Assignment is responsible for the enforcement of the offender registration acts pertaining to sex offenders and murderers and violent offenders against youths.
 2. Officers shall ensure the verification of all offender addresses, maintenance of case files, and that the career criminal database is updated and maintained.
 3. Forward the registration form and the LEADS printouts to the Records Division.
- D. Records Division
1. Scan the registration form and any LEADS printouts for inclusion with the police report.
 2. File the original documents under the offender's name.

42.3.2 ENFORCEMENT AND INSPECTION

- A. On a biannual basis, the department shall conduct on-site inspections of sex offenders, child murders and violent offenders against youths, within the city of Elgin, to confirm the accuracy of an offender's place of residence.

- B. Assigned supervisors shall ensure personnel conduct compliance inspections of offender residences.
- C. Once an inspection is completed and the offender's address has been verified, a supplementary report shall be completed by the officer conducting the inspection. The report shall depict the date, time and means of verification to determine the accuracy of the offender's address.
- D. If an inspection reveals that the offender no longer resides at the registered address, the inspecting officer shall check LEADS, contact the Records Division and the State of Illinois Offender Registration Administrator's Office to determine if a residence change record exists. If additional information on the offender is unavailable, the inspecting officer shall request a warrant for the offender for failure to notify the local jurisdiction of an address change. The report shall also be routed to the LEADS coordinator who will then modify the registered offender's address and the violation status.
- E. Depending on the circumstances, employees not assigned to an inspection having contact with a registered offender shall conduct a field investigation and contact communications to have the LEADS file updated with appropriate information regarding the contact.
 - 1. A field investigation regarding the contact shall be generated to include the following:
 - a. Date and time of contact
 - b. Specific location of contact
 - c. Reason for contact such as: traffic, suspicious activity, arrest, etc.
 - d. Name of contacting officer(s)
 - e. Vehicle description, if any
 - f. Identification of other occupants of vehicle, if any

42.3.3 DISCRETIONARY INFORMATION

The department's website offers the community access to the offender registries maintained by the Illinois State Police and the Offender Watch Program, which is national sex offender management and community notification tool.

APPENDIX A: ILLINOIS SEX OFFENDER REGISTRATION FORM

☐ Juvenile Delinquent
☐ Sex Offender
☐ Sexually Dangerous/Violent
☐ Sexual Predator
☐ Murder, victim under 18

**ILLINOIS SEX OFFENDER REGISTRATION ACT
REGISTRATION FORM**

Photo Required
(PLEASE TYPE OR PRINT USING BLACK INK)

Initial Registration: <input type="checkbox"/>	Annual: <input type="checkbox"/>	Quarterly: <input type="checkbox"/>	Homeless Weekly: <input type="checkbox"/>	Change of Address: <input type="checkbox"/>	School: <input type="checkbox"/>	Employment: <input type="checkbox"/>
Last Name:		First Name:		Middle Name:		
DOB:		Sex:	Race:	POB:		
Resident Address:				Apartment #:		
City:	State:	ZIP:	County:	Housing Type:		
Secondary Address:						
Telephone:		Cell Phone:		SSN:		
Scars/Marks/Tattoos:						
Hgt:	Wgt:	Hair:	Eyes:	DNA: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Aliases:		DNA: <input type="checkbox"/> Yes <input type="checkbox"/> No				
FBI:	SID:	LEADS #:				
DOC #:	Chicago IR #:	Misc #:				
DLN:	DLN State:	DLN Expiration Date:				
Vehicle Make:	Model:	Year:				
License Plate #:	VIN#:	Color:				
Date of Conviction / Adjudication:		County of Conviction:		State of Conviction:		
Offense:		Statute:				
Citation Code:			Sentence:			
Probation Officer:			Probation Officer Telephone:			
Age of Victim(s) at Time of Offense:			Age of Offender at Time of Offense:			
Email Address:						
Instant Messaging Identities:						
Blog / Chat Room Identities:						
Other Internet Communication Identities:						
Uniform Resource Locator (URL):			Internet Protocol (IP) Address:			
Internet Sites Maintained by Individual:						
Internet sites to which individual uploaded any content or posted any message or information:						
Employer's Name:		Employed Since:				
Employer's Address:		Employer's Phone Number:				
City:	State:	ZIP:	County:			
School/Institution of Higher Education Name:			Date Enrolled:			
School Address:						
City:	State:	ZIP:	County:			
Registering Official's Signature			Date			
Signature of Registrant			Date			

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DUTY TO REGISTER. READ FOLLOWING TO OFFENDER and OFFENDER MUST INITIAL EACH.

— You must renew your registration, in person, with the law enforcement agency having jurisdiction, within one year from the date of your most recent registration until your expiration date. If you have been convicted of a violation of this Act after July 1, 2005 you must register in person no later than 90 days after the date of your last registration and every 90 days thereafter for the remainder of your registration requirement.

— If you are an offender identified as a sexual predator you must register in person every year for the period of your natural life.

— If you are an offender with a finding or adjudication as a sexually dangerous person or as a sexually violent person you are required to report in person to the law enforcement agency having jurisdiction within 90 days of your initial registration and every 90 days thereafter for the period of your natural life.

— Failure to comply with the provisions of the Sex Offender Registration Act is a Class 3 felony. A second or subsequent conviction for violation of this Act is a Class 2 felony. Failure to comply with any provisions of the Act mandates revocation of probation, mandatory supervised release, parole, or conditional release.

— Any person who is required to register under this Act who knowingly or willfully gives material information required by this Article that is false is guilty of a Class 3 felony.

— The term of registration will be administratively extended by the Illinois State Police 10 years for failure to comply with any provisions of this Act.

— You must register within 3 days of conviction when sentenced to probation or upon release, parole, or discharge from prison or mental hospital. **Reconfinement**, due to violation of parole or other circumstances which relate to the original conviction or adjudication shall extend the period of registration to 10 years after final parole, discharge or release. You must register, in person, with the police department or, if none, the sheriff's office having jurisdiction where you reside for a period of 10 years.

— You must register your employment or school information within 3 days of obtaining employment or attending a school. All changes to employment or school status must be registered within 3 days of the change.

— Any person required to register under this Act who lacks a fixed residence must notify the agency with jurisdiction of the last known address within 3 days after ceasing to have a fixed residence and if the offender leaves the last jurisdiction of residence, the offender must within 3 days after leaving, register in person with the new agency of jurisdiction and must report weekly in person with the agency having jurisdiction.

— If you attend a school, postsecondary, trade, professional institution, institution of higher education or are employed in another state, you must register in both states within 3 days of beginning school or employment. All changes of school status (commencement or termination), and employment must be reported within 3 days of change.

— If you attend and/or are employed at an institution of higher education, you must register, in person, with the jurisdiction of residence and jurisdiction where the institution of higher education is located within 3 days of beginning school or employment. All changes of status in enrollment and or employment at an institution of higher education (commencement, termination and any and all changes) must be reported in person within 3 days of changes with both agencies of jurisdiction.

— An out-of-state student and/or out-of-state employee residing in another state but attending school institution or higher education, and/or employed in Illinois, must register within 3 days of beginning school or employment with the agency of jurisdiction where the school/institution of higher education or employment is located.

— Within 3 days of changing your address, you must report your new address in person with the law enforcement agency with whom you last registered. You must, within 3 days of changing your address, register in person with the police department or, if none, the sheriff's office having jurisdiction at your new address. Temporary absences for more than 3 days in a calendar year require you to register your new address.

— If you move to another state, you must register with that state within 3 days. You must notify the agency with whom you last registered in person of your new address, at least 3 days before moving.

Failure to register is a criminal offense and will extend my registration period 10 years from my next registration, if not already subject to lifetime registration.

Under the Adam Walsh Child Protection and Safety Act of 2006, 18 United States Code § 2250, if you travel to another state and fail to register as required, you are also subject to federal prosecution that carries penalties of a fine and/or imprisonment up to 10 years.

If you are a child sex offender, you understand that according to Illinois law, you may not reside within 500 feet of a school, park or playground. You may also not reside within 500 feet of a facility providing services directed exclusively toward persons under 18 years of age. The only exception is if you, the child sex offender, owned the property before July 7, 2000.

I HAVE READ AND/OR HAD READ TO ME, THE ABOVE REQUIREMENTS. IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTY TO REGISTER NEXT ON OR BEFORE _____. All ending registration dates will be determined by the Illinois State Police. To verify the ending registration date, contact the IS-2 SUR Unit at 217/785-0603 or mail correspondence to the address listed below.

Signature of Registrant _____ Date _____

Sex offender must sign both page 1 and page 2 for registration to be considered valid.

Registering Official's Name _____

Registering Agency: ELGIN POLICE DEPARTMENT Fingerprints should be taken at the initial registration and any subsequent registration

Address: 151 DOUGLAS AV
City, ZIP, County: ELGIN, IL 60120 KANE COUNTY in a new jurisdiction.

Registering Official's Signature: _____

For additional information: Illinois State Police, SOR Unit, 801 South 7th Street, Post Office Box 19461, Suite 200 S, Springfield, Illinois 62794, by phone (217) 785-0603 or by fax (217) 782-4390

One copy to Sex Offender One copy to Illinois State Police Retain Original for your files Page 2 of 2

APPENDIX B: ILLINOIS SEX OFFENDER HIGHER EDUCATION REGISTRATION FORM

ILLINOIS SEX OFFENDER REGISTRATION ACT

INSTITUTIONS OF HIGHER EDUCATION EMPLOYMENT/STUDENT INFORMATION FORM (For those offenders attending or working at an Institution of Higher Education)

(Circle One)

- ☐ Sexually Dangerous
☐ Adjudicated Juvenile Delinquent
☐ Sexually Violent
☐ Sex Offender

(PLEASE TYPE OR PRINT-BLACK INK)

Changes of Employment/School Status
(Check One)

- ☐ Commencement
☐ Termination
☐ Other _____

LEADS NUMBER: _____

NAME OF OFFENDER: _____

DOB: _____

NAME OF INSTITUTION OF HIGHER EDUCATION ATTENDING: _____

DATE(S) OF ENROLLMENT: _____

NAME OF INSTITUTION OF HIGHER EDUCATION EMPLOYED BY: _____

DATE(S) EMPLOYED: _____

ADDRESS OF INSTITUTION OF HIGHER EDUCATION:

DUTY TO REGISTER. READ FOLLOWING TO OFFENDER and OFFENDER MUST INITIAL EACH

____ Completion of this form does not constitute an annual registration. You must register, in person, annually with the law enforcement agency of jurisdiction in which you reside. Those offenders found to be sexually dangerous or sexually violent must register, in person, every 90 days with the law enforcement agency of jurisdiction.

____ You must, within 3 days of beginning employment at an Institution of Higher Education, notify in person the agency of jurisdiction in which you reside and the agency of jurisdiction in which you are employed by an Institution of Higher Education.

____ You must, within 3 days of enrolling at an Institution of Higher Education, notify in person both the agency of jurisdiction in which you reside and the agency of jurisdiction in which you are attending an Institution of Higher Education.

____ You must, within 3 days of changing your employment or student address information, and/or changing your status in enrollment and/or employment at an institution of higher education (commencement, termination, and any and all changes), notify in person both the agency of jurisdiction in which you reside and the agency of jurisdiction in which you are working at or attending an Institution of Higher Education.

____ You must renew your employment or student enrollment registration, in person, with the law enforcement agency having jurisdiction over your residence and the law enforcement agency having jurisdiction over the Institution of Higher Education, within one year from the date of your most recent registration until your expungement date.

____ Failure to follow these provisions can result in criminal prosecution.

I HAVE READ AND/OR HAD READ TO ME, THE ABOVE REQUIREMENTS. IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTY TO REGISTER AND THAT FAILURE TO DO SO IS A CRIMINAL OFFENSE.

SIGNATURE OF REGISTRANT: _____

DATE: _____

Agency:
Keep one copy for your records
Send one copy to the Institution of Higher Education
Send one copy to ISP at the address listed below within 3 days

Illinois State Police
Criminal Intelligence Bureau
Sex Offender Registration
PO Box 19461
801 South 7th Street
Suite 200 S
Springfield, Illinois 62794
Office: (217) 785-0653
Fax: (217) 782-4996

NOTIFYING OFFICIAL NAME: _____
(PLEASE PRINT)

NOTIFYING AGENCY: _____
(PLEASE PRINT)

NOTIFYING OFFICIAL SIGNATURE: _____

ISP 5-695 (05-08)

APPENDIX C: HOMELESS SEX OFFENDER'S WEEKLY REGISTRATION



ELGIN POLICE DEPARTMENT *Homeless Sex Offender's Weekly Registration*



You have registered as a Homeless Sex Offender within the city of Elgin. The Illinois Sex Offender Registration Act requires you to provide the address you have stayed at during the past seven days. Below is a table to be completed by you, the sex offender, to document your whereabouts during the past seven days. Upon completion, this form shall be submitted to the police department's front desk officer as part of your weekly registration. Your failure to complete and submit this form could result in your arrest.

Sex Offender's Name DOB

Date	Location

Sex Offender's Signature

151 Douglas Avenue, Elgin, IL 60120 Phone: (847) 289-2500 Fax: (847) 289-2750

APPENDIX D: ILLINOIS MURDERER AND VIOLENT OFFENDER AGAINST YOUTH REGISTRATION FORM

<input type="checkbox"/> Juvenile Delinquent <input type="checkbox"/> Murderer with child victim <input type="checkbox"/> Murderer with adult victim <input type="checkbox"/> Other Violent Offender						ILLINOIS MURDERER AND VIOLENT OFFENDER AGAINST YOUTH REGISTRATION ACT REGISTRATION FORM					
Photo Required (Please type or print using black ink)											
Initial Registration:		Annual: <input type="checkbox"/>		Homeless Weekly: <input type="checkbox"/>		Change of Address: <input type="checkbox"/>		School: <input type="checkbox"/>		Employment	
Last Name:				First Name:				Middle Name:			
DOB: 10/23/1987				Sex:		Race:		POB:			
Resident Address:						Apartment #:					
City:				State:		Zip:		County:			
Telephone:				SSN:							
Scars/Marks/Tattoos:											
Hgt:		Wgt:		Hair:		Eyes:		DNA: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Aliases:		SID:		LEADS #:							
DOC #:		Chgo IR #:		Misc #:							
DLN:		State:		Expiration Date:							
Vehicle Make:		Model:		Year:							
License Plate #:		VIN #:		Color:							
Date of Conviction:				Age of Victim(s):							
County of Conviction:				State of Conviction:							
Offense:				Statute:							
Citation Code:				Sentence:							
EMPLOYMENT INFORMATION											
Employer's Name: None						Employed Since: None					
Employer's Address:						Employer's Phone Number:					
City:				State:		Zip:		County:			
SCHOOL / INSTITUTION OF HIGHER EDUCATION INFORMATION											
School/Institution of Higher Education Name:						Date Enrolled:					
School Address:											
City:				State:		Zip:		County:			
Additional Information:											
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No The State's Attorney of the county of conviction has provided a Verification of Case Facts Document verifying this offense was not sexually motivated.											
Registering Official's Signature _____						Date _____					
Signature of Registrant _____						Date _____					
Registration is not valid until Page 2 is completed. Offender must sign both page 1 and 2.											
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DUTY TO REGISTER. READ FOLLOWING TO OFFENDER and OFFENDER MUST INITIAL EACH.											

<p>— You must renew your registration in person with the law enforcement agency having jurisdiction within one year from the date of your most recent registration until your expungement date.</p> <p>— If you are an offender identified as a child murderer you must register in person every year for the period of your natural life.</p> <p>Failure to comply with the provisions of the Murderer and Violent Offender Against Youth Registration Act is a Class 3 felony. It is a Class 2 felony if you have a second or subsequent conviction for violation of the Act. Any person who is required to register under this Act who knowingly or willfully gives material information required by this Act that is false is guilty of a Class 3 felony. Failure to comply with any provisions of the Act mandates revocation of probation, mandatory supervised release, parole, or conditional release.</p> <p>— The term of registration will be administratively extended by the Illinois State Police 10 years for failure to comply with any provisions of the Act.</p> <p>— You must register within 5 days of conviction when sentenced to probation or upon release, parole, or discharge from prison or mental hospital. (Sec 10-1/2-1) due to violation of parole or other circumstances which relate to the original conviction or adjudication shall extend the period of registration to 10 years after final parole, discharge, or release. You must register in person with the police department or, if none, the sheriff's office having jurisdiction where you reside for a period of 10 years.</p> <p>Any person required to register under this Act who lacks a fixed residence must notify the agency with jurisdiction of the last known address within 5 days after ceasing to have a fixed residence, and if the offender leaves the last jurisdiction of residence, the offender must, within 48 hours after leaving, register in person with the new agency of jurisdiction and must report weekly in person with the agency having jurisdiction.</p> <p>— If you intend to establish a residence or employment outside of Illinois, you must report in person to the agency with whom you last registered in Illinois at least 10 days prior.</p>	<p>— If you attend a school, post secondary, trade, professional institution, institution of higher education or are employed in another state, you must register in both states within 5 days of beginning school or employment. All changes of school status (commencement or termination) and employment must be reported within 5 days of change.</p> <p>— If you attend and/or are employed at an institution of higher education, you must register in person with the jurisdiction of residence and jurisdiction where the institution of higher education is located within 5 days of beginning school or employment. All changes of status in enrollment and/or employment at an institution of higher education (commencement, termination, and any and all changes) must be reported in person within 5 days of changes with both agencies or jurisdiction.</p> <p>— An out-of-state student and/or out-of-state employee residing in another state but attending school/institution of higher education, and/or employed in Illinois, must, within 5 days of beginning school or employment, register with the agency of jurisdiction where the school/institution of higher education or employment is located.</p> <p>— Within 5 days of changing your address, you must report your new address in person with the law enforcement agency with whom you last registered. You must, within 5 days of changing your address, register in person with the police department or, if none, the sheriff's office having jurisdiction at your new address. Temporary absence for more than 5 days in a calendar year require you to register your new address.</p> <p>— You must register your employment or school information within 5 days of obtaining employment or attending a school. All changes to employment or school status must be registered in person within 5 days of the change.</p>
<p>Failure to register is a criminal offense and will extend my registration period 10 years from my next registration, if not already subject to lifetime registration.</p> <p>According to 720 ILCS 5/11-9.3 & 9.4, if you were convicted of child abduction, kidnapping, aggravated kidnapping, unlawful restraint, aggravated unlawful restraint or an attempt to commit any of these offenses, you are considered a child sex offender. According to Illinois law, you may not reside or loiter within 500 feet of a school, park, or playground. You may also not reside or loiter within 500 feet of a facility providing services directed exclusively toward persons under 18 years of age. The only exception is if you, the child sex offender, owned the property before July 7, 2000.</p> <p>I HAVE READ AND/OR HAD READ TO ME THE ABOVE REQUIREMENTS. IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTY TO REGISTER ON OR BEFORE _____. All ending registration dates will be determined by the Illinois State Police. To verify the ending registration date, contact the Illinois State Police at 217/785-0653 or mail correspondence to the address listed below.</p> <p>Signature of Registrant _____ Date _____</p> <p>Offender must sign both page 1 and page 2 for registration to be considered valid.</p> <p>Registering Official's Name (Print) _____</p> <p>Registering Agency: _____ Fingerprint should be taken at the initial registration and any subsequent registration</p> <p>Address: _____</p> <p>City, Zip, County: _____ in a new jurisdiction.</p> <p>Registering Official's Signature: _____</p> <p>For additional information: Illinois State Police, SOR Unit, 801 South 7th Street, P.O. Box 19461, Suite 200-S, Springfield, Illinois 62794 or by phone (217) 785-0653.</p> <p>One copy to Offender One copy to Illinois State Police Retain Original for your files Page 2 of 2</p>	

APPENDIX E: ILLINOIS MURDERER AND VIOLENT OFFENDER AGAINST YOUTH HIGHER EDUCATION REGISTRATION FORM

ILLINOIS MURDERER & VIOLENT OFFENDER AGAINST YOUTH REGISTRATION ACT

INSTITUTIONS OF HIGHER EDUCATION EMPLOYMENT/STUDENT INFORMATION FORM

For those sex offenders attending or working at an Institution of Higher Education
To be completed by Law Enforcement Agency Where the Institution is Located

Check One: ☐ Child Sex Offender (victim under 18) ☐ Murderer (victim over age 18) ☐ Murderer (victim under age 18)
Check One: ☐ Initial Enrollment ☐ Commencement ☐ Initial Employment ☐ Termination of Employment ☐ Other
Completed by (choose one): ☐ Agency of Jurisdiction for the Institute of Higher Education

Name of Offender: _____ DOB: _____
LEADS Number: _____
Name of Institution of Higher Education: _____
Date(s) of enrollment or employment: _____
Date of end of enrollment or termination of employment: _____
Address of Institution of Higher Education: _____

DUTY TO REGISTER. READ FOLLOWING TO OFFENDER and OFFENDER MUST INITIAL EACH

- ____ Completion of this form **does not** constitute an annual or quarterly registration. You must register, in person, with the law enforcement agency of jurisdiction in which you reside.
- ____ You must, within 5 days of beginning employment at an Institution of Higher Education, notify in person the agency of jurisdiction in which you reside and the agency of jurisdiction in which you are employed by an Institution of Higher.
- ____ You must, within 5 days of enrolling at an Institution of Higher Education, notify in person the agency of jurisdiction in which you reside and the agency of jurisdiction in which you are attending an Institution of Higher Education.
- ____ You must, within 5 days of changing your employment and/or changing your status in enrollment at an institution of higher education (commencement, termination, and any and all changes), notify in person the agency of jurisdiction in which you reside and the agency of jurisdiction in which you are working at or attending an Institution of Higher Education.
- ____ An out-of-state student and/or out-of-state employee residing in another state but attending and/or employed at an Institute of Higher Education must, within 5 days of beginning school or employment, register with the agency of jurisdiction in which you are enrolled/employed.
- ____ You must renew your employment or student enrollment registration, in person, with the law enforcement agency having jurisdiction of your residence and the law enforcement agency having jurisdiction over the Institution of Higher Education within one year from the date of your most recent registration until you complete your registration requirement.
- ____ Failure to comply with provisions of the Illinois Murderer and Violent Offender **Against Youth** Registration Act is a Class 3 felony.

I HAVE READ AND/OR HAD READ TO ME, THE ABOVE REQUIREMENTS. IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTY TO REGISTER AND THAT FAILURE TO DO SO IS A CRIMINAL OFFENSE.

Signature of Registrant: _____ Date: _____
Registering Official's Signature: _____ Date: _____
Registering Official's Name (Print): _____
Registering Agency or Higher Education Institution: _____

Law Enforcement Agency:
☐ Keep one copy for your records ☐ Give one copy to registrant ☐ Forward one copy to ISP at the address/FAX listed below within 3 days
☐ Forward one copy to the Institution of Higher Education

Illinois State Police Sex Offender Registration, 801 South 7th Street, Suite 200-S, P.O. Box 19461, Springfield, Illinois 62794-9461
(217) 785-0653 FAX (217) 782-4996

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