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# CHAIRMAN'S MEMORANDUM

## NO. 4-2005

## April 13, 2005

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**TO: SHERIFFS, CHIEF ADMINISTRATIVE OFFICERS, COMMISSIONERS OF CORRECTION**

**RE: The Registration of Sex Offenders**

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As you are aware, the Sex Offender Registration Act (Act), New York State Correction Law Article 6-C, requires that sex offenders convicted of the offenses described in Correction Law §168-a must register with the Division of Criminal Justice Services. Depending on the sentence imposed on the sex offender, registration is accomplished by the Department of Correctional Services, local correctional facilities or the courts. In order to implement the community notification and public safety purposes of the Act, it is essential that all individuals who fall within the bounds of the Act are identified and registered.

The Division of Criminal Justice Services (Division) regularly reviews the practices and procedures regarding the registration of sex offenders. Based upon the Division's experience with the statute and discussions with various parties involved in the registration process, the Division drafted procedures for sex offender registration which ensure that all registering agencies understand their role in the registration process and are aware of the obligations imposed by the Act.

Your input and cooperation is essential to the process of registering sex offenders in New York State. Attached is a copy of the procedures the Division drafted to be used for registering a sex offender who is released from a local correctional facility after serving a definite sentence. These procedures should not be new to you but rather are a compilation of the best practices developed over the past few years. Please review these procedures carefully and share them with your employees responsible for assisting in the registration process. If you have any questions or concerns regarding these procedures, please feel free to contact Lorraine Felegy or Lisa Coppola from the Division's Office of Legal Services at (518) 457-8413.

Your efforts are critical to the effective implementation of the Sex Offender Registration Act. Please be assured that you have my commitment and that of the Division of Criminal Justice Services to work with you in the smooth enforcement of this important law.

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**Alan J. Croce, Chairman/Commissioner**

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**Alan J. Croce, Chairman/Commissioner**

**Frederick C. Lamy, Commissioner  
Frances T. Sullivan, Commissioner**