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EXECUTIVE DEPT

OFFICE OF
STEVE BOYER
KITSAP COUNTY SHERIFF
614 DIVISION ST. MS-37 • PORT ORCHARD, WASHINGTON 98366 • (360) 337-7101 • FAX 337-4923

August 19th, 2013

City Manager Douglas Schulze
City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110

Chief Matt Hamner
Bainbridge Island Police Department
625 Winslow Way
Bainbridge Island, WA 98110

Ref: Registered Sex/Kidnapping Offender Address & Residency Verification Program for 2013/2014

City Manager Schulze and Chief Hamner,

The State of Washington has continued the funding to law enforcement for another fiscal year beginning July 1st, 2013 to verify the address and residency of all registered sex and kidnapping offenders under RCW 9A.44.130. The Kitsap County Sheriff's Office will submit a performance-based agreement with the Washington Association of Sheriff's and Police Chiefs (WASPC).

The Kitsap County Sheriff's Office is inviting the municipal law enforcement agencies of Kitsap County to continue to participate in an equitable share of this funding. This WASPC Grant is for a one year period from July 1st, 2013 – June 30th, 2014.

The requirement of this program is for face-to-face verification of a registered offender's place of residence. The requirements being set for the Kitsap County Sheriff's Office and other participants are the following:

1. **Face-to-face verification of a registered offender's place of residence.**
   A) For Level I offenders, every six months;
   B) For Level II offenders, every six months; and
   C) For Level III offenders, every three months.

SCANNED

2. **Written Documentation of face-to-face residence verification.**
   A) Agencies must submit a contact sheet (emailed to participating agencies by KCSO) for each offender contact in accordance with the above mentioned verification schedule.

   B) Contact sheets must be submitted to the Sheriff's Office by January 15th and July 15th for Level I & II registered offenders.

   C) Contact sheets must be submitted to the Sheriff's Office each quarter for Level III registered offenders.

If an officer attempts to contact a registered offender and determines that the offender no longer resides at the address he/she is registered, the officer shall complete a complaint report (CR) indicating the details of their investigation and forward this report to the Kitsap County Sheriff's Office Detective Division for follow-up. The Kitsap County Sheriff's Office will complete the necessary investigation and documentation to provide to the Kitsap County Prosecutor's Office for a charging decision of "Failure to Register".

3. **Annual Verification Letters:**
   Please note – Annual Verification Letters are NO longer required by an entity **if** they participate in this Registered Sex Offender Address & Residency Verification.

4. **Community Notification on Level III Offenders:**
   A) Each agency shall send a press release to the local media on any new Level III offender within their jurisdiction.
   B) Each agency shall conduct a community notification on any new registered Level III within their jurisdiction.

The Kitsap County Sheriff's Office will continue to register all sex offenders and kidnapping offenders residing in Kitsap County as required by law.

The Kitsap County Sheriff's Office will continue to monitor all offenders registered as "transient" within Kitsap County on a weekly basis as required by law.

The Kitsap County Sheriff's Office will follow up on all complaint reports of "Failure to Register"; submitted by other municipal agencies within Kitsap County and those offenders who are registered within the Kitsap County Sheriff's Office jurisdiction.

The Kitsap County Sheriff's Office will maintain a master file on each registered offender within Kitsap County.

The Kitsap County Sheriff's Office will be responsible for completing and submitting necessary reports/documents to WASPC as required by this program.

As of July 15th, 2013 there are 829 registered offenders within Kitsap County. The following are the number of offenders currently registered in each of the agency's jurisdiction.

Offenders registered within the City of Bremerton – 222
Offenders registered within the City of Port Orchard – 29
Offenders registered within the City of Poulsbo – 10
Offenders registered within the City of Bainbridge Island – 9

Participating agencies will receive a percentage of the awarded monies. In determining the percentage the following method will be utilized to determine the amount:

1) The percentage of offenders within your jurisdiction in relationship to the total registered offenders within Kitsap County.

2) That percentage of the total award amount minus 50% is your total award amount.

Example: 100 Offenders (within agencies jurisdiction) is 12% of 829 registered offenders within Kitsap County.

12% times the award amount (i.e. $181,661.46) = $21,799.38 x .50% = **$10,899.69 dollars.**

- A minimum of $1,000.00 dollars will be awarded to each participating agency.

NOTE: The total award amount from the state is $181,661.46 dollars for 2013/2014.

APPROVED:
Douglas Schulze, City Manager
City of Bainbridge Island

Dated: 8/30/13

APPROVED:
Steve Boyer, Sheriff
Kitsap County Sheriff's Office

Dated: 9-18-2013

Matt Hamner, Chief
Bainbridge Island Police Department

Dated: 8-30-13