

# CERTIFIED BEST PRACTICES PROGRAM FOR SEX OFFENDER MANAGEMENT



The New York State Association of Chiefs of Police Certified Best Practices Program was developed to recognize those law enforcement agencies that employ comprehensive and proactive practices relating to sex offender management. Agencies are eligible for recognition when they demonstrate a commitment to:

- monitoring offenders within the jurisdiction, using a collaborative approach and establishing partnerships with other stakeholders;
- ensuring compliance by sex offenders with existing laws governing their registration, reporting and other responsibilities;
- Providing community notification to vulnerable entities within their communities.

The recognition program includes an objective assessment of an agency's practices and policies concerning sex offender management. Those meeting the standards adopted by the New York State Association of Chiefs of Police will be recognized with a Best Practices Certification attesting to that agency's programmatic and operational efforts to help ensure community safety through a systematic sex offender management program.

The New York State Association of Chiefs of Police, in an effort to assist agencies with managing sex offender populations:

- will promote those practices which have been proven to be most effective;
- encourage monitoring, enforcement and compliance by agencies;
- promote the development and exchange of suggestions, tools and resources for improved compliance and enforcement.

Agencies receiving a "Best Practices Certification" will be recognized by the New York State Association of Chiefs of Police through a news media release, with a posting on the Association's website on a dedicated page listing all those agencies so certified, and by the issuance of an identifiable and unique symbol or certificate attesting to the certification.

## ELEMENTS OF THE BEST PRACTICES PROGRAM

1. The agency has a written policy for ensuring compliance by offenders.
  - the policy is available for inspection
  - the policy includes provisions for enforcement when offenders fail to comply with registration requirements
  - the policy includes provisions for enforcement when offenders fail or refuse to comply with annual address verification requirements

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- the policy includes provisions for enforcement when sexual predators or level 3 offenders fail or refuse to comply with 90 day address verification requirements. [§168-f(3)]
- 2. The agency has a written policy to forward photographs of sex offenders to the Division of Criminal Justice Services in accordance with the timelines set forth in §168-f of the Correction Law.
  - the agency has a written policy concerning photography of sex offenders and promptly forwards photographs to DCJS.
  - the agency has a policy to take enforcement action when offenders fail or refuse to comply with the photography requirement.
- 4. The agency has compiled and regularly maintains and updates a listing of vulnerable entities within their jurisdiction [§168-1 (6)(b), (c)]
  - the agency has a written listing of such vulnerable entities
- 3. The agency provides notification to vulnerable entities in their community, consistent with the Correction Law.
  - the agency routinely provides community notification to vulnerable entities
- 5. Agency operations
  - the agency maintains a records system to identify and monitor sex offender compliance with the Correction Law and to facilitate community notification
  - the agency has a history of providing community notification
  - the agency has a history of enforcement activity for matters involving sex offenders who fail or refuse to comply with the mandates of the Correction Law



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## REQUEST FOR EVALUATION

AGENCY		
APPLICATION MADE BY		
AGENCY EXECUTIVE		
DATE		

*The above agency, by this application, is requesting an evaluation under the New York State Association of Chiefs of Police, Inc. (NYSACOP) Best Practices Agency Certification Program for Sex Offender Management.*

*The Chief Executive Officer of the requesting agency is a member in good standing with the NYSACOP. Such membership will help to ensure continuing updates and communications with the Best Practices Certification program as well as any modifications, policy developments, training initiatives, bulletins, etc. during the program and/or certification period.*

*Applicants should submit this Request for Evaluation form to the address below, along with sufficient documentation to demonstrate compliance with the practices outlined in the program document. Applicants may provide references who can attest to the applicant's compliance (i.e. District Attorney, victim advocacy group, school district official, Neighborhood Watch, etc.)*

*In evaluating the agency's compliance with the Best Practices Program Statement, the evaluation may include the following:*

- An independent query of the District Attorney's office(s) and/or other prosecuting authority in the jurisdiction of the applicant agency.*
- An independent query of the Division of Criminal Justice Services Office of Sex Offender Management.*
- A site visit in order to assess the manner and method of compliance by the agency to the Best Practices Program elements.*
- A review of arrest reports and other public information to evaluate enforcement activity and dissemination of sex offender information to vulnerable entities.*

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*Agencies that are deemed to be performing within the Best Practices framework will be recognized on the New York State Association of Chiefs of Police, Inc. website under a special tab: Best Practices Certified Agency for Sex Offender Management. Agencies will be presented with a certificate and seal to attest to their certification under the program.*

*The NYSACOP may adopt other guidelines as deemed necessary to facilitate the Best Practices program.*

Submit completed applications to:  
New York State Assn. of Chiefs of Police, Inc.  
Attn. Mark A. Spawn, Director of Research, Development & Training  
2697 Hamburg St.  
Schenectady, NY 12303

Questions?  
Contact Mark A. Spawn at 323-474-6651  
or by e-mail at [APB@nychiefs.org](mailto:APB@nychiefs.org)

## Roll of Certified Best Practices Agencies

Amherst PD	Greece PD
Avon PD	Irondequoit PD
Bedford PD	Monroe PD
Bethlehem PD	New Windsor PD
Brighton PD	North Castle PD
Camillus PD	Peekskill PD
Canandaigua PD	Port Washington PD
Cheektowaga PD	T/ Poughkeepsie PD
Colonie PD	Rensselaer PD
Cortland PD	Rockville Centre PD
Dutchess Co. SO	Rye PD
East Rochester PD	Stony Point PD
Endicott PD	Suffolk County PD
Evans PD	Ulster PD
Fairport PD	Utica PD
Freeport PD	Waterford PD
Fulton PD	Watertown PD
Gates PD	Watervliet PD
Geneseo PD	Webster PD
Geneva PD	