

## Memorandum of Understanding

### Registered Sex/Kidnapping Offender Address and Residency Verification Program for 2017-2018

This Washington Association of Sheriffs and Police Chiefs (WASPC) Grant is for a one-year period, beginning July 1, 2017, and ending June 30, 2018. The total award for Kitsap County for the 2017-18 period is \$175,267.20.

The requirement of this program is for face-to-face verification of a registered sex and/or kidnapping offender's ("Registered Offender's") place of residence. The verification requirements applicable to the Kitsap County Sheriff's Office (KCSO) and other participating law enforcement agencies ("Agencies") are as follows:

- 1. Face-to-face verification schedule of Registered Offender's place of residence.**
  - A. For Level I & Level II Registered Offenders: every six (6) months;**
  - B. For Level III Registered Offenders: every three (3) months.**
  
- 2. Written documentation of face-to-face verification.**
  - A. Agencies must submit a contact sheet (emailed to Agencies by KCSO) for each actual or attempted Registered Offender contact in accordance with the verification schedule described above.**
  - B. Contact sheets must be submitted to the KCSO by January 5, 2018, and July 5, 2018, for Level I & II Registered Offenders.**
  - C. Contact sheets must be submitted to the KCSO quarterly, by October 5, 2017, January 5, 2018, April 5, 2018, and July 5, 2018, for Level III Registered Offenders.**

If a law enforcement officer attempts to contact a Registered Offender and determines that the Registered Offender no longer resides at the address to which he/she is registered, the officer shall complete an Incident/Investigative Report which includes the details of the investigation and forward that Report to the KCSO Detective Division for follow-up investigation. The KCSO will complete the necessary investigation and documentation to provide to the Kitsap County Prosecutor's Office for a charging decision for the crime of "Failure to Register."

- 3. Community Notification on Level III Offenders:**
  - A. Each Agency shall send a press release to the local media on any new Level III Registered Offender who begins to reside within their jurisdiction.**
  - B. Each Agency should conduct a community notification meeting on any new Level III Registered Offender who begins to reside within their jurisdiction.**

The KCSO will continue to register all sex offenders and kidnapping offenders residing in Kitsap County as required by law.

The KCSO will continue to monitor all Registered Offenders registered as “transient” within Kitsap County on a weekly basis as required by law.

The KCSO will conduct follow-up investigations on all incident/investigative reports of “Failure to Register” that are submitted by other law enforcement agencies to the KCSO and incident/investigative reports regarding Registered Offenders who reside within the KCSO jurisdiction.

The KCSO will maintain a master file on each Registered Offender within Kitsap County.

The KCSO shall be responsible for completing and submitting the necessary reports/documents to WASPC as required by this program.

As of July 19, 2017, there are 835 Registered Offenders residing within Kitsap County. The following list contains the number of Registered Offenders currently registered in each Agency’s jurisdiction:

City of Bremerton: 218

City of Port Orchard: 36

City of Poulsbo: 11

**City of Bainbridge Island: 11**

Each Agency shall receive a percentage of the awarded WASPC Grant monies. In determining the percentage of the award that each Agency shall receive, the following method will be utilized:

1. The percentage of Registered Offenders residing within a jurisdiction in relationship to the total number of Registered Offenders residing within Kitsap County as of July 19, 2017.
2. That percentage of the total award amount, minus 50%, will be the total award amount for each Agency.

Example: 835 Registered Offenders within Kitsap County, with 84 Registered Offenders within an Agency’s jurisdiction is 10% of the total number of Registered Offenders.

10% times the award amount (i.e. \$175,367.20) = \$17,536.70 X 50% = \$8,768.35.

- A minimum of \$1,000 will be awarded to each Agency.

**The City of Bainbridge Island has 1% of Kitsap County’s registered offenders.**

**The 2017-18 WASPC Grant award amount for the City of Bainbridge Island will be \$1,000.**

APPROVED:

---

Doug Schulze, City Manager  
City of Bainbridge Island

Dated: \_\_\_\_\_

APPROVED:

---

Gary Simpson, Sheriff  
Kitsap County Sheriff's Office

Dated: \_\_\_\_\_