

## USE OF THE CALIFORNIA SEX AND ARSON REGISTRY (CSAR) AND MEGAN'S LAW INFORMATION SYSTEM FOR COMMUNITY NOTIFICATION

- AUTHORITY:** Administrative Directive
- RESCINDS:** Procedure Manual Item 1-1-102, dated 07/17/16 (Recertified)
- FORMS:** Megan's Law Disclaimer (Attachment)  
 California Sex and Arson Registry (CSAR) User Agreement (Attachment)  
 Security Policies, Practices and Procedures for the California Sex Arson Registry (Attachment)
- PURPOSE:** To provide guidelines for use of the California Sex and Arson Registry (CSAR) and the Megan's Law Information System for community notification and education.

### I. GENERAL INFORMATION

- A. The Orange County Probation Department Sex Crimes Unit has been called upon to participate in community safety and education presentations, which have included public notification of registered sex offenders using the Megan's Law Information System. This information is available to the public and can be accessed at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov). It posts sex offenders displayed by city, ZIP Code, county or within a predetermined radius of a selected address, park, or school. The Department of Justice (DOJ) posted the website in December 2004 (Section 290.46 PC and AB 488 chaptered 09/24/04). In December 2005, DOJ posted a privately accessed Megan's Law Intranet website for law enforcement agencies, which contained information on all registrants, including "no post" categories. In July 2010, DOJ created the California Sex and Arson Registry (CSAR) pursuant to Penal Code 290.022. The Orange County Probation Department deactivated access to the Megan's Law Intranet website for law enforcement agencies and activated access to the CSAR. Guidelines have been established to provide this information to the public in order to promote the Probation Department's mission of enhancing community safety.
- B. The Orange County Probation Department authorizes staff, to access CSAR in compliance with the policies of the Probation Department and the Department of Justice. The Megan's Law Information System is available to the public and the Orange County Probation Department via the Internet.
- C. The Division Director of the Special Supervision Division or designee (supervisor of the Sex Crimes Unit), acts as the Probation Department's CSAR administrator, hereinafter referred to as the "CSAR JIMS Administrator" (California Sex and Arson Registry Justice Identity Management System) and liaison to the California Department of Justice.

## II. PROCEDURE

### A. Access will be attained through the Internet, and/or the Probation Department Intranet (Prob-Net).

1. All Probation personnel authorized to access the CSAR will be designated by the CSAR JIMS Administrator or designee.
2. Authorized staff must sign the CSAR User Agreement (Attachment B) in acknowledgement of the Security Policies, Practices and Procedures for the CSAR Web Interface (Attachment C) under the direction of the CSAR JIMS Administrator prior to accessing the system.
3. Access to the CSAR has been granted to the Division Director of Special Supervision, as well as the supervisor and deputies of the Sex Crimes Unit. The CSAR JIMS Administrator or designee may also grant access to additional Probation Department staff as needed.

### B. PUBLIC VERSION ACCESS

1. Public version access includes, but is not limited to, making limited information available to the public at county fairs, community notifications, town hall meetings, or individual requests from private citizens. Authorized Probation staff may access the public version in the case of such events, in compliance with the guidelines set forth by the Probation Department and Department of Justice.
2. The CSAR JIMS Administrator or designee is responsible for informing and receiving approval from Executive Management prior to any public display of the Megan's Law Information System.
3. Prior to viewing the public version, citizens must acknowledge they have read the Megan's Law Disclaimer and agree to its Terms and Conditions (Attachment A).
4. Individual requests to view the public version may also be made directly to an authorized deputy. The above-stated procedure will apply.
5. Expedite all positive identifications, ("hits"), to the Sex Crimes Unit supervisor for further investigation.

### C. CSAR ACCESS

1. CSAR provides deputies secure access to expanded information to assist with the registration, investigation, apprehension and supervision of registered sex offenders. The information available on CSAR provides complete sex registration records, risk assessment information, method of operation information, employment and vehicle information, sexually violent predator status and an ability to view registrant photos. CSAR is "read only" access. Authorized deputized staff may also access the database to supplement investigations by other law enforcement agencies, or to protect the public regardless of whether or not the offender is on probation.

2. Deputized staff may also request to view CSAR by contacting any deputy or unit supervisor assigned to the Sex Crimes Unit and acknowledge penalties for misuse of sex offender registrant information.

**REFERENCES:**

Procedures:	1-1-101	Access to and Release of Criminal Offender Record Information (CORI)
	1-1-107	Release of Sex Offender Information to the Public
	1-4-114	Reporting Unusual or Special Incidents
	2-1-004	Child Abuse Reporting Responsibilities of Deputized Probation Staff
	2-1-005	Elderly Abuse and Dependent Adult Abuse Reporting Responsibilities of the Probation Officer
Policies:	A-1	Policy, Procedure and the Law
	A-2	Upholding Departmental Philosophy and Principles
	A-10	Contact with News Media
	A-17	Conflict of Interest
	A-21	Liability
	B-1	Case Confidentiality-Client's Right to Privacy
	B-2	Inter- and Intra-Agency Confidentiality
	B-3	Case File Management and Security
	B-4	Sensitive Cases
	E-8	Volunteers

Attachments

F. Sanchez

**APPROVED BY:**



## California Megan's Law Website

State of California Department of Justice Office of the Attorney General

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Megan's Law Disclaimer

### **Read and acknowledge the disclaimer at the bottom of page.**

**Informational Only.** The California Department of Justice has not considered or assessed the specific risk that any convicted sex offender displayed on this website will commit another offense or the nature of any future crimes that may be committed.

**Penalty for Registered Sex Offenders Who Enter this Website.** Any person who is required to register pursuant to Penal Code section 290 who accesses the websites search functionality is punishable by a fine not exceeding \$1,000, imprisonment in a county jail not exceeding six months, or by both the fine and imprisonment. (Penal Code § 290.46 ([http://leginfo.legislature.ca.gov/faces/codes\\_displaySection.xhtml?lawCode=PEN&sectionNum=290.46](http://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=PEN&sectionNum=290.46)), subd. (k).) This penalty does not include viewing information on the Main page or within the links on that page.

**Legal Limits on Disclosures.** Only information on registered sex offenders allowed to be disclosed under California law appears on this website. Under state law, some registered sex offenders are not subject to public disclosure, so they are not included on this site. State law does not allow offenses other than the crimes for which the convicted sex offender is required to register to be disclosed here.

**Errors and Omissions.** Information pertaining to schools, parks and street map data is obtained with permission of and through a license agreement with Google Inc. Other information on this website is compiled from reports by local law enforcement. Much of that information is gathered from persons who are required to register as sex offenders and to provide, at least once a year, their addresses and other information to local law enforcement. Because information can change quickly, and there may be gaps in data received, the California Department of Justice makes no representation, either express or implied, that the information on this site is complete or accurate. Neither the Department of Justice nor the State of California shall be held responsible for any errors or omissions on this website or produced by secondary dissemination of this information.

**Mistaken Identities.** Extreme care must be taken in the use of information because mistaken identification may occur when relying solely upon name, age and address to identify individuals.



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**I have read the disclaimer and agree to these terms and conditions.**

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**SECURITY POLICIES, PRACTICES AND PROCEDURES  
for the California Sex Arson Registry (CSAR) Web Interface**