

12.404 **COMMUNITY NOTIFICATION OF PERSON PAROLED FOR A VIOLENT PERSONAL CRIME**

Reference:

Cincinnati Municipal Code Chapter 717
Procedure 12.406 – Sexual Predator Address Verification

Definitions:

Neighbor – one living or located near another.

Neighborhood – being immediately adjacent or relatively near another.

Notification – personal notice to an adult family member.

Purpose:

Comply with state law and city ordinances, and to establish Police Department procedure for community notification of persons on parole for certain listed offenses and monitor the felon's presence.

Procedure:

- A. Criminalistics Squad Responsibilities
 1. Register persons on parole or judicial supervision for the following offenses of the Ohio Revised Code (ORC) or the equivalent offenses under the laws of the United States or of the state in which the offense was committed.
 - a. Aggravated Murder - ORC 2903.01
 - b. Murder - ORC 2903.02
 - c. Voluntary Manslaughter - ORC 2903.03
 - d. Rape - ORC 2907.02
 - e. Sexual Battery - ORC 2907.03
 - f. Gross Sexual Imposition - ORC 2907.05
 - g. Kidnapping - ORC 2905.01
 - h. Abduction - ORC 2905.02
 2. Maintain a registration list and forward a copy weekly to the Community Oriented Policing (COP) Coordinator.

B. COP Coordinator Responsibilities

1. Maintain a file of the felony registration list.
2. Forward a Form 17, Felony Notification, to the affected district for community notification.
3. Ensure the notification process is completed for each registered felon pursuant to Cincinnati Municipal Code Chapter 717.
 - a. The COP Coordination Unit will maintain a file of the completed Form 17, Felony Notification, upon receipt from the affected districts.

C. District responsibilities

1. Notification by district personnel using the Form 605, Notification of Release, will occur within 10 days of receipt of the Form 17, Felony Notification, utilizing the following guidelines:
 - a. If the residential area is a single family dwelling, the district officer will notify an adult member of each household immediately adjacent to the subject.
 - b. If the building has four or less separate residences, the district officer will notify an adult member of each residence.
 - c. If the building has more than four separate residences, the district officer will notify an adult member of each residence on the same floor as the subject.
 - d. Personal delivery of the Form 605, Notification of Release, is the preferred method of notification. However, officers may leave the Form 605 at the residence after making every reasonable attempt to make personal contact.
 - 1) Maintain a file of the Form 605.
2. Complete the Form 17 and forward to the COP Coordinator verifying the affected neighbors were notified.
 - a. Maintain a copy of the Form 17 in the district's files.
3. District personnel will notify communities of the registered felons at the affected community council/CPOP meetings.
 - a. This discussion does not take the place of an official notification in the neighborhood.