

LETTER OF UNDERSTANDING
Between
SEQUIM POLICE DEPARTMENT
And
CLALLAM COUNTY SHERIFF'S OFFICE
Regarding
SEX OFFENDER ADDRESS AND RESIDENCY VERIFICATION PROGRAM

The Clallam County Sheriff's Office (CCSO) has received a grant award from the Washington Association of Sheriffs and Police Chiefs (WASPC) relating to the enforcement of sex offender address and residence verification. As this is a county wide enforcement program, it is the intent of the Sheriff's Office to share the funding with other law enforcement agencies within Clallam County that choose to participate and meet the funding requirements of the grant award.

WASPC has made it the responsibility of each county in the state to ensure all verifications in their county are completed timely in which an offender is scheduled to be verified and that the information gathered in regards to the verification request is input into the grant funded state program OffenderWatch. WASPC compares the results of the quarterly verification requests to the quarterly report which is prepared by CCSO Civil Deputy using OffenderWatch. As the Clallam County Sheriff's Office is the award recipient, it is CCSO's responsibility to report activity required by the award on a quarterly basis to WASPC. It is also the CCSO's responsibility to ensure the grant award requirements are being met on a quarterly basis by the participating agencies who receive funding to meet these requirements.

A. Grant Award Reporting Requirements

1. The premise of this grant award is to require agencies to enforce sex offender residency requirements and to aid agencies in funding or equipping officers or other staff in completing these verifications. As a result, residential verification checks will be as follows unless an offender changes their residential address.

Level 1 Sex Offenders	Once Yearly
Level 2 Sex Offenders	Every Six Months
Level 3 Sex Offenders	Every Three Months
Kidnap Offenders	Once Yearly
2. To meet the WASPC requirement stated above, CCSO will produce a list of offenders requiring verification and distribute the list to SPD. SPD agrees to complete and update the verification in OffenderWatch Mobile within (2) weeks of receiving the verification list generated by the CCSO Civil Deputy. Should the verification(s) not be completed and updated in OffenderWatch Mobile within the two (2) weeks, CCSO Civil Deputy will assign deputies to conduct the verification(s).
3. Upon face to face verification with the offender, Sequim Police Department (SPD) agrees to take an updated digital photograph, if necessary, of the offender as well

as ensure information on the verification request is current and up to date. SPD also agrees to update verifications in the OffenderWatch Mobile program. If the offender has changed their telephone number or employment SPD will make note in OffenderWatch Mobile.

B. Registration Violations

SPD agrees to investigate and take proper enforcement action of all sex offender registration violations occurring within SPD jurisdiction. Failure of a sex offender to report change of residential address from SPD jurisdiction shall be deemed a Failure to Register (violation) regardless of where the offender has moved. Referral of police reports on these matters to the prosecutor for charging decisions are the responsibility of SPD. SPD agrees to notify the CCSO Civil Deputy of all registration violation referrals to the Prosecutor. CCSO Civil Deputy is available to assist SPD officers as needed on all registration violation cases.

This agreement does not affect previous agreements between SPD and CCSO. The life of this agreement is dependent on the continuation of the award from WASPC. This agreement shall remain in effect as long as the Registered Sex Offender Address and Residency Verification Program award is received (i.e. renewals in subsequent years). Each year the distribution of funding to each participating agency will be recalculated based on the renewed WASPC award amount and the updated offender count. Exhibit A to this letter of understanding will be updated accordingly.

In the event SPD fails to meet the requirements outlined in this agreement and CCSO assigns deputies to conduct a verification to satisfy the WASPC grant award, an amount of \$100 per verification will be deducted from SPD's next quarterly distributed funding amount to cover CCSO expenses. CCSO will notify SPD prior to handling the delinquent verification request on behalf of SPD.



William L. Benedict, Sheriff

9-1-2020
Date



Sheri Crain, Chief of Police

9/10/20
Date

A44.15

Exhibit A
2020 - 2021

The funding for the Sex Offender Address and Residency Verification Program from WASPC was renewed for the period of 07/01/2020 – 06/30/2021. The total reward amount is \$90,892.00.

The award is based on the number of offenders, regardless of level, residing in each jurisdiction as of 07/01/2020. After considering administrative costs to the Clallam County Sheriff's Office, \$310.10 per offender shall be awarded to each agency.

Upon receipt of the quarterly award funding from WASPC, the first quarter installment will be paid in 2020 and the remaining three installments will be paid in 2021.

Adjustment to Award amount to each agency that the County has a Letter of Understanding with regarding this program is as follows.

Port Angeles Police Department (PAPD):

As of 07/01/2020 there were a total of 64 sex offenders registered to reside in PAPD jurisdiction for a total of \$19,846.40 to be awarded to PAPD. The award amount will be paid in quarterly installments.

Sequim Police Department (SPD):

As of 07/01/2020 there were a total of 11 sex offenders registered to reside in SPD jurisdiction for a total of \$3,411.10 to be awarded to SPD. The award amount will be paid in quarterly installments.

REGISTERED SEX OFFENDER LEVEL BREAKDOWN AS OF JULY 1, 2020

# OF OFFENDERS	CCSO	PAPD	SPD	TOTAL
TOTAL OF ALL LEVELS	138	64	11	213

Funding award amount is \$90,892.00 for period of 07/01/2020 – 06/30/2021. Less 27.33% administrative costs to CCSO (\$24,840.78) = **\$66,051.22**

\$66,051.22 divided by total number of offenders is \$310.10 per offender.

Distribution of funding based on number of offender

CCSO	138	\$310.10 =	\$42,793.80 / 4 =	\$10,698.45/qtr
PAPD	64	\$310.10=	\$19,846.40 / 4 =	\$4,961.60 p/qtr
SPD	11	\$310.10=	\$3,411.10 / 4 =	\$852.78 p/qtr
		TOTAL	\$66,051.30	

2020 Agency Revenue

Paid	Time Period	Agency	2020 Total Revenue
Oct 2020	07/01 – 09/30	CCSO	\$10,698.45
		PAPD	\$4,961.60
		SPD	\$852.78
		TOTAL	\$16,512.83

2021 Agency Revenue

Paid	Time Period	Agency	2021 Total Revenue
Jan 2021	10/01 – 12/31	CCSO	\$32,095.35
April 2021	01/01 – 03/31	PAPD	\$14,884.80
July 2021	04/01 – 06/30	SPD	\$2,558.34
		TOTAL	\$49,538.49