

**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

# REGISTERED SEX OFFENDER LEVEL BREAKDOWN AS OF JULY 1, 2022

# OF OFFENDERS	CCSO	PAPD	SPD	TOTAL
TOTAL OF ALL LEVELS	146	60	10	216

Funding award amount is \$90,696.00 for period of 07/01/2022 – 06/30/2023. Less 26.22% administrative costs to CCSO (\$23,780.49) = **\$66,915.51**

\$66,915.51 divided by total number of offenders is \$309.79 per offender.

## Distribution of funding based on number of offender

CCSO	146	\$309.79 =	\$45,229.93 / 4 =	\$11,307.48 p/qtr
PAPD	60	\$309.79=	\$18,587.64 / 4 =	\$4,646.91 p/qtr
SPD	10	\$309.79=	\$3,097.94 / 4 =	\$774.49 p/qtr
TOTAL			\$66,915.51	

## 2022 Agency Revenue

Paid	Time Period	Agency	2022 Total Revenue
Oct 2022	07/01 – 09/30	CCSO	\$11,307.48
		PAPD	\$4,646.91
		SPD	\$774.49
		TOTAL	\$16,728.88

## 2023 Agency Revenue

Paid	Time Period	Agency	2023 Total Revenue
Jan, April, and July	10/01 – 06/30	CCSO	\$33,922.44
Jan, April, and July	10/01 – 06/30	PAPD	\$13,940.73
Jan, April, and July	10/01 – 06/30	SPD	\$2,323.47
TOTAL			\$50,186.64

**WASHINGTON ASSOCIATION OF SHERIFFS AND POLICE CHIEFS  
INTERAGENCY AGREEMENT—SPECIFIC TERMS AND CONDITIONS**

**Registered Sex Offender Address Verification Program**

This AGREEMENT is entered into by and between the **WASHINGTON ASSOCIATION OF SHERIFFS AND POLICE CHIEFS** (hereinafter referred to as WASPC) and the **CLALLAM COUNTY SHERIFF'S OFFICE** (hereinafter referred to as the RECIPIENT).

**Award Recipient Name and Address:**  
Clallam County Sheriff's Office  
22 East 4th Street, Suite 12  
Port Angeles, WA 98302

**Agency Contact:** Bill Benedict  
**Title:** Sheriff

**Project Title**  
Registered Sex Offender Address Verification

**Funding Cycle**  
July 1, 2022-June 30, 2023

**Agreement No:**  
RSO 2022-23 Clallam

**Funding Authority:**  
WA Association of Sheriffs and Police Chiefs

**Grant Award:**  
\$90,696.00

**Service Area:**  
Clallam County

**FUNDING SOURCE**


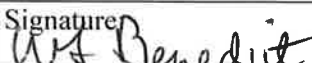
Funding for this AGREEMENT is provided to WASPC through the Criminal Justice Training Commission from the State of Washington. Funding awarded the RECIPIENT shall not exceed the amount shown on the award letter.

**SCOPE OF SERVICES**

The RECIPIENT shall use the funds awarded to meet the following requirements:

- Face-to-face verifications of all registered offenders based on the schedule outlined in the award letter and RCWs 36.28A.230 and 9A.44.135. Any agency not meeting at least 90% of required verifications will not receive that quarter's grant payment.
- Quarterly report will be submitted electronically by October 10, 2022, January 10, 2023, April 10, 2023, and July 10, 2023. Funds will be disbursed in equal allotments each quarter. Quarterly grant reports must be received by WASPC prior to quarterly grant payments being issued to your agency.
- In-person attendance at least one OffenderWatch User Group and SONAR Committee Meeting. Meeting dates are July 13, 2022, October 12, 2022, January 11, 2023 and April 12, 2023. Agencies that do not participate in at least one OffenderWatch User Group and SONAR Committee meeting in person will be penalized 10% of the final quarter's grant payment.
- Up to date and accurate record entries into OffenderWatch. Any agency not using OffenderWatch to track verifications will not receive that quarter's grant payment.

IN WITNESS WHEREOF, WASPC and RECIPIENT acknowledge and accept the terms of this AGREEMENT and attachments hereto, and in witness whereof have executed this AGREEMENT as of the date and year written below. The rights and obligations of both parties to this AGREEMENT are governed by the information on this Award Sheet and Letter and other documents incorporated herein.

<p><b>For WASPC</b> Name: Steven D. Strachan Title: Executive Director Agency: WA Assn. of Sheriffs &amp; Police Chiefs Date: 6/15/2022</p>	<p><b>For RECIPIENT</b> Name: Bill Benedict Title: Sheriff Agency: Clallam County Sheriff's Office Date:</p>
<p>Signature: </p>	<p>Signature: </p>