

**Idaho Department of  
Juvenile Corrections  
Administrative  
Policy/Procedure**

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**SUBJECT: SEX OFFENDER REGISTRATION**

**CATEGORY: LEGAL SERVICES**

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**Policy**

The purpose of this policy is to ensure that juveniles register as sex offenders as required by the Juvenile Sex Offender Registration Notification and Community Right-to-Know Act, codified in Title 18, Chapter 84, Idaho Code, and the Sexual Offender Registration Notification and Community Right-to-Know Act, codified in Title 18, Chapter 83, Idaho Code.

The Idaho Department of Juvenile Corrections (IDJC) recognizes the need to protect communities by requiring sex offenders, including juvenile sex offenders, to register with local law enforcement agencies.

It is therefore the policy of the IDJC that Juvenile Services Coordinators (JSC), with support from other staff members, are primarily responsible for ensuring proper registration of juveniles with the Idaho Sex Offender Registry (ISOR).

**Operating Procedures**

- I. Registration determination
  - A. When entering a juvenile's information in the Idaho Juvenile Offender System (IJOS) upon commitment, IDJC commitment staff will indicate in IJOS whether Idaho law requires the juvenile to register according to the criteria set forth below.
  - B. The following juveniles are required to register with ISOR:
    1. Juveniles who are adjudicated (magistrate court) or convicted (district court) of specific sexual offenses listed in section 18-8304, Idaho Code, and;
    2. The crime was committed between the juvenile's 14<sup>th</sup> and 18<sup>th</sup> birthdays.
    3. The age of the juvenile is not a factor when committed by the district court, but would be required to register on the adult sex offender registry.

## II. Registration process

- A. The JSC is responsible for ensuring that the Idaho Sex Offender Registry form (provided by the Idaho State Police and available on the Intranet) is filled out and signed by the juvenile and the juvenile's parent/guardian. If the juvenile's parent/guardian are not available to sign the form, the JSC, or designee, can sign as the juvenile's custodian.
- B. The completed Idaho Sex Offender Registry form must be received by ISOR no later than **two days** prior to the juvenile's release, transfer, or community/home pass. A copy of the Idaho Sex Offender Registry Notification and Registration Form is scanned into the juvenile's electronic file, and a copy is provided to the juvenile.
- C. During the juvenile's final staffing or staffing prior to a community placement or community/home pass, the JSC will explain to the juvenile, parent/guardian, and/or community placement provider that the juvenile must register in person with the sheriff's office of the county where the juvenile will be living. This in-person registration must occur within **two working days** after the juvenile's release or arrival at any community transition placement. The juvenile will be required to fill out the same registration form, have fingerprints and photographs taken, and complete the registration process.
  - 1. If the juvenile is transferred to a community placement, it is the responsibility of the contract or reintegration provider to transport the juvenile to the sheriff's office to complete and pay for the registration process. It is the JSC's responsibility to make sure this happens.
  - 2. If the juvenile is going on a community/home pass that will exceed 48 hours, the juvenile will be required to register in person with the sheriff's office. It will be the responsibility of the juvenile's parent/guardian to ensure this happens.
  - 3. If the juvenile has been released from IDJC custody, the IDJC does not have any further responsibilities regarding the completion of the sex offender registration process.
- D. The JSC will update IJOS with the date the registration process is complete.
- E. The IDJC staff designated to enter commitments in IJOS is responsible for checking the sex offender registry when a juvenile is committed and notifying ISOR when a juvenile who is currently registered with ISOR is committed or recommitted to the IDJC.

### III. Juvenile sex offenders releasing out-of-state

- A. Juvenile sex offenders who will be moving out of Idaho upon release from the IDJC must still complete the Idaho Sex Offender Registry form and submit it to ISOR prior to the juvenile's release.
- B. During the juvenile's final staffing, the JSC will inform the juvenile and their parent/guardian to contact the Idaho State Police Sex Offender Registration office or sheriff's office in the county in which the juvenile was committed to inquire about other registration steps that may be necessary. The juvenile and their parent/guardian should also be informed to contact the other state's registry office.

*Reference:*                    [Glossary of Terms and Acronyms](#)  
                                      *IDAPA 05.02.01, Rules for Residential Treatment Providers*  
                                      *Title 18, Chapter 83, Idaho Code*  
                                      *Title 18, Chapter 84, Idaho Code*  
                                      [Juvenile Sex Offender Registration "Green Sheet" Quick Facts](#) (998)

*Desk Manuals:*            *Entering Commitments into IJOS (020.02)*

*Related Policies:*        [Release of Juveniles from IDJC Custody \(437\)](#)  
                                      [Control and Maintenance of Case Management Files \(663\)](#)

*Related Forms:*           [Idaho Sex Offender Registration form](#) (ISOR)