



## Commission of Correction

**THOMAS A. BEILEIN**  
Chairman

**PHYLLIS HARRISON-ROSS, M.D.**  
Commissioner

**THOMAS J. LOUGHREN**  
Commissioner

### CHAIRMAN'S MEMORANDUM

**NO:** 2-2016  
**DATE:** December 7, 2016  
**TO:** Sheriffs, Commissioners of Correction, Jail Administrators, and Wardens  
**RE:** Sex Offender Registry

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In cooperation with the New York State Sex Offender Registry (SOR) and the New York State Board of Examiners of Sex Offenders (BOESO), the Commission of Correction is forwarding the attached information to help ensure that all sheriffs and jail administrators are properly informed of their statutory obligations, pursuant to the Sex Offender Registry Act (Correction Law Article 6-C).

Jail officials are responsible for making proper notification to both the SOR and the BOESO, according to the timeline set forth in the act. This "registration timeline" is explained in the attached document and can also be found at:

[http://www.criminaljustice.ny.gov/nsor/jailprison\\_timeline.html](http://www.criminaljustice.ny.gov/nsor/jailprison_timeline.html)

Please note the attachment includes contact information for making notification to the BOESO, as well as an SOR phone number in the event you have any questions related to this process.

Jail officials are further advised that the Sex Offender Registry Act stipulates that the local correctional facility meet with and explain to the offender, their duty to register with the SOR. The assigned jail personnel responsible for this task shall ensure that the offender has read and signed *DCJS Form # 3230* prior to it being submitted. DCJS will mail a supply of this form to your facility if requested via [sorrequests@dcjs.ny.gov](mailto:sorrequests@dcjs.ny.gov)

  
Thomas A. Beilein, Chairman

TO: New York State Sheriffs and Jail Administrators

FROM: New York State Sex Offender Registry and New York State Board of Examiners of Sex Offenders

SUBJECT: The Registration of Sex Offenders

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As a reminder, the Sex Offender Registration Act (Act), New York State Correction Law Article 6-C, requires that sex offenders convicted of the offenses described in Correction Law §168-a must register with the Division of Criminal Justice Services (DCJS). Please be advised that this applies to the initial conviction and every subsequent conviction for any registerable offense.

Please keep the following points in mind:

1. The jail must send a registration form to the Sex Offender Registry (SOR) for any offenders convicted of a registerable sex offense, even if the offender is already registered for a prior offense. The jail must also notify the Board of Examiners of Sex Offenders (Board) of the offender at least 120 days prior to the offender's expected release date (Correction Law §168-m). If an offender is sentenced to a term of less than 120 days, the facility must notify the Board of the offender's expected release date as soon as possible. Practically speaking, the jail may notify the Board and SOR upon receiving an offender with a sex offender conviction. Notification from the jail to the Board should be sent to:

Fax: 518-457-4162

Email: [karl.laware@beso.ny.gov](mailto:karl.laware@beso.ny.gov); [jennifer.spencer@beso.ny.gov](mailto:jennifer.spencer@beso.ny.gov)

If neither of the above methods is available, mail may be sent to:

The Board of Examiners of Sex Offenders  
80 S Swan Street, Room 202  
Albany, New York 12210

2. The notification to the Board should contain the offender's name; NYSID number; the name and county of the sentencing court; the indictment number or docket number; and the sentence.
3. The jail must also inform the offender of his or her duty to register at least 15 calendar days prior to release and complete the sex offender registration form (DCJS Form #3230); explain the offender's duties under SORA; and require the offender to read and sign the registration form (Correction Law 168-e[1]).

All questions pertaining to the registration process should be made to the SOR staff by calling (518) 417-3385 or to Board staff by calling (518) 457-4185.