
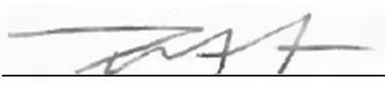


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POLICY NUMBER: 6.4		
CHAPTER 18: VICTIM SERVICES		
	STATE of MAINE DEPARTMENT of CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VIII
	EFFECTIVE DATE: November 21, 1996	LATEST REVISION: August 5, 2024

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403 & 15 M.R.S.A. Section 3308-C(4)(F).

II. APPLICABILITY

Departmental Juvenile Facilities and Juvenile Community Corrections

III. POLICY

It is the policy of the Department of Corrections to comply with the statutory requirements for notification in relation to a juvenile who is adjudicated of having committed a juvenile crime that if committed by an adult would be gross sexual assault under Title 17-A M.R.S.A Section 253, subsection 1 and receives an indeterminate commitment to a Department juvenile correctional facility or is placed on probation.

IV. DEFINITIONS

1. Indeterminate commitment – a disposition after an adjudication of a juvenile crime whereby the juvenile may remain in a juvenile facility “up to” a certain age, a certain date, or a certain period of time as set out in the court’s order or may be discharged any time prior thereto at the discretion of the superintendent of the facility.
2. Juvenile community residential facility – housing outside the secure perimeter of Long Creek either on or off grounds in a Department employee supervised residential setting.

V. CONTENTS

- Procedure A: Juvenile Sex Offender Notification, General
- Procedure B: Juvenile Sex Offender with an Indeterminate Commitment
- Procedure C: Juvenile Sex Offender on Community Reintegration Status or Probation

VI. ATTACHMENTS

- Attachment A: Juvenile Sex Offender Notification ([paper/online](#))
- Attachment B: Juvenile Sex Offender Notification Request ([paper/online](#))

VII. PROCEDURES

Procedure A: Juvenile Sex Offender Notification, General

1. Designated juvenile facility or juvenile community corrections staff, as applicable, shall provide notification as set out below in relation to any juvenile who is adjudicated of having committed a juvenile crime that if committed by an adult would be gross sexual assault under Title 17-A M.R.S.A Section 253, subsection 1 (in other words, only a Class A gross sexual assault) and who receives an indeterminate commitment to a Department juvenile correctional facility or is placed on probation.
2. Notification shall not be provided in relation to a juvenile who is adjudicated of having committed such a juvenile crime but does not receive an indeterminate commitment to a Department juvenile correctional facility and is not placed on probation.
3. Notification shall not be provided in relation to a juvenile who is adjudicated of any other sex offense, including a juvenile crime that if committed by an adult would be less than a Class A gross sexual assault.
4. Under no circumstance is the name of a victim or victim contact information to be disclosed as part of or in conjunction with the juvenile sex offender notification process.
5. Any request to provide juvenile sex offender notification to a person or agency other than one covered below is to be referred to the Associate Commissioner for Juvenile Services for determination on a case by case basis.
6. Any request for additional information about a juvenile or their offense shall be handled in accordance with the applicable Department policy governing confidentiality of juvenile information.

Procedure B: Juvenile Sex Offender with an Indeterminate Commitment

1. When a juvenile who has been adjudicated of gross sexual assault under Title 17-A M.R.S.A. Section 253, subsection 1 (in other words, only a Class A gross sexual assault) receives an indeterminate commitment to a Department juvenile facility, Long Creek facility staff designated by the Superintendent shall ensure that the court-attested copy of the juvenile's judgment and commitment is placed in the juvenile's administrative record within seven (7) days of the juvenile's intake to the facility.
2. Facility staff designated by the Superintendent shall send, within fourteen (14) days of the juvenile's intake, the Juvenile Sex Offender Notification form (Attachment A) with a copy of the judgment and commitment by regular mail to the:
 - a. Department of Health and Human Services (DHHS) local office for the area where the facility is located;
 - b. Maine State Police;
 - c. sheriff's department for the county where the facility is located; and
 - d. local police department for the municipality where the facility is located.

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3. Within fourteen (14) days of the juvenile's intake, the designated facility staff shall, using an up-to-date list provided by DHHS, also send to all licensed day care facility operators in the municipality where the facility is located the Juvenile Sex Offender Notification form with a copy of the judgment and commitment by regular mail.
4. If, during the juvenile's commitment, the juvenile will be attending school in the community or working in a municipality other than the one in which the facility is located, at least seven (7) days prior to that time, the designated facility staff shall send the Juvenile Sex Offender Notification form with a copy of the judgment and commitment by regular mail to the:
 - a. (DHHS) local office for the area where the juvenile will work or attend school (if different from the office for the area where the facility is located);
 - b. superintendent of schools where the juvenile will attend school, if applicable;
 - c. sheriff's department for the county where the juvenile will work or attend school (if different from the county where the facility is located); and
 - d. local police department where the juvenile will work or attend school (if different from the municipality where the facility is located).
5. If, during the juvenile's commitment, the juvenile will be attending school or working outside the municipality where the facility is located, at least seven (7) days prior to that time, the designated facility staff shall, using an up-to-date list provided by DHHS, also send to all licensed day care facility operators in the municipality where the juvenile will work or attend school the Juvenile Sex Offender Notification form with a copy of the judgment and commitment by regular mail.
6. The notification requirement remains in effect throughout the juvenile's indeterminate commitment, and, therefore, the designated Long Creek facility staff shall complete the applicable additional notifications, at least seven (7) days prior to that time, if the juvenile will be transferred to an off-grounds juvenile community residential facility in a different municipality and/or will be changing the school system they attend or place they work to one in a different municipality than before.
7. If the juvenile will be placed on community reintegration status, at least seven (7) days prior to that placement, the designated facility staff shall send the Juvenile Sex Offender form with a copy of the judgment and commitment by regular mail to the:
 - a. DHHS local office for the area in which the juvenile will reside;
 - b. superintendent of schools where the juvenile will attend school, if applicable;
 - c. Maine State Police;
 - d. county sheriff's department(s) where the juvenile will reside, work, and/or attend school; and
 - e. local police department(s) where the juvenile will reside, work, and/or attend school.
8. If the juvenile will be placed on community reintegration status, at least seven (7) days prior to that time, the designated facility staff shall, using an up-to-date list provided by DHHS, also send to all licensed day care facility operators in the municipality(s) where

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the juvenile will reside, work, and/or attend school the Juvenile Sex Offender Notification form with a copy of the judgment and commitment by regular mail.

9. If the timeline for notification cannot be met due to the juvenile's expedited placement on community reintegration status, the facility staff shall make the required notifications as soon as practicable.
10. Facility staff shall place a copy of each completed Juvenile Sex Offender Notification form in the juvenile's record at the facility. For a juvenile to be placed on community reintegration status, facility staff shall also provide a copy of the relevant completed Juvenile Sex Offender Notification form to the Juvenile Community Corrections Officer (JCCO) who will be supervising the juvenile. The JCCO shall ensure that the form is placed in the juvenile's community corrections client record.

Procedure C: Juvenile Sex Offender on Community Reintegration Status or Probation

1. If a juvenile on community reintegration status for whom there is a juvenile sex offender notification requirement will be changing their residence or place of work to one in a different municipality or attending a different school system, at least seven (7) days prior to that time, their Juvenile Community Corrections Officer (JCCO) shall complete the Juvenile Sex Offender Notification Request form (Attachment B) and provide the form to the juvenile community corrections staff designated by the Regional Correctional Administrator.
2. When a juvenile who has been adjudicated of gross sexual assault under 17-A M.R.S.A. Section 253, subsection 1 (in other words, only a Class A gross sexual assault) is placed on probation, their JCCO shall ensure that the court-attested copy of the juvenile's judgment and commitment is placed in the juvenile's community corrections client record within seven (7) days of placement on probation. The JCCO shall also complete the Juvenile Sex Offender Notification Request form and provide it to the designated juvenile community corrections staff within seven (7) days of placement on probation.
3. The designated community corrections staff shall send, within ten (10) days of receiving a request form, the Juvenile Sex Offender Notification form with a copy of the judgment and commitment by regular mail to the:
 - a. Department of Health and Human Services (DHHS) local office for the area where the juvenile resides;
 - b. superintendent of schools where the juvenile attends school, if applicable;
 - c. Maine State Police;
 - d. county sheriff's department(s) where the juvenile resides, works, and/or attends school; and
 - e. local police department(s) where the juvenile resides, works, and/or attends school.
4. Within ten (10) days of receiving a request form, the designated community corrections staff shall, using an up-to-date list provided by DHHS, also send to all licensed day care

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facility operators in the municipality(s) where the juvenile resides, works, and/or attends school the Juvenile Sex Offender Notification form with a copy of the judgment and commitment by regular mail.

5. The notification requirement remains in effect throughout the juvenile's community reintegration or probation, whichever is applicable, and, therefore, the JCCO shall initiate, at least seven (7) days prior to that time, and the designated juvenile community corrections staff shall complete, within ten (10) days of receiving the request form, the applicable additional notifications if the juvenile will be residing in a different municipality and/or changing the school system they attend or place they work to one in a different municipality than before.
6. If a timeline for requesting notification cannot be met due to a change in residence, place of work, or school system that will occur sooner than the specified time period or that has already occurred but was not reported until after the fact, the JCCO shall request the required notifications as soon as practicable.
7. Community corrections staff shall provide a copy of each completed Juvenile Sex Offender Notification form to the JCCO, who shall ensure that the form, as well as a copy of the Juvenile Sex Offender Notification Request form that initiated notification, is placed in the juvenile's community corrections client record.

VIII. PROFESSIONAL STANDARDS

None

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