

**POLICY OF THE VILLAGE OF MEDINA  
REGARDING THE SEX OFFENDER  
REGISTRATION ACT**

1. It shall be the policy of the Village of Medina to notify entities with vulnerable populations of the presence of sex offenders with a level 2 or level 3 risk factor in accordance with the following terms.

2. Entities with vulnerable populations that are to be notified under the terms of this policy may include, but shall not be limited to, any or all of the following:

1. Schools including nursery schools, day care centers and Head Start;
2. Boy scouts, girl scouts, brownies and cub scouts;
3. ARC facilities;
4. Sports leagues including football, soccer and baseball;
5. Churches;
6. YMCA;
7. Nursing homes;
8. Households within a one-eighth (1/8) mile radius of the residence of the sex offender.

3. Notification under this policy will be made by the Chief of Police of the Village of Medina or his designee to the Superintendent or other chief executive office of any corporate or organized entity. The Chief shall be responsible to receive, maintain, and disseminate in accordance with the terms of this policy all information received under the terms of the Sex Offender Registration Act. The Chief shall also be responsible to consider the crime or crimes committed by each specific sex offender covered by this policy and to determine on that basis which entities contain populations that are “vulnerable” with respect to that specific sex offender.

4. Pursuant to the provisions of the Sex Offender Registration Act, entities which are determined by the Chief of Police to contain vulnerable populations shall, upon request, be provided with the following information:

- a. As to level 2 sex offenders, name and aliases; zip code in which the offender resides; a photograph of the offender; background information including the offender’s crime of conviction, modus operandi, and type of victim targeted; name and address of any institution of higher education at which the sex offender

is enrolled, attending, employed, or residing; and a description of any special conditions which may have been imposed on the sex offender.

b. As to level 3 sex offenders, all information authorized to be released as to level 2 offenders, plus the offender's exact address.

5. The police department shall maintain the Sex Offender Subdirectory as authorized by the Sex Offender Registration Act. The Chief of Police shall provide the attached Sex Offender Information Request Form to any individual or entity seeking information under the Sex Offender Registration Act, and no information shall be released except to those individuals or entities requesting the same on the prescribed form. Such request shall be effective for a period of six (6) months, during which time the requesting individuals or entities shall be provided updated information, as necessary, about any new sex offender(s) locating to the community which the requestor would have otherwise been entitled to receive when the request was first made. After the six (6) month period, the request shall expire. A new request may be submitted by such person or entity for notification to continue. The police department shall retain as a permanent record all Sex Offender Information Request Forms.

7. The Chief of Police or his designee shall request a current photograph of each sex offender at least annually and more frequently in the case of a change in the appearance of the sex offender.

8. The Chief of Police of the Village of Medina is hereby designated as the Sex Offender Tracking Investigator.

9. The Chief of Police shall arrange for public notice of this policy at least annually. The substance and means of such notice shall be at the discretion of the Chief of Police in consultation with the Village Board.

## SEX OFFENDER INFORMATION REQUEST

**Date of request:** \_\_\_\_\_

Check applicable box:

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This is a request under section 168-L (6) of the provisions of the Sex Offender Registration Act. This request is being made on behalf of an entity with a vulnerable population, requesting release of information by the Medina Police Department on any and all Level 2 and Level 3 Sex Offenders living within the community. The name of the entity with a vulnerable population which I represent is: \_\_\_\_\_

\_\_\_\_\_.

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This is a request under Section 168-Q of the provisions of the Sex Offender Registration Act to view the subdirectory for sexually violent predators living within the community and maintained at the Medina Police Department.

Please furnish me with any and all information allowable under the provisions of the Sex Offender Registration Act regarding sex offenders living within the Village of Medina, New York. I understand that this request, once granted, shall expire six (6) months from the date of this request.

**Requestor's Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Purpose for viewing subdirectory of Sexually Violent Predators:**

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**Signature** \_\_\_\_\_

