

1  **CSAR**
California Sex
and
Arson Registry

2  **290 Reg. Requirements**

- ▶
- ▶ Every year, within five (5) working days before or after the person's birthday
- ▶ Every time that person moves to a new address
- ▶ If away from registering agency for more than 7 days they must re-register in the city they are residing in
- ▶ Transients must update every 30 days
- ▶ Sexually violent predators must update every 90 days

3  **Website**

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- ▶ <https://csar.ext.doj.ca.gov/login.seam?cid=6>
- ▶
- ▶

4  **Preparing for a Registration**

1. Run "due to register" for the month
 - On the 30th/31st of each month run the due to register report in CSAR
 - Login
 - Query & Report
 - Reports (opens a new tab)
 - LEA – Registration Due Report
 - Change to 30 days
 - Apply (report will pop up in the background)
 - Click ok
 - Print
 - Close tab

5  **Scheduling a Registration**

- ▶ Once the "Due to Register Report" is obtained, according to DOJ, we need to call the registrant to try and schedule their appointment
 - To be compliant, DOJ wants to see that we have done everything in our power to keep them out of violation

- ▶ The registrants themselves 9/10 will have already called to schedule their appointment, but if they haven't we will need to try and make contact with them

6  **Contact Registrant for Registration**

- ▶ Run an Alpha Check in Tracnet for phone number
- ▶

OR if none found

- ▶ Run registrant information in CSAR
 - Registrant information
 - Last, First
 - Search
 - Select
 - Click personal descriptor arrow ▾ and scroll down for the phone number

7  **Appointments**

- ▶ If a registrant calls to make an appointment with Det. Hawkins or Det. Nagamine, schedule one for Wednesday between 1pm-4pm.
- ▶ Once the registrant confirms a time with you please get their name, phone number and email address if they have one.
- ▶ Once you have all of the information please send an email to the Detectives and to the records person who is dealing with CSAR, with their contact information and scheduled appointment time.
- ▶

8  **Getting ready for Registration**

- ▶ The day before the registration appointment
 1. Print the paperwork
 - Registration info
 - Last, First
 - Search
 - Select
 - Under photo select Form 8102S
 - Click continue, open the document, print
 - Give to Dan before the appointment

9  **Getting ready for Registration cont.**

- ▶ The day before the registration appointment (cont.)
 2. Checking CSAR website: Please make sure there are no notifications in the "Needs Attention" field. If there are please ask the Detectives to complete them and let the records person in charge of CSAR know.
 - If DNA is needed, please find the DNA kits in the ante room, right side in middle drawer.

These kits are for CSAR only!

10  **Completed Registration**

- ▶ The Detectives will place the updated paperwork in the Records box, and make sure there is a new picture in the records phone
- ▶ If paperwork is in the Records box and the records person in charge of CSAR is not here please follow the next steps to completing the 2nd party validation required by DOJ

11  **2nd Party Validating for CSAR**

- ▶ Stamp the 8102s form with the 2nd party validate stamp found with the other stamps
- ▶ Cross check with CSAR AND TracNet
- ▶ Sign

- ▶ Place in 2nd party validate slot
 - ▶ 2nd person cross check with CSAR AND TracNet, sign, scan into TracNet PR #, shred paperwork
- **Please make sure the due to register date is updated in TracNet. Can be found in CSAR.**

12 **2nd Party Validating for CSAR**

- ▶ If you find anything that has changed for the registrant please update it in CSAR AND TracNet
- ▶ If they buy/have access to a car not previously listed in their CSAR paperwork please run the 10-28 and scan to TracNet PR#
- ▶ See sheet attached for extra help on updating CSAR
- ▶

13 **Updating info in CSAR**

14 **Updating info in CSAR**

15 **To make a new entry into CSAR**

16 **To make a new entry into CSAR**

17 **Who to Call?**

18 **Who to Call?**

19 **CSAR Help Desk**

- ▶ (916) 210-3118

- ▶ VCIC.CSAR@doj.ca.gov

- ▶ California Department of Justice
P.O. Box 903387
Sacramento CA 94203-3870

20 **When in doubt call Ruth**

21 **Cal-Photo and CSAR**

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- ▶ <https://calphoto.ext.doj.ca.gov/Calphoto/>

22 **Cal-Photo**

23 **Cal-Photo**