



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON  
307 CHAMBERLAIN AVENUE  
FORT GORDON, GA 30905-5730

FEB 06 2012

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Commander's Policy Memorandum No. 34 - Military and Civilian Sex Offender's Policy

1. REFERENCES:

- a. O.C.G.A., Section 42-1-12, et seq., State Sexual Offender Registry
- b. DODI 1325.7, Administration of Military Correctional Facilities and Clemency and Parole Authority
- c. AR 190-45, Law Enforcement Reporting, 30 March 2007
- d. AR 27-10, Military Justice, 3 October 2011

2. PURPOSE

- a. To implement existing requirements for military sexual offenders assigned to or residing on Fort Gordon, Georgia, to register with the Directorate of Emergency Services (DES) in accordance with (IAW) reference d.
- b. To specify procedures for informing sexual offenders working or residing on Fort Gordon, Georgia, of their obligation under state or federal law to register with local civilian law enforcement agencies.
- c. To advise and assist the Garrison Commander in determining if the offender will reside and/or work on Fort Gordon.

3. APPLICABILITY. This policy applies to all persons residing or working on Fort Gordon, Georgia.

4. POLICY FOR MILITARY SEXUAL OFFENDERS. Military sexual offenders will comply with the requirements of chapter 24 of reference d and chapter 2 of reference c.

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a. Military personnel in-processing to Fort Gordon will be notified by the Soldier Service Center of the requirement for military sexual offenders to comply with the following reporting requirements:

(1) Military sexual offenders are required to register with the DES at the MP Admin Office, room 151, Darling Hall, within three (3) days of signing into the installation.

(2) Will provide DA Form 7439, Acknowledgement of Sexual Offender Registration Requirements.

(3) Will provide DD Form 2791, Notice of Release/Acknowledgement of Convicted Sex Offender Registration Requirements.

(4) Will provide Georgia Sexual Offender Registration Notification Form.

(5) Will provide documentation that they have complied with the sex offender registration requirements of the jurisdiction where they work, if not on Fort Gordon.

b. DES will complete a DA Form 3975 that will generate an entry in the blotter and the Centralized Operation Police Suite (COPS) as a Restricted Entry using offense code 9Q.

c. These documents will be maintained on file until PCS/ETS.

d. DES will provide written notice to state and local law enforcement agencies of the arrival of an offender to the local area and submit a DA Form 3975 with all supporting documents to the US Army Crime Record Center.

5. POLICY FOR NON-MILITARY SEXUAL OFFENDERS. Non-military sexual offenders will comply with the requirements of the appropriate civilian jurisdictions and Fort Gordon. Civilian personnel in-processing to Fort Gordon for purposes of residing and/or working on Fort Gordon are required to notify the DES of the civilian jurisdiction in which they are registered. Notification will be to the DES at the MP Admin Office, room 151, Darling Hall.

a. All organizations on Fort Gordon, who employ civilians regardless of status, will require their employees to in-process through the MP Admin Office.

b. The DES will routinely coordinate with local law enforcement agencies to obtain notification when a sexual offender will reside or work on Fort Gordon.

6. DES will brief the Garrison Commander on the second Monday of every September, the second Monday of every March, or at other times, if necessary, concerning the status of the

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military and civilian sexual offenders working and/or residing on Fort Gordon. The file review will be presented in order to determine whether the sexual offender will be granted authorization to work and/or reside on the installation. The brief will include the perceived threat the sexual offender poses to Fort Gordon and the personnel who work and reside on Fort Gordon.

7. In all instances, the Garrison Commander will issue a warning letter to the offender. The warning letter will advise the offender that the installation chain of command is aware of their criminal background; that their ability to reside and/or work on Fort Gordon is dependent upon their good behavior on the installation; that they must comply with regulatory registration requirements; and that misconduct while on the installation may result in their being barred from the installation. A copy of the letter will be forwarded to the Residential Housing Office, the sponsor's unit, and/or their place of employment on Fort Gordon.

8. The Garrison Commander can recommend imposition of a bar to the Senior Commander. The Garrison Commander will consider the following factors, and any other relevant factors:

- a. Registration classification.
- b. Offender's status (e.g., civilian dependent, contractor).
- c. Offender's conduct (when the violation occurred, seriousness of violation).
- d. Compliance with registry and procedural processes.
- e. Threat posed to Fort Gordon community by the offender either residing or working on the installation.
- f. The potential for disruption of the good order and discipline within the Fort Gordon community.

9. The proponent for this command policy is the Directorate of Emergency Services, at 706-791-4397/2705.

  
ROBERT A. BARKER  
COL, SC  
Commanding