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**POLICE
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**Sex Offender Notification
Requirements**

Standard Operating Procedure

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1. Purpose

- 1.1 This Standard Operating procedure (SOP) supports the following Police Service of Scotland (herein referred to as Police Scotland) Policies:
- Crime Investigation PSoS Policy
 - Public Protection PSoS Policy
- 1.2 This SOP outlines the procedures to be adopted by police officers and police staff in relation to processing Registered Sex Offenders (RSO) attending at Prescribed Police Stations in order to comply with the Sexual Offender Notification Requirements (SONR) of Part 2 the Sexual Offences Act 2003. This should be read in conjunction with the Offender Management SOP.

2. Introduction

- 2.1 Any offender who has received a conviction or finding, in respect of a specified sexual offence under Schedule 3 the Sexual Offences Act 2003, is subject to the SONR. This requires them to notify certain personal details, along with any subsequent changes to those details, to the police. This is more commonly referred to as Sex Offender Registration.

3. Types of Notification

- 3.1 A RSO is required to comply with the SONR for the following purposes:
- Initial Notification;
 - Notification of any change to previously notified details;
 - Periodic (Annual) Notification;
 - Notification of Foreign Travel.
- 3.2 Sections 10 to 13 of this SOP provide guidance on the process required for each notification type.
- 3.3 Failure to comply with the SONR is an offence punishable by imprisonment under Section 91 the Sexual Offences Act 2003, and carries a power of arrest.

4. Prescribed Police Stations

- 4.1 A Registered Sex Offender must make all notifications in person at a 'Prescribed Police Station'. (See Appendix D).
- 4.2 Persons attempting to register at other police stations should be directed to the nearest Prescribed Police Station in order to complete their notification. The offenders name, address and contact number should be recorded at this time and the relevant Offender Management Unit (OMU) informed.

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5. Notification Forms

- 5.1 All notifications should be recorded on the following Police Scotland forms:
- 117 – 012 Sex Offenders Notification – Part 2 of the Sexual Offences Act 2003 Form (Sex Offender Notification Form)
 - 117 – 013 Foreign Travel Notification by a Registered Sex Offender Form (Foreign Travel Notification Form)
- 5.2 All information recorded and retained on the notification forms must be compliant with the Data Protection Act 2018 and Records Retention SOP. Appropriate security arrangements must be considered when transferring information internally.
- Data Protection SOP
 - Records Retention SOP

6. Completion of Notification Forms

Note: It is imperative that **all** notification forms are completed and stored as directed below, as they could be required as a production should a Breach of Notification Requirements be identified. Police officers and police staff are reminded that they may be required to attend court and give evidence in proceedings.

- 6.1 When an offender attends at a Prescribed Police Station to comply with any of the SONR, the relevant notification form will be completed **in all circumstances**.
- 6.2 The notification form should **never** be handed to the offender to complete. This **must** be done either by the police officer or police staff member dealing with the offender.
- 6.3 Initial notifications can be completed by police officers or police staff who **must** ensure all necessary information and intelligence is captured.
- 6.4 Regardless of who completes the initial notification, Offender Management Officers (OMO's) still have a responsibility to ensure an initial home visit is conducted within seven days as per the Police Scotland Risk Management Plans and Processes for the Management of Registered Sex Offenders and Other Offenders Guidance. This ensures:
- That all necessary information and intelligence is captured;
 - All immediate Child or Adult Protection issues are identified;
 - Any relevant disclosures are considered and/or made;
 - This also sends a clear message to the offender of the importance placed on the SONR and their ongoing monitoring.

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- 6.5 All offenders should be processed when they attend at a Prescribed Police Station to comply with any of the notification requirements. **On no account should they be asked to return when someone is available to deal with them.** By attending for the purposes of notification, an offender has complied with their obligation under the Act. It is therefore **imperative** that appropriate details are taken on **every** occasion that an offender attends at a Prescribed Police Station with regard to their SONR.
- 6.6 When an offender is complying with the SONR and the respective notification forms are being completed, corroboration is recommended however it is acknowledged that this might not always be possible. If it is suspected that a notification offence is being committed then **corroboration is mandatory.**
- 6.7 On every occasion an offender attends at a Prescribed Police Station to comply with the SONR, with the exception of Foreign Travel Notifications, they must, if requested to do so by a police officer or an authorised person, allow their fingerprints, photograph or other physical data, e.g. DNA to be taken.
- 6.8 Facial photographs and photographs of any part of an offender i.e. marks, scars and tattoos, can be taken.
- 6.9 A DNA sample (mouth swab only) should be taken if any previous sample has not been taken, has been lost, destroyed or is insufficient for analysis (i.e. DNAC not showing).
- 6.10 The person dealing with the offender should check if these samples are required by way of a Criminal History System / Police National Computer (CHS / PNC) check and cause them to be taken if not already held. This check will also highlight if the offender is wanted / missing or if they are subject of a Sexual Offences Prevention Order (SOPO).
- 6.11 Both notification forms contain mandatory and non-mandatory information. With regard to the non-mandatory information the offender should be informed that they are not legally required to provide this information and failure to provide it is not an offence. They should always be asked for this information, and all responses noted including refusals.
- 6.12 The paragraph contained within the Monitoring section of the Sex Offender Notification Form **must** be read to the offender **on every occasion** an offender attends to comply with the SONR. Police officers and police staff completing the form must provide their details and sign the form. Signing the form is an acknowledgement of the information provided and noted within, and confirmation that the monitoring statement has been read to the offender.
- 6.13 Depending on the circumstances, it may be risk assessed that it is not suitable to read out the monitoring statement when they attend at a Prescribed Police Station. When circumstances indicate members of public may overhear the SONR process, reasonable efforts should be made to complete the SONR somewhere more suitable.

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- 6.14 If there is a valid reason for the monitoring statement not being read to the offender it is **imperative** that this is documented on the notification form within the 'Other Relevant Information' box and brought to the attention of the relevant OMU. If this occurs then the member of staff should indicate the need for the offender to read the monitoring statement themselves at the time they offer a copy of the form. This reason will feature on the copy received by the offender and should be worded in such a way as to show consideration was given to the subject.
- 6.15 **Both** notification forms include a copy of the legislative requirements placed on the offender. The offender **must** be offered a copy of the completed form and the legislative requirements on every occasion a form is completed.
- 6.16 Police officers and police staff should remain mindful that everyone has the right to be treated with dignity and respect and to be provided with equality of opportunity from their initial point of contact with Police Scotland (Section 3.4.4 of Equality, Diversity and Dignity (Police Officers and Authority / Police Staff SOP). Where individuals require assistance or support to comply with their SONR, consideration should be given to consulting the Equality, Diversity and Dignity (Police Officers and Authority / Police Staff) SOP, and where necessary the Appropriate Adult SOP. Current access to the Appropriate Adult service varies by Local Authority Area.
- 6.17 Whilst not exhaustive, examples may include practical challenges to compliance, such as impaired sight or hearing, language and cultural considerations, etc. At all times, police officers and police staff must be mindful of organisational and professional expectations.
- 6.18 It is acknowledged that Prescribed Police Station opening hours and facilities vary across Police Scotland. It is expected that OMU staff will ensure that any issues are reported to the National Offender Management Unit without delay.
- 6.19 When non-OMU officers complete notification forms, they should ensure that the completed form is passed to divisional OMU staff at the earliest opportunity. This can be achieved by scanning and emailing the form to the relevant divisional OMU (for the area in which the offender resides), **before** sending the original on. Where scanning facilities are not available, contact **must** be made with the OMU **as soon as is possible**, to ensure they are aware of the attendance, and to make arrangements for them to have access to the form. In any case, it is good practice to call or email the OMU to inform them that the offender has attended the station for the purposes of SONR.
- 6.20 Original notification forms must be retained by the divisional OMU under secure conditions as it may be required as a production in any subsequent notification offence.
- 6.21 Upon receipt, the Divisional OMU should quality check the form and forward a copy via e-mail to their Division's allocated 'ViSOR Support Officer' and local CHS / PNC record keepers. Officers should highlight any relevant information or quality issues identified. ViSOR Support Officers will thereafter undertake quality and compliance tasks as per the Standards and Guidance for ViSOR

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Support Officers, found on the, Offender Management intranet page:-

- 6.22 If a RSO has complied with the notification process and it is later discovered that certain physical data is not held, then the offender can be instructed by a Police Officer to attend at a Police Station for the purposes of obtaining samples. The offender must be given at least seven days written notice of the time, date and place that the sample has to be obtained and warned that failure to attend is a criminal offence and that he / she can be arrested without warrant. Please refer to Section 9 of this SOP for further information pertaining to re-sampling of offenders.

7. Verification of Identity – Photographing and Fingerprints

- 7.1 Section 87(4) of the Sexual Offences Act 2003 provides that when completing the SONR, the offender must, if requested to do so by the police officer or person authorised to do so, allow the officer or person to:
- take his fingerprints;
 - photograph any part of him; or
 - do both these things.
- 7.2 To verify identity, all staff processing sex offender notifications at Prescribed Police Stations are required to check the convicted person's image on either CHS or the Scottish Intelligence Database (SID). If the image cannot be compared, is so old or where there is any doubt regarding the person's identity, he / she **must** be fingerprinted and photographed to verify their identity.
- 7.3 All registered sex offenders **must** be photographed a minimum of every 12 months or if their appearance changes. This is important for identification purposes, particularly for offenders being released from prison after serving a long prison sentence, or those that change their appearance. Officers should ensure that this photograph is CHS compliant, and therefore taken within the custody suite.
- 7.4 Although fingerprint impressions and photographs can be taken when an offender attends for the purpose of all notifications, except for Foreign Travel, there will be occasions when trained staff are not available to obtain these. In such circumstances every effort should be made to obtain fingerprints and photographs and, **as a last resort**, it is sufficient for the offender's image on CHS to be used to verify identity. Fingerprint impressions, etc., can be obtained by divisional OMU staff at a later date, if required.
- 7.5 Before the offender leaves the station, they must be informed of their requirement to re-notify their details annually. This is known as 'Periodic (Annual) Notification' and **must** take place within 12 months of their initial registration or the last time they registered.

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- 7.6 For example; if an offender notifies any change to their details during the ensuing 12 months, their Periodic (Annual) Notification date will change to 12 months from the date on which they provided notice of the change:

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Example:

An offender completes initial registration on 01/03/18:
Their periodic notification is due on or before 01/03/19.

On 30/05/18 the offender notifies a change of address.
Their periodic notification would now be due on or before 30/05/19.

8. Custody Suite Process

- 8.1 Any police officer or police staff trained in the taking of physical samples can take fingerprints and photographs of a registered sex offender on every occasion they attend a police station to complete initial or annual notification or notify a change to their details.
- 8.2 Offenders can attend at any Police Scotland police station which has fingerprint facilities, to provide physical samples as part of the SONR. This may not necessarily be a police building containing a custody suite, therefore there is **no requirement** to enter the individual into the National Custody System or create a ghost record at the nearest custody suite.
- 8.3 Local Systems will dictate the procedure for capturing photographs of offenders for later use on CHS.
- 8.4 Fingerprints can be obtained either through 'Livescan' or paper. The Livescan prints can be stored in the usual manner, having first identified the Offender by adding 'Registered Sex Offender Notification' to the charge section of the Livescan input, **prior** to taking the prints. If available, officers / staff should include the Crime Reference Number for the RSO's index offence.
- 8.5 Paper fingerprint forms should also detail that they have been obtained for the purpose of Sex Offender Notification Requirements by adding similar wording to the form and relevant Crime Reference Number and should be forwarded to:

Forensic Services
SPA – Fingerprints
Scottish Crime Campus
Craignethan Drive
Gartcosh
G69 8AE

9. DNA and Fingerprints - Re-Sampling of Offenders

- 9.1 On 1 September 2006, the Police, Public Order and Criminal Justice (Scotland) Act 2006 introduced legislative powers to authorise police and relevant staff to take relevant physical data (DNA) from an RSO as part of their SONR.

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- 9.2 Where a DNA sample has been taken under this legislation, but it has been lost, destroyed or is insufficient, an officer can instruct that person to attend at a police station for such samples to be taken. Unlike samples taken for verification of identity, these samples can be retained and used evidentially at a later date.
- 9.3 In particular, the 2006 Act provides the police with the following powers:
- (i) When a registered sex offender attends at a prescribed police station to make any notification under the Sexual Offences Act 2003, if previously taken samples have been lost, destroyed or are insufficient for analysis, a police officer (or police custody and security officer directed by a police officer) may take fingerprints, palm prints, other external body prints, and a DNA sample (mouth swab only, other DNA samples must be authorised by an Inspector or above); and
 - (ii) If such samples are required and the RSO is not due to attend a police station to make a notification, an officer can instruct that person to attend at a police station for such samples to be taken. The person must be given at least seven days' notice of the time, date and place where the sample will be obtained. In addition, the person must be warned that failure to comply with any such requirement is a criminal offence and may render him/her liable to arrest, without warrant. Offender Management Officers (formerly known as Sex Offender Assessment Officers) will issue this notice and the relevant warning in person and in writing.
- 9.4 There is no power to take such samples within the home address of a relevant person.
- 9.5 Where there is a requirement to obtain such a physical sample, officers should complete the 'Registered Sex Offender – Physical Data Notification' (Form 117-035). This form should then be served on the offender verbally and in writing, by two officers, with at least seven days' notice given.
- 9.6 This form must be retained by the OMU under secure conditions as it may be required as a production in any subsequent offence.

10. Completing an Initial Notification

- 10.1 A person convicted of a relevant sexual offence, is required to attend at a Prescribed Police Station and provide the following information to the police within three days of conviction or release from prison:
- 1. **Name:** Offender's name on date of notification and any other names used at time of conviction;
 - 2. **Date of Birth:** Although Place of Birth is not detailed in the legislation, this should also be confirmed.
 - 3. **National Insurance Number:**

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4. **Home Address:** This is the offender's sole or main residence in the UK or in circumstances where the offender is of no fixed abode (NFA), the location of a place within the UK where they can regularly be found. NFA re-notifications must be completed every seven days. Ensure full postcode is obtained.
5. **Any Other Address(es) Frequented:** (if they reside there for seven days or more in a 12-month period).
6. **Passport Details:**
 - issuing authority
 - Passport number
 - dates of issue and expiry
 - name and date of birth given as being those of the passport holder
7. **Bank Details:** Name and address of relevant bank, Credit Card Company or building society:
 - Name(s) on account
 - Business name (if a business account)
 - Type of account
 - Account numbers and Sort Codes
 - Type of card
 - Card numbers (16 digit number)
 - Valid from and valid to dates
 -

Note: Bank details **must** be provided for personal accounts, including any held in joint names, as well as business accounts (unincorporated bodies, i.e. sole trader or partnership).

- 10.2 If an offender is unable to supply any of the required details, the Sex Offender Notification Form - (Form 117-012) should be completed without them, and the offender asked to obtain these details and return to a Prescribed Police Station when they are available. If no financial accounts or cards are held then this should also be recorded.
- 10.3 On making a notification (except notification of Travel outside the UK) the offender **must** produce each Passport (or equivalent document) held by them if requested to do so by a police officer or other authorised person.
- 10.4 Care should be taken to ensure all relevant information is gathered and accurately recorded within the specific sections of the form. All mandatory information should be recorded unless it is not held e.g. No passport or no bank accounts. Where information is missing, not held, or has been refused, then this should be recorded along with any reason or explanation offered.

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10.5 Non mandatory information - Although there is no legislative requirement for an offender to provide their place of birth, telephone numbers, email addresses or vehicle details, this is included on the Sex Offender Notification Form - (Form 117-012) and staff should always ask for this information. This is especially relevant for mobile telephone numbers, which are most likely to change from year-to-year.

11. Completing a Notification of any Change to Previous Details

11.1 A person convicted of a relevant sexual offence is required to notify police of any changes to the following details within the period of three days of:

- Use of any name, not previously notified to police;
- Any change to home address, including whether they have become of no fixed abode;
- If not previously notified, any address at which they have resided or stayed, anywhere in the UK for a period of seven days or more within a 12-month period;
- Any release from custody or release from detention in hospital;
- Any loss or ceasing of use of a passport previously notified to Police;
- Receipt of a new passport, record details: (Passport number and nationality, name and date of birth of the holder as stated on the passport, date of issue and issuing authority, date of expiry);
- Any changes to financial details provided at initial notification (for example, the closure of an existing account or the opening of a new one, new bank or credit card issued, etc.);
- With regard to change of name or address, notification can be made before the name is used, or the change of address occurs or the qualifying period ends. However, in these circumstances the offender must also specify the date when the change is expected to take place.

11.2 An offender does not have to make an initial notification if, because of another sexual offence they are already subject to the notification requirements.

11.3 Non mandatory information: Although there is no legislative requirement for an offender to provide their place of birth, telephone numbers, email addresses and vehicle details, this is included on the Sex Offender Notification Form - (Form 117-012) and staff should always ask for this information. This is especially relevant for mobile numbers, which are most likely to change from year-to-year.

11.4 If a notified change of details does not subsequently occur within three days of the date it was intended to happen, the offender **must** notify that the change did not take place and must do so **within six days** of the intended date of change previously notified.

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12. Completing a Periodic Notification

- 12.1 An offender **must** attend in person at a Prescribed Police Station and re-notify details previously provided within 12 months of their last notification (for any purpose). This is known as their Periodic (Annual) Notification.
- 12.2 A Sex Offender Notification Form - (Form 117-012) **must** be used to record the relevant information provided by the offender at a periodic notification.
- 12.3 Non mandatory information: Although there is no legislative requirement for an offender to provide their place of birth, telephone numbers, email addresses and vehicle details, this is included on the Sex Offender Notification Form - (Form 117-012) and staff should always ask for this information. This is especially relevant for mobile numbers, which are most likely to change from year-to-year.
- 12.4 If the offender is overseas, outside of the United Kingdom (UK), remanded in custody, serving a sentence of imprisonment or detained in hospital, then their Periodic Notification is suspended until they are released / return. On their release/ return the offender has three days, beginning from the date of return / day of release, to re-notify their details with Police.

13. Completing a Foreign Travel Notification

- 13.1 A registered sex offender intending to travel outwith the UK for **any** period of time is required to notify his / her travel plans to the police, at a Prescribed Police Station **at least seven days prior to departure**. Foreign travel can be notified with less than seven days' notice, only if the offender has a reasonable excuse for not complying with the seven day notification requirement.
- 13.2 A Foreign Travel Notification by a Registered Sex Offender (Form 117-013) must be used to record the relevant information provided by the offender.
- 13.3 The notification requirements **do not prohibit** an offender from travelling overseas.
- 13.4 An offender is legally obliged to provide the following information which is recorded within Section 1 of the Foreign Travel Notification by a Registered Sex Offender (Form 117-013);
 - Name, date of birth and current home address;
 - The date of departure from the UK;
 - The place of departure from the UK;
 - The country (or if there is more than one, the first country) to which they will travel and point of arrival in that country;

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- Where that offender intends to travel to more than one country outside the UK, that offender's intended point of arrival in each such additional country;
 - Dates on which they intend to stay in any country being visited;
 - The details of the carrier or carriers that will be used to travel to and from the UK and between other countries;
 - Details of accommodation arrangements in any country being visited;
 - Date of return to the UK and point of arrival.
- 13.5 If at any time prior to that offender's intended departure from the UK, the information disclosed in that notification becomes inaccurate or incomplete as a statement of all the information mentioned, the offender must give a further notification, not less than 12 hours before their intended departure from the United Kingdom.
- 13.6 A relevant offender **must**, within three days of return to the United Kingdom, give notification at a Prescribed Police Station, of the date they returned to the UK and the point of arrival in the UK, if that information was not available or is not as was notified by the offender prior to their departure from the UK.
- 13.7 Should an offender return from overseas to the UK then leave again within the three day period, they **must** notify their change of address within the UK and notify foreign travel prior to leaving the country again. The period of three days does not refer to the minimum amount of time they must be within the UK before they should notify any changes to their notified details.
- 13.8 There may be offenders whose circumstances takes them abroad regularly, e.g. lorry drivers. These offenders are subject to the same notification requirements as above, and are therefore required to notify as above, even if they return to the UK for a short period of time.
- 13.9 The only exception to the above is where an offender travels to the UK and remains within the airport for onward travel elsewhere. In such circumstances, the offender would be unable to attend at a Prescribed Police Station in order to notify. However where these travel details were known in advance, they should have been notified as detailed.
- 13.10 The purpose of requiring Registered Sex Offenders to notify any intention to travel abroad is twofold:
- It allows the Police to know the whereabouts of serious sex offenders and, in doing so, removes the potential for offenders to claim they have not complied with the notification requirements of the Act because they were overseas;
 - It allows the police (where appropriate), to inform other jurisdictions that a sex offender is intending to visit their country.
- 13.11 All information shared with other jurisdictions must be facilitated through the Schengen Information System II or Interpol information sharing arrangements,

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as detailed in International Circulations for Registered Sex Offenders – Schengen and Interpol Notifications.

13.12 Section 2 of the Foreign Travel Notification by a Registered Sex Offender (Form 117-013) asks the offender for additional information. They are not legally obliged to provide this information but they **must** be asked for it. Failure to provide this information is not an offence.

13.14 The additional information requested includes:

- Purpose of visit;
- Are you subject to any licence conditions or order that prevents you from leaving the UK or visiting a particular country;
- Mode of travel to departure point;
- Booking reference number / booking / flight number / agent;
- The names of anyone travelling with you.

13.15 Section 3 of the Foreign Travel Notification by a Registered Sex Offender (Form 117-013) is for administrative purposes and should be completed by the officer / Police Staff completing the form. This section requests the following information:

- Time / date of notification of travel;
- Time / date of notification of return;
- Time / date and location where first notification of this trip was made (if applicable).

13.16 It is important to note that notification of foreign travel does not impact on an offender's periodic notification date.

13.17 An offender cannot be prevented from travelling simply because they are unable to provide the range of information specified, and the legislation is not intended for this purpose. However, an offender is in breach of the requirements if they hold the relevant information and fail, without reasonable cause, to disclose it.

13.18 In situations where notified information changes for reasons beyond their control, e.g. their accommodation arrangements are altered by the Travel Company on their arrival, this would not constitute a failure to meet the requirements of the Act.

14. Interpretation of 'Three Days'

14.1 In relation to initial notification under Section 83 Sexual Offences Act 2003 the term 'Three Days' means three calendar days with the date of conviction / release from custody being counted as the first whole day, regardless the time of day of the conviction or release from custody occurs.

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- 14.2 For all other notifications 'Three Days' means 72 hours from the event which has triggered notification.

15. Notification Information Leaflets

- 15.1 Divisional OMU staff are responsible for issuing every offender, subject to the SONR, with a leaflet entitled 'Information for Persons Subject to the Notification Requirements of the Sexual Offences Act 2003' (Notification Information Leaflet). This may take place at their initial notification or as part of the initial home visit carried out to the offender.
- 15.2 The Notification Information Leaflet is a user-friendly guide to assist the offender's understanding of their SONR and **is not a legal document**. It is the responsibility of the relevant offender to comply with the requirements of the Sexual Offences Act 2003. The Notification Information Leaflet cannot provide comprehensive information regarding legal requirements in terms of the Sexual Offences Act 2003.
- 15.3 The content of the Notification Information Leaflet must be discussed with and explained to the offender. Thereafter the Execution of Service Form (Form 117-026) must be completed by two officers to verify the offender has been issued with the leaflet.
- 15.3 The offender should be asked to sign the Execution of Service Form (Form 117-026) to verify they were personally served the leaflet explaining their legal requirements under the Sexual Offences Act 2003 along with the signatures of the issuing officers. The offender is under no legal obligation to sign the form. Failure to sign does not invalidate it and is not an offence.
- 15.4 The Execution of Service Form (Form 117-026) must be retained within the offender's hard copy file by divisional OMUs. This form will be provided as evidence to the Crown Office and Procurator Fiscal Service (COPFS) when an offender fails to comply with the SONR. In addition, an Activity Log should be raised on ViSOR, with the Activity Type - Information and Headline Comment – "Notification Information Leaflet – Execution of Service". Thereafter the date and time of service should be recorded along with the details of the officers serving it and any other pertinent information.
- 15.5 OMU staff **must** consider the individual needs of the offender when executing this process. Considerations should be given to consulting the Equality, Diversity and Dignity (Police Officers and Authority / Police Staff) SOP and Appropriate Adults SOP. Although outwith the Criminal Justice Process and Appropriate Adult Scheme, officers should consider an Appropriate Adult for offenders who are unlikely to understand the content of the leaflet as well as translators for offenders whose first language is not English.
- 15.6 Foreign language translated versions of the leaflets have been withdrawn, and are no longer available, therefore if there are language difficulties, OMU staff will need to arrange for a translator to be present when issuing the Notification Information Leaflet and the Execution of Service Form (Form 117-026) is completed correctly.

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- 15.7 The Notification Information Leaflet and Execution of Service Form (Form 117-026) are available to print from the Force Forms Library and are also linked from the Offender Management Intranet Page.

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List of Associated Legislation

- Police, Public Order and Criminal Justice (Scotland) Act 2006.
- Sexual Offences Act 2003
- Data Protection Act 2018

List of Associated Reference Documents

- Crime Investigation PSoS Policy
- Public Protection PSoS Policy
- Appropriate Adults SOP
- Data Protection SOP
- Equality, Diversity and Dignity (Police Officers and Authority / Police Staff) SOP
- Offender Management SOP
- Record Retention SOP
- International Circulations for Registered Sex Offenders – Schengen and Interpol Notifications
- Police Scotland Risk Management Plans and Processes for the Management of Registered Sex Offenders and Other Offenders Guidance
- Standards and Guidance for ViSOR Support Officers

List of Associated Forms

- Sex Offender Notification – Part 2 of the Sexual Offences Act 2003 Form (117-012)
- Foreign Travel Notification by a Registered Sex Offender Form (117-013)
- Registered Sex Offender – Physical Data Notification Form (117 035)
- Registered Sex Offender – Physical Data Notification Form (ViSOR Friendly) (117 035A)
- Execution of Service Form (117-026)
- Information for Persons Subject to the Notification Requirements of the Sexual Offences Act 2003 (Notification Leaflet)

Prescribed Police Stations - Scotland

'A' Division

Aberdeen Police Station
Banchory Police Station
Banff Police Station
Buckie Police Station
Elgin Police Station
Ellon Police Station
Forres Police Station
Fraserburgh Police Station
Inverurie Police Station
Keith Police Station
Peterhead Police Station
Stonehaven Police Station

'C' Division

Alloa Police Station
Falkirk Police Station
Grangemouth Police Station
Stirling Police Station

'D' Division

Arbroath Police Station
Perth Police Station
Dundee Police Station

'E' Division

St Leonards Police Station

'G' Division

Baird Street Police Station
Barrhead Police Station
Cathcart Police Station
Easterhouse Police Station
Glasgow City Centre Police Station
Glasgow West End Police Station
Govan Police Station
Kirkintilloch Police Station
London Road Police Station

OFFICIAL

'G' Division (ctd)

Maryhill Police Station
Saracen Police Station

'J' Division

Dalkeith Police Station
Duns Police Station
Galashiels Police Station
Haddington Police Station
Hawick Police Station
Livingston Police Station
Peebles Police Station

'K' Division

Greenock Police Station
Paisley Police Station

'L' Division

Bowmore Police Station
Campbeltown Police Station
Clydebank Police Station
Dumbarton Police Station
Dunoon Police Station
Helensburgh Police Station
Lochgilphead Police Station
Oban Police Station
Rothesay Police Station
Tiree Police Station
Tobermory Police Station

'N' Division

Alness Police Station
Aviemore Police Station
Dingwall Police Station
Fort William Police Station
Inverness Divisional HQ
Inverness Police Station
Kirkwall Police Station
Lerwick Police Station
Nairn Police Station
Portree Police Station

OFFICIAL

OFFICIAL

'N' Division (ctd)

Stornoway Police Station
Thurso Police Station
Benbecula Police Station
Tain Police Station
Wick Police Station

'P' Division

Cowdenbeath Police Station
Cupar Police Station
Dunfermline Police Station
Glenrothes Police Station
Kirkcaldy Police Station
Levenmouth Police Station

'Q' Division

Coatbridge Police Station
Cumbernauld Police Station
East Kilbride Police Station
Hamilton Police Station
Lanark Police Station
Motherwell Police Station
Rutherglen Police Station

'U' Division

Lamlash Police Station
Ayr Police Station
Irvine Police Station
Kilmarnock Police Station
Saltcoats Police Station

'V' Division

Loreburn Police Station
Lockerbie Police Station
Stranraer Police Station
Annan Police Station
Castle Douglas Police Station

OFFICIAL