

**RESOLUTION NO.**

**A RESOLUTION AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION TO THE U.S. DEPARTMENT OF JUSTICE FOR A SMART FY2020 SUPPORT FOR ADAM WALSH ACT IMPLEMENTATION GRANT PROGRAM IN THE AMOUNT OF \$21,957.00, ON BEHALF OF THE GOVERNING BODY OF LARAMIE COUNTY, WYOMING**

**FOR THE PURPOSE OF:** REQUESTED FUNDS WILL BE USED FOR THE LARAMIE COUNTY SHERIFF'S DEPARTMENT SEX OFFENDER OFFICE FOR THE PURCHASE OF EQUIPMENT AND TO SEND STAFF TO THREE TRAININGS OVER THE PERIOD OF THREE YEARS.

**WITNESSETH**

**WHEREAS**, the Governing Body of Laramie County desires to participate in the U.S. DEPARTMENT OF JUSTICE grant by sponsoring this grant application to assist in financing this project; and

**WHEREAS**, the Governing Body of Laramie County has been provided with preliminary cost estimates and information on this project; and

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF LARAMIE COUNTY** that a grant application in the amount of \$21,957.00 be submitted to the Department of Justice for consideration of assistance in funding the Laramie County Sex Offender Office.

**BE IT FURTHER RESOLVED**, that Sandra Newland, or her successor in the position of Laramie County Grants Manager, is appointed as agent of the Laramie County Board of Commissioners to execute and submit applications and certifications for these funds and to receive funds and implement the programs funded under this grant.

**PASSED, APPROVED AND ADOPTED THIS 17<sup>th</sup> DAY OF MARCH 2020.**

By: \_\_\_\_\_  
Gunnar Malm, Chairman

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Debra Lee, Laramie County Clerk

Date: \_\_\_\_\_

Received and Approved as to Form only By:

\_\_\_\_\_  
Mark Voss, County Attorney

Date: 3/10/20

## **Laramie County Sex Offender Project Abstract**

Laramie County, on behalf of the Laramie County Sheriff's Department Sex Offender Registry Office is requesting \$20,238.00 under purpose area two of the SMART FY2020 Support for Adam Walsh Act Implementation Grant Program. This request will expand the office's ability to implement SORNA compliance materials through robust training opportunities and physical security enhancements to the office.

Wyoming is home to approximately 2,100 known sex offenders, Laramie County houses approximately 400, the largest population within Wyoming. Our office is comprised of two full time employees. We are requesting funding to be able to attend three national trainings each over the course of three years. These trainings are the SMART Symposium, Crimes Against Children Conference and the OffenderWatch Symposium. The trainings are critical to meeting the SORNA requirements of strengthening information sharing and enforcement mechanisms and greater federal assistance in operating and upgrading sex offender registration programs, sharing and disseminating sex offender information and enforcing registration requirements. Historically, our office has not had the ability to attend these national trainings due to budget cuts.

We are also requesting funding to purchase standard office equipment to include scanners and locking cabinets. This equipment is essential to facilitate appropriate security, storage, access, confidentiality and sustainability for proper offender case management. Currently, our program is responsible for maintaining over 1,400 permanent files, along with an ongoing shifting caseload of sex offender files originating outside of Laramie County. All equipment will follow Laramie County procurement procedures and will be added to maintenance for proper upkeep for the life of the equipment.

The knowledge that we will gain through attending these trainings will be invaluable to the further development and implementation of SORNA into Laramie County sex offender practices. The trainings will provide us with lasting network connections to address our complications and struggles. The security supplies we would purchase through grant funding would ensure that we could provide safety measures for hard files well into the future. If funded, our program will have the ability to catch up with current regulations and ensure that we are doing everything we can be to protect the public and to document sex offenders efficiently and correctly within OffenderWatch. Grant funds will allow us to better assist the State of Wyoming and enhance the existing programs offered throughout the state surrounding sex offender registration.

### Documentation of Rural Challenges

The Laramie County Sex Offender program is requesting that our application be considered under the OJP rural community priority area of this solicitation. Our office of two serves over 2,685.9 square miles of rural county, equaling 36.9 people per square mile. This rural population is approximately 32,000 and includes the urbanized rural interface around Wyoming's Capital City of Cheyenne with a population of 61,976 (2018 census estimate). The Laramie County Sex Offender Registry Office is responsible for the daily management of over 400 sex offenders.

Our office serves the entire county, which is the most populated county within the state of Wyoming. We currently have around twenty offenders that reside or work within rural jurisdictions of Laramie County. Our office is responsible for eleven smaller communities to include Horsecreek, Harriman, Federal, Meriden, Albin, Burns, Pine Bluffs, Egbert, Carpenter, Hillsdale and Granite Canyon. All of these smaller communities are located to the West, East and North of the City of Cheyenne in isolated portions of the county. The populations of these smaller communities range from two to thirteen hundred.

One of the challenges for the Laramie County Sex Offender Registry Office is ensuring that our databases such as NewWorld and OffenderWatch are updated immediately with any changes. These updates are critical to providing accurate information for officers encountering sex offenders residing and working in the rural communities of our county. Both the sex offender registrars and officers find it challenging to confirm and check on non-compliance reports of offenders. An officer needs a minimum of forty-five minutes to an hour to reach some of the remote locations. This time measurement can also be affected by winter weather conditions that have the potential to prohibit accurate and timely confirmation of sex offender status checks. In addition, the travel time needed takes officers away from other calls within the county. Not having accurate information on sex offenders, puts the public at an increased risk and presents a concern for our department on proper compliance measurements as outlined by SORNA. The rural location challenge is twofold, as it can also be a preventative obstacle for sex offenders to report to the Sheriff's Office in person, which is physically located within the City of Cheyenne. Wyoming as a whole is a rural population with limited public transportation opportunities adding another barrier to compliance for the sex offender population.

Our grant proposal addresses the need to improve services to the rural community of Laramie County through increased training opportunities, networking, and idea sharing with other similar rural locations across the country. Our request also addresses the need for upgraded equipment to incorporate standardized SORNA implementation practices. The requested equipment ensures secure storage of the highly sensitive information included in a sex offender case file, thus protecting victims and the sex offender. In conclusion, our grant proposal will help us to better serve the public and sex offender community located in the rural communities of our county.



**LARAMIE COUNTY SHERIFF'S DEPARTMENT**  
1910 PIONEER AVENUE  
CHEYENNE, WYOMING 82001

**Danny L. Glick**  
SHERIFF

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## **Laramie County Sheriff's Department Sex Offender Grant Narrative**

### **1. Description of the Issue**

The Laramie County Sheriff's Department houses the Laramie County Sex Offender Registry Office and has been in operation since 1990, with tracking being implemented in 2007 under the Federal Adam Walsh Act. The program is seeking funds to expand the office's operations through enhanced training, and file security and compliance through purpose area two of the solicitation. Laramie County is located in the southeast corner of the State of Wyoming, with the major transportation hubs of I-80 and I-25 intersecting in Cheyenne. Total population of Laramie County is 98,976 residents per the 2018 census estimate and a large majority of that population resides within the City of Cheyenne. Our department serves over 2,685.9 square miles of rural county, which is 36.9 people per square mile. This rural population is approximately 32,000 and includes the urbanized rural interface around Wyoming's Capital City of Cheyenne.

Our County demographics are comprised of 78.5% Caucasian, 14.8% Hispanic, 2.7% African American, and other at 4%. The population that the Sheriff's Department serves is reflective of these demographics. Laramie County's population is comprised of 14% age 30-39, 14% 60-69, 13% 0-9, 13% 20-29, 13% 50-59, 11% 40-49, 7% 70-79, and 3% 80 years and older. Laramie County is the largest County in the State of Wyoming and our poverty level is at 8.4%. Our County is quickly growing due to the expansion and development of the Colorado front

range to our south. With this growth brings changes to community policing efforts and interactions with the public to include sex offender registration. Wyoming is home to approximately 2,100 know sex offenders, Laramie County houses approximately 400, the largest population within Wyoming. At time of this submittal, Laramie County has 391 offenders and 1,385 permanent files maintained within the New World Career Criminal Module (County's tracking module). The table below illustrates activity within the State of Wyoming for 2019, however it should be noted that the totals listed for Laramie County do not include the adjudicated juvenile sex offender populations or the "other" category that adds thirty-three cases.

**"2019 Wyoming Sex Offender Registry Annual Report"**

<b>County of Registration</b>	<b>Total Number Registered End of Calendar Year 2018</b>	<b>Total Number Registered End of Calendar Year 2019</b>	<b>"g" Lifetime 2019</b>	<b>"h" Lifetime 2019</b>	<b>"j/o" Lifetime 2019</b>	<b>Under Review 2019</b>	<b>New Records Entered by County for 2018</b>	<b>New Records Entered by County for 2019</b>
Albany	58	55	15	18	22	0	8	16
Big Horn	34	30	5	7	18	0	0	4
Campbell	203	223	62	76	85	0	20	21
Carbon	84	45	11	12	22	0	9	3
Converse	47	57	10	17	30	0	7	18
Crook	19	23	6	5	12	0	2	4

Fremont	104	99	47	25	27	0	5	7
Goshen	240	406	79	87	240	0	1	2
Hot Springs	18	16	3	3	10	0	2	3
Johnson	31	28	9	9	10	0	7	5
Laramie	326	382	86	106	170	0	21	26
Lincoln	23	29	8	9	12	0	3	3
Natrona	389	365	114	104	147	0	27	23
Niobrara	12	8	5	1	2	0	0	4
Park	50	42	7	10	25	0	7	1
Platte	32	25	12	6	7	0	4	2
Sheridan	87	81	25	15	41	0	8	10
Sublette	25	22	9	7	6	0	3	3
Sweetwater	112	101	27	33	41	0	16	16
Teton	23	13	6	4	3	0	5	9
Unita	56	40	9	7	24	0	9	12
Washakie	24	23	6	10	7	0	4	1
Weston	16	14	7	4	3	0	0	0
<b>State Totals</b>	<b>1,910</b>	<b>2,107</b>	<b>568</b>	<b>575</b>	<b>964</b>	<b>0</b>	<b>168</b>	<b>193</b>

*Wyoming Division of Criminal Investigation 2019 Sex Offender Registry [wyomingdciwyo.gov](http://wyomingdciwyo.gov)*

In 2007, Wyoming Legislation modified the sex offender statues to require Division of Criminal Investigation (DCI) to post all registered sex offenders on an internet site accessible to the public. This was done in part to begin compliance with the provisions of the Adam Walsh

Child Protection and Safety Act of 2006 (SORNA). Wyoming then created the Wyoming Sex Offender Registration System (WySORS/OffenderWatch) to allow the entry of sex offender registration data into a central registry for local enforcement agencies within Wyoming. WySORS allows public inspection of sex offender registry by name or geographical location with mapping features. The State of Wyoming routinely interfaces with the U.S. Department of Justice, National Sex Offender Public Registry (NSOPR) for record maintenance. Wyoming was marked substantially compliant with SORNA in July of 2011.

Laramie County's sex offender registration office is comprised of two full time positions (Sex Offender Registrars) to track offenders, manage permanent files, process intakes and comply with public notification requirements. The Wyoming Division of Criminal Investigations oversees our local program and we coordinate all reporting and filing through this agency. The Wyoming Attorney General's Office, Division of Investigation maintains OffenderWatch for the state of Wyoming and is the oversight agency for all Wyoming Counties. Our office is responsible for processing all initial registrations, updates, monitoring and de-registration of sex offenders within the County.

Per Wyoming Statue 7-19-(301-310), any offender residing in this state or entering this state for the purpose of residing, attending school or being employed in this state shall register with the sheriff of the county in which he resides, attends school or is employed, or other relevant entity. "The offender shall be photographed, fingerprinted and palm printed by the registering entity or another law enforcement agency and shall provide the following additional information when registering: name, including any aliases ever used, address, date and place of birth, social security number, place and physical address of employment, date and place of

conviction, crime for which convicted, name and physical address of each educational institution in this state at which the person is employed or attending school, the license plate number and a description of any vehicle owned or operated by the offender, a DNA sample, age of each victim, internet identifiers, any phone number and additional information” (*The Wyoming Sex Offender Register*.) Our office is responsible for ensuring that these items occur for each offender based upon SORNA requirements and regulations. Each offender has a different reporting schedule from quarterly to annually that requires in person reporting, along with the need to report any changes in person within a three business day period.

Wyoming State Statute dictates the type of crimes that fall into three basic categories required for reporting (g=annually, h=semiannually and j/o=quarterly). Currently our office has ninety-two offenders that report annually, one hundred thirteen that report semi-annually and one hundred eighty-six that report quarterly. Transients are another classification and they have an additional requirement to report weekly to the Sheriff’s Department until they establish a residence, this becomes time consuming for our staff. Currently our office has two transients under the offender program. Below is a table that outlines the Laramie County program statistics for February 2020.

*Offender Watch Dashboard Report February 2020*

<b>Offenders</b>	<b>Total</b>	<b>Published</b>	<b>Buffer Violation</b>	<b>Non-Comply</b>	<b>Warrant Open</b>
Active	362	358	13	20	10
Active-Incarcerated	24	19	19	8	5
Inactive-Deceased	1	0	0	0	0
Inactive-Incarcerated	7	7	0	0	1
Inactive-Other	1	0	0	0	0
Inactive-Out of Area	17	1	1	4	3



Inactive-Reg. Expired	0	0	0	0	0
Transient All others	0	0	0	0	0
Transient/Homeless	2	1	0	1	0
<b>TOTAL</b>	<b>414</b>	<b>386</b>	<b>33</b>	<b>33</b>	<b>19</b>

Our program has all offenders on a fourteen-day reporting schedule, meaning every two weeks there is a different group to check in based upon their last name and category. In any specific reporting category we have anywhere from thirty-eight to sixty-five offenders checking in. An average appointment takes about ten to fifteen minutes if they do not have many changes. Our office is responsible for updating two separate databases, completing a new file, pulling criminal history, and conducting the reports. On any given day, we field twenty to seventy calls inquiring about the process of sex offender registration requirements, updates or reports of noncompliance. To date for 2020 we have submitted over 3,223 emails to residents within the community to provide updates on sex offender notification. Year to date we show the web activity on the Laramie County site to be at 526 views for searches on sex offenders residing within Laramie County.

Wyoming utilizes OffenderWatch to conduct all sex offender entries and this interface with the National Crime Information Center (NCIC). If information is not entered with the proper format then the file will be rejected. Our office reviews files entered by the other staff member to check for any errors. According to DCI, Laramie County has the most accurate files within the State of Wyoming. A new registering offender requires staff to spend one and half to two hours with the offender gathering information, collecting DNA, photographs, fingerprints and palmprints. Staff then spends another two-three hours adding them into both databases, completing a new file, pulling criminal history and conducting an initial report. It is important to

note that all offenders in Wyoming are required to register for life. Our office also facilitates the transfer of an offender to a new state and is responsible for de-registering that individual from the Laramie County system.

Every jurisdiction (State) makes its own determinations about who will be required to register and what information will be provided along with public registry. Wyoming Statute Section 6-2-320 (a) prohibits adult registered sex offenders from being on school grounds or living within 1,000 feet of a school. Our office complies with the National Sex Offender Registry, The Integrated Automated Fingerprint Identification System (IAFIS), The National Palm Print System (NPPS) and the Combined DNA Index System (CODIS). The challenges that we face with maintaining compliance with SORNA revolve primarily around proper training, security and enforcement. These challenges have been outlined below in our project design and implementation. Our office has been assessing and analyzing our programmatic capabilities on an ongoing basis, there is always room for improvements for better sex offender compliance.

The Laramie County Sex Offender program is responsible for maintaining and updating the website to allow the public to search for sex offenders within the community. This website includes the ability for the public to register to receive email alerts, search by name, location and view incarcerated offenders. The time associated with maintaining this registry is a daily effort, as offenders update their information regularly and those updates need to be immediately available to the public per Wyoming Statutes and SORNA requirements. Through the OffenderWatch program, individuals or organizations can set up email alerts for their residences and businesses if an offender moves in the area. According to OffenderWatch for February 2020, six new email notifications were set up on new offenders to Laramie County and 1,208

email notifications were sent out on current registered offenders (usually based upon address changes).

Our office currently collaborates with the US Marshal Service (Project Jessica) on an annual basis to conduct compliance checks if funding is available. While compliance checks are not mandated, we are responsible for ensuring proper reporting. During these checks, we are able to reach approximately  $\frac{3}{4}$  of our 400 offenders over a weeklong period (Monday-Friday), with four-hour time blocks. We average sixty hours with ten deputies and two civilians. Compliance checks become especially challenging when we serve such a large area to include rural jurisdictions. It can take up to forty-five minutes to physically contact this population for compliance checks. We currently have approximately twenty offenders that reside or work in rural jurisdictions of Laramie County. Our office is responsible for eleven smaller communities to include Horsecreek, Harriman, Federal, Meriden, Albin, Burns, Pine Bluffs, Egbert, Carpenter, Hillsdale and Granite Canyon. All of these smaller communities are located to the West, East and North of the City of Cheyenne in rural portions of the county.

The last set of compliance checks were conducted the week of June 24, 2019. During that timeframe, we had nineteen non-compliances with twelve arrests, two hundred-five cases were compliant and we had ninety-eight attempted checks. Our objective with compliance checks is to enhance registration verification strategies, collaborate with other county law enforcement and other agencies on absconder and noncompliant sex offender investigations, and expand community notification related to sex offender registration. Our office has four deputies that are specifically trained to assist with the management and response of sex offenders within the community. Often times this simply means they are following up on a lead or report of an

offender. Deputies are coming into direct contact with the population on every day calls. The New World Career Criminal software allows deputies and officers to view documentation immediately on scene to see if the suspect is a registered sex offender. We have everything from photos, contacts, identifying information to details on if mental health issues exist. This information is critical to officer safety and public safety on scene within the community. In February 2020, our department had approximately one hundred ten non-compliant sex offenders that required deputies to investigate and potentially arrest for failure to register. Of this population, individuals often had more than one reportable noncompliance offense that required deputies to respond (residence, workplace, registered vehicle etc.).

## **2. Project Design and Implementation**

Laramie County currently has one hundred-two offenders that are on supervised probation, parole or in a halfway house; these files are still maintained by our office. “On average, on any given day, 200,000 sex offenders are under the control of correctional agencies in the United States, with 60 percent of these offenders supervised in the community” (*International Association of Chiefs of Police*). It is our offices responsibility to register newly convicted sex offenders prior to release from jail. Our project will be managed and implemented by the Sheriff’s Department, in partnership with the County Grants Manager, County Attorney and other stakeholders to meet our project goals and objects. Our project has two components and is comprised of training and security supplies for proper SORNA compliance.

Historically, our office has had limited access to training opportunities, due to funding restrictions that have hindered our ability to attend even mandatory trainings. We attend all local

available trainings and webinars; however, this has restricted our office from gathering information to enhance our program and that of the State of Wyoming. We feel that it is critical to have access to these trainings in order to stay apprised of the strict regulations and expanding requirements of SORNA. We would like to attend three trainings per year, sending one staff or deputy to each of these trainings for the entire three-year term of the grant.

We would like to attend the OffenderWatch Symposium (usually held in New Orleans, Louisiana) once a year for the three-year grant period. We will send one staff member to this training and alternate years. The symposium provides hands on classes for OffenderWatch training, workshops on best practices, breakout sessions, panel discussions and case studies. This training will cover everything from managing offenders and notifying the public, missing/abducted children and offender investigations, effective admin of the registry, mastering OffenderWatch, and reducing rejections and validations with NCIC NSOR Sync. Our office is aware that OffenderWatch is rolling out new features and this training would help us learn how to best utilize the new tools for our program. This training will provide our office with the skills necessary to improve our sex offender program and to allow the opportunity for us to network with law enforcement leaders from other states and the Department of Justice for a robust sex offender program.

A current challenge that we have with maintaining compliance with SORNA is that of adjudicated juveniles. Wyoming does not publish juvenile sex offenders and we have experienced complications with other States on how juveniles are treated and registered. Inconsistency dealing with juvenile offenders from area to area and state to state makes it difficult to properly track and report. By attending the OffenderWatch Symposium, we can

better coordinate and network with other uses to address this complexity within the sex offender database.

The next training opportunity that we would like to be considered for is the Crimes Against Children Annual Conference (held in Dallas Texas). This annual event is hosted by the Dallas Children's Advocacy Center and the Dallas Police Department and is internationally recognized as the premier learning and networking event for crimes against children. As our program works with sex offenders, and the Wyoming Statute requires compliance with prohibited access to school properties, this is an area of special focus for our program. We have periodically had problems with the 1,000-foot restriction law around a school property. This has limited where offenders can reside, especially within City of Cheyenne limits. For this training, we would like the option for one of us to attend annually for the term of the grant. This conference will allow us to bring valuable information back to the program for better compliance methods to ensure protection of the public and the ability for offenders to maintain compliance.

The final training we would like to be considered for is the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking (SMART National Symposium). This training was last held in Chicago, Illinois in 2019 and we will estimate this location in our budget request. This training is a two-day event brought together by criminal justice professionals who investigate and prosecute sex offenses and register and monitor sex offenders, as well as those providing victim support services. The symposium sessions focus on information for prosecutors, tools for registrars and jurisdictional registry officials, interdiction and tracking of sex offenders and research on sex offender behavior and sex offender registration and notification laws. This training would help our office with knowledge and skills to provide

definition, guidance and direction on a number of topics to assist with the continued implementation of SORNA. Again, we would like the opportunity to attend this training once a year for the grant term (alternating attendance to allow a staff member to remain in the office).

These trainings are critical to meeting the SORNA requirements of strengthening information sharing and enforcement mechanisms and greater federal assistance in operating and upgrading sex offender registration programs, sharing and disseminating sex offender information and enforcing registration requirements. These trainings will help us to deal with the ever-changing world of sex offender registration and direct us on how to better handle difficult offenders and coordinate efforts with other offices. Having a good rapport with other agencies is critical for maintaining a proper registry for offenders who move all over the U.S.

The second tier to our request is to purchase essential supplies to facilitate appropriate security, storage, access, confidentiality and sustainability for proper offender case management. This portion of our project will help us to better implement records management, as required by SORNA to enhance information sharing between the county's sex offender registry and other entities to improve the accuracy of information concerning registered sex offenders. Our program is requesting funding for the purchase of two scanners to allow our staff to scan and upload important documentation into case files and for easy reporting in OffenderWatch. Quality scanned images and information is essential to proper identification and tracking of offenders. Scanners will allow us to process the influx of information and documents in a timely fashion insuring consistency and accuracy. Our office is currently using outdated and insufficient scanners that hinder our ability to properly and efficiently record clear and legible documentation for sex offender files.

We are also requesting funding for proper document storage and security. We are currently using hand-me-down cabinets that do not lock properly and pose a security threat to the sensitive information contained on sex offenders. We are getting ready to move to a new location within the Sheriff's Department that will change the physical layout of our office. The cabinets will no longer be physically separated from offenders, thus the need for additional security and locking capabilities. Sex offender files contain criminal and personal information, data on juveniles, case and victim evidence and fees collected, as well as other sensitive items. Currently, our program is responsible for maintaining over 1,400 permanent files, along with an ongoing shifting caseload of sex offender files originating outside of Laramie County. Laramie County is also home to FE Warren Air Force Base. Offenders living and working on base report to our office and we coordinate with the FE Warren Police Department on registering sex offenders. The objective of this project is to implement records management, converting paper documents to digital format as required by SORNA. This will also help us to facilitate information sharing between the county's sex offender registry and other entities to improve the accuracy of information about registered sex offenders. It should be noted that all equipment will follow Laramie County procurement procedures and will be added to maintenance for proper upkeep for the life of the equipment.

### **3. Capabilities and Competencies**

The Laramie County Sheriff's Department in partnership with other County departments has widespread experience and knowledge on implementing major projects and managing grant programs of this nature. The County currently manages other Department of Justice grant programs to include COPS, Byrne JAG and Treatment Court. Laramie County is experienced in



managing federal grants of this nature and ensuring proper expenditures and accurate reporting. The two staff members of the Sex Offender Registry Office will be responsible for attending the trainings and procuring the supplies as outlined in this proposal. Susan Gensel, has been with the Laramie County Sheriff's Department since 1993. From 2008 to 2013, she was a detective that oversaw the sex offender office with other duties and then was solely assigned to the Sex Offender office in 2013. Kimberly Wright joined the program in 2015. Position descriptions are included in the attachments section of this proposal. The program successfully completed its first FBI audit in 2018 and received challenge coins for excellence. It should also be noted that in 2019 they received national recognition for Outstanding Public Service of Sex Offender Registration Management.

The Laramie County Grants Office will submit and manage the grant for the Sex Offender program, will monitor all aspects of compliance to include objectives and deliverables, and will be responsible for reimbursements and reporting. The Grants Department will work closely with the sex offender register office on all aspects of the program to ensure proper expenditures, detailed reporting and objective management. This application has the support of the Laramie County Commissioners and the Laramie County Sheriff's Department.

#### **4. Plan for collecting the Data Required for this Solicitation's Performance Measures and Sustainment:**

The Laramie County Sheriff's Department in partnership with the Laramie County Grants Department will provide all necessary data that supports and measures the implementation of projects outlined in this proposal. We will collect all relevant information listed in the "Performance Measures" column of the Solicitation as required in (SMART-2020-17617). This

information will be reported to Sheriff's Department supervisors and DOJ on a quarterly basis or more frequently as needed. Reports on the progress will also be reported to the Laramie County Commissioners and County Attorney's Office.

Performance measures will be tracked and listed in a spreadsheet format created and maintained by the Grants Manager (Sandra Newland) in coordination with the Laramie County Sheriff's Department Sex Offender Office. This data will be supported by relevant documentation (purchasing invoices, training records, budget documentation, overtime enforcement hours, deputies and results of compliance checks etc.). The data that is collected will be used to guide and evaluate the impact this program has on our office. All performance measures reported on will aid in the objective of improving public sex offender registry systems to support and maintain compliance with SORNA.

#### **5. Plan for SORNA Sustainability:**

Our County has a solid record of sustaining federal initiatives once federal funding has expired. If funded our agency would be able to ensure sustainability of the program past the grant term. Items we are requesting in this proposal will allow our program growth and success within the State of Wyoming. The knowledge that we will gain will be invaluable to the further development and implementation of SORNA into Laramie County sex offender practices. The trainings will provide us with lasting network connections to address our complications and struggles. The security supplies we would purchase through grant funding would ensure that we could provide safety measures for hard files well into the future. If funded, our program will have the ability to catch up with current regulations and ensure that we are doing everything we can to protect the public and to document sex offenders efficiently and correctly within

OffenderWatch. Grant funds will allow us to better assist the State of Wyoming and enhance the existing programs offered throughout the state surrounding sex offender registration.

Year 1

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Lodging, Meals, Etc.	Per day, mile, trip, Etc.	Compute the cost of each type of expense X the number of people traveling.						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
SMART Symposium Ground Transportation	Taxi or Uber services in New Orlease	Transportation	Round-trip	\$20.00	1	1	6	\$120	\$0	\$120
Crimes Against Children Ground Transportation	Taxi or Uber services in Dallas Texas	Transportation	Round-trip	\$20.00	1	1	6	\$120	\$0	\$120
OffenderWatch Symposium Ground Transportation	Taxi or Uber services in Chicago, IL	Transportation	Round-trip	\$20.00	1	1	6	\$120	\$0	\$120
SMART Symposium Parking	Parking at DIA	Other	N/A	\$14.00	4	1	1	\$56	\$0	\$56
SMART Symposium Mileage	Cheyenne to Denver Airport	Mileage	Mile	\$0.58	107	1	1	\$62	\$0	\$62
SMART Symposium Flight	Chicago, IL	Transportation	Round-trip	\$260.00	1	1	1	\$260	\$0	\$260
SMART Symposium Lodging	Chicago, IL	Lodging	Night	\$125.00	4	1	1	\$500	\$0	\$500
SMART Symposium Meals	Chicago, IL	Meals	Day	\$76.00	4	1	1	\$304	\$0	\$304
Crimes Against Children Parking	Parking at DIA	Other	N/A	\$14.00	4	1	1	\$56	\$0	\$56

Purpose Area #4

Crimes Against Children Mileage	Cheyenne to Denver Airport	Mileage	Mile	\$0.58	107	1	1	\$62	\$0	\$62
Crimes Against Children Flight	Dallas, TX	Transportation	Round-trip	\$183.00	1	1	1	\$183	\$0	\$183
Crimes Against Children Lodging	Dallas, TX	Lodging	Night	\$161.00	4	1	1	\$644	\$0	\$644
Crimes Against Children Meals	Dallas, TX	Meals	Day	\$66.00	4	1	1	\$264	\$0	\$264
OffenderWatch parking	Parking at DIA	Other	N/A	\$14.00	4	1	1	\$56	\$0	\$56
OffenderWatch Mileage	Cheyenne to Denver Airport	Mileage	Mile	\$0.58	107	1	1	\$62	\$0	\$62
OffenderWatch Flight	New Orleans	Transportation	Round-trip	\$215.00	1	1	1	\$215	\$0	\$215
OffenderWatch Lodging	New Orleans	Lodging	Night	\$157.00	4	1	1	\$628	\$0	\$628
OffenderWatch Meals	New Orleans	Meals	Day	\$71.00	4	1	1	\$284	\$0	\$284
<b>Total(s)</b>								<b>\$3,996</b>	<b>\$0</b>	<b>\$3,996</b>
<b>Narrative</b>										

#### Purpose Area #4

We are requesting travel for three separate trainings for one individual per time. The first training is estimated to take place in Chicago and is the SMART Symposium. We looked up per diem rates and estimated airfare based on current actuals. Lodging is currently at \$125.00 per night x 4 nights for a total of \$500.00. Meals are \$76.00 per day for four days for a total of \$304. Flight is estimated to cost \$260. We also calculated mileage at the federal rate of .575 for 107 miles round trip for a total of \$62. Parking averages \$14 a day and we estimated parking for four days for a total of \$56. We also estimated uber and taxi for ground transportation at location at \$40 x 3 days for a total of \$120.00. Total trip cost for the SMART Symposium is \$1,302.00. The next training is for the Crimes Against Children Symposium to take place in Dallas, Texas for one staff member to attend. Hotel is \$161 per night x 4 nights = \$644, per diem for meals is \$66 x 4 days = \$264. Flight is estimated to cost \$183 and we budgeted parking and mileage as well, with the same breakdown as above (\$56 for parking and \$62 for mileage). Again, ground transportation was added for Uber and Taxi services for a total of \$120.00. Total trip cost for the Crimes Against Children Conference is \$1,329.00. The final training we are requesting travel funds for is the OffenderWatch Symposium held in New Orleans. We reviewed per diem rates for the following calculations. Hotel is \$157 a night for 4 nights = \$628.00. Meals are \$71 per day (4) for a total of \$284. Flight is estimated to cost \$215.00 and again mileage and parking was calculated following the exact breakdown above (Mileage \$62 and Parking \$56). Ground transportation was added with an estimation of \$40 per day for three days (\$120.00). Total trip cost for the OffenderWatch Symposium is \$1,174.00. Total travel budget for year one is \$3,996.00.

Purpose Area #4

D. Equipment					
Item	Computation				
List and describe each item of equipment that will be purchased	Compute the cost (e.g., the number of each item to be purchased X the cost per item)				
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Double Door Cabinet, 36" W x 22" D x 38" H, Cherry	1	\$325.00	\$325	\$0	\$325
Two Drawer Lateral File, 36" W x 22" D x 29" H, Cherry	1	\$321.00	\$321	\$0	\$321
700 Series Lateral File Four Drawer, 42" W x 18" D x 52.5" H, Black	1	\$975.00	\$975	\$0	\$975
Storage Cabinet 36"W x 22" D x 29"H Cherry	1	\$222.00	\$222	\$0	\$222
Fuji Color Duplex Professional Document Scanner	2	\$879.99	\$1,760	\$0	\$1,760
Total(s)			\$3,603	\$0	\$3,603
Narrative					
We are requesting funding to purchase furniture for proper document storage and security. The proposed furniture will all have locked capabilities. Quotes were received from Indoof Office Supplies. Our first piece is a storage cabinet estimated to cost \$222.00. We are requesting two lateral file cabinets, one 2 drawer (\$321.00) and one 4 drawer (\$975.00). The locking double door cabinet would also be used to house offender files and fee money collected and costs \$325.00. We are requesting two Fujitsu 7160 Color Duplex Professional Document Scanners to allow our staff to scan and upload important documentation into case files for easy reporting in OffenderWatch. Quality scanned images and information is essential to proper identification and tracking of offenders. Each scanner is \$879.99, quote is provided from Office Depot. If funded our IT Department would purchase and install the scanners for staff. All supplies if funded would be integrated into the program from proper maintenance for the life of the items. All items would be fully utilized by the sex offender office.					

Purpose Area #4

						\$0		\$0
Total						\$0	\$0	\$0
Narrative								
I. Other Costs								
Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>		Computation <i>Show the basis for computation</i>						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request	
OffenderWatch Training Registration	1	\$1.00	\$550.00	1	\$550	\$0	\$550	
Crimes Against Children Registration	1	\$1.00	\$675.00	1	\$675	\$0	\$675	
SMART Symposium Registration	1	\$1.00	\$750.00	1	\$750	\$0	\$750	
Total(s)					\$1,975	\$0	\$1,975	
Narrative								



#### Purpose Area #4

Registration fees for three training events for one individual. Registration fees were estimated off of 2019 and 2020 rates provided. The OffenderWatch Training is \$550 for one person, the Crimes Against Children registration is \$675 for one person and the SMART Symposium is \$750 per person.

Year 2

<b>C. Travel</b>										
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Basis</b>	<b>Computation</b>						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				<b>Cost</b>	<b>Quantity</b>	<b># of Staff</b>	<b># of Trips</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
OffenderWatch Symposium Ground Transportation	Taxi & Uber New Orleans	Transportation	Round-trip	\$20.00	1	1	6	\$120	\$0	\$120
Crimes Against Children Ground Transportation	Taxi & Uber Dallas, TX	Transportation	Round-trip	\$20.00	1	1	6	\$120	\$0	\$120
SMART Symposium Ground Transportation	Taxi & Uber Chicago, IL	Transportation	Round-trip	\$20.00	1	1	6	\$120	\$0	\$120
OffenderWatch Parking	Parking at DIA	Other	N/A	\$14.00	4	1	1	\$56	\$0	\$56
OffenderWatch Mileage	Cheyenne to Denver Airport	Mileage	Mile	\$0.58	107	1	1	\$63	\$0	\$63
OffenderWatch Flight	New Orleans	Transportation	Round-trip	\$230.00	1	1	1	\$230	\$0	\$230
OffenderWatch Lodging	New Orleans	Lodging	Night	\$165.00	4	1	1	\$660	\$0	\$660
OffenderWatch Meals	New Orleans	Meals	Day	\$71.00	4	1	1	\$284	\$0	\$284
SMART Symposium Parking	Parking at DIA	Other	N/A	\$14.00	4	1	1	\$56	\$0	\$56

Purpose Area #4

SMART Symposium Mileage	Cheyenne to Denver Airport	Mileage	Mile	\$0.58	107	1	1	\$63	\$0	\$63
SMART Symposium Flight	Chicago, IL	Transportation	Round-trip	\$275.00	1	1	1	\$275	\$0	\$275
SMART Symposium Lodging	Chicago, IL	Lodging	Night	\$135.00	4	1	1	\$540	\$0	\$540
SMART Symposium Meals	Chicago, IL	Meals	Day	\$76.00	4	1	1	\$304	\$0	\$304
Crimes Against Children Parking	Parking at DIA	Other	N/A	\$14.00	4	1	1	\$56	\$0	\$56
Crimes Against Children Mileage	Cheyenne to Denver Airport	Mileage	Mile	\$0.58	107	1	1	\$63	\$0	\$63
Crimes Against Children Flight	Dallas, TX	Transportation	Round-trip	\$200.00	1	1	1	\$200	\$0	\$200
Crimes Against Children Lodging	Dallas, TX	Lodging	Night	\$170.00	4	1	1	\$680	\$0	\$680
Crimes Against Children Meals	Dallas, TX	Meals	Day	\$66.00	4	1	1	\$264	\$0	\$264
<b>Total(s)</b>								<b>\$4,154</b>	<b>\$0</b>	<b>\$4,154</b>
<b>Narrative</b>										

#### Purpose Area #4

We are requesting travel for three separate trainings for one individual per time for year two. The first training is the OffenderWatch Symposium that typically occurs in New Orleans. We are estimating rates based off of 2020 actuals with a slight increase to lodging and airfare to provide room for increase in rates. We are requesting mileage to and from Cheyenne to Denver International Airport at the federal rate of .58 (107 miles) for a total \$63.00. We are estimating parking at 4 days x \$14 per day for a total of \$56.00. Airfare is estimated at \$230 for a roundtrip flight, lodging is estimated at \$165.00 a night for 4 nights for a total of \$660.00 and meals are the per diem rate of \$71 per day x 3 days for a total of \$284.00. We have added ground transportation to allow uber or taxi trips up to two a day for a total of \$120.00. Total trip cost is \$1,413.00. The second training is the SMART Symposium last held in Chicago Illinois. We estimated our total off 2020 actuals, with a slight increase to lodging and airfare to account for an increase. For mileage we are using the federal rate of .58 per mile (107 miles) to and from DIA for a total of \$63.00. Parking is estimated for 4 days at a rate of \$14 per day for a total of \$56.00. Airfare is estimated at \$275.00 and Lodging at \$135 per night x 4 for a total of \$540.00. Finally meals were calculated at current per diem rates of \$76 per day for four days for a total of \$304.00. Total trip cost is \$1,358.00. The last trip we are requesting travel funds for is for the Crimes Against Children Conference held in Dallas Texas for three days. We have estimated our totals off of 2020 rates with an increase to airfare and lodging estimated. Mileage is calculated using the federal rate of .58 per mile for a total of 107 miles to and from Cheyenne to the Denver International Airport for a total of \$63.00. Parking is based off a 4 day stay at \$14 per day for a total of \$56.00. Airfare is estimated at \$200 for a ticket and lodging at \$170 per night for four nights for a total of \$680.00. We estimated ground transportation at \$40 per day for 3 days for a total of \$120.00. Finally meals were calculated at the current per diem rate of \$66 per day for four days for a total of \$264.00. Total trip cost is \$1,383 for one individual to attend the Crimes Against Children conference. Total budget for travel for year two is \$4,154.00.

Purpose Area #4

						\$0		\$0
Total						\$0	\$0	\$0
Narrative								
I. Other Costs								
Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>		Computation <i>Show the basis for computation</i>						
		Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
Crimes Against Children Registration		1	\$1.00	\$675.00	1	\$675	\$0	\$675
SMART Symposium Registration		1	\$1.00	\$750.00	1	\$750	\$0	\$750
OffenderWatch Symposium Registration		1	\$1.00	\$550.00	1	\$550	\$0	\$550
Total(s)						\$1,975	\$0	\$1,975
Narrative								

#### Purpose Area #4

We are requesting funding for three registrations for the trainings mentioned in the travel section of year two. All of these trainings are for one individual to attend each conference. The Crimes Against Children Conference is estimated to cost \$675 for registration, the SMART Symposium is estimated to cost \$750 for the registration and the OffenderWatch will cost \$550 for registration. All of these totals were based off of 2019 and 2020 actuals.

Year 3

<b>C. Travel</b>										
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Basis</b>	<b>Computation</b>						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				<b>Cost</b>	<b>Quantity</b>	<b># of Staff</b>	<b># of Trips</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
SMART Symposium Ground Transportation	Taxi & Uber Services Chicago	Transportation	Round-trip	\$20.00	1	1	6	\$120	\$0	\$120
Crimes Against Children Conference Ground Transportation	Taxi & Uber Services Dallas	Transportation	Round-trip	\$20.00	1	1	6	\$120	\$0	\$120
OffenderWatch Symposium Ground Transportation	Taxi & Uber Services New Orleans	Transportation	Round-trip	\$20.00	1	1	6	\$120	\$0	\$120
SMART Symposium Parking	Parking at DIA	Other	N/A	\$14.00	4	1	1	\$56	\$0	\$56
SMART Symposium Mileage	Cheyenne to Denver Airport	Mileage	Mile	\$0.58	107	1	1	\$63	\$0	\$63
SMART Symposium Flight	Chicago, IL	Transportation	Round-trip	\$275.00	1	1	1	\$275	\$0	\$275
SMART Symposium Lodging	Chicago, IL	Lodging	Night	\$145.00	4	1	1	\$580	\$0	\$580
SMART Symposium Meals	Chicago, IL	Meals	Day	\$76.00	4	1	1	\$304	\$0	\$304
Crimes Against Children Parking	Parking at DIA	Other	N/A	\$14.00	4	1	1	\$56	\$0	\$56

Purpose Area #4

Crimes Against Children Mileage	Cheyenne to Denver Airport	Mileage	Mile	\$0.58	107	1	1	\$63	\$0	\$63
Crimes Against Children Flight	Dallas, TX	Transportation	Round-trip	\$210.00	1	1	1	\$210	\$0	\$210
Crimes Against Children Lodging	Dallas, TX	Lodging	Night	\$180.00	4	1	1	\$720	\$0	\$720
Crimes Against Children Meals	Dallas, TX	Meals	Day	\$66.00	4	1	1	\$264	\$0	\$264
OffenderWatch Parking	Parking at DIA	Other	N/A	\$14.00	4	1	1	\$56	\$0	\$56
OffenderWatch Mileage	Cheyenne to Denver Airport	Mileage	Mile	\$0.58	107	1	1	\$63	\$0	\$63
OffenderWatch Flight	New Orleans	Transportation	Round-trip	\$245.00	1	1	1	\$245	\$0	\$245
OffenderWatch Lodging	New Orleans	Lodging	Night	\$170.00	4	1	1	\$680	\$0	\$680
Offender Watch Meals	New Orleans	Meals	Day	\$71.00	4	1	1	\$284	\$0	\$284
<b>Total(s)</b>								<b>\$4,279</b>	<b>\$0</b>	<b>\$4,279</b>
<b>Narrative</b>										



#### Purpose Area #4

We are requesting travel for three separate trainings for one individual per time for year three. The first training is the SMART Symposium that typically occurs in Chicago. We estimated rates based off of 2020 actuals with a slight increase to lodging and airfare to provide room for increase in rates. We are requesting mileage to and from Cheyenne to Denver International Airport at the federal rate of .58 (107 miles) for a total \$63.00. We are estimating parking at 4 days x \$14 per day for a total of \$56.00. Airfare is estimated at \$275.00 for a roundtrip flight, lodging is estimated at \$145.00 a night for 4 nights for a total of \$580.00 and meals are the per diem rate of \$76.00 per day x 4 days for a total of \$304.00. We have added ground transportation for Uber and taxi services at \$40 per day for three days for a total of \$120. Total trip cost is \$1,398.00. The second training is the Crimes Against Children Conference held in Dallas, Texas. We estimated our total of off 2020 actuals, with a slight increase to lodging and airfare to account for any increases. For mileage we are using the federal rate of .58 per mile (107 miles) to and from DIA for a total of \$63.00. Parking is estimated for 4 days at a rate of \$14 per day for a total of \$56.00. Airfare is estimated at \$210.00 and Lodging at \$180 per night x 4 for a total of \$720.00. We have added ground transportation to account for Uber and Taxi rides in Dallas Texas for \$40 per day x 3 days for a total of \$120. Finally meals were calculated at current per diem rates of \$66 per day for four days for a total of \$264.00. Total trip cost is \$1,433.00. The last trip we are requesting travel funds for is for the OffenderWatch Symposium held in New Orleans for three days. We have estimated our totals off of 2020 rates with an increase to airfare and lodging predicted. Mileage is calculated using the federal rate of .58 per mile for a total of 107 miles to and from Cheyenne to the Denver International Airport for a total of \$63.00. Parking is based off a 4 day stay at \$14 per day for a total of \$56.00. Airfare is estimated at \$245.00 for a ticket and lodging at \$170 per night for four nights for a total of \$680.00. We have added ground transportation for New Orleans to account for Uber and Taxi needs to and from the conference at \$40 per day for a total of \$120. Finally meals were calculated at the current per diem rate of \$71 per

Purpose Area #4

						\$0		\$0
Total						\$0	\$0	\$0
Narrative								
I. Other Costs								
Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>		Computation <i>Show the basis for computation</i>						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request	
OffenderWatch Symposium Registration	1	\$1.00	\$550.00	1	\$550	\$0	\$550	
Crimes Against Children Conference Registration	1	\$1.00	\$675.00	1	\$675	\$0	\$675	
SMART Symposium Registration	1	\$1.00	\$750.00	1	\$750	\$0	\$750	
Total(s)					\$1,975	\$0	\$1,975	
Narrative								

#### Purpose Area #4

We are requesting funding for three training registrations associated with the travel expenses above. Each of these registration fees are for one person to attend the training in year three of the grant. The OffenderWatch Symposium is estimated off of 2020 actuals for \$550.00. Crimes Against Children Conference is estimated at \$675 for one person to attend. Finally the SMART Symposium registration is estimated at \$750.00 for one person to attend. Total registration fees in year three is \$1,975.00.

# Budget Summary

## Budget Summary

*Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.*

	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		
Budget Category	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Total(s)
A. Personnel	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
B. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Travel	\$3,996	\$0	\$4,154	\$0	\$4,279	\$0	\$0	\$0	\$0	\$0	\$12,429
D. Equipment	\$3,603	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,603
E. Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$1,975	\$0	\$1,975	\$0	\$1,975	\$0	\$0	\$0	\$0	\$0	\$5,925
<b>Total Direct Costs</b>	<b>\$9,574</b>	<b>\$0</b>	<b>\$6,129</b>	<b>\$0</b>	<b>\$6,254</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,957</b>
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Costs</b>	<b>\$9,574</b>	<b>\$0</b>	<b>\$6,129</b>	<b>\$0</b>	<b>\$6,254</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,957</b>
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N											No

**Laramie County Sex Offender Office Time Task Plan**

<b>Grant Application Goals</b>	<b>Quarter # 1 (Oct' 20 to Dec'20)</b>	<b>Quarter # 2 (Jan'21 to March'21)</b>	<b>Quarter # 3 (April'21 to June'21)</b>	<b>Quarter # 4 (July'21 to Sept'21)</b>
<b>Goal # 1:</b> Attend three national trainings to aid SORNA Compliance.	<u>Task # 1:</u> Identify the three specified trainings for 2021 and organize who will attend what training.	<u>Task #1:</u> Make travel arrangements for each of the three trainings and register.	<u>Task #1:</u> Attend and Report on Training to include reimbursement of expenses (x3).	<u>Task #1:</u> Finalize any trainings for year #1. Ensure all reporting showcases training.
<b>Goal # 2:</b> Purchase equipment to enhance security measures on sex offender hard files.	<u>Task # 1:</u> Prepare list of equipment for order following Laramie County Policies and Procedures. <u>Task # 2:</u> Identify the appropriate equipment.	<u>Task # 1:</u> Work with IT to purchase Scanners. <u>Task # 2:</u> Work within the Sheriff's Department to order locking cabinets and other furniture.	<u>Task # 1:</u> Finalize any pending equipment purchases.	Task # 1: Ensure equipment portion of application is complete.

**Year Two:**

<b>Grant Application Goals</b>	<b>Quarter # 1 (Oct' 21 to Dec'21)</b>	<b>Quarter # 2 (Jan'22 to March'22)</b>	<b>Quarter # 3 (April'22 to June'22)</b>	<b>Quarter # 4 (July'22 to Sept'22)</b>
<b>Goal # 1:</b> Attend three national trainings to aid SORNA Compliance.	<u>Task # 1:</u> Identify the three specified trainings for 2022 and organize who will attend what training.	<u>Task #1:</u> Make travel arrangements for each of the three trainings and register.	<u>Task #1:</u> Attend and Report on Training to include reimbursement of expenses (x3).	<u>Task #1:</u> Finalize any trainings for year #2 and report appropriately.

Laramie County Sex Offender Office Time Task Plan

Year Three:

Grant Application Goals	Quarter # 1 (Oct' 22 to Dec'22)	Quarter # 2 (Jan'23 to March'23)	Quarter # 3 (April'23 to June'23)	Quarter # 4 (July'23 to Sept'23)
<b>Goal # 1:</b> Attend three national trainings to aid SORNA Compliance.	<u>Task # 1:</u> Identify the three specified trainings for 2023 and organize who will attend what training.	<u>Task #1:</u> Make travel arrangements for each of the three trainings and register.	<u>Task #1:</u> Attend and Report on Training to include reimbursement of expenses (x3).	<u>Task #1:</u> Finalize any trainings for year #3 and report.

## **SMART FY2020 Support for Adam Walsh Act Implementation Grant Program**

### **Applicant Disclosure of Pending Applications**

This application is being submitted by Laramie County, Wyoming on behalf of the Laramie County Sheriff's Department.

**Laramie County and the Laramie County Sheriff's Department** have no federally pending applications and no indirect funding applications to request funding to support the same project being proposed under this solicitation.



State of Wyoming  
Office of the Attorney General  
**Division of Criminal Investigation**  
Steven R. Woodson, Director

Mark Gordon  
Governor  
Bridget Hill  
Attorney General

February 18, 2020

Susan Gensel  
Laramie County Sheriff's Department  
1910 Pioneer Ave  
Cheyenne, WY 82001

Ms. Gensel:

The Wyoming Division of Criminal Investigation foresees no conflict with your agency applying for the Adam Walsh Grant. Please feel free to contact me at 307-777-7181 if you have any questions or concerns.

Sincerely,

Jeff Cullen  
CJIS Programs Manager





### Background

Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).

Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

#### 1. Name of Organization and Address:

Organization Name: Laramie County, Wyoming

Street1: 310 W. 19th Street

Street2:

City: Cheyenne

State: WYOMING

Zip Code: 82001

#### 2. Authorized Representative's Name and Title:

Prefix: Mr. First Name: Gunnar

Middle Name:

Last Name: Malm

Suffix:

Title: Laramie County Chairman

3. Phone: 307-633-4260

4. Fax: 307-633-4267

5. Email: commissioners@laramiecounty.com

6. Year Established:

1890

7. Employer Identification Number (EIN):

83600111

8. DUNS Number:

197732709

9. a) Is the applicant entity a nonprofit organization (including a nonprofit institution of higher education) as described in 26 U.S.C. 501(c)(3) and exempt from taxation under 26 U.S.C. 501(a)? ☐ Yes ☒ No

If "No" skip to Question 10.

If "Yes", complete Questions 9. b) and 9. c).



### AUDIT INFORMATION

9. b) Does the applicant nonprofit organization maintain offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a)?

☐ Yes ☐ No

9. c) With respect to the most recent year in which the applicant nonprofit organization was required to file a tax return, does the applicant nonprofit organization believe (or assert) that it satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to the reasonableness of compensation of certain individuals)?

☐ Yes ☐ No

If "Yes", refer to "Additional Attachments" under "What An Application Should Include" in the OJP solicitation (or application guidance) under which the applicant is submitting its application. If the solicitation/guidance describes the "Disclosure of Process related to Executive Compensation," the applicant nonprofit organization must provide -- as an attachment to its application -- a disclosure that satisfies the minimum requirements as described by OJP.

For purposes of this questionnaire, an "audit" is conducted by an independent, external auditor using generally accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GAGAS), and results in an audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit(s) (Please check all that apply):

☒ "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200

☐ Financial Statement Audit

☐ Defense Contract Agency Audit (DCAA)

☐ Other Audit & Agency (list type of audit):

☐ None (if none, skip to question 13)

11. Most Recent Audit Report Issued: ☒ Within the last 12 months ☐ Within the last 2 years ☐ Over 2 years ago ☐ N/A

Name of Audit Agency/Firm: Clifton Larson Allen LLP

### AUDITOR'S OPINION

12. On the most recent audit, what was the auditor's opinion?

☒ Unqualified Opinion ☐ Qualified Opinion ☐ Disclaimer, Going Concern or Adverse Opinions ☐ N/A: No audits as described above

Enter the number of findings (if none, enter "0"): 0

Enter the dollar amount of questioned costs (if none, enter "\$0"): 0

Were material weaknesses noted in the report or opinion? ☐ Yes ☒ No

13. Which of the following best describes the applicant entity's accounting system:

☐ Manual ☒ Automated ☐ Combination of manual and automated

14. Does the applicant entity's accounting system have the capability to identify the receipt and expenditure of award funds separately for each Federal award?

☒ Yes ☐ No ☐ Not Sure

15. Does the applicant entity's accounting system have the capability to record expenditures for each Federal award by the budget cost categories shown in the approved budget?

☒ Yes ☐ No ☐ Not Sure

16. Does the applicant entity's accounting system have the capability to record cost sharing ("match") separately for each Federal award, and maintain documentation to support recorded match or cost share?

☒ Yes ☐ No ☐ Not Sure



17. Does the applicant entity's accounting system have the capability to accurately track employees actual time spent performing work for each federal award, and to accurately allocate charges for employee salaries and wages for each federal award, and maintain records to support the actual time spent and specific allocation of charges associated with each applicant employee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
18. Does the applicant entity's accounting system include budgetary controls to preclude the applicant entity from incurring obligations or costs that exceed the amount of funds available under a federal award (the total amount of the award, as well as the amount available in each budget cost category)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
19. Is applicant entity familiar with the "cost principles" that apply to recent and future federal awards, including the general and specific principles set out in 2 C.F.R. Part 200?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
<b>PROPERTY STANDARDS AND PROCUREMENT STANDARDS</b>	
20. Does the applicant entity's property management system(s) maintain the following information on property purchased with federal award funds (1) a description of the property; (2) an identification number; (3) the source of funding for the property, including the award number; (4) who holds title; (5) acquisition date; (6) acquisition cost; (7) federal share of the acquisition cost; (8) location and condition of the property; (9) ultimate disposition information?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
21. Does the applicant entity maintain written policies and procedures for procurement transactions that -- (1) are designed to avoid unnecessary or duplicative purchases; (2) provide for analysis of lease versus purchase alternatives; (3) set out a process for soliciting goods and services, and (4) include standards of conduct that address conflicts of interest?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. a) Are the applicant entity's procurement policies and procedures designed to ensure that procurements are conducted in a manner that provides full and open competition to the extent practicable, and to avoid practices that restrict competition?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
22. b) Do the applicant entity's procurement policies and procedures require documentation of the history of a procurement, including the rationale for the method of procurement, selection of contract type, selection or rejection of contractors, and basis for the contract price?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
23. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from entering into a procurement contract under a federal award with any entity or individual that is suspended or debarred from such contracts, including provisions for checking the "Excluded Parties List" system ( <a href="http://www.sam.gov">www.sam.gov</a> ) for suspended or debarred sub-grantees and contractors, prior to award?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure
<b>TRAVEL POLICY</b>	
24. Does the applicant entity: (a) maintain a standard travel policy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (b) adhere to the Federal Travel Regulation (FTR)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
<b>SUBRECIPIENT MANAGEMENT AND MONITORING</b>	
25. Does the applicant entity have written policies, procedures, and/or guidance designed to ensure that any subawards made by the applicant entity under a federal award -- (1) clearly document applicable federal requirements, (2) are appropriately monitored by the applicant, and (3) comply with the requirements in 2 CFR Part 200 (see 2 CFR 200.331)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure  <input type="checkbox"/> N/A - Applicant does not make subawards under any OJP awards





26. Is the applicant entity aware of the differences between subawards under federal awards and procurement contracts under federal awards, including the different roles and responsibilities associated with each?

☒ Yes ☐ No ☐ Not Sure  
☐ N/A - Applicant does not make subawards under any OJP awards

27. Does the applicant entity have written policies and procedures designed to prevent the applicant entity from making a subaward under a federal award to any entity or individual is suspended or debarred from such subawards?

☒ Yes ☐ No ☐ Not Sure  
☐ N/A - Applicant does not make subawards under any OJP awards

#### DESIGNATION AS 'HIGH-RISK' BY OTHER FEDERAL AGENCIES

28. Is the applicant entity designated "high risk" by a federal grant-making agency outside of DOJ? (High risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant.)

☐ Yes ☒ No ☐ Not Sure

If "Yes", provide the following:

(a) Name(s) of the federal awarding agency:

[Redacted]

(b) Date(s) the agency notified the applicant entity of the "high risk" designation:

[Redacted]

(c) Contact information for the "high risk" point of contact at the federal agency:

Name:

[Redacted]

Phone:

[Redacted]

Email:

[Redacted]

(d) Reason for "high risk" status, as set out by the federal agency:

[Redacted]

#### CERTIFICATION ON BEHALF OF THE APPLICANT ENTITY

(Must be made by the chief executive, executive director, chief financial officer, designated authorized representative ("AOR"), or other official with the requisite knowledge and authority)

On behalf of the applicant entity, I certify to the U.S. Department of Justice that the information provided above is complete and correct to the best of my knowledge. I have the requisite authority and information to make this certification on behalf of the applicant entity.

Name: Gunnar Malm

Date: 03/17/20

Title: ☐ Executive Director ☐ Chief Financial Officer ☒ Chairman

☐ Other:

[Redacted]

Phone: 307-633-4260



## QUOTE

Date: February 10, 2020

Expiration Date: March 11, 2020

Serving all your office needs:  
Printing, Office Supplies,  
Promotional Products, and Furniture

To: Laramie County Sheriffs Office  
Attn: Susan Gensel

Description	Qty	Price/Each	Total Sell
Storage cabinet 36"W x 22"D x 29"H, Cherry (Printer Cabinet)	1	\$ 222.00	\$222.00
700 Series Lateral File Four-Drawer, 42"W x 18"D x 52.5"H, Black	1	\$ 975.00	\$975.00
Two Drawer Lateral File, 36"W x 22"D x 29"H, Cherry	1	\$ 321.00	\$321.00
Double Door Cabinet, 36"W x 22"D x 38"H, Cherry	1	\$ 325.00	\$325.00

SubTotal \$1,843.00

Installation \$275.00

Total Sell Price \$2,118.00

**Thank you for your business!**

6207 Brimmer Road, Cheyenne, WY 82009, 307-634-1900,  
Toll Free FAX: 866-632-4238, [deanna.lies@indoff.com](mailto:deanna.lies@indoff.com)

**Fujitsu fi-7160 Color Duplex Professional Document Scanner - 60ppm - 600 dpi optical - USB 3.0**  
Item # 1867324

2 scanners

\$879.99 / each

x 2

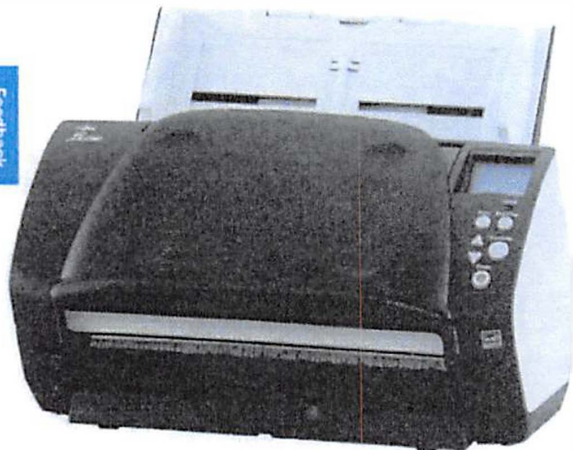
Free delivery

Estimated delivery 3-5 business days

**Save \$50 on your purchase of \$150 or more**  
with the Office Depot OfficeMax Business Card.  
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Feedback





## Description

- TWAIN/ISIS compliant
- Duplex scanning speeds of up to 60 pages per minute. Optical resolution of up to 600 dpi. 80-sheets Automatic Document Feeder (ADF)
- Designed to make end-to-end scanning processes faster and more reliable for businesses
- Advanced paper handling technology for the ultimate in feeding reliability
- Capable of handling sticky notes, receipts, labels, and hard and embossed credit and ID cards
- ENERGY STAR certified — meets federal guidelines for energy efficiency

## Product Details

Item #	1867324
Manufacturer #	13111275
color scanning	Yes
height	6-2/5 in
width	11-8/10 in
Warranty	1-Year Limited
grayscale depth	8 bits
depth	6-7/10 in
model	fi-7160
brand name	Fujitsu
dimensions	6-2/5 in X 11-8/10 in X 6-7/10 in
Eco Label Standard	ENERGY STAR
Product Type	Document Scanner
quantity	1
Maximum Mono Scan Speed (ppm)	60
Environmentally Friendly	Yes
ENERGY STAR	Yes
Product Name	fi-7160 Color Duplex Professional Document Scanner
color depth	24-bit
Capacity	80
Size	297, 18, 210, 82, 50.8
type	Plain Paper, Embossed Card, Receipt, ID Card, Form, Invoice, Note, Label
Format	No
Maximum Color Scan Speed (ppm)	60
Maximum Mono Scan Speed (ipm)	120
cordless	No
Maximum Color Scan Speed (ipm)	120
USB	Yes
Product Series	fi
Operating System Supported	Windows, Linux
Duplex Scanning	Yes
Optical Resolution	732
Show Less	

## Customer Reviews

★★★★★ 4.8 16 Reviews

16 out of 17 (94%) reviewers recommend this product

Search topics and reviews



## Reviews

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Rating Snapshot

Select a row below to filter reviews

5★

17



# LARAMIE COUNTY

## JOB DESCRIPTION

---

<b>TITLE:</b>	Sex Offender Registrar	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Sheriff	<b>REVISED:</b>	April 10, 2017

---

**SUMMARY:** Under supervision, perform a variety of administrative duties as it pertains to Sex Offender Registrations and processing of legal and law enforcement documents participate in initial registrations, updates, and monitoring and de-registration of Sex Offenders.

**ESSENTIAL JOB FUNCTIONS:** *(Essential function, as defined under the American with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Performs research functions and follow-up, checking documents to identify potential clients and determine whether the criteria are met to register in accordance with the Sex Offender Registration Act (W.S.S. 7-19-301 thru 7-19-308).
- Meet, register, and complete all required paper work with clients.
- Collect and distribute accordingly, DNA samples, photos, and fingerprints when required.
- Collect statistical data and compile data into the Laramie County Sex Offender Database.
- Update information into WY CJIS-SOR and/or Offender Watch.
- Insure compliance with clients regarding the Prohibited Access to School Properties Restriction Law (W.S.S. 6-2-320).
- Create, update and maintain registered Sex Offender files and databases.
- Meet in person with clients to complete Personal Verification Forms, updates, transient check-ins and de-registrations.
- When required compete notifications to neighborhoods, churches, daycares and/or school notifications via methods such as flyers, mailings, newspaper, emails or other forms of media releases.
- Provide assistance to other law enforcement agencies, to include Probation and Parole, District Attorney's Office, and the Department of Corrections.
- Monitor and follow-up with non-compliant clients.
- Forward registration violations to the Detective Division.
- Answer incoming telephone calls, respond to emails, and assist clients with rules and regulations regarding the Sex Offender Registration Act.
- Sign a Security Awareness agreement every two years with the Warrant Entry Clerk and maintain any necessary security clearances through DCI, WY CJIS-SOR and /or WY CJIS.
- Perform other duties as assigned.

### Knowledge and Skills:

- Knowledge of Laramie County Policy and Procedures.
- Knowledge of laws, rules, and regulations as it pertains to the Sex Offender Registration Act and Prohibited Access to School Facilities.
- Knowledge of computers and specific software as it pertains to the Sex Offender Registration Act.
- Knowledge of sex offender record keeping and management.
- Knowledge of legal terminology and court documents.
- Knowledge of basic laws governing the release of information about current and previous Registered Sex Offenders either to the public or other law enforcement agencies.
- Knowledge of record keeping and records management.
- Skill in interactions with individuals of different social, economic, and ethnic backgrounds.
- Skills in remaining alert at all times and react quickly and calmly in emergency situations.
- Skill in coordinating day-to-day activities, perform general updates, review documents and extract relevant information as it pertains to the Sex Offender Registration Act.





# LARAMIE COUNTY

## JOB DESCRIPTION

- Skill in operating computers and software programs.
- Skill in establishing and maintaining effective working relationships with public officials, attorneys, outside law enforcement agencies, county staff and co-workers.
- Skill in effectively communicating verbally and in writing.

### Minimum Qualifications

Possess a High School Diploma or GED equivalent, three (3) years clerical and computer experience, and people skills. The individual must pass a thorough background investigation and have no felony convictions. The individual must pass NCIC certification and Offender Watch training within three (3) months of hire and complete any required DCI Sex Offender Registration Training.

## **Susan Gensel – Lead Sex Offender Registrant for Laramie County, WY:**

**I was a Detective with Laramie County Sheriff's Department from 2008 until 2013 – Primary job was sex offender registration but I handled other calls as assigned from my Sgt. I frequently investigated non-compliant sex offenders, potential re-offenses, made arrests and successfully testified in trials.**

**I retired and accepted the civilian position of Sex Offender Registrant with the Laramie County Sheriff's Department as of 2013 to Current. The following are most of my job duties:**

- **Performs research functions and follow-up, checking documents to identify potential clients and determine whether the criteria are met to register in accordance with the Sex Offender Registration Act (W.S.S. 7-19-301 thru 7-19-310).**
- **Meet, register, and complete all required paper work with clients.**
- **Collect and distribute accordingly, DNA samples, photos, and fingerprints when required.**
- **Collect statistical data and compile data into the Laramie County Sex Offender Database.**
- **Update information into Offender Watch (OffenderWatch pushes information NCIC).**
- **Ensure compliance with clients regarding the Prohibited Access to School Properties Restriction Law (W.S.S. 6-2-320).**
- **Create, update and maintain registered Sex Offender files and databases.**
- **Collect and Deposit Sex Offender Fees. Ensure DCI gets their portion of fees with detailed reports of receipts and who paid.**
- **Meet in person with clients to complete Personal Verification Forms, updates, transient check-ins and de-registrations.**
- **When required complete notifications to neighborhoods, churches, daycares and/or school notifications via methods such as flyers, mailings, newspaper, emails or other forms of media releases.**
- **Provide assistance to other law enforcement agencies, to include Probation and Parole, District Attorney's Office, Department of Family Services and the Department of Corrections.**
- **Monitor and follow-up with non-compliant clients.**
- **Forward registration violations to the Deputies and/or USM for Adam Walsh Violations.**
- **Answer incoming telephone calls, respond to emails, and assist clients with rules and regulations regarding the Sex Offender Registration Act.**
- **Sign a Security Awareness agreement every two years with the Warrant Entry Clerk and maintain any necessary security clearances through DCI, NCIC and/or WycJIS.**
- **Perform other duties as assigned.**

**In December of 2015, we added a second person to our SOR Program. Since then, Laramie County has held the highest number of registered sex offenders in the State (currently about 390 +/- on any given day). Our Department has not had many funds to send us out on trainings and the majority of training requests have been denied. The trainings I have attended are:**

- **OffenderWatch Initial Training – live online (2014).**
- **NCIC User Training in Cheyenne, WY (09/24/2014).**
- **C.O.P. Test through OffenderWatch Program (06/18/2015).**
- **Sex Offender Registry Training in Douglas, WY (05/19/2016)**
- **C.O.P. Test through OffenderWatch Program (12/14/2017).**
- **Preparing for Leadership Class in Douglas, WY (02/12/2018-02/16/2018)**
- **First Line Supervision Class in Douglas, WY (04/01/2019-04/05/2019).**
- **Residency Restrictions for Sex Offenders – 2 hour webinar (01/07/2020).**

**In 2018, we successfully completed our first FBI Audit and received challenge coins for excellence.**

**In 2019 we received national recognition for Outstanding Public Service of Sex Offender Registry Management.**

# Certificate of Achievement

Presented to:  
**Susan Gensel**

*Congratulations! You have been deemed a Certified OffenderWatch Professional (C.O.P.)*

Test name: Certified OffenderWatch Professional (C.O.P.)- Test  
Score: 90 out of 100

You have passed the Certified OffenderWatch Professional "Certification" Test. Your certification will remain valid for 2 years. You may re-certify after 2 years has passed.

---

Thu 18th Jun 2015



# Certificate of Achievement

Presented to:

**Susan Gensel**

*Congratulations! You have been deemed a Certified OffenderWatch Professional (C.O.P.)*

Test name: Certified OffenderWatch Professional (C.O.P.)- Test

Score: 85 out of 100

You have passed the Certified OffenderWatch Professional "Certification" Test. Please print your certificate. You will also receive a C.O.P. lapel pin in the next 90-120 days. Thanks!

---

Thu 14th Dec 2017





THE  
**State of Wyoming**  
**Division of Criminal Investigation**

Be it known that  
**Susan Gensel**

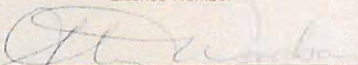
is hereby licensed as a

**Law Enforcement Telecommunications Systems Operator**

for having qualified under the licensing program as required by the National Crime Information Center and adopted by the Wyoming Control Terminal Agency, and is authorized access to the various associated systems.

**F3523**

License Number

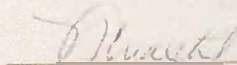


Director, Division of Criminal Investigation



**09/26/16**

Expiration Date



State Control Terminal Officer



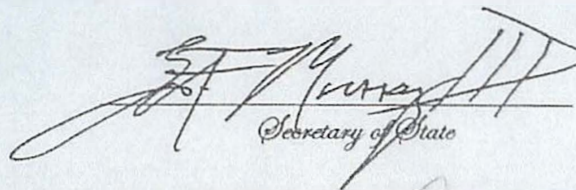
*State of Wyoming*  
*Notary Public*

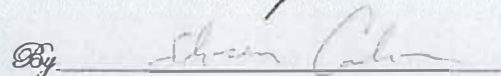
I, Edward F. Murray, III, Secretary of State of Wyoming, have appointed and hereby commission  
**S Gensel**

a Notary Public within and for the County of Laramie and do authorize and empower her to execute and fulfill the duties of that office according to law, and to have and to hold the said office, with all the powers, privileges and emoluments thereunto appertaining, unto the said S Gensel during the term of four years from the Twenty-Seventh day of July A.D. 2017.



In Testimony Whereof, I have set my hand and affixed the Great Seal of the State of Wyoming, done at the City of Cheyenne, this Twenty-Seventh day of July A.D. 2017.

  
Secretary of State

By 



UNITED STATES MARSHALS SERVICE

# CERTIFICATE OF APPRECIATION



*This Certificate of Appreciation is presented to*

**Detective Susan Gensel, LCSO**

*in recognition of your significant contributions to the mission of the  
United States Marshals Service, Sex Offender Investigations Branch.*

*Laramie County Operation Jessica 2010 - 2012*

Dennis Conmay, Senior Inspector  
Sex Offender Investigations Branch  
Investigative Operations Division

*4-21-2015*

Date



UNITED STATES MARSHALS SERVICE

# CERTIFICATE OF APPRECIATION



This Certificate of Appreciation is presented to

**Susan Gensel, Laramie County Sheriff's Department**

in recognition of your significant contributions to the mission of the  
United States Marshals Service, Sex Offender Investigations Branch.

Laramie County Operation Jessica 2013 - 2015

Dennis Conway, Senior Inspector  
Sex Offender Investigations Branch  
Investigative Operations Division

4-21-2015  
Date



United States Marshals Service  
District of Wyoming



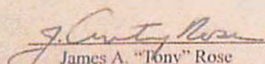
**Certificate of Appreciation**

*This certificate is Presented to*

***Detective Susan Gensel***

***Laramie County Sheriffs Department***

***In support and assistance given to the District of Wyoming with  
The United States Marshals Service Operation Shepherd 2009***

  
James A. "Tony" Rose  
United States Marshal D/WY

12/03/09  
(Date)



State of Wyoming


*Division of Criminal Investigation*

The Wyoming CJIS System  
Agency hereby certifies

**Susan Gensel**

**Laramie County Sheriff's Office**

Successfully completed 8 hours of Sex Offender  
Registry/NCIC Training on September 24, 2014, in  
Cheyenne, Wyoming

  
Tim Olsen, Control Terminal Supervisor



  
Natalie Chrastil - CJIS Systems Officer

## Kimberly Wright – Sex Offender Registrant for Laramie County, WY

I have worked as a Sex Offender Registrant for the Laramie County Sheriff's Department since December 21, 2015. The following is a list of my current duties:

- Performs research functions and follow-up, checking documents to identify potential clients and determine whether all criteria is met to register them in accordance with the Sex Offender Registration Act (W.S.S. 7-19-301 thru 7-19-310).
- Meet with, register, and complete all required paper work with clients.
- Collect and distribute accordingly, DNA samples, photos, and fingerprints when required.
- Collect statistical data and compile data into the Laramie County Sex Offender Database.
- Update information into Offender Watch (Offenderwatch then pushes all information to NCIC).
- Insure compliance with clients regarding the Prohibited Access to School Properties Restriction Law (W.S.S. 6-2-320).
- Create, update and maintain registered sex offender files and databases.
- Collect and deposit all fees collected from sex offenders. Ensure monthly that DCI receives their portion of the fees, to include a detailed report of who paid.
- Meet clients in person to complete Personal Verification Forms, updates, transient check-ins and de-registrations.
- When required compete notifications that are sent out to neighborhoods, churches, daycares and/or school notifications via methods such as flyers, mailings, newspaper, emails or other forms of media releases.
- Provide assistance to other law enforcement agencies, to include Unites States Marshall's Office, Probation and Parole, District Attorney's Office, Department of Family Services and the Department of Corrections.
- Monitor and follow-up with all non-compliant clients.
- Forward registration violations to the Deputies and/or USM for Adam Walsh Violations.
- Answer incoming telephone calls, respond to emails, and assist clients with rules and regulations regarding the Sex Offender Registration Act.

- Sign a Security Awareness agreement every two years with the Warrant Entry Clerk and maintain all necessary security clearances through DCI, NCIC and/or WY CJIS.
- Perform other duties as assigned.

Laramie County currently has the highest number of offenders in the state. As of today, we currently have 390 offenders. These numbers can change +/- on any given day. Laramie County is an ideal location as we have many resources for them to use in hopes to give them a fresh start. Unfortunately, funding has not been available for trainings that require travel, so they've been denied.

Trainings I have attended since my employment at the Laramie County Sheriff's Department are as follows:

- OffenderWatch Basic Online Training (January 6, 2016)
- C.O.P. Testing (OffenderWatch Program) (March 10, 2016)
- Sex Offender Registry Training at WLEA in Douglas, WY (May 19, 2016)
- Front Desk Safety & Security in Casper, WY (September 27, 2016)
- Fingerprint Training – LCSD (February 27, 2017)
- Dealing with Challenging Behavior at Laramie County Court House (October 23, 2019)
- Residency Restrictions for Sex Offenders – 2 Hr Webinar (January 7, 2020)



# Certificate of Achievement

Presented to:

**Kimberly Wright**

*Congratulations! You have been deemed a Certified OffenderWatch Professional (C.O.P.)*

Test name: Certified OffenderWatch Professional (C.O.P.)- Test

Score: 75 out of 100

You have passed the Certified OffenderWatch Professional "Certification" Test. Please print your certificate. You will also receive a C.O.P. lapel pin in the next 90-120 days. Thanks!

---

Thu 10th Mar 2016



THE  
**State of Wyoming**  
**Division of Criminal Investigation**

Be it known that

Kimberly Wright

is hereby licensed as a

**Law Enforcement Telecommunications Systems Operator**

for having qualified under the licensing program as required by the National Crime Information Center and adopted by the Wyoming Control Terminal Agency, and is authorized access to the various associated systems.

F3613

License Number

  
Director, Division of Criminal Investigation



1/7/2018

Expiration Date

  
State Control Terminal Officer

# *State of Wyoming*

## *Notary Public*

I, Edward F. Murray, III, Secretary of State of Wyoming, have appointed and hereby commission

**KS Wright**

a Notary Public within and for the County of Laramie and do authorize and empower her to execute and fulfill the duties of that office according to law, and to have and to hold the said office, with all the powers, privileges and emoluments thereunto appertaining, unto the said KS Wright during the term of four years from the Twenty-Seventh day of July A.D. 2017.



In Testimony Whereof, I have set my hand and affixed the Great Seal of the State of Wyoming, done at the City of Cheyenne, this Twenty-Seventh day of July A.D. 2017.

  
Secretary of State

By 



# National Certificate of Recognition

for Outstanding Public Service of Sex Offender Registry Management

**We Understand** that on this date, March 6th, 2019 Sheriff Danny Glick of the Laramie County Sheriff's Office is hereby recognized nationally for exceptional efforts relative to data accuracy, compliance and timeliness of the bookends of sex offenders residing within the jurisdiction.

**Whereas** Sheriff Glick has implemented policies and procedures that address the ordinary constraints of the criminal justice system at each by state laws, so to ensure the data enforcement, community and citizens of the county are made aware of offender movements, status change and risks.

**Whereas** Sheriff Glick has exceeded the highest levels of public safety, adhering to the strictest standards to become Sheriff.

**Now Therefore** the Laramie County Sheriff's Office is to be recognized for the resources allocated and committed to this unit, setting a higher bar for the law enforcement community.



Ben Lucynski, CEO  
Offenderwatch

Mike Carmer

Mike Carmer, President,  
Offenderwatch



Very special  
thanks...

Dear Susan & Kim,  
I wanted to thank you both for  
taking time in showing me your  
SOR program/processes. It helped  
me understand your SOR program  
to the local level. From my  
vantage point, it is apparent that  
you two are very passionate and  
dedicated on what you do.  
That is commendable, and I  
wanted to acknowledge your efforts.

Please find a couple of FBI CJIS  
"challenge coins". Your hardwork  
is appreciated.

...to very thoughtful you!

Regards,  
Patrick  
FBI CJIS Auditor







**Paul A. Wells**  
Responsible Broker



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Kim -

Thank you very much for speaking at  
our office meeting today, and answering  
our questions!

Several agents reached out to me to  
tell me how valuable the information was.

Again, thanks!!

Paul A. Wells