State of Michigan Sex Offender Procedures for OffenderWatch®:
Importing and setting up an initial "Verification Cycle" for newly released offenders

After logging in to OffenderWatch®, clicking "Offender Search" on the top left of the screen will allow you to conduct a statewide search.

Search for the offender to be set up for a verification cycle for your agency.

Do this by checking the "Select All" check box next to the "Search Other Agencies" List, in "Offender Search." Then add any identifying information you have on the offender, like name, DOB, or SSN.

💡 **TIP!** Most Identifying data can be found in the "Offender Details (Main and Additional)" search tabs, however "DOB" and other traits associated with "Physical" identification, are located in the "Physical Traits" tab.

After entering the search criteria for your offender, clicking the "Search" button (middle left on the search screen) will avail a list of offenders on the bottom half of the search screen. This is called the "Offender List."

From the "Offender List", choose the offender you wish to manage and double-click to open the record.

Once opened, from the "Main/General" tab, review the offender's "Status", "Compliance" and "Non-compliant Reasons." Also be sure to note any "Officer Alert" that opens.

Also, be sure to review the "Investigative Notes" tab, including the "Tips" sub-tab.

If there is an open investigation, please contact the managing agency or officer prior to editing or importing the record. Make a note of the current offender "Status" and any "Non-compliant Reasons" when applicable, as both will be removed upon importing the record. Close the record and return to the search screen.

You may then import the record into your agency's account by Right-Clicking and selecting "Import this Offender", shown below.

The red "X" to the far left in the offender list indicates the record is managed by another agency. Once imported, you'll receive a pop up message stating the record has been imported, and the red "X" will disappear. The "X" is gone because the offender record is now managed by your agency, and stored in your agency's account.

You may also notice the "Managing Agency" column in the list toward the right side has a blank. This also indicates the record is now stored in your agency's account. This field only has an agency name in it when the record is managed by another agency.

💡 **TIP!** Place your cursor over any symbol on the far left in the offender list to see what the symbol indicates about a particular record.
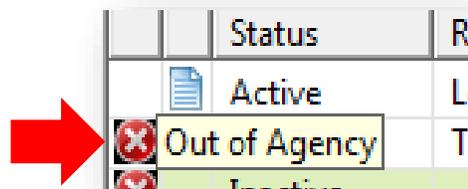
Once imported, you may set up an initial "Verification Cycle" on the offender. Just "right-click" on the record in the offender list to be verified, and select "Edit Verification", shown below.

Selecting "Edit Verification" will open the area where you will be able to select the offender's proper "Verification Cycle." You may activate the cycle and add information relative to your agency protocol.

When you open the "Edit Verification" section for a newly released offender you will see the offender's name and "Home/Primary" address at the top of the record. All four available verification cycles will be displayed and are inactive (grayed out), similar to what you see in the image below.

Once you have selected the cycle you would like to activate, based on the requirements for that offender, check the check box next to the cycle's name. Doing this will activate the cycle allowing you to add information. To keep a cycle active, it will need at least a "Verification Status", a "Last Verified" date and a "Next Verification" date. Using a status of "Verified-OK" will calculate dates automatically. If any other statuses are used, be sure to manually add the "Next Verification" date to keep the cycle active.
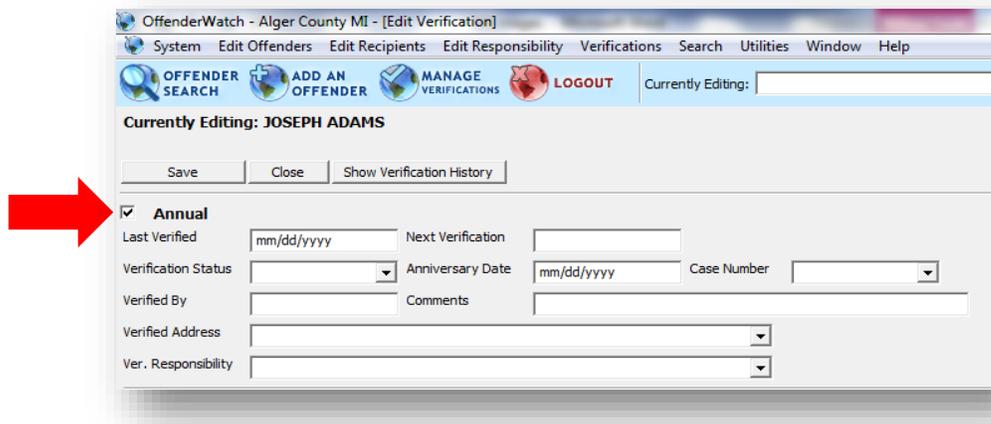
💡 **TIP!** Checking the checkbox for a given cycle, and having a "Next Verification" date are synonymous. Removing either the check box, or the "Next Verification" date will de-activate a verification cycle.

As stated previously, selecting the "Verification Status" labeled "Verified – OK" will automatically enter the "Last Verified" date, and calculate the "Next Verification" date for you.

Be sure to add an "Anniversary Date" prior to picking the "Verified – OK" status. The system will then use the "Anniversary Date" in its date calculation. Otherwise, the next verification date will be calculated based on the "Last Verified" date.

In Michigan, the "Anniversary Date" is based on the offender's birth month. That is to say the offender must complete his verification duties during his birth month.

Therefore, if a newly released offender's DOB is "05/17/1963", you should enter "05/01/1963" into the "Anniversary Date" field, then select "Verified – OK" as the "Verification Status." The offender has the entire month to complete his verification requirement. So you will set the anniversary date to the first of his birth month, and the system will not recognize him as late, as long as he fulfills the requirement within the month.

Note in the image below, the "Next Verification" date that was calculated by the system matches the "Anniversary Date" entered. All the user did in this example was enter the "Anniversary Date" and selected "Verified – OK." The system did the rest.
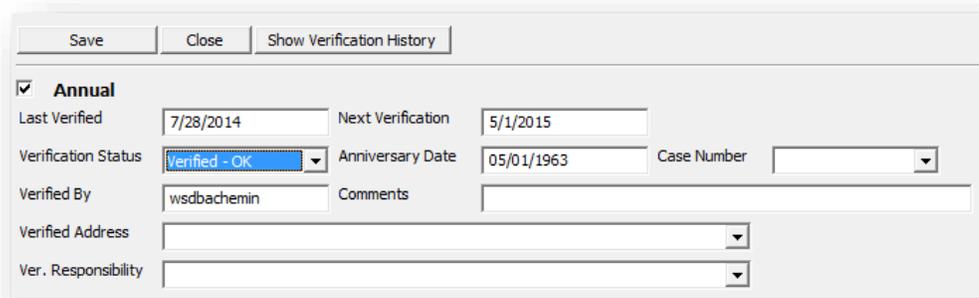
Please be sure to click "Save" before closing. However, you will receive a warning message if you try to close without saving.

Please be sure to fill in any other applicable fields. Any "Current" address in the record, regardless of type, will display in the "Verified Address" dropdown field. The "Verified By" field will auto fill with the username of the person making the entry. Fields that get filled in automatically can be manually adjusted, prior to clicking "Save", in "Edit Verification."

Once a verification entry is saved, a new entry will be made in "Verification History." The current entry/entries will also display in "Edit Verification" until updated. All historical entries from your agency, as well as any entries from other agencies that have previously verified the offender, can be seen in "Verification History."

If a mistake was made and a verification entry has been saved with incorrect data, you must contact the Michigan State Police SOR Unit at (517) 241-1806 to make any changes to saved verification data. For any other assistance with OffenderWatch®, please contact the support desk at 985-871-8110 or ow_support@watchsystems.com.