

## 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.

OffenderWatch - Alger County MI - [List Offenders]

System Edit Offenders Edit Recipients Edit Responsibility Verifications Search Utilities Window Help

OFFENDER SEARCH ADD AN OFFENDER MANAGE VERIFICATIONS LOGOUT Currently Editing: [ ]

SOR INNOVATIONS CONFERENCE  
8/19/14 - 8/21/14

Search Parameters:  
Offender Details Physical Traits Address Details Work/School/Volunteer Professional License Offenses Incarcerations Probation/Warrant/Case Vehicles Radial Search Address Display Age of Record Investigative Notes NCIC State Fees Missing Info  
Offender Details (Main) Offender Details (Additional)

Use any of the fields below to modify the search results:

Last Name: John First Name: Doe Middle Name: Paul Name Suffix: [ ] Include Alas in Name Search:  Include Soundex results in Name Search:   
Alas Last: [ ] Alas First: [ ] Alas Middle: [ ] Alas Suffix: [ ] Alas Type: [ ]  
SSN: [222-44-5555] Sexual Predator: [ ] Published: [ ] Has Photo: [ ] Reg #: [ ]  
Responsibility: Au Train 0 Risk/Class: Tier 1 Status: Active  
Burt 0 Tier 2 Inactive  
Chatham 0 Tier 3  
Grand Island 0 Not Yet Assigned

Compliance: [ ] Reg. Start: 7/28/2014 Reg. End: 7/28/2014 Lifetime Reg.: [ ]  
Reasons: ID violation Internet violation Address violation Employment violation Campus violation Failed to register

Search other agencies: [Shawwassee County MI(047817800) Zone  
St. Clair County MI(04747500)  
St. Joseph County MI(047517500)  
Tuscola County MI(047917900)  
Van Buren County MI(048018000)  
Washtenaw County MI(048318300)  
Wayne County MI(048218200)  
National Search: [ ]

Select All:   
Select Reg.:   
Select Non-reg.:   
Include Previously Managed Offenders:   
National Search:

Search Reset Panel Reset All Map Results Print List Print Report Export List Save Search Load Search

**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.

Edit Offender

Currently Editing: **Kenny Alligator, State ID#: 775566**

Main | Work/School/Volunteer | Marks/Alas/Internet | Address/Phone | Associates | Vehicles | Offenses | Incarcerations | Photo | Public Comments | Investigative Notes | Probation/Warrant/Case | Fees

General | Physical | DNA Records

Identification

\* Last Alligator \* First Kenny Middle Hans Suffix  
 \* DOB 03/02/1977 Age 37 SSN 123 -45 - 6789 \* Reg # M1256  
 DL # 334221111 DL State LA DL Issue Date DL Exp. Date DL Type D-Driver's License DL Status  
 DL Flagged FBI# \* State ID# 775566 NIC# DOC#  
 Alt # D1256 Publish on Website \* Status Active

Registration

Responsibility Covington Police Dept. (Sc) \* Risk/Classification Tier 3  
 Zone District 8 Compliance Non-compliant \* Non-Compliant Reason  
 Sexual Predator Lifetime Registration Registration Type Standard  
 \* Reg. Start Date 03/09/2008 \* Reg. End Date  
 Last Ver. Ok Date 08/01/2014 Reg. Event Date  
 Next Verification Due Date 10/01/2014 Registration Length

Fields marked in blue indicate data that may be published

Officer Alert: Admin level users may enter a message here which will appear to all agency users upon opening this record. Select "Activate Alert" to set as active.  
 arrest this offender

Print Officer Alert  Activate Alert

Alert US Marshal  
 Allow the US Marshals access to this offender

Locking an offender will lock any controls that are marked as such in User Permissions.  
 Offender locked

Save and Continue Save and Close Close

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

Edit Offender

Currently Editing: **Kenny Alligator, State ID#: 775566**

Main | Work/School/Volunteer | Marks/Alas/Internet | Address/Phone | Associates | Vehicles | Offenses | Incarcerations | Photo | Public Comments | Investigative Notes | Probation/Warrant/Case

Investigative Notes

Investigative Notes | Images | Arrests | Documents | Tips

Owner is a read-only field.  
 This table will grow as data is added.  
 Insert data in Row 1 and press ENTER to add a new row.  
 Use CTRL+ENTER to enter a line-break in the field.

USMS Status:

	Date Added	Investigative Note	Owner	Lock	Private
1				<input type="checkbox"/>	<input type="checkbox"/>
2	03/21/2011 9:36AM (ET)	After arrest on 9/22/2010 Offender is prohibited from being within 1200 yards of the St. Tammany Sports and Rec. Complex. He lives one mile from the facility.	Rickey Jackson (Sales Demo Agency) Email: 57@saaints.com Phone: (504) 577-5757	<input type="checkbox"/>	<input type="checkbox"/>
3	03/09/2008 12:00AM (ET)	Carries a 9 mm. Be cautious when approaching. USE CAUTION CALL for back up!!!	Historical	<input type="checkbox"/>	<input type="checkbox"/>

Print Investigative Notes

Save and Continue Save and Close Close

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.

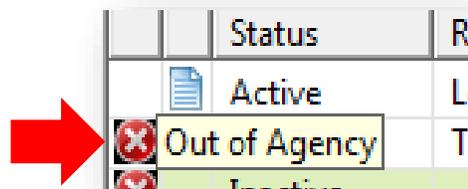
The screenshot shows a search interface with various filters and a table of search results. A right-click context menu is open over the first offender record, with a red arrow pointing to the 'Import this Offender' option.

Status	Risk/Class.	Reg #	Alt Reg #	State ID	Offender Name	Address	City	State	Zip	Photo	DOB	Agency Status	Probation ...	Managing ...	Warr
Inactive	Tier 2	S20009922			Doe, John	123 UNKNOWN			99999		09/23/1978	Inactive - Reg Canceled		Ingham Co...	
Inactive	Tier 2	S20018431		1544152	Doe, John JANE	123 LAHSER			48219		01/01/1901	Inactive - Reg Canceled		Wayne Co...	

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.

Search Results: (216 offenders returned)

Right click on the offender to view a menu of available options

Exclamation icon indicates Bad Geocode

Page icon indicates Published Offender

Bullseye icon indicates a proximity violation

Yellow target icon indicates exemption from proximity violations

Status	Risk/Class.	Reg #	Alt Reg #	State ID	Offender Name	Address	City	State	Zip
Inactive - ...	Drug Offen...	D526352...	D4234234	D45434535	Abbey, Franklin T.	202 Boston St	Covington	LA	70433
Active	Tier 1	8001165		ID00060094	Acevedo, Joseph TE...	homeless homeless	covington	LA	70433
Inactive - ...		8009713			Aguirre, Anthony E...	724 S POWERLINE RD	NAMPA	ID	83686
Active	Tier 3	M1256	D1256	775566	Alligator, Kenny Hans	1111 Main St	New Orleans	LA	22334
Active - fe...	Tier 3	786870009			Anderson, Bob JOHN	333 Angela Ave	Arabi	LA	70032
Active	Tier 3	D443355			Arbour Sr, Al Fred	8412 Benjamin st	chalmette	LA	70043
Inactive - ...	Tier 1	307063		WA15809548	Baird, Mark Allen	2923 S Meridian E-204	Puyallup	WA	98373
Inactive - R...	Tier 3	8			Barnett Sr, Earl	222 love ln	hakensack	LA	70000

Context Menu Options:

- Edit Offender
- Edit Verification
- View Verification History
- Edit Verification History
- Delete Offender
- Mailing Estimate Request
- View Mailings
- Reports
- Offender Export
- Map Offender
- Send Message

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.

OffenderWatch - Alger County MI - [Edit Verification]

System Edit Offenders Edit Recipients Edit Responsibility Verifications Search Utilities Window Help

OFFENDER SEARCH ADD AN OFFENDER MANAGE VERIFICATIONS LOGOUT

Currently Editing: ANDREW ADAMS

Primary Address: 5073 MISERY BAY RD  
TOIVOLA MI 49965

Save Close Show Verification History

**Annual**

Last Verified:  Next Verification:

Verification Status:  Anniversary Date:  Case Number:

Verified By:  Comments:

Verified Address:

Ver. Responsibility:

**Semi-Annual**

Last Verified:  Next Verification:

Verification Status:  Anniversary Date:  Case Number:

Verified By:  Comments:

Verified Address:

Ver. Responsibility:

**Quarterly**

Last Verified:  Next Verification:

Verification Status:  Anniversary Date:  Case Number:

Verified By:  Comments:

Verified Address:

Ver. Responsibility:

**Residence Check**

Last Verified:  Next Verification:

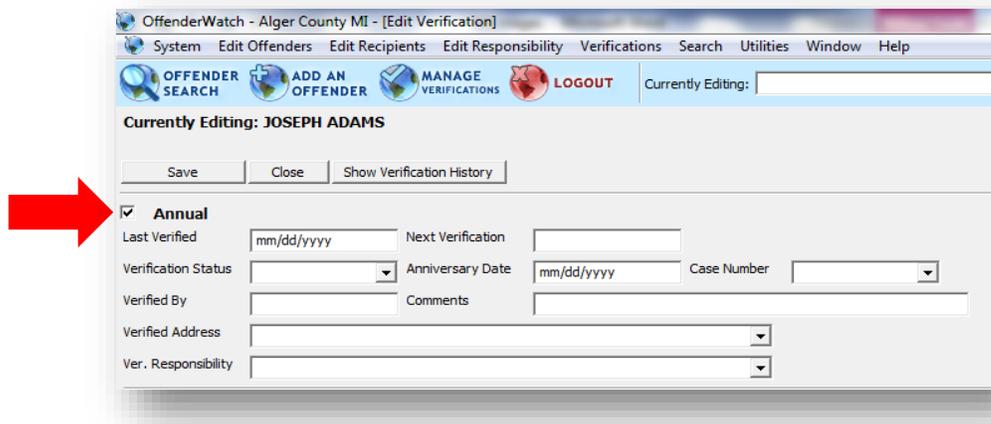
Verification Status:  Anniversary Date:  Case Number:

Verified By:  Comments:

Verified Address:

Ver. Responsibility:

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.

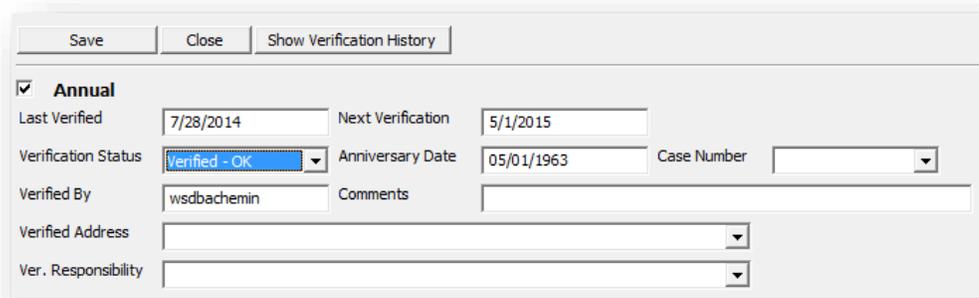
As stated previously, selecting the “Verification Status” labeled “Verified – OK” will automatically enter the “Last Verified” date, and calculate the “Next Verification” date for you.

**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](mailto:ow_support@watchsystems.com).