
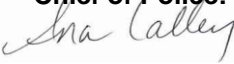
	<h1>ELGIN POLICE DEPARTMENT</h1> <p>151 Douglas Avenue Elgin, Illinois 60120</p>	
<b>Effective Date:</b> 01/01/03	<b>STANDARD OPERATING PROCEDURE</b>	<b>Revised Date:</b> 03/04/26
<b>Chief of Police:</b> 	<b>Offender Registration, 42.3</b>	
<b>Cross Reference:</b> SOP 54.1 Public Information <a href="#">730 ILCS 150, IL Sex Offender Registration Act</a> <a href="#">730 ILCS 154, IL Child Murder &amp; Violent Offender Against Youth Registration Act</a>	<b>Policy Sections:</b> 42.3.1 Registration Requirements 42.3.2 Departmental Responsibilities 42.3.3 Enforcement and Inspection 42.3.4 Discretionary Information 42.3.5 Offender Registration Reference Guide Appendix A: Registration Form for the IL Sex Offender Registration Act and IL Murderer & Violent Offender Against Youth Registration Act Appendix B: IL Sex Offender Registration Act – Institutions of Higher Education Employment/Student Info Form Appendix C: IL Murderer & Violent Offender Against Youth Registration Act - Institutions of Higher Education Employment/Student Info Form Appendix D: Unhoused Sex Offender Weekly Registration Appendix E: ISP Out of State Agency Equivalent Request Appendix F: Offender Watch Verification Request Appendix G: Offender Registration Reference Guide	

**PURPOSE**

The purpose of this policy is to establish guidelines for the registration of a sex offender, murderer, and violent offender against youth in compliance with the State of Illinois Sex Offender Registration Act and the Illinois Murderer and Violent Offender Against Youths Registration Act.

**POLICY STATEMENT**

It is the policy of the department to comply with the requirements of the Illinois Registration Acts, which includes sex offender, murderer and violent offender against youth. The department shall maintain familiarity with registered offenders residing within the city of Elgin to ensure accurate reporting of information to organizations that have authorized access to offender registration information. Enforcement of these acts is the responsibility of personnel assigned to the Major Investigations Division, Offender Compliance Team and other workgroups as appropriate.

**DEFINITIONS**

**Absconder Status:** An update to an individual’s NexGen record to indicate that the individual is no longer residing at the last registered address on file with the department.

**Administrative Extension:** Process by which the Illinois State Police extends the offender registration period to an additional ten years, if the offender is not a lifetime registrant, due to the registrant’s failure to comply with provisions of the Sex Offender Registration Act.

**EPD Offender Registration Unit Email Group:** Used to email those employees representing various workgroups who possess responsibilities associated with offender registrations. ([EPDOffenderRegistrationUnit@cityofelgin.org](mailto:EPDOffenderRegistrationUnit@cityofelgin.org))

**Hot File Record:** A database entry within the Illinois Law Enforcement Agencies Data System (LEADS) that contains information on individuals and property that require immediate attention. These "hot files" include records for wanted and missing persons, stolen vehicles, and other crime-related information like sex offenders, protection orders, and gang members. Law enforcement agencies are required to enter and update these records as soon as possible.

**Law Enforcement Agencies Database Systems (LEADS):** A shared central computer system where participating law enforcement agencies pool information to share records with other participating agencies. For purposes of this policy, this database is used by law enforcement agencies in the State of Illinois only.

**LEADS Add-On Record:** A tool for law enforcement to add a supplemental note to existing hot file records to provide more descriptive or contextual information to the record.

**LEADS Coordinator:** Communications shift supervisor or telecommunicator designated by the administration lieutenant as being responsible for coordinating the department's use of LEADS and ensuring that all LEADS regulations and policies are being followed.

**National Crime Information Center (NCIC):** Shared database where criminal justice agencies input records into the system that is accessible to other law enforcement agencies nationwide and is used for a variety of law enforcement functions.

**NexGen:** A records management system used by the Illinois State Police for the entry, maintenance and tracking of individuals who have been convicted of offenses related to sex crimes, murder or violence against youths. This system has replaced the old process for entering records into the Law Enforcement Agencies Data System (LEADS).

**Offender Registration Detective:** Appointed by a Major Investigations supervisor as the primary liaison for investigations involving a sex offender, murderer and violent offender against youth registration violations.

**Offender Watch Database:** A national offender registration management and community notification tool used by the department and participating law enforcement agencies to input and share offender registration information with other participating agencies.

**Offender Watch Verification Request:** A report generated by Offender Watch which is used by the assigned police officer/detective during the compliance inspection of a registrant's residence. The report provides information pertaining to the registrant's profile within the Offender Watch database.

**Registrant:** Individual who is required by law to register their place of residence with the department pursuant to the provisions stated in the State of Illinois Sex Offender Registration Act and the Illinois Murderer and Violent Offender Against Youths Registration Act.

**Sex Offender:** Pursuant to Illinois statute 730 ILCS 150/2, means any person who is charged pursuant to Illinois law, or any substantially similar federal, Uniform Code of Military Justice, sister state, or foreign country law with a sex offense, as listed in 730 ILCS 150/2, and is convicted of such offense or an attempt to commit such offense. Refer to the statute to review the complete statutory definition.

**Sexual Predator:** Pursuant to Illinois statute 730 ILCS 150/2 (E) means a person who is convicted of specific crimes designated in the statute and as specified in 730 ILCS 150/2 (E-10), means a person required to register in another state due to a conviction, adjudication or other action of any court triggering an obligation to register as a sex offender, sexual predator, or substantially similar status under the laws of that state. For purposes of this policy, it means an out-of-state registrant coming to the State of Illinois.

**Violent Offender Against Youth:** Pursuant to Illinois statute 730 ILCS 154/5, means any person who is charged pursuant to Illinois law or any substantially similar federal, Uniform Code of Military Justice, sister state, or foreign country law, with a violent offense against youth, as explained in 730 ILCS 154/5, or the attempt to commit an included violent offense against youth and is convicted of such offense or an attempt to commit such offense. Refer to the statute to review the complete statutory definition.

## **PROCEDURES**

### **42.3.1 REGISTRATION REQUIREMENTS**

- A. The specific registration requirements for a sex offender are located in the Sex Offender Registration Act, specifically Illinois statute 730 ILCS 150/6.
  1. A sex offender registrant is required to complete an in-person registration update to the department within three days when there is a change of:

- a. Legal name.
  - b. Address, including when the registrant will be absent from their registered address/location for three or more days.
  - c. Employment.
  - d. Education.
  - e. Phone number.
  - f. Email addresses, instant messaging identifiers, chat rooms, social media accounts, blogs and other internet communication which identifies that a sex offender uses or intends to use, all uniform resource locators (URLs) registered or used by the sex offender, all blogs and internet sites maintained by sex offender or to which the sex offender has uploaded any content or posted any messages or information.
- B. The specific requirements for a murderer/violent offender are located the Murderer and Violent Offender Against Youth Registration Act, specifically Illinois statute 730 ILCS 154.
- 1. A murderer and violent offender against youth is also required to complete an in-person registration update to the department within five days when there is a change of:
    - a. Legal name.
    - b. Address, including travel when the registrant will be absent from their registered address/location for five or more days.
    - c. Employment.
    - d. Education.
- C. Upon completion of any of the above updates with the in-taking employee, as described in Section 42.3.2, the registrant will be provided with a new registration date which shall be based on the registrant's offender status in NexGen which shall be either seven, ninety, or 365 days out from the date of the registration update.
- 1. Unhoused registrants, *every seven days*.
  - 2. Convicted of a violation of the respective registration act, *every ninety days*.
  - 3. All other registrants, *annually*.
- D. Updates not listed above do not require an in-person registration update at the department. In these instances, the registrant shall contact the offender registration detective who will ensure the appropriate updates are made. Additionally, these updates do not require a change to the registration date and the detective shall remind the registrant of their next upcoming registration date. Refer to Section 42.3.2 to view the responsibilities of the offender registration detective.

#### **42.3.2 DEPARTMENTAL RESPONSIBILITIES**

- A. The department shall ensure proper registrations are maintained and remain cognizant of where registered offenders reside within the city. When police officers encounter a registered offender residing within the city limits of Elgin, steps should be taken to verify the offender's current registration information.
- 1. Police officers who encounter an individual required to register under the State of Illinois Sex Offender Registration Act and the Illinois Murderer and Violent Offender Against Youth

Registration Act should take appropriate law enforcement action if the individual is found to be in violation, including contacting the agency of jurisdiction for an offender not registered within the city limits of Elgin to verify registration status and accuracy. Violations shall be conveyed to the offender registration detective for the appropriate follow-up.

2. If the individual is not in violation, the police officer shall provide the information to the Emergency Communications Division and a telecommunicator will update the individual's NexGen record with a LEADS add-on which shall include the date, time and reason for the contact. Add-on records shall be input into LEADS for all registrants that police officers encounter, including an offender registered in another jurisdiction.
- B. The following organizational components within the department have specific responsibilities which are outlined below:
1. Information Desk/In-Taking Employee Responsibilities
    - a. Returning Registrant
      1. If an existing registrant advises that they are moving out of Elgin, the in-taking employee shall prepare a supplemental report using the originating report number associated with the registration.
        - a. An email shall be sent to [EPDOffenderRegistrationUnit@cityofelgin.org](mailto:EPDOffenderRegistrationUnit@cityofelgin.org) to inform the LEADS coordinator and offender registration detective of the registrant's move.
        - b. The in-taking employee shall make the appropriate updates to the registrant's jacket in the records management system and the Offender Watch Database to document the registrant's new address.
      - b. When the registrant wishes to complete their registration with the department, the in-taking employee shall verify the identity of the registrant by instructing the registrant to provide photo identification.
      - c. Input the registrant's name into LEADS to view the type of registration required, whether a warrant(s) exists for the registrant and to verify the last registration date to determine whether the registrant is compliant. A printed copy of this documentation shall be attached to the individual's completed registration documents.
      - d. Contact the Emergency Communications Division to request a full criminal history check for registrants who are required to register on an annual and quarterly basis (every 90 days).
      - e. Review the registrant's profile in the Offender Watch database, which is accessible to employees assigned to the department's information desk using the Offender Watch icon. Make the appropriate updates as indicated below:
        1. Offender Watch database updates can be made by conducting a search for the registrant's name and upon confirmation of the correct profile, the in-taking employee shall update the appropriate information fields and verify the accuracy of the information provided by the registrant prior to printing the respective form(s) which are described in number six (6) below.
        2. The search shall include a review of registrants residing within the State of Illinois and those who report that they registered in another state.
        3. Make certain the "publish to website" box is unchecked for all registrants that were under the age of 18 on the date of the offense.

4. Ensure completion of the appropriate forms. Print a copy and obtain the required signatures. Registrants shall be provided with a copy of the completed form(s) and reminded of their next registration date. The registration forms are described below:
  - a. The Illinois Sex Offender Registration Act/Illinois Murderer and Violent Offender Against Youth Registration Act registration form. This form is completed using the Offender Watch database, refer to Appendix A to view this form.
  - b. The Illinois Sex Offender Registration Act - Institutions of Higher Education Employment/Student Information Form. Those not residing in the city of Elgin but are attending or employed by the educational institute are also required to complete this form. This form is completed using the Offender Watch database, refer to Appendix B to view this form.
  - c. The Illinois Murderer & Violent Offender Against Youth Registration Act - Institutions of Higher Education Employment/Student Information Form. Those not residing in the city of Elgin but are attending or employed by the educational institute are also required to complete this form. This form is completed using the Offender Watch database; refer to Appendix C to view this form.
  - d. Registrants who are unhoused are required to submit and sign the Unhoused Registrant's Weekly Registration form. This form is accessible via PowerDMS, refer to Appendix D to view this form.
5. Photographs shall be updated on an annual basis or when there has been a significant change in the registrant's appearance. A review of the registrant's global jacket to determine if an updated photograph is needed shall be conducted. The photographs below shall be taken and uploaded to the registrant's global jacket and Offender Watch database profile. The images shall be titled using the date on which they were taken.
  - a. Front view head shot.
  - b. Left side view head shot.
  - c. Tattoos where they are easily visible.
6. Prior to the end of their shift, the in-taking employee shall:
  - a. Prepare a supplemental police report to summarize the registration using the originating report number associated with the registration.
  - b. Make the appropriate updates to the police records management system. Updates can be made by conducting a global subject search for the registrant's name. Once the in-taking employee confirms the registrant's jacket in the records management system, the appropriate information fields shall be updated in both their global jacket and career criminal file.
  - c. Input a brief summary of the registration process within the investigative notes tab of the registrant's Offender Watch database profile.
  - d. Submit an email to [EPDOffenderRegistrationUnit@cityofelgin.org](mailto:EPDOffenderRegistrationUnit@cityofelgin.org) to provide the following information:
    1. Names of those who registered during the shift.
    2. Significant updates.

3. If violations are suspected, provide a brief description. This requires follow-up by the offender registration detective.
  7. Forward all completed forms, and a copy of the police report to the Emergency Communications Division for entry into NexGen by the LEADS coordinator.
  8. When registrants inform the in-taking employee they want to sign the registration extension letter prepared by the Illinois State Police, the in-taking employee shall refer the registrant to the offender registration detective; refer to Section 72.3.2 (B) (3) for more information on this topic.
- b. New Registrant
1. A new registrant may include those new to Elgin and those who are visiting the State of Illinois for three or more days for a sex offender and five or more days for a murderer and violent offender against youth. Additionally, if a new registrant is from out of state and indicates they currently have the duty to register from the state they were originally convicted from, this requirement establishes their lifetime registration status in the state of Illinois. As defined in this policy, those coming from out of state to register in Illinois are considered to be a sexual predator.
  2. The in-taking employee shall verify the identity of the registrant by instructing the registrant to provide photo identification and request the registrant to provide any documents associated with their registration.
  3. Input the registrant's name into LEADS to view the type of registration required and whether a warrant(s) exists for the registrant. A copy of this documentation shall be attached to the individual's completed registration documents. Those who are registering for the first time may not have a registration record and when this occurs, one will be created by the LEADS coordinator.
  4. Contact the Emergency Communications Division to request a full criminal history check which will be used to assist with completion of the offense type and applicable registration dates.
  5. Search for the registrant's name in the Offender Watch database, accessible to the employee assigned to the department's information desk staff using the Offender Watch icon, to check if a profile already exists. If an existing profile is located, the in-taking employee shall work with the registrant to make the appropriate updates to the profile. If a profile does not exist, one must be created with the registrant's personal information such as address, phone number, employment, vehicle and offenses, etc.
    - a. The in-taking employee shall ensure the correct risk/class type is selected for each registrant.
    - b. All registrants that were under the age of 18 on the date of the offense shall be listed as a juvenile under the risk/class type.
    - c. The in-taking employee shall ensure the "publish to website" box is unchecked for all registrants that were under the age of 18 on the date of the offense.
  6. Ensure completion of the appropriate registration forms. Print a copy, obtain the required signatures and verify the accuracy of the information provided by the registrant.
    - a. The words "initial registration," "out of state registration" or "temporarily domiciled/vacation" shall be specified at the top of the applicable forms to assist the LEADS Coordinator in making the appropriate NexGen updates which may

include the creation of a new NexGen record for the registrant.

- b. Registrants shall be provided with a copy of the completed form(s) and reminded of their next registration date.
- c. The registration forms are described below:
  1. The Illinois Sex Offender Registration Act/Illinois Murderer and Violent Offender Against Youth Registration Act registration form. This form is completed using the Offender Watch database, refer to Appendix A to view this form.
  2. The Illinois Sex Offender Registration Act - Institutions of Higher Education Employment/Student Information Form. Those not residing in the city of Elgin but are attending or employed by the educational institute are also required to complete this form. Completion of this form is made through the Offender Watch database, refer to Appendix B to view this form.
  3. The Illinois Murderer & Violent Offender Against Youth Registration Act - Institutions of Higher Education Employment/Student Information Form. Those not residing in the city of Elgin but are attending or employed by the educational institute are also required to complete this form. Completion of this form is made through the Offender Watch database; refer to Appendix C to view this form.
  4. Registrants who are unhoused are required to submit and sign the Unhoused Registrant's Weekly Registration form. This form is accessible via PowerDMS, refer to Appendix D to view this form.

7. Upon completion of the registration forms, the following shall take place:

- a. Photographs shall be taken of the registrant, and the images shall be uploaded to the registrant's global jacket and the Offender Watch database profile using the front and side views as the photograph. The images shall include a front view head shot, left side view head shot and tattoos where they are easily visible and shall be titled using the date the photographs were taken.
- b. Complete Livescan fingerprints of the registrant.
- c. Contact the offender registration detective to determine their availability to conduct an interview with the registrant. The purpose of the interview is to obtain information from the registrant that is not obtained through completion of the offender registration documents. If the detective is not available, the registrant shall be provided with instructions with how to contact the offender registration detective and instructed to schedule their interview date and time with the offender registration detective. The offender registration detective is also informed on new registrants through the daily shift email submitted to [EPDOffenderRegistrationUnit@cityofelgin.org](mailto:EPDOffenderRegistrationUnit@cityofelgin.org) which is explained below.
- d. The in-taking employee shall search for a global jacket in the department's records management system to determine if one exists and if one does not exist, create a new global jacket. Information shall be included that pertains to the registrant's physical descriptors, vehicle, tattoos, employment, school, etc. A career criminal entry shall be created to flag the individual as an offender registrant.
- e. The in-taking employee shall input a brief summary of the registrant's registration process within the investigative notes tab within the registrant's Offender Watch database profile.

8. Prior to the end of their shift, the in-taking employee shall complete the following:
  - a. Prepare a police report using one of the following incident types: Reg Sex Offender, Reg Violent Offender Against Youth and Reg Murderer. Provide a brief summary of the registration process and when applicable, information pertaining to out-of-state convictions shall be included in the police report.
  - b. Submit an email to [EPDOffenderRegistrationUnit@cityofelgin.org](mailto:EPDOffenderRegistrationUnit@cityofelgin.org) to provide the following information:
    1. Names of those who registered during the shift.
    2. If violations are suspected, provide a brief description. This requires follow-up by the offender registration detective.
  - c. Forward all completed forms, and a copy of the police report to the Emergency Communications Division for entry into NexGen by the LEADS coordinator.
2. Emergency Communications Division/LEADS Coordinator Responsibilities
  - a. Telecommunicators shall conduct a criminal history check at the request of the in-taking employee processing the offender registration documents and/or police officers tasked with the enforcement of offender registration acts.
  - b. Upon receipt of the offender registration documents, the LEADS coordinator shall do the following:
    1. Make the appropriate updates to NexGen. The originating case agency should reflect the department's case report number. Upon completion of the NexGen updates, conduct a review prior to forwarding the documents to the Records Division to be uploaded to the police report. A copy of the registration forms, court documents and other items related to the registration shall be uploaded to the registrant's profile within the Offender Watch database.
    2. Upload updated registrant photos to the registrant's LEADS record for access by the Illinois State Police and inclusion on the state's website.
  - c. All new registrations require the LEADS coordinator to do the following:
    1. Create a new NexGen record or if the registrant previously registered with a different police department located in the State of Illinois, a message will be submitted to the current police department holding the record to advise them of the registrant's move and to have the record placed into move status in order to reassign the NexGen record to the department.
    2. Upon entry of the new registrant into NexGen, conduct a review prior to forwarding the original registration documents to the Records Division for inclusion in the police report and upload the registration documents to the registrant's Offender Watch database profile.
    3. Upload the registrant's photos to the registrant's NexGen record for access by the Illinois State Police and inclusion on the state's website.
    4. When the registrant previously registered in another state and is new to the State of Illinois, complete the Illinois State Police – Out of State Offender Agency Legal Equivalent Request Form. Make an attempt to obtain the following documents if they were not provided by the in-taking employee: all police reports, court documentation, and registration forms from the initial law enforcement agency where the individual

previously registered. This form is accessible in the Offender Watch database; refer to Appendix E to view this form.

- a. The completed form and documents shall be submitted to the Illinois State Police Sex Offender Registry via email to [ISP.SOR.Unit@Illinois.gov](mailto:ISP.SOR.Unit@Illinois.gov) to determine the state equivalent statute to be selected in the Offender Watch Database. All documentation will be forwarded to the Records Division to be uploaded to the police report.
- b. Upon receipt of the recommendation for the state equivalent statute from the Illinois State Police, make the appropriate update to the Offender Watch Database and ensure any additional documents are uploaded to the department's police report.
- c. This form shall also apply when the individual did not have a duty to register in the state of conviction, but the individual meets the criteria to be deemed a sexual predator pursuant to Illinois statute 730 ILCS 150/2 (E-10), thereby having a duty to register for life.

5. Verify whether DNA is on file with the State of Illinois for any registrant whose LEADS record does not indicate that a DNA file is part of their record or when sufficient information is not available to determine if the registrant's DNA file has been completed. This information shall be provided to the offender registration detective for follow-up.

### 3. Major Investigations Division/Offender Registration Detective Responsibilities

- a. A Major Investigations Division lieutenant or designee is responsible for overseeing sex offender registrations and reviewing all information reported to the Offender Registration Unit to ensure the data entered into the Offender Watch database is accurate. Any errors identified must be promptly corrected, and notification shall be provided to the offender registration detective (described below), and the investigations commander.
- b. A detective is assigned to the role of offender registration detective and collaborates with the Major Investigations Division lieutenant or designee to ensure the enforcement of offender registration acts pertaining to a sex offender, murderer and violent offender against youth. The offender registration detective shall do the following:
  1. Ensure verification of all registrant addresses, maintenance of case files, and that information is accurate, updated and maintained within the individual's global jacket which is maintained in the department's records management system and the individual's Offender Watch profile.
  2. Follow up on notifications provided by the LEADS coordinator that an out-of-state registrant does not have a DNA on file with the Illinois DNA database. Pursuant to Illinois statute 730 ILCS 150/8, every person registering as a sex offender is required to submit a DNA specimen which will ultimately be uploaded to the Illinois DNA database. The offender registration detective shall work with the registrant to facilitate this process.
  3. Conduct an interview with new registrants to obtain information from the registrant that is not obtained through completion of the offender registration documents.
  4. Monitor registrants who fail to register with the department. These individuals are subject to the provisions stated in Illinois statute 730 ILCS 150/7 which indicates that the Director of the Illinois State Police shall extend for 10 years the registration period of any sex offender who fails to comply with provisions of the Sex Offender Registration Act.

- a. When the registration period is extended, the Illinois State Police will send a registered letter to the Offender Registration Unit. Upon receipt, the offender registration detective shall upload the extension letter to the police report and the registrant's Offender Watch profile.
  - b. Meet with registrants requesting to sign the extension letter prepared by the Illinois State Police. A copy of the signed letter shall be submitted to the Illinois State Police via email to [ISP.SOR.Unit@illinois.gov](mailto:ISP.SOR.Unit@illinois.gov) and a copy provided to the registrant.
  - c. The original signed extension letter shall be forwarded to the Records Division to be uploaded to the police report and a copy shall be uploaded to the registrant's Offender Watch profile.
5. Facilitate the annual on-site inspections to confirm the accuracy of an offender's place of residence which includes the inspections that take place during the month of October; this process is described in Section 42.3.3.
  6. Serve as the main administrator for the department's use of the Offender Watch Database and as needed:
    - a. Facilitates administrator privileges for the assigned Commander for Investigations, Major Investigations Division lieutenant, a Major Investigations Division sergeant and communications shift supervisor/leads coordinator.
    - b. Creates user profiles for community service officers and officers assigned to the department's information desk for an extended period of time.
    - c. There may be circumstances where an employee is assigned to the department's information desk and does not have a user profile. When needed, the offender registration detective or another employee having administrator privileges shall be contacted to perform the entries into the Offender Watch Database.
4. Records Division Responsibilities
    - a. Upon receipt of offender registration documents, personnel assigned to the Records Division shall scan the registration and NexGen documents for inclusion with the police report and file the original documents under the individual's name.
  5. Offender Compliance Team Responsibilities
    - a. The Offender Compliance Team consists of detectives, police officers, community service officers and the LEADS coordinator who assist with various tasks involving a registered sex offender, convicted murder and violent offender against youth. These tasks include offender checks, offender registrations, Offender Watch database maintenance and non-compliance investigations. The team is also responsible for providing roll call training and updates to personnel on these topics.
    - b. The Major Investigations Division lieutenant or designee shall oversee the Offender Compliance Team to include determining team member assignments.

### **42.3.3 ENFORCEMENT AND INSPECTION**

- A. The Major Investigations Division lieutenant or designee shall work with the offender registration detective to ensure assigned police officers/detectives conduct compliance inspections of residences occupied by a sex offender, convicted murderer and violent offender against youth within the city of Elgin to confirm the accuracy of an offender's place of residence.

1. On an annual basis, the department shall conduct on-site inspections of a sex offender, convicted murderer and violent offender against youth within the city of Elgin to confirm the accuracy of an offender's place of residence. Additionally, during the month of October, the department shall conduct on-site inspections of child sex offenders and predators with victims under 18 years of age.
  2. Upon completing verification of the individual's address, the assigned police officer/detective shall conduct a LEADS check of the individual on the day verification is completed to ensure the registrant is compliant and has no active warrants on file. This process includes a review of the Offender Watch Verification Request; refer to Appendix F to view a sample request.
    - a. The Offender Watch Verification Sheet depicts specific information contained in the individual's profile not limited to their photograph, name, DOB, address, and vehicle information which is used as a reference to help determine if the individual is compliant.
    - b. A copy of the Offender Watch Verification Sheet shall be forwarded to the LEADS coordinator for completion of a LEADS add-on record which will include an update to the verification date. Upon completion of this task, the verification documents shall be forwarded to the Records Division to be uploaded to the police report.
  3. The Major Investigations Division lieutenant is responsible for completion of a compliance memo to document on-site inspections. The memo is sent through the chain of command to the investigations commander and saved to the respective compliance file.
- B. If an inspection reveals that the individual no longer resides at the registered address, the assigned police officer/detective shall check LEADS, contact the Emergency Communications Division and the Records Division to determine if a residence change record exists.
1. When additional information on the individual is unavailable, the Major Investigations Division shall be responsible for follow-up, applicable charges, and completion of the case. Police officers/detectives not assigned to the Major Investigations Division are responsible for forwarding all known information to the Major Investigations Division.
  2. Any information pertaining to the individual's residency shall be routed to the Emergency Communications Division and the LEADS coordinator shall update the address to reflect the individual's new address or to an 'unknown' status in order to transition the individual to an absconder status. A LEADS add-on shall also be completed to document the violation.
- C. Depending on the circumstances, police officers/detectives not assigned to an inspection and having contact with a registered individual shall conduct a field investigation to ensure compliance with registration as required by law and contact the LEADS coordinator to have the NexGen record updated with appropriate information regarding the contact. The field investigation shall include:
1. Date and time of contact.
  2. Specific location of contact.
  3. Reason for contact such as traffic, suspicious activity, arrest, etc.
  4. Name of contacting police officer(s).
  5. Vehicle description, if any.
  6. Identification of other vehicle occupants, if any.

#### **42.3.4 DISCRETIONARY INFORMATION**

- A. Following the procedures in Standard Operating Procedure 54.1 Public Information, the department's website provides the community with access to offender registries which are described below:
1. Illinois State Police Sex Offender Registry ([View the Illinois State Police Website](#)) which is maintained by the Illinois State Police and provides information on the following:
    - a. Sex Offender Mapping.
    - b. Missing Sex Offenders.
    - c. National Sex Offender Public Website.
  2. Offender Watch Program ([View the Offender Watch Program Website](#)) which is a national sex offender management and community notification tool. The Offender Watch database is updated by employees assigned to the police department's information desk and police officers tasked with enforcement of offender registration acts; refer to Section 42.3.1 for more information. In using this tool, community members can do the following:
    - a. Search for offenders in their area.
    - b. Register for email alerts.
    - c. View safety tips and links to other resources, if available.

#### **42.3.5 OFFENDER REGISTRATION REFERENCE GUIDE**

A reference guide is available to personnel to assist in the performance of offender registration duties. The guide is accessible within PowerDMS, the department's information desk and included at the end of this policy. Refer to Appendix G to view the reference guide.

**APPENDIX A: THE ILLINOIS SEX OFFENDER REGISTRATION ACT -  
ILLINOIS MURDERER & VIOLENT OFFENDER AGAINST YOUTH  
REGISTRATION ACT – REGISTRATION FORM**

**(Completed using the Offender Watch Database)**

ILLINOIS SEX OFFENDER REGISTRATION ACT ILLINOIS MURDERER & VIOLENT OFFENDER AGAINST YOUTH REGISTRATION ACT REGISTRATION FORM													
PHOTO UPLOAD REQUIRED & FINGERPRINTS TAKEN AT INITIAL REGISTRATION (Please type or print using black ink)													
Initial Registration:	<input type="checkbox"/>	Annual:	<input type="checkbox"/>	Quarterly:	<input type="checkbox"/>	Homeless Weekly:	<input type="checkbox"/>	Change of Address:	<input type="checkbox"/>	School:	<input type="checkbox"/>	Employment:	<input type="checkbox"/>
Last Name:				First Name:			Middle Name:						
DOB:		Sex:		Race:		POB:							
Residence Address:							Apartment #:						
City:		State:	Zip:	County:		Housing Type:							
Secondary Address:													
Telephone:				Cell Phone:		SSN:							
Scars/Marks/Tattoos:													
Height:		Weight:		Hair:		Eyes:							
Aliases:							DNA: <input type="checkbox"/> Yes <input type="checkbox"/> No						
FBI #:			SID:		REGISTRATION #:								
DOC #:			Chicago IR #:		Misc #:								
DL/ID #:			DL/ID State:		DL/ID Expiration Date:								
Vehicle Make:			Vehicle Model:		Vehicle Year:								
License Plate #:			VIN #:		Color:								
Date of Conviction / Adjudication:			County of Conviction:		State of Conviction:								
Offense Name:				Statute:									
Citation Code:				Sentence:									
Age of Victim(s) at Time of Offense:				Age of Offender at Time of Offense:									
Probation/Parole Officer Name:				Probation/Parole Officer Telephone:									
Email Addresses:													
Instant Messaging Identities:													
Blog / Chat Room Identities:													
Other Internet Communication Identities:													
Uniform Resource Locator (URL):				Internet Protocol (IP) Address:									
Internet Sites Maintained by Individual:													
Internet sites to which individual uploaded any content or posted any message or information:													
Employer's Name:				Employed Since:									
Employer's Address:				Employer's Phone Number:									
City:		State:	Zip:	County:									
School/Institution of Higher Education Name:						Date Enrolled:							
School Address:													
City:		State:	Zip:	County:									

**DUTY TO REGISTER. READ FOLLOWING REQUIREMENTS TO REGISTRANT. REGISTRANT SIGNATURE REQUIRED BELOW.**

— (SOR and MVOAY) You must renew your registration, in person, with the law enforcement agency having jurisdiction, within one year from the date of your most recent registration until your expungement date.

— (SOR ONLY) If you have been convicted of a violation of this Act after July 1, 2005, you must register in person no later than 90 days after the date of your last registration and every 90 days thereafter for the remainder of your registration requirement. If you are an offender identified as a sexual predator you must register in person every year for the period of your natural life. If you are an offender with a finding or adjudication as a sexually dangerous person or as a sexually violent person you are required to report in person to the law enforcement agency having jurisdiction within 90 days of your initial registration and every 90 days thereafter for the period of your natural life.

— (MVOAY ONLY) If you are an offender identified as a child murderer you must register in person every year for the period of your natural life.

— (SOR and MVOAY) Failure to comply with the provisions of the Sex Offender Registration Act or the Murderer and Violent Offender Against Youth Registration Act is a Class 3 felony. A second or subsequent conviction for violation of either Act is a Class 2 felony. Failure to comply with any provisions of either Act mandates revocation of probation, mandatory supervised release, parole, or conditional release. Any person who is required to register under either Act who knowingly or willfully gives material information required by this Article that is false is guilty of a Class 3 felony.

— (SOR and MVOAY) You must register within (3 days/5 days)\* of conviction when sentenced to probation or upon release, parole, or discharge from prison or mental hospital. Reconfinement due to violation of parole or other circumstances which relate to the original conviction or adjudication shall extend the period of registration to 10 years after final parole, discharge or release. You must register, in person, with the police department, or if none, the sheriff's office having jurisdiction where you reside.

— (SOR and MVOAY) You must register your employment or school information within (3 days/5 days)\* of obtaining employment or attending a school. All changes to employment or school status must be registered within (3 days/5 days)\* of the change.

— (SOR and MVOAY) The term of registration will be administratively extended by the Illinois State Police 10 years for failure to comply with any provisions within either Act.

— (SOR and MVOAY) Any person required to register under this Act who lacks a fixed residence must notify the agency with jurisdiction of the last known address within (3 days/5 days)\* after ceasing to have a fixed residence and if the offender leaves the last jurisdiction of residence, the offender must within (3 days/SOR)\* or (48 Hours/MVOAY)\*\* after leaving, register in person with the new agency of jurisdiction and must report weekly in person with the agency having jurisdiction.

— (SOR and MVOAY) If you attend a school, post secondary, trade, professional institution, institution of higher education or are employed in another state, you must register in both states within (3 days/5 days)\* of beginning school or employment. All changes of school status (commencement or termination), and employment must be reported within (3 days/5 days)\* of change.

— (SOR and MVOAY) If you attend and/or are employed at an institution of higher education, you must register, in person, with the jurisdiction of residence and jurisdiction where the institution of higher education is located within (3 days/5 days)\* of beginning school or employment. All changes of status in enrollment and or employment at an institution of higher education (commencement, termination and any and all changes) must be reported in person within (3 days/5 days)\* of changes with both agencies of jurisdiction.

— (SOR and MVOAY) An out-of-state student and/or out-of-state employee residing in another state but attending school/institution of higher education, and/or employed in Illinois, must register within (3 days/5 days)\* of beginning school or employment with the agency of jurisdiction where the school/institution of higher education or employment is located.

— (SOR and MVOAY) Within (3 days/5 days)\* of changing your address, you must report your new address in person with the law enforcement agency with whom you last registered. You must, within (3 days/5 days)\* of changing your address, register in person with the police department or if none, the sheriff's office having jurisdiction at your new address. Temporary absences for more than (3 days/5 days)\* in a calendar year require you to register your new address.

— (SOR ONLY) If you move to another state, you must register with that state within 3 days. You must notify the agency with whom you last registered in person of your new address, at least 3 days before moving. Under the Adam Walsh Child Protection and Safety Act of 2006, 18 United State Code § 2250, if you travel to another state and fail to register as required, you are also subject to federal prosecution that carries penalties of a fine and/or imprisonment up to 10 years.

— (MVOAY ONLY) If you intend to establish a residence or employment outside of Illinois, you must report in person to the agency with whom you last registered in Illinois at least 10 days prior.

\*3-day timeframe applies to Sex Offender Registrants\*\*5-day timeframe applies to Murderer and Violent Offender Against Youth Registrants. \*\*48 hours apply to Murderer and Violent Offender Against Youth Registrants

Failure to register is a criminal offense and will extend my registration period 10 years from my next registration, if not already subject to lifetime registration. If you are a child sex offender as defined under 720 ILCS 5/11-9.3 & 9.4, you understand that according to Illinois law, you may not reside within 500 feet of a school, park, or playground. You may also not reside within 500 feet of a facility providing services directed exclusively toward persons under 18 years of age. The only exception is if you, the child sex offender, owned the property before July 7, 2000.

I HAVE READ AND/OR HAD READ TO ME, THE ABOVE REQUIREMENTS. IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTY TO REGISTER NEXT ON OR BEFORE \_\_\_\_\_, All ending registration dates will be determined by the Illinois State Police. You can verify your ending registration date with your registering agency.

Signature of Registrant \_\_\_\_\_ Date \_\_\_\_\_

**\*REGISTERING OFFICIAL MAY PROVIDE CURRENT ENDING REGISTRATION DATE (ERD) TO REGISTRANT\***  
 Registrants Ending Registration Date: \_\_\_\_\_

Registering Official's Name (Print):	_____	<b>AFTER-ACTION ITEMS FOR SUCCESSFUL REGISTRATION</b>
Registering Official's Signature:	_____	<b>-PROVIDE COPY OF SIGNED FORM TO REGISTRANT</b>
Registering Official's Phone Number:	<b>(847)289-2500</b>	<b>-REGISTERING OFFICIAL CONFIRMS REGISTRATION INFORMATION IS ACCURATE</b>
Registering Official's Email:	_____	
Registering Agency Name:	<b>Elgin IL Police Department</b>	<b>-UPLOAD SIGNED COPY TO NEXTGEN SOR</b>
Registering Agency Street Address:	<b>151 Douglas Avenue</b>	<b>-UPDATE ALL RECORD INFORMATION IN NEXTGEN SOR</b>
Registering Agency City, Zip, County:	<b>Elgin 60120, Kane</b>	<b>-UPLOAD NEW REGISTRANT PHOTO TO NEXTGEN SOR</b>

Illinois State Police, Offender Registration Unit, 801 South 7th Street, Suite 500 - Annex East, Springfield, Illinois 62703 - ISP.SOR.UNIT@illinois.gov

PROVIDE ONE COPY TO REGISTRANT - RETAIN ORIGINAL FORM FOR AGENCY FILE - UPLOAD SIGNED COPY TO NEXTGEN SOR

# APPENDIX B: ILLINOIS SEX OFFENDER REGISTRATION ACT INSTITUTIONS OF HIGHER EDUCATION EMPLOYMENT/STUDENT INFORMATION FORM

(Completed using the Offender Watch Database)

**ILLINOIS SEX OFFENDER REGISTRATION ACT**  
**INSTITUTIONS OF HIGHER EDUCATION EMPLOYMENT/STUDENT INFORMATION FORM**

For those sex offenders attending or working at an Institution of Higher Education  
*To be completed by Law Enforcement Agency Where the Institution is Located and the Institution of Higher Education Only*

---

Check One:    Child Sex Offender (victim under 18)    Sex Offender (victim over age 18)    Adjudicated Juvenile Delinquent Sex Offender

Check One:    Initial Enrollment    Commencement    Initial Employment    Termination of Employment    Other

Completed by (choose one):    Agency of Jurisdiction for the Institute of Higher Education    Institution of Higher Education

Name of Offender: \_\_\_\_\_ DOB: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Name of Institution of Higher Education: \_\_\_\_\_

Date(s) of enrollment or employment: \_\_\_\_\_

Date of end of enrollment or termination of employment: \_\_\_\_\_

Address of Institution of Higher Education: \_\_\_\_\_

---

**DUTY TO REGISTER. READ FOLLOWING TO OFFENDER and OFFENDER MUST INITIAL EACH**

\_\_\_\_\_ Completion of this form **does not** constitute an annual or quarterly registration. You must register, in person, with the law enforcement agency of jurisdiction in which you reside.

\_\_\_\_\_ You must, within 3 days of beginning employment at an Institution of Higher Education, notify in person the agency of jurisdiction in which you reside, the agency of jurisdiction in which you are employed by an Institution of Higher Education and the public safety or security director of the Institution of Higher Education.

\_\_\_\_\_ You must, within 3 days of enrolling at an Institution of Higher Education, notify in person the agency of jurisdiction in which you reside, the agency of jurisdiction in which you are attending an Institution of Higher Education and the public safety or security director of the Institution of Higher Education.

\_\_\_\_\_ You must, within 3 days of changing your employment and/or changing your status in enrollment at an institution of higher education (commencement, termination, and any and all changes), notify in person the agency of jurisdiction in which you reside, the agency of jurisdiction in which you are working at or attending an Institution of Higher Education and the public safety or security director of the Institution of Education.

\_\_\_\_\_ An out-of-state student and/or out-of-state employee residing in another state but attending and/or employed at an Institute of Higher Education must, within 3 days of beginning school or employment, register with the agency of jurisdiction in which you are enrolled/employed and the public safety or security director of the institution of higher education.

\_\_\_\_\_ You must renew your employment or student enrollment registration, in person, with the law enforcement agency having jurisdiction of your residence, the law enforcement agency having jurisdiction over the Institution of Higher Education, and the public safety or security director of the institution of higher education within one year from the date of your most recent registration until you complete your registration requirement.

\_\_\_\_\_ Failure to comply with provisions of the Illinois Sex Offender Registration Act is a Class 3 felony.

**I HAVE READ AND/OR HAD READ TO ME, THE ABOVE REQUIREMENTS. IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTY TO REGISTER AND THAT FAILURE TO DO SO IS A CRIMINAL OFFENSE.**

Signature of Registrant: \_\_\_\_\_ Date: \_\_\_\_\_

Registering Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registering Official's Name (Print): \_\_\_\_\_

Registering Agency or Higher Education Institution: \_\_\_\_\_

*Law Enforcement Agency or Higher Education Institution:*

Keep one copy for your records    Give one copy to registrant    Upload to NextGen SOR Offender Record within 3 days

Forward one copy to the Institution of Higher Education

Illinois State Police Offender Registration Unit, 801 South 7<sup>th</sup> Street, Suite 500 - Annex East, Springfield, Illinois 62703  
ISP.SOR.UNIT@illinois.gov   ISP 5-695 (8/25)

**APPENDIX C: ILLINOIS MURDERER & VIOLENT OFFENDER AGAINST YOUTH REGISTRATION ACT – INSTITUTIONS OF HIGHER EDUCATION EMPLOYMENT/STUDENT INFORMATION FORM**

**(Completed using the Offender Watch Database)**

**ILLINOIS MURDERER & VIOLENT OFFENDER AGAINST YOUTH REGISTRATION ACT**

**INSTITUTIONS OF HIGHER EDUCATION EMPLOYMENT/STUDENT INFORMATION FORM**

*For those offenders attending or working at an Institution of Higher Education  
To be completed by Law Enforcement Agency Where the Institution is Located*

---

Check One:     Violent Offender (victim under 18)     Murderer (victim over age 18)     Murderer (victim under age 18)

Check One:     Initial Enrollment     Commencement     Initial Employment     Termination of Employment     Other

Completed by (choose one):     Agency of Jurisdiction for the Institute of Higher Education     Institution of Higher Education

Name of Offender: \_\_\_\_\_ DOB: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Name of Institution of Higher Education: \_\_\_\_\_

Date(s) of enrollment or employment: \_\_\_\_\_

Date of end of enrollment or termination of employment: \_\_\_\_\_

Address of Institution of Higher Education: \_\_\_\_\_

---

**DUTY TO REGISTER. READ FOLLOWING TO OFFENDER and OFFENDER MUST INITIAL EACH**

\_\_\_ Completion of this form **does not** constitute an annual or quarterly registration. You must register, in person, with the law enforcement agency of jurisdiction in which you reside.

\_\_\_ You must, within 5 days of beginning employment at an Institution of Higher Education, notify in person the agency of jurisdiction in which you reside and the agency of jurisdiction in which you are employed by an Institution of Higher.

\_\_\_ You must, within 5 days of enrolling at an Institution of Higher Education, notify in person the agency of jurisdiction in which you reside and the agency of jurisdiction in which you are attending an Institution of Higher Education.

\_\_\_ You must, within 5 days of changing your employment and/or changing your status in enrollment at an institution of higher education (commencement, termination, and any and all changes), notify in person the agency of jurisdiction in which you reside and the agency of jurisdiction in which you are working at or attending an Institution of Higher Education.

\_\_\_ An out-of-state student and/or out-of-state employee residing in another state but attending and/or employed at an Institute of Higher Education must, within 5 days of beginning school or employment, register with the agency of jurisdiction in which you are enrolled/employed.

\_\_\_ You must renew your employment or student enrollment registration, in person, with the law enforcement agency having jurisdiction of your residence and the law enforcement agency having jurisdiction over the Institution of Higher Education within one year from the date of your most recent registration until you complete your registration requirement.

\_\_\_ Failure to comply with provisions of the Illinois Murderer and Violent Offender Against Youth Registration Act is a Class 3 felony.

**I HAVE READ AND/OR HAD READ TO ME, THE ABOVE REQUIREMENTS. IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTY TO REGISTER AND THAT FAILURE TO DO SO IS A CRIMINAL OFFENSE.**

Signature of Registrant: \_\_\_\_\_ Date: \_\_\_\_\_

Registering Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registering Official's Name (Print): \_\_\_\_\_

Registering Agency or Higher Education Institution: \_\_\_\_\_

*Law Enforcement Agency:*

Keep one copy for your records     Give one copy to registrant     Upload to NextGen SOR Offender Record within 3 days

Forward one copy to the Institution of Higher Education

Illinois State Police Offender Registration Unit, 801 South 7<sup>th</sup> Street, Suite 500 - Annex East, Springfield, IL 62703  
ISP.SOR.UNIT@illinois.gov

ISP 5-781 (8/25)

# APPENDIX D: UNHOUSED OFFENDER WEEKLY REGISTRATION

(To complete, access PowerDMS)



## ELGIN POLICE DEPARTMENT UNHOUSED OFFENDER WEEKLY REGISTRATION FORM



The State of Illinois Sex Offender Registration Act, 730 ILCS 150/3, and the Illinois Murderer and Violent Offender Against Youth Registration Act, 730 ILCS 154/10, requires any person who lacks a fixed reside must report weekly, in person, with the police department in the jurisdiction he/she is located. The agency of jurisdiction will document each weekly registration to include the locations where the person has stayed during the past seven (7) days.

*Failure to comply with the provisions of these acts is a Class 3 felony. A second or subsequent conviction for a violation is a Class 2 felony. Failure to comply with any provisions of these acts mandates revocation of probation, mandatory supervised release, parole, or conditional release.*

Registrant's Name:  DOB:  Report #:

Place a check mark in the appropriate column.

Date (Days 1 - 7)	Location Include Address/Apt #	Indoors	Outdoors	Inside Vehicle
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

My signature below certifies that the above information is truthful and accurate.

Registrant's Signature:

Date:

In-taking Employee's Signature:

Date:

151 Douglas Avenue, Elgin, IL 60120 Phone: (847) 289-2500 Fax: (847) 289-2750

Revised 10/23/25

# APPENDIX E: ISP OUT OF STATE OFFENDER CONVICTION EQUIVALENT REQUEST FORM

(To complete, access PowerDMS)

## Illinois State Police – Offender Registration Unit Out of State Offender – Conviction Equivalent Request Form

*This form must be completed for all out of state offenders who move to Illinois.*

**IMPORTANT: You must verify whether the offender currently has an obligation to register in the State where they were convicted. The convicting State's Offender Registration Unit's contact information may be found at <https://www.nsopw.gov/all-registries> or through NCIC. Offense documents may be obtained from the arresting agency, the prosecutor and court clerks.**

Offender Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
NCIC#: \_\_\_\_\_ FBI#: \_\_\_\_\_  
IL SID#: \_\_\_\_\_ Other State SID#: \_\_\_\_\_  
Offense Date: \_\_\_\_\_ Conviction Date: \_\_\_\_\_  
State/Jurisdiction where convicted? \_\_\_\_\_ Case #: \_\_\_\_\_  
Is the Offender required to register in the State where they were convicted?  Yes |  No

- **If Yes**, ISP will respond with the current citation code used for those offenders. Ensure to update the Offender Type Code that corresponds with the victim age.
- **If No**, request an incident report from the agency who handled the arrest OR case facts from the prosecuting courts/prosecuting attorney's office and include those documents with this form.
  - Send the incident report/court documents and equivalent request form to [ISP.SOR.Unit@illinois.gov](mailto:ISP.SOR.Unit@illinois.gov)
  - Do not create an electronic record for the offender until ISP ORU provides you with the appropriate citation code.
  - Our legal team will review the facts of the case and determine an offense in Illinois that is substantially similar to the out of state offense, ISP ORU will respond via email with the appropriate code when the review is complete.

Committed Offense Statute Names                      Committed Offense Statute Numbers  
Name: \_\_\_\_\_ #: \_\_\_\_\_  
Name: \_\_\_\_\_ #: \_\_\_\_\_  
Name: \_\_\_\_\_ #: \_\_\_\_\_  
Offender's Age: \_\_\_\_\_ Victims' Ages: \_\_\_\_\_

### Details of Offense (check all that apply)

Threat/Force  Weapon  Cannot Consent  Disability/Aged  Family Relationship/Position of Authority

Agency Requesting This Equivalency: \_\_\_\_\_  
Person Completing This From: \_\_\_\_\_ Date: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Your request cannot be processed until ISP receives documentation substantiating the victims' ages and the nature of the offender's crime (i.e., force, cannot consent, etc.).**

\*ISP USE ONLY\* (CITATION CODE PROVIDED TO AGENCY): \_\_\_\_\_

Offender Registration Unit  
Illinois State Police  
801 South Seventh Street, Suite 500-Annex East  
Springfield, IL 62703  
[ISP.SOR.Unit@illinois.gov](mailto:ISP.SOR.Unit@illinois.gov)

Page 1 of 1  
AGENCY-EQ

ISP 8-051 (5/25)

# APPENDIX F: SAMPLE OFFENDER WATCH VERIFICATION REQUEST

(This is generated by the Offender Watch Database)

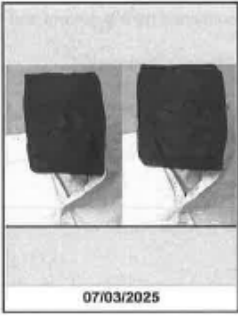
## Offender Watch Verification Request

Page: 1

---

Agency: Elgin IL Police Department      Administrator: Ana Lalley      Phone: (847)289-2500      Date: 7/3/2025

---

<b>Offender Information</b>				<b>Offender Photo</b>	
Name	[REDACTED]	Registration #	[REDACTED]	 <p style="text-align: center;">07/03/2025</p> <p style="text-align: center;">Compliant</p>	
POB	[REDACTED]	SSN	[REDACTED]		
DOB	[REDACTED]	Age	[REDACTED]		
Sex	[REDACTED]	Alt Reg #	[REDACTED]		
Race	[REDACTED]	Dr. Lic./State	[REDACTED]		
Height	[REDACTED]	FBI	[REDACTED]		
Weight	[REDACTED]	State ID	[REDACTED]		
Risk/Class.	Predator	Zone	201		
Responsibility	D13 (Bryan Powell)	Comm.	[REDACTED]		
Verifications:					
Type	Last Date	Next Date	Comments		
Annual	[REDACTED]	[REDACTED]			

---

<b>Active Officer Alert</b>		<b>Primary Email Address</b>	
[REDACTED]		[REDACTED]	

---

<b>Residence</b> (Bold - Primary Home Address)		<b>Phone</b> (Bold - Primary Contact Numbers)	
Street	[REDACTED] (Home)	Number	Type      Description
		[REDACTED]	Mobile

---

<b>Employment/School</b>			
Name	Address	Supervisor	Phone

---

**Alias**

---

<b>Associates</b>			
Name	Address	Phone	Relationship

---

<b>Scars/Tattoos</b>					
Location	Type	Description	Location	Type	Description

---

<b>Vehicle</b>							
Make	Model	Color	Year	License	State	VIN	Comments
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

---

<b>Offense</b>		<b>Place of Conviction</b>		<b>Convicted</b>		<b>Released</b>		<b>Case #</b>		<b>Crime Details</b>	
Date	RS Code/Description										
[REDACTED]	[REDACTED]										

---

<b>Probation</b>				
Status	Probation Officer	Contact	County	Conditions

---

<b>Open Cases</b>		
Date Opened	Case Number	Notes

---

Produced by OffenderWatch - www.watchsystems.com

## APPENDIX G: OFFENDER REGISTRATION REFERENCE GUIDE

Offender Registration - Information Desk Items to be Completed in the Order they are Listed	
Registrant is Returning/Moving out of Elgin	Continuation of Registrant is Returning/Staying in Elgin.
<p><b>Step One:</b> Ask for a photo identification card to verify the registrant's identity. Prepare a supplemental police report and submit an email to the Offender Registration Unit at EPDOffenderRegistrationUnit@cityofelgin.org to inform the LEADS Coordinator and Offender Registration Detective of the registrant's move.</p>	<p><b>Step Six:</b> Photographs are required annually or when there is a significant change in registrant's appearance. Review registrant's global jacket to determine if there has been a significant change. The following are needed: Front view head shot, left side view headshot and tattoos where they are easily visible. Images to be titled using date they were taken.</p>
<p><b>Step Two:</b> Make appropriate updates to the Offender Watch Database &amp; NW jacket to document the move.</p>	<p style="text-align: center;">The below describes tasks to be completed prior to the end of the in-taking employee's shift.</p>
Registrant is Returning/Staying in Elgin	<p><b>Step Seven:</b> Prepare supplemental police report to summarize the registration using the originating report number associated with registration.</p>
<p><b>Step One:</b> Ask for photo identification card to confirm the registrant's identity.</p>	<p><b>Step Eight:</b> Conduct a search under the registrant's name in the records management system and review the global jacket to confirm the correct jacket is being viewed. Make the appropriate updates to the registrant's global jacket including the registrant's career criminal file.</p>
<p><b>Step Two:</b> Input registrant's name into LEADS to view type of registration required, if a warrant exists, and last registration date to see if person is compliant. There are three types of registration: weekly, quarterly &amp; annual. If LEADS does not specify the registration type, than it is annual. Print the LEADS information as this information needs to be attached to the registration documents.</p>	<p><b>Step Nine:</b> Input a brief summary of the registration process in the investigative notes tab of the registrant's Offender Watch Database profile.</p>
<p><b>Step Three:</b> Request a full criminal history check from the Emergency Communications Division for those who are required to register annually or quarterly.</p>	<p><b>Step Ten:</b> Submit one email to the Offender Registration Unit at EPDOffenderRegistrationUnit@cityofelgin.org to provide the following information: (1) Names of those who registered during the shift. (2) Significant updates. (3) If violations are suspected, provide a brief description. This informs the Offender Registration Detective to follow-up on the information.</p>
<p><b>Step Four:</b> Conduct a search under the registrant's name in the Offender Watch Database and review the information to confirm the correct profile is being viewed. Work with the registrant to make the appropriate updates.</p>	<p><b>Step Eleven:</b> Forward all completed forms and a copy of the police report to the Emergency Communications Division for entry into NexGen by the LEADS Coordinator.</p>
<p><b>Step Five:</b> Ensure completion of the appropriate forms such as: IL Sex Offender Registration Act/IL Murderer &amp; Violent Offender Against Youth Registration Act, IL Sex Offender Registration Act - Institutions of Higher Education Employment/Student Information Form, IL Murderer &amp; Violent Offender Against Youth Registration Act - Institutions of Higher Education Employment/Student Information Form and Unhoused Registrant's Weekly Registration Form. Print the completed forms and obtain the required signatures.</p>	<p style="text-align: center;"><i>Important note: if the registrant indicates they wish to sign the registration extension letter prepared by the Illinois State Police, refer the registrant to the Offender Registration Detective.</i></p>
<p style="text-align: center;"><i>For more information, refer to Standard Operating Procedure 42.3 Offender Registration. Community Service Officer Tracy Dykema, Communications Shift Supervisor Victoria Gajewski and Detective Bryan Powell are points of contact if there are questions.</i></p>	

## Registrant is New to Elgin

**Remember this includes those new to Elgin and those visiting IL for three or more days for sex offenders & five or more days for murderer & violent offender against youth.**

**Step One:** Ask for photo identification card to confirm the registrant's identity and request any documents associated with the new registration.

**Step Seven:** Important to handwrite "initial registration," "out of state registration," or "temporarily domiciled/vacation" on all registration forms. This information is helpful to the LEADS Coordinator in making the updates to NexGen.

**Step Two:** Input registrant's name into LEADS to view type of registration required, if a warrant exists, and last registration date to see if person is compliant. Print the LEADS information as this needs to be attached to the registration documents. *Note: those registering for the first time may not have a registration record in LEADS and when this happens, one will be created by the LEADS Coordinator upon receipt of the registration documents.*

**Step Eight:** The following photographs shall be taken and uploaded to the registrant's jacket in the records management system and the Offender Watch Database. Front view head shot, left side view headshot and tattoos where they are easily visible. Images to be titled using date they were taken. Livescan fingerprints shall also be taken.

**Step Three:** Create a SEXR or VOR call and request a full criminal history check from the Emergency Communications Division. This will assist with completion of the offense type and applicable registration dates.

**Step Nine:** Contact the Offender Registration Detective to see if they are available to interview the registrant. If the detective is not available, the registrant shall be provided with the detective's contact information to schedule their interview date and time.

**Step Four:** Search for the registrant's name in the Offender Watch database to see if a profile exists. Although Offender Watch is a national database, some departments do not use this tool. If a profile does not exist, one will need to be created using the registrant's personal information such as address, phone number, employment, vehicle, etc. If a profile does exist, work with the registrant to make the appropriate updates.

**Step Ten:** Search the records management system to determine if a global jacket exists for the registrant. If one exists, work with the registrant to make the appropriate entries and if one does not exist, obtain information such as physical descriptors, vehicle, tattoos, employment and school, etc. to create a new jacket. A career criminal entry shall be created to flag the person as an offender registrant. Once this is completed, input a brief summary of the registration in the investigative notes tab of the registrant's Offender Watch profile.

**Step Five:** When updating the Offender Watch profile, ensure the correct risk/class type is selected for the registrant. Also, all registrants that were under the age of 18 on the date of the offense shall be listed as a juvenile under the risk/class type AND the "publish to website" box must be unchecked.

**The below describes tasks to be completed prior to the end of the in-taking employee's shift.**

**Step Six:** Ensure completion of the appropriate forms such as: IL Sex Offender Registration Act/IL Murderer & Violent Offender Against Youth Registration Act, IL Sex Offender Registration Act - Institutions of Higher Education Employment/Student Information Form, IL Murderer & Violent Offender Against Youth Registration Act - Institutions of Higher Education Employment/Student Information Form and Unhoused Registrant's Weekly Registration Form. Print the completed forms and obtain the required signatures.

**Step Eleven:** (1) Prepare a police report using one of the following incident types: Reg Sex Offender, Reg Violent Offender Against Youth or Reg Murderer. Ensure a brief summary of the registration process and out of state convictions, if any. (2) Submit an email to the Offender Registration Unit at EPDOffenderRegistrationUnit@cityofelgin.org to provide the following information: (a) Names of those who registered. (b) If violations are suspected and provide a brief description. This requires follow-up by the Offender Registration Detective. (3) Forward all documents and the police report to the Emergency Communications Division for entry into NexGen by the LEADS Coordinator.

## Offender Registration - LEADS Coordinator/Communications Shift Supervisor

### The below describes tasks to be completed for returning registrants.

**Step One:** Upon receipt of offender registration documents, make the appropriate updates to NexGen. The originating case agency should reflect the department's case report number. Once this has been completed, conduct a review prior to forwarding the registration documents to the Records Division.

**Step Six:** Be on the lookout for the response from the Illinois State Police concerning the recommended state equivalent statute to be input into the registrant's Offender Watch Database profile. Ensure any additional documents are submitted to the Records Division to be uploaded to the police report.

**Step Two:** A copy of the registration forms, court documents, and other items related to the registration shall be uploaded to the registrant's profile in the Offender Watch Database.

**Step Seven:** Verify whether DNA is on file with the State of Illinois for any registrant whose LEADS record does not indicate that a DNA file is part of their record or when sufficient information is not available to determine if the registrant's DNA file has been completed.

**Step Three:** Upload updated registrant photos to the registrant's LEADS record for access by the Illinois State Police and inclusion on the state's website.

### The below describes tasks to be completed for new registrations.

**Step One:** Upon receipt of offender registration documents, create a NexGen record or if the registrant previously registered with a different police department in Illinois, send a message to the police department holding the record to advise of the move and to have the record placed into move status in order to reassign the NextGen Record to the department.

\*\*For questions about the responsibilities of the Emergency Communications Division, contact Communications Shift Supervisor Victoria Gajewski as she currently handles the majority of the tasks listed.\*\*

**Step Two:** Upload the registrant's photos to the registrant's NexGen record for access by the Illinois State Police and inclusion on the state's website.

**Step Three:** When the entry into NexGen is completed, conduct a review prior to forwarding the original documents to the Records Division for inclusion in the police report. Upload a copy of the registration documents to the registrant's Offender Watch Database profile.

**Step Four:** When a registrant previously registered in another state and is new to Illinois, complete the ISP - Out of State Offender Agency Legal Equivalent Request Form. Attempt to obtain the following from the initial law enforcement agency: all police reports, court documents and registration forms.

**Step Five:** Send the completed ISP- Out of State Offender Agency Legal Equivalent Request Form and related documents to the Illinois State Police Sex Offender Registry Unit at ISP.SOR.Unit@Illinois.gov to determine the state equivalent statute to be selected in the Offender Watch Database. Submit all documents shall be submitted to the Records Division to be uploaded to the police report.

*Important to note that the ISP - Out of State Offender Agency Legal Equivalent Request Form also applies when the registrant did not have a duty to register in their state of conviction, but the individual meets the criteria to be deemed a sexual predator in Illinois, making them have the duty to register for life.*

## Offender Registration - Offender Registration Detective

**Job Function One:** Conduct interviews with new registrants to obtain information that is not collected during the registration process at the information desk. Employees assigned to the information desk will provide notification when a new registrant is available to meet. Otherwise, the employee assigned to the information desk will provide the new registrant with the contact information for the Offender Registration Detective to schedule their interview.

**Job Function Seven:** Facilitate the annual on-site compliance inspections to ensure the accuracy of a registrant's address.

**Job Function Two:** Regarding new registrants who are on parole, meet with the respective parole officer prior to and during their stay in Elgin.

**Job Function Eight:** Serve as a department administrator of the Offender Watch Database and assist officers who do not have a user profile with the entry of an individual's information into the Offender Watch Database.

**Job Function Three:** Follow-up on notifications from the LEADS Coordinator when an out of state registrant does not have DNA on file with the Illinois DNA database. Work with the registrant to facilitate the process of submitting the registrant's DNA specimen to the state's database.

**Job Function Four:** Monitor registrants who fail to register with the department. There are several ways the detective will be notified of possible violations which are (1) Information provided in the daily shift emails provided by the information desk employee. (2) Through completion of annual on-site inspections. (3) Registration extension letter provided by the Illinois State Police whereby the registration period is extended by ten years. (4) By notification from a police officer who made contact with the registrant. (5) Through investigation completed by the Offender Registration Detective.

**Job Function Five:** Upon receipt of registration extension letters submitted by the Illinois State Police, contact registrants to obtain their signature on the letter; provide the registrant with a copy of the signed letter. Next, submit a copy of the signed letter to the Illinois State Police at [ISP.SOR.Unit@Illinois.gov](mailto:ISP.SOR.Unit@Illinois.gov). And lastly, upload a copy of the signed letter to the registrant's Offender Watch Database profile and forward the letter to the Records Division to be attached to the police report.

**Job Function Six:** Contact all Elgin area daycare centers and schools that are registered with the State of Illinois to confirm they are open for business and to ensure the appropriate proximity boundaries are established.

**Job Function Seven:** Periodically meet with the city's GIS planner to ensure all schools, parks and daycare center information is current.