

## LEADS Daily Bulletin

December 5, 2025

### TAKING OWNERSHIP OF NEXTGEN OFFENDER RECORDS

The Illinois State Police - Offender Registration Unit has seen a rise in agencies not taking ownership of Offender Records. To assist agencies with taking ownership of these records in the NextGen system the below instructions are provided:

#### OWNED BY ORI IL084025C = IDOC OPERATIONS CTR-SPRINGFIELD IL

When an offender arrives for initial registration upon release from the Illinois Department of Corrections (IDOC) and their NextGen Record is owned by IDOC OPERATIONS CTR-SPRINGFIELD IL, the registering agency should take ownership of the record by following the steps below. IDOC should **not** be contacted regarding moving a record in the NextGen system.

1. Open the NextGen module on the Desktop Messenger.
2. Press "Start Registration" in NextGen.
3. Modify the "ORI" to the registering agency's main ORI.
4. Select the appropriate "Registration Reason".
5. Modify the "Offender Registration Status" from "D = Notified; Not Registered" to "R = Registered" OR other appropriate registered status.
6. Enter an "Original Registration Date" if there is not one already entered.
7. Update the "Last Activity Date" to the date the offender registered in person.
8. Ensure that all record information is accurate (Address, convictions, victim ages, etc.) with a current photo uploaded to the NextGen System.
9. Press "Register" and complete the registration.
10. Upload the "Signed Registration Form" to NextGen.
11. Enter an "Add-On" to the NextGen Record with the registration information.

The screenshot displays the 'Offender Registration Form' in the NextGen system. Several fields are highlighted with green boxes to indicate required or critical information:

- Record Information:**
  - \* ORI:** IL084025C = IDOC OPERATIONS CTR-SPRINGFIELD IL
  - \* Registration Reason:** (Dropdown menu)
- Demographics:**
  - \* Last Name, \* First Name, \* Middle Name, \* Date of Birth, \* Sex, \* Race, \* Height, \* Weight, \* Hair Color, \* Eye Color, \* Skin Tone:** (Personal information fields)
- Registration:**
  - SOR Status:** D = Notified; Not Registered
  - \* Original Registration Date:** (Date field)
  - \* Last Activity Date:** 07/08/2025
- Conviction (1):**
  - Base:** 0015807 = PRED CRIM SEX ASLT/VICT... 20180328
  - County of Conviction:** WILL
  - State of Conviction:** IL = Illinois
  - Victim Age:** 11
- Address (1):**
  - Base:** 11517
  - Street Name:** S PERRY AVE
  - City:** CHICAGO
  - State:** IL = Illinois
- Telephone Number:** (Table with Base, Start Date, End Date, Telephone Number, Telephone Type)
- Email:** (Table with Base, Start Date, End Date, Email)

At the bottom of the form, there are two buttons highlighted with green boxes: **Register** and **Start Registration**.

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