LEADS Daily Bulletin December 5, 2025

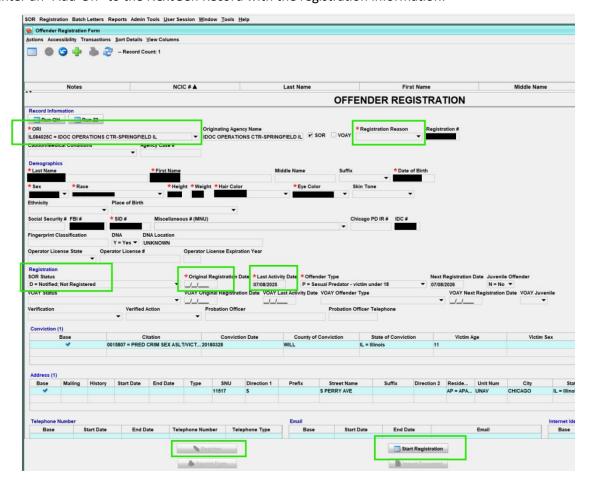
TAKING OWNERSHIP OF NEXTGEN OFFENDER RECORDS

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 <u>not</u> 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.



Operator's Initials	Date								