
Processing of Sex Offender Registration Cases

419.1 PURPOSE

To establish the procedures detectives shall use when processing sex offender registration violation cases.

419.2 TIME FRAMES FOR REPORTING

1. Within 3 days of changing their address, a convicted sex offender shall report to a police agency to change their address. (Felony)
2. Within 14 days of moving to Michigan and the offender is registered in another state, the offender must register at a local police agency. If they are a student or worker who is temporarily residing, working or a student in this state for a period of 14 or more consecutive days or 30 or more days in a calendar year, they are required to register. (Felony)

419.3 PROCEDURES

The following procedures should be adhered to by members of the CID when dealing with cases involving Failure to Register, Failure to Change Address as Sex Offenders and Failure to Verify Address as Sex Offender.

419.3.1 FAILURE TO REGISTER

1. The detective shall run the suspect through LEIN to determine that the suspect is not currently registered in the State of Michigan.
2. The detective shall obtain the suspect's current address, what the suspect was convicted of, time since conviction and forward this information to the Prosecutor's Office. A certified copy from MSP is required for every case as well as a copy of the suspect's convictions. The copy of the suspects convictions must be from Circuit Court or District Court, CID administrative assistants are able to access these records and make copies. LEIN copies of convictions are not acceptable.
3. The detective shall request certified copies of the SOR and notification from the Michigan State Police, Criminal Justice Information Center, Sex Offender Registration, 7150 Harris Dr. Lansing, MI 48913. FAX- 517-241-1868. This information shall be forwarded with the charging request. This form is located in the K drive.
4. Two copies of the suspect's criminal history shall be attached to the warrant request.

419.3.2 FAILURE TO CHANGE ADDRESS

1. The detective shall run the suspect through LEIN to determine that the suspect is currently registered in the State of Michigan.

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2. The detective shall obtain the suspect's past and current address.
3. The detective shall obtain the suspect's current address, what the suspect was convicted of, time since conviction and forward this information to the Prosecutor's Office. A certified copy from MSP is required for every case as well as a copy of the suspect's convictions. The copy of the suspects convictions must be from Circuit Court or District Court, CID administrative assistants are able to access these records and make copies. LEIN copies of convictions are not acceptable.
4. Two copies of the suspect's criminal history shall be attached to the warrant request.

419.3.3 FAILURE TO VERIFY ADDRESS

The Patrol Division will generate a misdemeanor complaint. The offense is a high court misdemeanor and an appearance ticket shall not be written.