

The following information has been put together In order to improve the effectiveness of the Sex/Kidnapping Offender Registry (SOR) / Offender WATCH interface and reduce the number of interface email messages you receive.

### Offender Watch Interface Tips

- There should only be one record in Offender Watch per person. Don't have two records for the same person in Offender Watch.
- Use the suffix field appropriately. Don't put the suffix in the name fields.
- The name in Offender Watch should match the fingerprint registration sent to WSP. If the name in Offender Watch is Smith, Bob D. the name on the livescan fingerprint registration should be Smith, Bob D. and not Smith, Robert David. If the name is different and there is not an alias name in WASIS to match it you will receive a Not Found email message notification.
- When you receive a "Not Found" email message, use WATCHCJ to determine if there is a fingerprint registration on file in WASIS for your county. If not, submit a fingerprint registration if appropriate. If there is a fingerprint registration on file for your county, verify the name and date of birth in Offender Watch matches the information on the fingerprint registration in WASIS using WATCHCJ. If the name on the fingerprint registration doesn't match, submit a correction notice to correct the name on the fingerprint registration (name can't exceed 30 characters) or change the name in Offender Watch, whichever is appropriate.
- If a person has two first names or a hyphenated first name in Offender Watch you will receive an interface email message from WSP. NCIC doesn't allow for two first names or hyphenated first names. The name on the Offender Details page should match the name submitted on the fingerprint registration card sent to the WSP. Other names can be added to the Alias tab.
- Entering two different addresses of the same address type (mailing, residential, etc.) with the same start and end dates will cause an interface email message letting you know it can't be processed through the interface. You may also make adjustments to the dates in Offender Watch, if appropriate, to allow the information to transmit to WSP via the interface.
- Only the agency who submitted the fingerprint registration may change or update SOR information in WASIS. If the editing agency in Offender Watch has not sent a fingerprint registration card you will receive an email message letting you know it did not update WASIS.
- If you add/update/edit a record for an individual before the registration is processed at WSP you will receive an email message that the record is not found. Please make sure to send the registration promptly. There is a two day delay from the time you enter information into Offender Watch before it updates WASIS. Our goal is to process the SOR fingerprint registration the same day we receive it.
- If you have a record for someone in Offender Watch who is not registered in WASIS and never will be, such as a person who is civilly committed or someone who was deported without registering, you will receive a "Not Found" error message from WSP. Since the person is not and will not be registered, please ignore this message. There is no action for you to take.
- If you receive an interface email message and the issue can't be resolved you will need to send the SOR information to the WSP on the WSP forms via email/fax/mail.

### Photos

- Photos are part of the registration requirement. Please add photos to Offender Watch the same day you send us the fingerprint registration card.

### How to Read “Transmission Error” email messages

#### Example 1:

- The yellow highlighted area is where to look for the error information. In the example below the zip code is missing “ZIP – REQUIRED FIELD NOT PRESENT.” The address information is below the reject information. The ZIP field is highlighted in blue and shows there is not a zip code entered. To resolve this issue add the zip code to Offender Watch.

**From:** [SORSubmissions@wsp.wa.gov](mailto:SORSubmissions@wsp.wa.gov) [mailto:SORSubmissions@wsp.wa.gov]

**Sent:** Monday, November 27, 2017 9:25 AM

**To:**

**Subject:** WSP - TRANSMISSION ERROR: Test, Person 9/9/1999, WA99999999 [BatchID:1772 BatchItemID:28536]

The following change did not update WASIS because of the error identified below:

Name: Test, Person  
 DOB: 9/9/1999  
 SID: WA99999999

The Transaction Switch rejected a message with : 'OWUSER 8 1^WASIS WASIS.**REJ FLD ERR - ZIP - REQUIRED FIELD NOT PRESENT**'. The message that was attempting to transmit was: MNT.ROUT.REGCLIENT.OFFENDERWATCHOWUSER 8 0^WASIS WASIS.MSKA.PIDNUM/122185.FLAG/Y.ADDRESSTYPE/M.SNU/77.SNA/S WASHINGTON ST.ADDRESS2/.POBOX/.CITY/SEATTLE.CTY/17.STA/WA.COUNTRY/US.**ZIP**/.STARTDATE/11202017.ENDDATE/.OTHER/.ADDRCOM/.ORGNAM/.CONTACTNAME/.HOMELESS/N.INCARCERATED/N.DATE/11272017.CONORI/WAKCS0000

Please correct the information in Offender Watch.

Criminal History Support/SOR Unit  
 Criminal History Records Section  
 Washington State Patrol

#### Example 2:

- The yellow highlighted area is where to look for the error information. In the example below the name field (ANA) has a field length error. The name information is below the reject information. The name field (ANA) is highlighted in blue and shows the name is over 30 characters long. WASIS and livescan devices can't accept names over 30 characters per NCIC requirements. To resolve this add the name submitted on the last fingerprint registration card sent to the WSP to the Offender Details tab in Offender Watch and add the name which is over 30 characters to the Alias tab in Offender Watch.

**From:** [SORSubmissions@wsp.wa.gov](mailto:SORSubmissions@wsp.wa.gov) [mailto:SORSubmissions@wsp.wa.gov]

**Sent:** Friday, November 17, 2017 6:53 AM

**To:**

**Subject:** WSP - TRANSMISSION ERROR: NAME, ISMORETHAN-THIRTYCHARACTERS 9/9/1999, WA99999999 [BatchID:1755 BatchItemID:28086]

The following change did not update WASIS because of the error identified below:

Name: NAME, ISMORETHAN-THIRTYCHARACTERS  
DOB: 9/9/1999  
SID: WA99999999

The Transaction Switch rejected a message with : 'OWUSER 8 1²WASIS WASIS. **REJ FLD ERR - ANA - FIELD LENGTH ERROR** . The message that was attempting to transmit was:  
MNT.ROUT.REGCLIENT.OFFENDERWATCHOWUSER 8 0²WASIS  
WASIS.ESKE.PIDNUM/1046450.OVR/N.COVR/N.ORIGREGDATE/N.EVTDATE/11142017.EV  
T/5.ORI/WAKCS0000. **ANA/NAME, ISMORETHAN-THIRTYCHARACTERS**  
.CVTDATE/.CVTDATE2/.CTYSTA/WA.LCL/UNKNOWN.NCICCRR/.NCRRTTFLAG/N.NCRRS  
OLFLAG/N.NCRRCONSFLAG/N.NCRRCOMPFLAG/N.NCRRSCHFLAG/N.NCRRSEXMOTFLA  
G/N.NCRRFIREFLAG/N.NCRRWEAPFLAG/N.NCRRDOMVIOLFLAG/N.NCRRDRUGFLAG/N.  
NCRRDUIFLAG/N.NCRRINVMINORG/N.NCRRENDANG/N.NCRRPREDOFG/N.NCRRVICUN  
D15G/N.NCRRVICDIMCAPG/N.NCRRSEXCONDG/N.CRR/.CRRATTFLAG/N.CRRSOLFLAG/  
N.CRRCONSFLAG/N.CRRCOMPFLAG/N.CRRSCHFLAG/N.CRRSEXMOTFLAG/N.CRRFIREF  
LAG/N.CRRWEAPFLAG/N.CRRDOMVIOLFLAG/N.CRRDRUGFLAG/N.CRRDUIFLAG/N.CRR  
INVMINORG/N.CRRENDANG/N.CRRPREDOFG/N.CRRVICUND15G/N.CRRVICDIMCAPG/N.  
CRRSEXCONDG/N.LID/.PAYDATE/.PAY/.COM/.ADDRESSTYPE/..TCN/.MIS/

Please correct the information in Offender Watch.

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Criminal History Records Section  
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Example 3:

- The yellow highlighted area is where to look for the error information. In the example below the error is the editing/registering county entered an address not within their county. The address information is below the reject information. The city is not within the registering/editing county. The highlighted area in blue displays the city. To avoid this email message don't enter an address that is not within current editing/registering county.

**From:** [SORSubmissions@wsp.wa.gov](mailto:SORSubmissions@wsp.wa.gov) [mailto:SORSubmissions@wsp.wa.gov]

**Sent:** Monday, October 16, 2017 9:07 AM

**To:**

**Subject:** WSP - TRANSMISSION ERROR: Test, Person, 9/9/1999, WA99999999 [BatchID:1688 BatchItemID:25628]

The following change did not update WASIS because of the error identified below:

Name: TEST, PERSON  
DOB: 9/9/1999  
SID: WA999999

The Transaction Switch rejected a message with : 'OWUSER 8 1²WASIS WASIS.REJ - ADDRESS CONTRIBUTING ORI MUST MATCH EVENT CONTRIBUTING ORI '. The message that was attempting to transmit was: MNT.ROUT.REGCLIENT.OFFENDERWATCHOWUSER 8 0²WASIS WASIS.MSKA.PIDNUM/517156.FLAG/Y.ADDRESSTYPE/R.SNU/7923.SNA/GRACE LN.ADDRESS2/.POBOX/.CITY/LAKE STEVENS.CTY/31.STAWA.COUNTRY/US.ZIP/98258.STARTDATE/10112017.ENDDATE/.OTHER/.ADDRCOM/.ORGNAM/.CONTACTNAME/.HOMELESS/N.INCARCERATED/N.DATE/10162017.CONORI/WA0310000

Please correct the information in Offender Watch.

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