

***OffenderWatch*<sup>®</sup> Mailing Instructions:**  
**Police Departments and Sheriff's Offices**  
**(Louisiana)**

As part of your OffenderWatch<sup>®</sup> software package, the citizens of your parish already have access to our free email notification service. This community notification service is a great public relations tool and can be accessible to your constituents through your local Sheriff or Police Department web site.

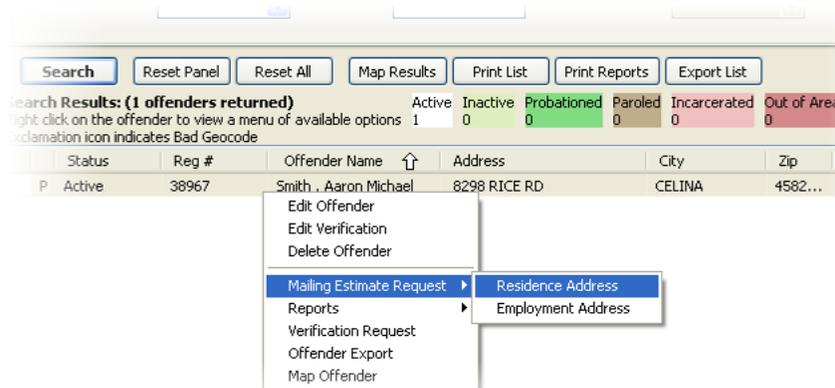
Another great resource available through OffenderWatch<sup>®</sup> is the option of residential mailings. Residential mailings, or Sex Offender Notification Cards, are required by Louisiana State Law. Watch Systems would be happy to handle all of your residential mailing needs promptly and professionally. We can have your residential mailing notification cards printed and sent out within three business days of receiving your request. There is a nominal fee involved for Watch Systems to handle your residential mailing needs, usually the current cost of a first class stamp. In Louisiana, this cost is covered by the offender. The price includes printing, paper, address list, and postage.

### Special Recipients

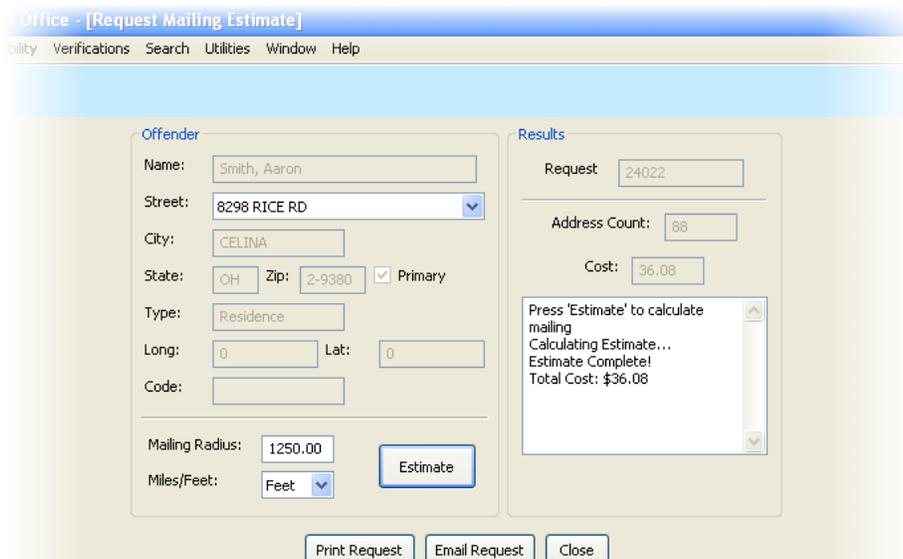
Before we can process your first mailing request we will need a list of special recipients from you. Special recipients are the schools, daycares, nurseries, churches, or any establishment you wish to notify of the sex offenders in your county. Your list can be sent in an excel spreadsheet to Watch Systems via email. We will populate your database with all the special recipients in your county. Please include the following columns in the spreadsheet: Name (of organization), address, city, state, zip, phone, email.

### Placing an Order

To generate an order for residential mailing cards to be sent to all addresses within a specified distance of an offender's address, simply right click on the offender record from the offender list, and select "Mailing Estimate Request", then "Residence or Employment Address", as shown below.



A window similar to the one shown below will appear.



## Mailing Radius

If necessary, verify and change the Mailing Radius. Distance can be specified in either feet or miles. Verify that the Address displayed is the desired offender address. Other addresses on file for the selected offender can be chosen by clicking the down arrow on the right side of the "Street" field. When complete, click "Estimate".

Using the Postal address database, OffenderWatch® will calculate the number of addresses within the specified radial and will provide an address count and cost estimate. Once a mailing estimate has been generated, simply click "Print Request". You will then see a sample of what the mailing card will look like, similar to the one shown below. Please make sure all the data on the sample is correct. Then print the request and follow the "ordering and payment" instructions in the next section.

**Sex Offender Mailing Request**

**Offender Information**

Name: Burleson, Lewis Shannon      Registration # 5274

Sex: Male      Race: Caucasian      Height: 6.02      Weight: 232

Hair: Gray      Eyes: Hazel      Age: 79

Comments:

**Residence**

Street	City	County	State	Zip
1306 Chamberlain Ave	Mobile		AL	36604

**Alias**

**Scars/Tattoos**

Location	Description	Location	Description	Location	Description
L_forearm	Heart				

**Offense**

Date	RS Code	Description	Crime Details
	13A-6-56-First Degree Sexual Abuse		Touched privates

We hereby authorize Watch Systems to execute a mail to the residential neighborhood related to this offender based on the above data

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Rank \_\_\_\_\_

Request Number: 26990

**Mobile AL Police Department**  
 Chief Phillip M. Garrett  
 246 Government Blvd  
 Mobile, AL 36606  
 251-288-1917

This sex offender notification is provided to you by the Mobile Police Department under the guidelines of the Alabama Community Notification Act, so that you the citizen are more fully informed on issues concerning public safety. The listed sex offender has established a residence in your area. For further information on this offender or the provisions of the Alabama Community Notification Act, please contact the MPO Sex Crimes Unit at 288-1917 or my office at 288-1764.

Phillip M Garrett  
 Chief of Police

## Ordering and Payment

After printing the request, please be sure to sign and date it at the bottom. Next, secure a Money Order from the offender for the amount shown in the mailing estimate. Make the money order payable to Watch Systems. Mail both the mailing request and the money order to Watch Systems, 516 E. Rutland St., Covington, LA 70433. Your mailings will then be sent out in less than 3 business days after we receive your order.

### Incomplete Data

For an initial mailing to a specified zip code, in rare cases, the postal database may not be immediately accessible to the OffenderWatch® program. In this instance, an “Incomplete Data” message will appear like the one shown below.



Please contact Watch Systems by email ([mbyrne@watchsystems.com](mailto:mbyrne@watchsystems.com)), to secure the necessary postal address files to complete the mailing. The data necessary to process the mailing is then generally available 1 –2 business days from notification.

You will receive a sample mailing card at your office address via US mail. The offender address list is kept on file by Watch Systems for two years. If you should ever need verification of the mailing, please email Kathy Taylor at [ktaylor@watchsystems.com](mailto:ktaylor@watchsystems.com) or call (985) 871-8110, ask for any member of the customer service team. Anytime you wish you can view your email and mailing activity at: [www.watchsystems.com/stats](http://www.watchsystems.com/stats) . The information on this webpage is updated weekly.

### Logos and Text

An Agency logo or picture of your badge must be provided to Watch Systems for your mailing cards as shown in the examples below. Also if you choose to make the text in the mailings specific to your agency, please provide such text in a document, as shown in the personalized example below. The logo and text should be sent to Watch Systems via email.

### Example of generic disclaimer text on offender notification card:

The individual named in this notification is a convicted sex offender. The Sheriff's Office has been informed that this individual resides in your area. Under Louisiana law he/she is required to provide this information to the community. He/she is currently reporting their whereabouts to the East Baton Rouge Sheriff's Office. This information is made available for the purpose of protecting the public. Anyone who uses this information to commit a criminal act against another person is subject to criminal prosecution.

Example of Generic Card:

Your Badge and contact info

→



East Baton Rouge Sheriff's Office  
Sheriff Sgt. J. Gammons, III  
300 North Blvd.  
Baton Rouge, LA 70801  
225 383-5000

The individual named in this notification is a convicted sex offender. The Sheriff's office has been informed that this individual resides in your area. Under Louisiana law he/she is required to provide this information to the community. He/she is currently reporting their whereabouts to the East Baton Rouge Parish Sheriff's Office. This information is made available for the purpose of protecting the public. Anyone who uses this information to commit a criminal act against another person is subject to criminal prosecution.

### Sex Offender Notification

**Offender Information**

Name ANDERSON, HANS CHRISTIAN      Registration # REG 00-058

Sex Male      Race Caucasian      Height 6.02      Weight 175

Hair Brown      Eyes Hazel      Age 31

Comments:



Residence		City	County	State	Zip
Street	1763 BROCADE	BATON ROUGE	EBR	LA	70815

**Alias**

Scars/Tattoos		Location	Description	Location	Description
Location	Abdomen	DRAGON		L_arm	

Offense		RS Code/Description	Crime Details
Date		14.80-Carnal Knowledge of Juvenile	

Example of specialized disclaimer text on offender notification card:

This sex offender notification is provided to you by the Mobile Police Department under the guidelines of the Alabama Community Notification Act, so that you the citizen are more fully informed on issues concerning public safety. The listed sex offender has established a residence in your area. For further information on this offender or the provisions of the Alabama Community Notification Act, please contact the MPD Sex Crimes Unit at 208-1917 or my office at 208-1704.

Example of specialized Card:

Your Badge/Logo and contact info

→



Mobile Police Dept. AL  
Chief Phillip M. Garret  
2460 Government Blvd  
Mobile, AL 36686  
251 206-1917

This sex offender notification is provided to you by the Mobile Police Department under the guidelines of the Alabama Community Notification Act, so that you the citizen are more fully informed on issues concerning public safety. The listed sex offender has established a residence in your area. For further information on this offender or the provisions of the Alabama Community Notification Act, please contact the MPD Sex Crimes Unit at 208-1917 or my office at 208-1704.

Phillip M Garret

### Sex Offender Notification

**Offender Information**

Name Burleson, Lewis Shannon      Registration # 5274

Sex Male      Race Caucasian      Height 6.02      Weight 232

Hair Gray      Eyes Hazel      Age 79

Comments:



Residence		City	County	State	Zip
Street	1306 Chamberlain Ave	Mobile		AL	36604

**Alias**

Scars/Tattoos		Location	Description	Location	Description
Location	L_forearm	Heart			

Offense		RS Code/Description	Crime Details
Date		13A-6-58-First Degree Sexual Abuse	Touched privates