

***OffenderWatch*[®] Mailing Instructions:**
Police Departments and Sheriff's Offices
(All States other than Louisiana)

As part of your OffenderWatch[®] software package, the citizens of your county 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.

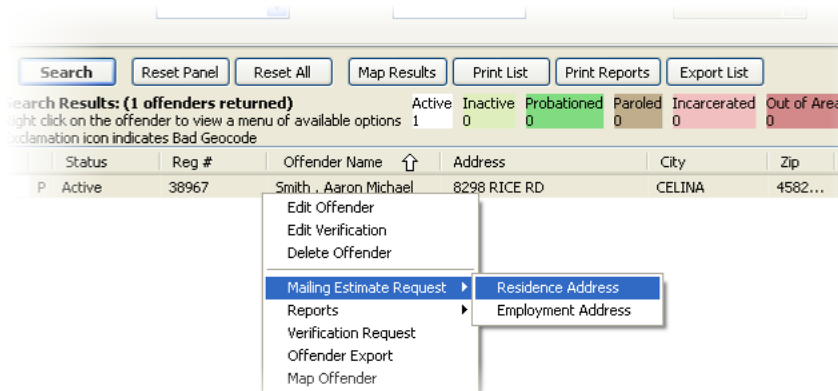
Another great resource available through OffenderWatch[®] is the option of residential mailings. Residential mailings, or Sex Offender Notification Cards, may be required in your state or county depending on local law. Watch Systems would be happy to handle all of your residential mailing needs promptly and professionally. We can have your residential mailing notification cards printed and sent out within three business days of 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, per mailing piece. This price includes printing, paper, address list, and postage.

Special Recipients

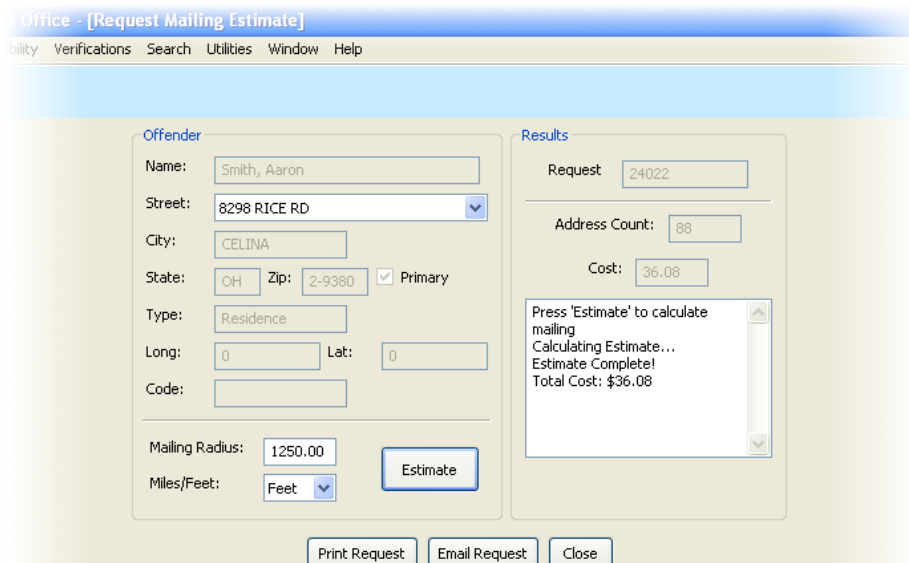
Before we can process your first mailing request we will need a list of special recipients from you. Special recipients are the schools, daycares, nurseries, churches, or any establishment you wish to notify of the sex offenders in your county. Your list can be sent in an excel spreadsheet to Watch Systems 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, send the mailing request to Watch Systems by clicking the "Email Request" button at the bottom center of the window.

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), 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.

Sample Notification Card

After clicking “Email Request”, as long as you do not get the Incomplete Data message, a sample of the notification card will be displayed similar to the screen shown below. After verifying the mailing card information, fill in your name and email address on the right of the screen and click “Email Request”.

Sex Offender Notification

Offender Information
 Name: Smith, Aaron Michael Registration #: 38867
 Sex: Male Race: Caucasian Height: 5.11 Weight: 195
 Hair: Brown Eyes: Brown Age: 22

Comments:
Tier I Sex Offender - File last modified 2008-02-19

Residence

Street	City	County	State	Zip
8298 RICE RD	CELINA	Mercer	OH	45822-9386

Aliases
Smithy

Scars/Tattoos

Location	Description	Location	Description	Location	Description
R_leg	- Ohio State "O"	R_wrist	- Alyssa	L_wrist	- Liberty
Ear	- Pierced - 2 on left l o	L_breast	- square	L_hand	- Dot by thumb
Lower Lip		L_wrist	- money sign	R_hand	- dot by thumb
upper arm	- cross	upper arm	- demon	RL_finger	
L_arm	- pride	R_arm	- white	Back	- SPULL

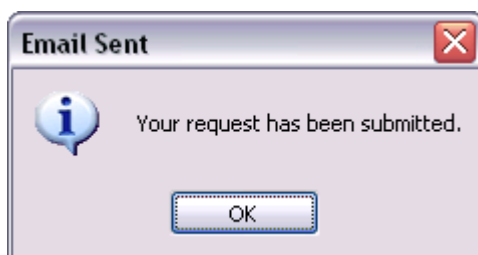
Offense

Date	RS Code/Description	Crime Details
	2907.04-Unlawful sexual conduct w/a minor	

Email Mailing Request
By clicking "Email Request" you are authorizing Watch Systems to generate and send the offender mailing shown on the left.

Your Name:
 Your Email:
 Email Request
 Close

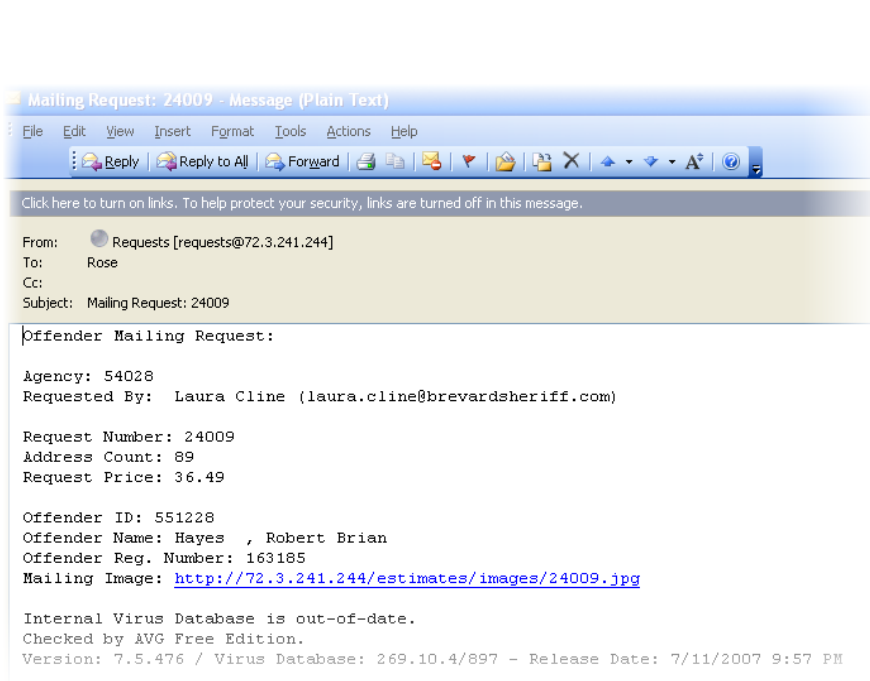
You will then see the following:



Email Confirmation

After clicking on OK, you will get a mailing request confirmation sent to you via email. Some agencies have trouble receiving these confirmation emails due to spam or junk email filters. Please make sure these emails are not being recognized as junk or spam.

The confirmation email will be similar to the example shown below.



You will also 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 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 . The information on this webpage is updated weekly.

Billing

A Watch Systems representative will contact you regarding the terms of payment. Before any mailings can be sent, an escrow account must be established for your county with a minimum deposit. The amount of deposit will depend on the number of offenders we will be sending mailing cards for, as well as the number of addresses you will be servicing in a particular radius surrounding the offender address, which is calculated in the mailing estimate.

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 Sid J. Gaudreault, III
300 North Blvd.
Baton Rouge, LA 70801
225 383-5089

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.

Generic Text



Sex Offender Notification

Offender Information		Registration # REG 00-058			
Name	ANDERSON, HANS CHRISTIAN				
Sex	Male	Race	Caucasian		
Height	6.02	Weight	175		
Hair	Brown	Eyes	Hazel	Age	31
Comments:					
Residence					
Street	City	County	State	Zip	
1763 BROCADE	BATON ROUGE	EBR	LA	70815	
Alias					
Scars/Tattoos					
Location	Description	Location	Description	Description	
abdomen	DRAAGON	L_arm			
Offense					
Date	RS Code/Description	Crime Details			
	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

Specialized Text

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

Street	City	County	State	Zip
1306 Chamberlain Ave	Mobile		AL	36604

Alias

Scars/Tattoos

Location	Description	Location	Description
L_forearm	Heart		

Offense

Date	RS Code/Description	Crime Details
	13A-6-66-First Degree Sexual Abuse	Touched privates

Phillip M Garret