

OffenderWatch® FAQ's

Updated 3/19/2012

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HOW DO I... ...Install OffenderWatch®?

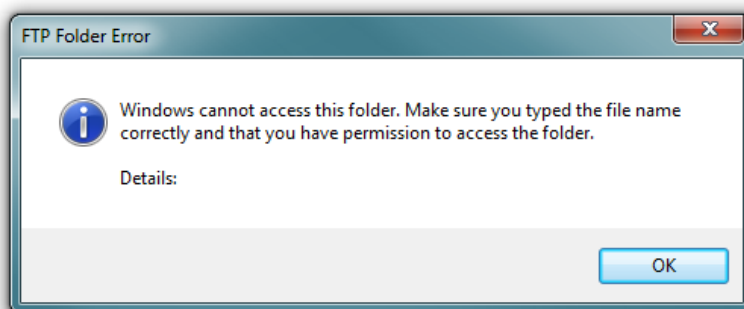
Installing the *OffenderWatch*® application requires an active internet connection and an authorized account that has been setup by Watch Systems, LLC.

The following instructions are for installing *OffenderWatch*® to a new computer. Be sure if you are replacing an older version, you uninstall it before re-installing this version.

Before beginning the process below please contact Watch Systems support for the credentials you'll need to download the software: **985-871-8110**

Method A- To connect without a proper FTP client:

- 1) You may use "**Windows Explorer**" to access our FTP site.
- 2) Open "**My Computer (xp)**" or "**Computer (vista/7)**" and in the **address** field type in the ftp URL: [FTP://ftp.watchsystems.com](ftp://ftp.watchsystems.com) , replacing "Computer" in the address line.
- 3) You'll receive an error from the server stating that anonymous logins are not allowed. This is normal for this method of connection.



- 4) Click "OK", then Right-click in the empty white space in the open window and select "Login as."
- 5) When prompted for a Username and Password, enter:

Please contact support for download credentials: 985-871-8110

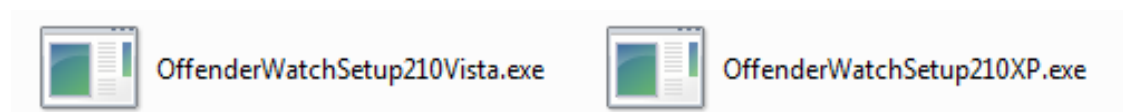
- 6) Proceed past "Method- B" to continue.

Method B- To connect using an FTP client (*recommended method*):

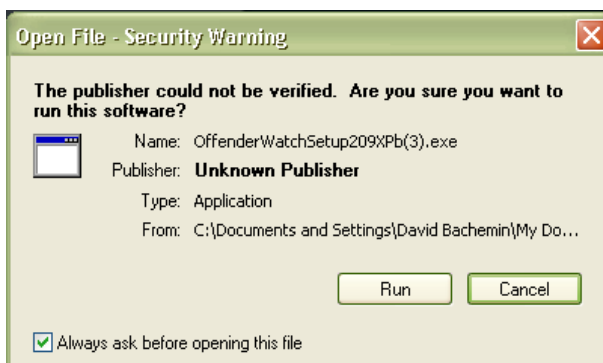
- 1) If you don't already have an FTP client, you can download one from <http://filezilla-project.org/download.php> . After you install this, proceed to step 2.
- 2) You will need the following information: Hostname: <ftp.watchsystems.com>
- 3) When prompted for a Username and Password, enter :

Please contact support for download credentials: 985-871-8110

Once logged in you will see two “.exe” files. The one labeled “OffenderWatchSetup210Vista.exe” will be used for computers with **Windows Vista** or **Windows 7** as their Operating System. The file labeled “OffenderWatchSetup210XP.exe” is for computers with **Windows XP** as their OS:



Double click the correct .exe file, when prompted, click “Run.” Some systems may say the publisher could not be verified, and ask if you'd like to run, “Yes” or “No”; in that case, click “Yes.”



In the next three steps, please click “Next”, then “Install”, and lastly, “Finish.”

If you receive an additional “Internet Security Warning” about “unknown publisher”, choose “Run” again to continue installation.

An *OffenderWatch*® icon like the one shown below will appear on your desktop. You are now ready to begin. Simply double-click the icon and log in using your personal username and password.



Technical Details:

Installer file size:	6.6 MB
Installed Directory (default):	C:\Program Files\OffenderWatch®
Required Disk Space (minimum):	21 MB
Other Requirements:	Broadband Internet Connection <i>(at least 1.5 Mb)</i>
Supported Platforms:	Windows 98 thru 7 <i>(will work on Windows 98 and 2000, but not recommended)</i>
Minimum Suggested RAM:	512 MB <i>(the application itself uses ~42 MB initially, but increases as more internal windows are opened)</i>
Minimum Suggested CPU:	900 MHz + <i>(may run on even slower architectures, but this hasn't been tested)</i>
Minimum Screen Resolution:	1024 X 768 while 1152x864 is highly recommended

...Add/Edit/Delete Offender Records?

Add Offender- To add an offender record, simply choose “Add an Offender” from the main menu bar at the top of your screen:



Enter the Offender name and any other information required by your agency. Simply click “Next>” to proceed through the available screens. Fill in the necessary fields in each screen. When you reach “Step 12”, check your data and select “Finish.”



Edit Offender- To “Edit” an offender record you may select “Edit Offenders” from the top menu bar, then select “Edit/Delete an Offender”; or select the “Offender Search” icon. Either choice will bring you to the “List Offenders” search screen. Before you can edit a record, you must populate a list of offenders by searching first.



The “List Offenders” screen will display as shown below. Click “Search” to return a list of all offenders (you will select the record you wish to modify or delete), or narrow your search by specific data in one of the search fields. Keep in mind that almost all searches in OffenderWatch® are “AND” searches, therefore searches will be very specific, excluding offenders by each additional entry you make. Example: If you searched for a white male, 20-25

years old, with a mustache, and a ford vehicle, only offenders who have ALL those criteria in their record will be retrieved. Below we have entered only a last name (Cassidy).

The screenshot shows the 'OffenderWatch' application interface. The 'List Offenders' window is open, displaying search parameters. The 'Last Name' field is filled with 'Cassidy'. Below the search parameters, there are buttons for 'Search', 'Reset Panel', 'Reset All', 'Map Results', 'Print List', 'Print Reports', and 'Export List'. The search results section shows '1 offenders returned' and a table with the following data:

Status	Risk	Reg #	State ID	Offender Name	Address	City	Zip	Photo	DOB	Responsibility
Active	Level One	721440	S-66575	Cassidy, Butch James	516 E Rutland Street	covington	70433		10/2/1965	

A list of matching records is returned. Only one offender had a match to the last name entered.

To edit the offender record, select the desired record by double clicking on it, or right-click, and select "Edit Offender". The Edit Offender screen will display. Enter changes to the offender record on this screen (shown below). The record opens to the "Main" tab, "General" sub-tab. Select tabs to view and edit additional fields.

The screenshot shows the context menu for the offender record. The menu items are:

- Edit Offender
- Edit Verification
- View Verification History
- Edit Verification History
- Delete Offender
- Mailing Form
- Mailing Estimate Request
- View Mailings
- Reports
- Verification Request
- Offender Export
- Map Offender

The status bar at the bottom shows 'Your Agency Name' and 'You are logged in as: wsdbachemin'.

OffenderWatch - Your Agency Name

System Edit Offenders Edit Recipients Edit Responsibility Verifications Search Utilities Window Help

OFFENDER SEARCH ADD AN OFFENDER LOGOUT

Edit Offender

Currently Editing: Butch Cassidy, State ID#: S-66575

Main Work/School/Volunteer Marks/Alias/Internet Address/Phone Associates Vehicles Offenses Photo Public Comments Intelligence Probation/Warrant/Cas

General Physical

Identification

* First Butch Middle James * Last Cassidy Suffix

SSN 433 - 66 - 7777 * Reg # 721440 DL # 1223447766 DL State LA

FBI# D44355 State ID# S-66575 NCIC# 23444242 DOC# h77665

Alt # 2314e234421 * Status Active

Publish on Website

Registration

Responsibility Risk Level One Non-Compliant Reason

Zone Compliance Compliant Local Registration Violation

Sexual Predator Lifetime Registration

Reg. Start Date 03/22/2001 Reg. End Date 03/22/2041

Last Ver. Ok Date Not Verified

Fields marked in blue indicate data that may be published

Edit Verification

Officer Alert: Admin level users may enter a message here which will appear to all agency users upon opening this record. Select "Activate Alert" to set as active.

Activate Alert

Locking an offender will lock any controls that are marked as such in User Permissions.

Offender locked

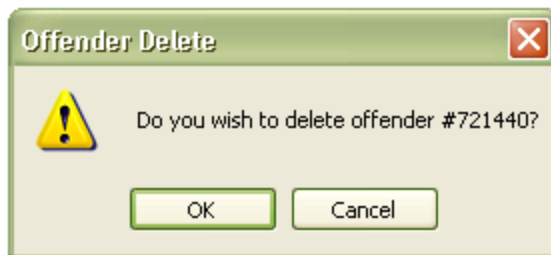
Save Close

When you have accessed each tab and your edit is complete, click the "Save" button at the bottom center of the screen. To cancel without saving, click "Close."

Delete Offender- In general an offender's record should only be deleted if a duplicate record is mistakenly entered. If an offender moves to another location, you should enter his new address and mark that new address "Home", "Current" and "Primary". This will trigger an email notification to the offender's new county and/or state of residence. If you delete his record because he moves, the new county/state of residence will not be notified. This could create a situation where an offender gets lost, and becomes non-compliant or AWOL. We only recommend changing offender's status to inactive. You may need the record in the future, so deleting should only be an option if you have a duplicate record.

If you must delete an offender record, right-click on the record and select "Delete Offender" from the available choices.

A warning box will then be displayed. To confirm delete, click "OK".



If an offender record is inadvertently deleted, it may be recoverable with assistance from Watch Systems support personnel. Please contact us for further information on retrieving a deleted record.

...Use the Address Fields?

To facilitate maximum accuracy in all of the OffenderWatch® mapping features, the program uses multiple fields to store a street address. These are detailed below for the following example address: "***2300 East Gause Blvd, 2B***"

Field	Definition	From Example
St. Number	The standard address number for the residence.	<i>2300</i>
Dir. Prefix	The directional prefix of the street name, e.g. North, South, Northeast, etc.	<i>East</i>
Street	Street name.	<i>Gause</i>
St. Type	Street type, e.g. St., Rd, Blvd, Lane, Cir., etc.	<i>Blvd</i>
Dir Suffix	The directional suffix of the street name, none in the above example, but for " <i>2300 Gause Blvd East</i> ", the suffix would be " <i>East</i> ".	(none)
Apt./Unit /Suite	An apartment, unit, or suite number. In this example it is Apartment 2B.	<i>2B</i>

The remaining address fields are pictured here. "Starting From" and "Ending By" are text fields for dates. "Type", denoted with an asterisk, is required for addresses. The dropdown below is activated revealing your choices for "Type." Don't forget to click "Save" when complete.

	City	State	Zip	County	Country	* Type	Apartment Complex	Rent/Own	Current	Primary	Minors At Addr.	Starting From	Ending By	Comment
1	covington	LA	70433	st. tammany	United States	Home			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
2						Home			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3						Home			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4						Temporary			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5						Mailing			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6						Secondary			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7						Other			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

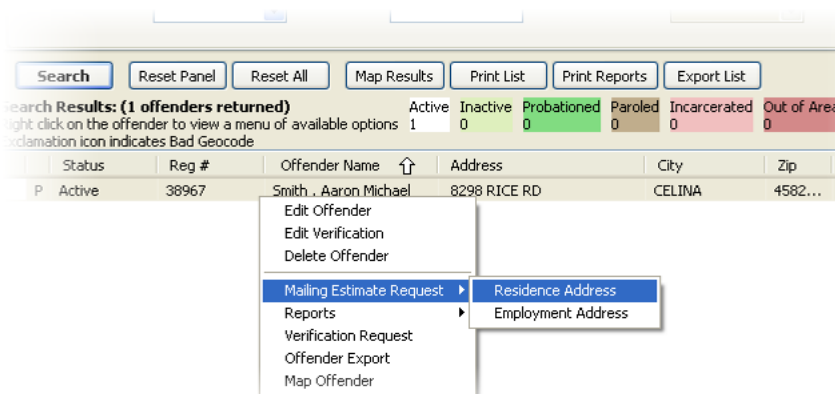
...Know What Offender Information may be Published?
(Blue Highlighted Fields)

Fields with information that is “publishable” or may appear on the public web site, or in offender mailings (postal and email) are highlighted in light blue. This includes but is not limited to identifying information, offender address, his age and physical description, and certain crime information. Your agency can rest assured that sensitive, non-disclosable data, that is all information not highlighted, like Medical, Social Security Number, and Intelligence, will never be published. It is only possible for the light blue fields to post to the website and/or mailings. Examples of these blue highlighted fields are displayed throughout this document.

...Generate Postal Notifications/Mailings?

Important Note: The following applies to all states except Louisiana. To view the complete mailing instructions, or the Louisiana instructions, go to: <http://www.watchsystems.com/support.php>, under “OffenderWatch® Help Documentation”, click “Mailing Instructions” or “Mailing Instructions Louisiana Only.”

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 (rrichardson@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 #: 38967
 Sex: Male Race: Caucasian Height: 5'11" Weight: 195
 Hair: Brown Eyes: Brown Age: 22

Residence
 Street: 8298 RICE RD City: CELINA County: Mercer State: OH Zip: 45822-9396

Alias
 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 1 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	RH_finger	
L_arm	- pride	R_arm	- white	Back	- SHILL

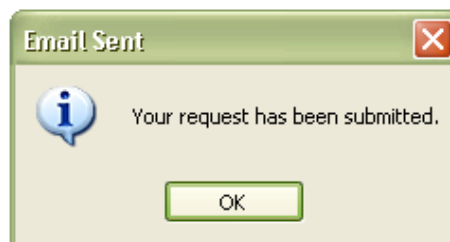
Offense

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

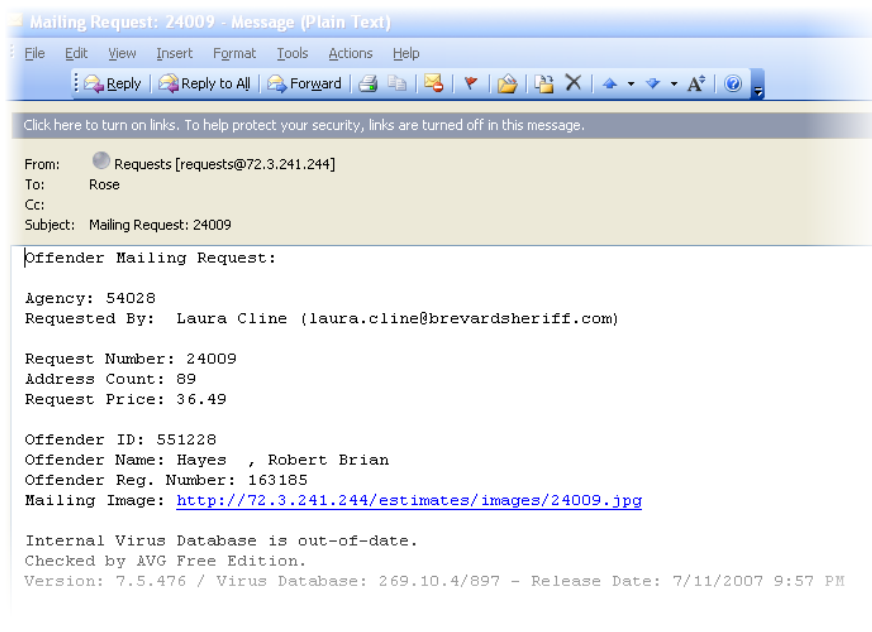
You will then see the following:



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.

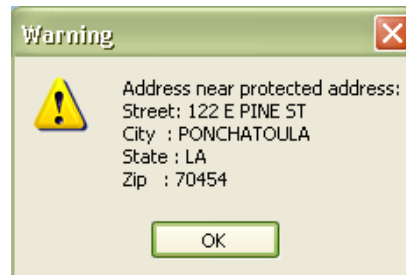
The confirmation email will be similar to the example shown below.



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 ow_support@watchsystems.com or call (985) 871-8110.

...Know Who My Proximity Violators Are?

The proximity management function can be used to alert the registering officer of a sex offender's address proximity to designated protected zones, such as schools, daycare facilities, playgrounds, etc., as prescribed by your local laws and ordinances. This function is included with the standard OffenderWatch® application, however Watch Systems must configure the settings. This requires the customer provide a listing of designated names and addresses of these protected sites as well as the specified distance requirement. When an offender address is entered that violates the proximity of a designated protected site (park, school, etc.), the following message will be displayed:



The offender address will still be recorded. When the offender is searched for, you will see a bull's eye icon next to his listed data, as shown below. Note the "🎯" symbol to the left of the offender's name:

OffenderWatch - Super admin test site

System Edit Offenders Edit Recipients Edit Responsibility Verifications Search Reports Utilities Window Help

OFFENDER SEARCH ADD AN OFFENDER LOGOUT

List Offenders

Search Parameters:

Offender Details Physical Traits Address Details Work/School/Volunteer Professional License Offenses Probation/Warrant/Case Vehicles Radial Search Address Display Age of Record

Use any of the fields below to modify the search results.

Last Name: bones First Name: jim Middle Name: Name Suffix:

Alias Last: Alias First: Alias Middle: Alias Suffix:

SSN: DL #: DL State: Status:

Has Photo: Off. Risk: Reg #: Published:

Sexual Predator: Comments Keyword: Extended Comments: Email/IM/Internet:

Alt Reg #: Intel Keyword: NCIC#: DOC#:

State ID: FBI ID: Assoc. Name: Assoc. Relation:

Responsibility: Zone: Assoc. Phone: Compliance: Reg. Start: 9/18/2009 Search other agencies: Alaska Test Site(123456)

Reasons: Failure to verify current emplo Failure to verify current addre Not Verified Residence near protected add State Level Reg. End: 9/18/2009 to: 9/18/2009 Select All: Select Reg.: Select Non-reg.: Include Previously Managed Offenders:

Failure to verify current emplo
Failure to verify current addre
Not Verified
Residence near protected add
State Level

9/18/2009
9/18/2009

Alaska Test Site(123456)
Child Test Agency()
NMD Test Agency()
NMDNonReg()
On-Site Training #1()
On-Site Trainino #2()

Search

Reset Panel Reset All Map Results Print List Print Reports Export List

Search Results: (1 offenders returned)

Right click on the offender to view a menu of available options

Active	other	Inactive Incarcerated	Inactive Out of Area	Inactive Deceased	Inactive Reg. Expired	asdf22	last test on this code	None
1	0	0	0	0	0	0	0	0

Exclamation icon indicates Bad Geocode
Page icon indicates Published Offender
Bullseye Icon indicates a proximity violation

Status	Risk	Reg #	State ID	Offender Name	Address	City	Zip	Photo	DOB	Responsibility
Active	Risk A	V73428764...		Bones , Jim	122 E Pine st	ponchatoula	70454		10/2/1969	Jim's -

To see the location of the offender address relative to protected sites, from the offender list (shown above), right-click on the offender record, and select “map offender.”

- Edit Offender
- Edit Verification
- View Verification History
- Edit Verification History
- Delete Offender
- Mailing Form ▶
- Mailing Estimate Request ▶
- View Mailings
- Reports ▶
- Verification Request
- Offender Export
- Map Offender

A screen similar to this one will appear. The offender address is denoted with an orange balloon. Zoom in to see details (like schools in the area). Use the distance calculator (labeled 1,2,3) in the tool bar of the map to verify the distance between the offender address and the protected site.

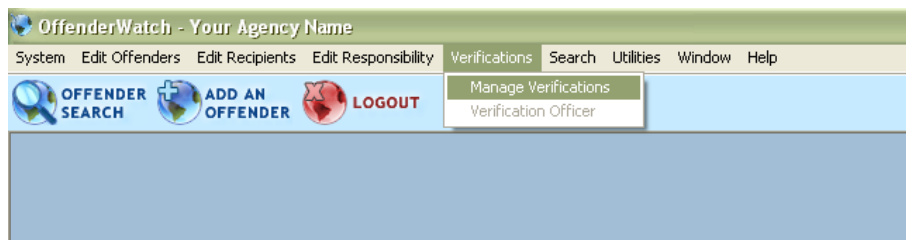
When finished, click “Save” at the bottom of the screen to save deletions to offender record.

...Use Verification Management Functionality?

The “Manage Verifications” search allows users to determine which offenders are due to be verified and to document verifications requested or completed.

To Search Verifications...

First, select “Verifications” from the menu at the top of the screen. Then, click on “Manage Verifications”.



To identify offenders in need of verification, a variety of search methods are available. You may select a search method of **1)** offenders with no verification date, which is useful when assigning verification schedules to offenders who have not previously been on a verification schedule within *OffenderWatch*®. **2)** All verifications due, will list all offenders who have a next verification date at any future point. **3)** Specific Date Range search, will list all offenders due for verification within a specific date range. Check the appropriate check box for the type of search you wish to perform.

Additionally, from this search tab, user can specify other search parameters, including responsibility, zone, verification type, or verification status.

Manage Verifications

Search Parameters:

Verification

Search for all offenders due for Verification by:

Verification Date Method: No Verification Date All Verifications Due Specific Date Range

Start Date: 10/14/2008 End Date: 10/14/2009

Responsibility:

Zone:

Verification Type: Annual

Verification Status:

Show Search Options

This search returns Active offenders only.

User may also click the Show Search Options button (bottom, left of search pane) to display most of the traditional search tabs to narrow the search. Click on any applicable tab to enter more criteria. Below "Offender Details" is selected. Enter any applicable data to each tab.

Manage Verifications

Search Parameters:

Verification Offender Details Physical Traits Address Details Employment Details Offenses Probation/Warrant Vehicles Radial Search Address Display

Last Name: First Name: Middle Name:

Alias Last: Alias First: Alias Middle:

SSN: DL #: DL State:

Status: Non-Compliant: Off. Risk:

Reg #: Published:

Search Reset Panel Reset All Map Results Print List Print Reports Export List Verification Calendar

A search results list similar to the search results in the main “List Offender” page will be displayed.

OffenderWatch - Alaska Test Site - [Manage Verifications]

System Edit Offenders Edit Recipients Edit Responsibility Verifications Search Utilities Window Help

OFFENDER SEARCH ADD AN OFFENDER LOGOUT

Search Parameters:

Verification

Search for all offenders due for Verification by:

Verification Date Method: No Verification Date All Verifications Due Specific Date Range

Start Date: 8/ 5/2009 End Date: 9/ 5/2009

Responsibility: [Dropdown]

Zone: [Dropdown]

Verification Type: [Dropdown]

Verification Status: [Dropdown]

Show Search Options

This search returns Active offenders only.

Search Reset Panel Reset All Map Results Print List Print Reports Export List Verification Calendar

Search Results: (19 offenders returned)

Right click on the offender to view a menu of available options

None 0 Active 19 Inactive 0 Probationed 0 Paroled 0 Incarcerated 0 Out of Area 0 Deceased 0 Reg. Expired 0

Exclamation Icon indicates Bad Geocode
Bulleye Icon indicates a proximity violation

Status	Warrant	Compliance	Risk	Reg #	Offender Name	Address	City	Zip	Next Ver.	Verify Type	Current Status	Current By	Last Ver. OK	Verified By
Active		Compliant		sdh	Abbrra, cadabbrra dafh	511 Fremaux Ave	Slidell	70458	2010/01/14	SemiAnn...	Verified - OK	DB1	2009/7/14	DB1
Active		Compliant		sdh	Abbrra, cadabbrra dafh	511 Fremaux Ave	Slidell	70458	2010/07/19	Annual O...	Verified - OK	DB	2009/7/12	DB
Active		Compliant	Level One	8473205973	Ackbar, Admiral				2010/05/15	SemiAnn...	Verified - OK	gd	2009/5/15	gd
Active		Compliant	Level One	8473205973	Ackbar, Admiral				2010/07/16	Annual O...	Verified - OK		2009/9/10	
Active		Compliant		red	Black, green				2009/09/14	SemiAnn...	Verified - OK	DB1	2009/5/31	DB1
Active		Compliant		red	Black, green				2009/08/16	Quarterly...	Verified - OK		2009/6/2	
Active		Compliant		red	Black, green				2009/09/13	Annual O...	Verified - OK		2008/9/13	
Active		Non-Compli...	Level One	D53535	D, B				2010/06/02	SemiAnn...	Verified - OK		2009/6/2	
Active	W	Compliant	Level One	D87837853...	Day, Doris	122 WThomas St	hammond	70401	2009/03/23	SemiAnn...	Verified - OK		2009/2/22	
Active		Compliant	Level One	D1234098	Doe, John	309 angela st	arabi	70032	2010/02/22	SemiAnn...	Verified - OK		2009/2/22	

Once a list of offenders due for verification has been returned (via search), a verification calendar can be generated by selecting the “Verification Calendar” button. Modify the verifications search as needed to achieve a specific list, and therefore populate the desired results on the calendar.

Active Offenders Due For Verification for 11/25/2008 to 12/25/2008

Previous Active Offenders Due For Verification in February 2009 Next Print

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Mitchell, malcolm	3	4	5	6	7
8	9	10	11	12	13	14 Jacobs, Tony Smith, jane doe
15 Sabourin, Gary Frank	16	17	18 Crisp, Terry John	19	20 Alligator, Kenny Hans Brown, CHRISTOPHER DA	21

If an offender is past due for a verification, his name will appear in red on the calendar. If you need a hard copy of the calendar, go to the desired month and click the “Print” button, to the right of the “Next” button.

To Edit Verifications...

To access an offender's verification record for viewing or update, select the offender from the offender list, right click, then select "Edit Verifications". This can be done from any list offender screen, or by double clicking the name in the verification calendar.

The offender's verification cycles and schedule will then be displayed:

Edit Verification

Currently Editing: **Butch Cassidy** Primary Address: 516 E Rutland St
Covington LA 70433

Save Close Show Verification History

Annual

Last Verified: 11/05/2008 Next Verification: 11/06/2009

Verification Status: Verified - OK Anniversary Date: []

Verified By: DB Comments: came into office

Re-Registration

Last Verified: mm/dd/yyyy Next Verification: []

Verification Status: [] Anniversary Date: []

Verified By: [] Comments: []

Address Verification Only

Last Verified: mm/dd/yyyy Next Verification: []

Verification Status: []

Verified By: [] Comments: []

Quarterly

Last Verified: mm/dd/yyyy Next Verification: []

Verification Status: []

Verified By: [] Comments: []

semi-annual

Last Verified: 11/05/2008 Next Verification: 05/06/2009

Verification Status: Verified - OK

Verified By: DB Comments: need to see his residence

Save Close Show Verification History

From the "Edit Verifications" screen, you may add or remove verification schedules, enter or change next verification due dates and anniversary dates.

The "Edit Verifications" section of OffenderWatch® behaves like "Edit Offender" when saving a record. The "Save" button will be deactivated (grayed out) until a change is made to the record. "Save" will become active once an edit is made. You will also notice that the "Next Verification" date will calculate as soon as a "Last Verified" date is entered with a status of "Verified-OK", just like it does in "Add Offender." By the time you click "Save", you will already know your "Next Verification" date.

When you click "Save", a confirmation screen will appear, just as it does in "Edit Offender." You may then select "Save" or "Continue Editing."

OffenderWatch - Alaska Test Site - [Edit Verification]

System Edit Offenders Edit Recipients Edit Responsibility Verifications Search Utilities Window Help

OFFENDER SEARCH ADD AN OFFENDER LOGOUT

Currently Editing: Auther Fonzereli

Save Close Show Verification History

SemiAnnual Re-Reg

Last Verified: 8/14/2009 Next Verification: 2/12/2010

Verification Status: Verified - OK Anniversary Date: Case Number:

Verified By: DB Comments: I met with the offender at his residence.

Confirmation


SemiAnnual Re-Reg:

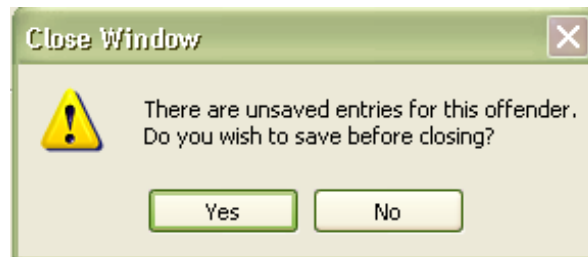
Enabled: True
Last Verified: 8/14/2009
Next Verification: 2/12/2010
Verification Status: Verified - OK
Verified By: DB
Comment: I met with the offender at his residence.

Quarterly Re-Reg:

Annual Off. Verification:

Save Continue Editing

If you “Close” or  out of the verification record, without making any changes, the record will simply close. If any changes have been made to the record and not saved, you will be prompted by a message box.



To save and exit, click “Yes.” To exit without saving, click “No.”

Important Facts About Verification Dates:

- If no date is filled in under “Last Verified”, today’s date is recorded for the change.
- Only a status of “Verified- OK” will prompt a new, “Next verification” due date for an offender. Other verification status choices are intended to be used for informational and management purposes only.
- If you use an anniversary date, that date will take precedence over a “Last Verified” date for the calculation of a “Next” date.
- You may manually enter a “Next Verification” date for any verification status.

...Use the Probation Tab?

You may record probation information for an offender using the “Probation/Warrant” tab in the Edit Offender module. Select the “Probation/Warrant/Case” tab from the top tabs, then select the “Probation” tab below it. The following is displayed.

OffenderWatch - Super admin test site
System Edit Offenders Edit Recipients Edit Responsibility Verifications Search Reports Utilities Window Help

OFFENDER SEARCH ADD AN OFFENDER LOGOUT

Edit Offender
Currently Editing: Kosmo Cramer, Registration#: D554433

Main Work/School/Volunteer Marks/Alias/Internet Address/Phone Associates Vehicles Offenses Photo Public Comments Intelligence Probation/Warrant/Cas

Probation Warrant Case

Status Probationed Officer Jones Edit Probation Officers

Prob. Off. Phone 222-334-0909 County Smith

Court division K Court Type

Judge Herbert

Sentencing Date 02/12/2000 End of Sentence 02/12/2006

NOTE:
This table will grow as data is added.
Insert data in Row 1 and press ENTER to add a new row.
Use CTRL+ENTER to enter a line-break in the field.

Probation Conditions	
1	has to check in twice a year.
2	Has to stay away from ball park.
3	On Probation for 10 years.

Save Close

Record / view probation information for the offender as needed for your office.

...Record Warrant Information?

Select the "Warrant" sub-tab from the screen above. A screen similar to the following will be displayed:

OffenderWatch - Super admin test site
System Edit Offenders Edit Recipients Edit Responsibility Verifications Search Reports Utilities Window Help

OFFENDER SEARCH ADD AN OFFENDER LOGOUT

Edit Offender

Currently Editing: Kosmo Cramer, Registration#: D554433

Main Work/School/Volunteer Marks/Alias/Internet Address/Phone Associates Vehicles Offenses Photo Public Comments Intelligence Probation/Warrant/Cas

Probation Warrant Case

NOTE:
This grid will expand when data is added to the last row.

	Date	Warrant Number	Status	Notes
1	02/22/2008	J667788-08	Closed	Out on offender, please call s.o. if seen
2	02/22/2009	Kfr884844	Open	pick up on site
3				
4				
5				
6				
7				
8				
9				
10				

Save Close

Record or review Dates, Warrant Numbers, Statuses, Notes, etc., as needed by your agency. Open warrants can be displayed on your website. Open warrants will also be denoted in "List Offender" with a "W" in the "Warrant" column.

...Use the Responsibility/Zone Fields?

You may assign officers responsible for certain offenders to their particular offender using the “responsibility” field in “Step 11” of ADD OFFENDER, or in the “Main/General” tab of EDIT OFFENDER. The responsibility selections in the dropdown box are populated by your agency’s ADMIN Level user.

The “Edit Responsibility” menu option allows the user to add or update information about persons or departments responsible for offender supervision. Responsibility usually refers to a person or an agency. Zone usually refers to a geographic location like a district or city.

Responsibilities or Zones entered through this portion of *OffenderWatch*® will be selectable from a drop down box in the edit and search offender areas of the software.

To add a responsibility, from the “Edit Responsibility” menu (at top), select “Add Responsibility.” Enter all applicable contact information for the agency or person in the box provided and click “Save” when finished.

The screenshot shows the 'OffenderWatch - Super admin test site' application window. The menu bar includes 'System', 'Edit Offenders', 'Edit Recipients', 'Edit Responsibility', 'Verifications', 'Search', 'Reports', 'Utilities', 'Window', and 'Help'. The 'Edit Responsibility' menu is open, displaying options: 'Add Responsibility', 'Edit/Delete Responsibility', 'Add Zone', and 'Edit/Delete Zone'. The 'Add Responsibility' dialog box is open, featuring the following fields: 'Name' (with placeholder 'organization/ officer name'), 'Contact', 'Phone', 'Address 1', 'Fax', 'Apt/PO Box', 'E-Mail', 'City', 'State' (a dropdown menu), 'Zip', 'Long.', 'Lat.', and 'GeoRslt'. 'Save' and 'Cancel' buttons are at the bottom of the dialog.

To edit or delete agency or personnel (responsibility) information, select the “Edit/Delete Responsibility” from the drop down menu. Click the “Search” box to see a list of all responsible agencies or personnel, or narrow the search by entering search criteria in the fields provided.

OffenderWatch - Super admin test site

System Edit Offenders Edit Recipients Edit Responsibility Verifications Search Reports Utilities Window Help

OFFENDER SEARCH ADD AN OFFENDER LOGOUT

List Responsibility

Use the fields below to search for Responsibility.
Leave the fields blank to list all with this agency.

Organization

Name

Contact Phone

Address 1 Fax

Apt/PO Box E-Mail

City

State Zip

Search Reset

Organization	Contact	Area	E-Mail
Michael St Paul watchsys	testma Marko		
A. Cormaci			
O'Reilly			

Edit Responsibility
Delete Responsibility

Select the record you want to edit or delete. Update information as applicable, and click “Save” when complete.

To delete a responsibility, right click the record and then select “Delete Responsibility.” Note that deleting a responsibility or changing the agency or individual name will result in the removal of that agency or person from “responsibility” fields of offender records for all offenders for whom the agency or individual is responsible.

Adding or editing “Zones” works in much the same way as “Responsibility.” After clicking “Edit Responsibility”, select “Add Zone” or “Edit/ Delete Zone”, the same as you did for Responsibility.



For questions about these or any OffenderWatch® topic, contact the support team at ow_support@watchsystems.com or (985) 871-8110.