



# Louisiana Training Agenda

Lake Charles, LA- \*Jan. 7<sup>th</sup> 2009

(\*Date training was held, this document has been updated)

**Statewide System Breakdown-** Louisiana is using OffenderWatch® as a statewide database to manage and track offenders in the state.

## Getting started

- Download OffenderWatch from [WatchSystems.com](http://WatchSystems.com)
- Install on your PC with a few clicks



- Call 888.WATCH12 or email [ow\\_support@watchsystems.com](mailto:ow_support@watchsystems.com) for your password
- Our help desk staff makes sure you are successful
- Comprehensive user training is available
- You are up and running in 30 days!

**Searching Offenders-** You can choose to search your own parish by selecting offender search tab at the top of the screen. However, you should always search for an offender before adding the offender into the software. You will want to type in the offender's last name, SID #, etc and "select all" in the middle of the page, then click on the offender search tab at the top to search all other linked agencies. We want to make sure he is not already entered into the system by another parish. If he does not exist then you will add an offender. You will be notified if you try to add a pre-existing offender.

## Search for an offender

1. Select any tab
2. Use any combination of fields to narrow the search
3. Sort the results by clicking a column heading
4. Results summarized and color coded by

**Search Parameters:**

Offender Details | Physical Traits | Address Details | Work/School/Volunteer | Professional Licenses | Offense

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

Last Name:  First Name:  Middle Name:   
 Alias Last:  Alias First:  Alias Middle:   
 SSN:  DL #:  DL State:   
 Non-Compliant: ☐ Off. Risk:  Reg #:   
 Alt Reg #:  Comments Keyword:  Intel Keyword:   
 State ID:  FBI ID:  NCIC #:   
 Responsibility:  Zone:  Assoc. Name:   
 Assoc. Phone:  Reg. Start:  7/28/2008 Reg. End:

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

**Search Results: (87 offenders returned)** Active Inactive Probationed Paroled Incarcerated  
 Right click on the offender to view a menu of available options 77 0 4 2  
 Exclamation icon indicates Bad Geocode  
 Page icon indicates Published Offender

Status	Reg #	Offender Name	Address	City
Probationed	123654789...	Aasatiger, Stripped o...	123654 N woods.	Bangalore
Probationed	M5689	Aardvark Jr., Arthur J...	516 E Rutland St	Covington
Active	M1256	Alligator, Kenny Hans	7200 Alexander St	Arabi

**Adding Offenders-** Click on the “Add an Offender” button at the top of the screen. Before adding, be sure you have searched to make certain this offender does not previously exist in the database. If the offender does not exist, proceed with the “Add an Offender” process. You will be adding in the NCIC fields required by the state. If you happen to be missing something, the program will alert you before you can continue on.

## Add an offender

- Your existing offenders are already loaded
- Add new offenders using the step-by-step wizard
- Most fields are not required

**OffenderWatch**

System | Edit Offenders | Edit Recipients | Edit Responsibility | Verifications

OFFENDER SEARCH | ADD AN OFFENDER | LOGOUT

**Add an Offender**

**Step 1: General**

Please fill in the following details for this offender.  
 Do not use punctuation on SSN.  
 Use the tab key to move between fields.

Blue labels indicate data that may be published.

SSN:  Date of Birth:  mm/dd/yyyy  
 Last Name:  First Name:  John  
 Middle Name:  Name Suffix:   
 Driver's License #:  State:   
 Registration #:  141958 Status:   
 Alt Reg #:  State ID #:   
 FBI #:  NCIC #:   
 DOC #:  **Publish on Website** ☒  
 Lifetime Registration ☐  
 Reg. Start Date:  Reg. End Date:

**Editing Offenders-** Everyone has full access to edit offenders in their parish. You simply right click on the offender and select “edit offender” from the list. If you are trying to edit an offender that is managed under another parish, you will have limited fields which you can edit. The fields are Intelligence, Home Address, Work Address, School Address and Volunteer Address. However only the primary owner of the record can set the address to primary and publish. Please read the below section on Multi-Parish Offenders.

**Edit an offender record**

1. Right click on an offender record and select “Edit Offender”
2. Select any tab
3. Enter any new information and click save

The screenshot displays two overlapping windows from the OffenderWatch system. The top window, titled 'Edit an offender record', shows a table of offenders. A right-click context menu is open over the offender 'Bernard, Reba G', with the 'Edit Offender' option highlighted. The bottom window shows the 'Currently Editing: Butch Cassidy, State ID#: S-66575' form. It has several tabs: Main, Work/School/Volunteer, Marks/Alas/Internet, Address/Phone, Associates, Vehicles, Offenses, Photo, and Comments. The 'General' tab is active, showing fields for First, Middle, Last, and Suffix names, SSN, State ID#, DL State, and Status. A 'Publish on Website' button is visible at the bottom left of the form.

**Pre-Registration Account-** This is a D.O.C. & Probation and Parole account. They will use this account to register offenders that are being released from incarceration. Either they were incarcerated in a state facility or they were sentenced directly to Probation and Parole. When D.O.C. & Probation enter the offender into the pre registration account 10 days prior to his release date, the responsible parish of residence will be notified via email alert that the offender should show up in that parish to complete his registration process. When the offender arrives in your office, you will then import the offender record from the preregistration account. You will do this by selecting the preregistration account in OffenderWatch®. Once you have imported the offender, he will then disappear from the preregistration account.

Louisiana State Police will monitor the preregistration account. If the offender does not show up at your office within 15 days, the State Police

will call/ email to verify that the offender never came in to complete his registration with his parish of residence. State Police will then research the offender and find his original parish of conviction. They will then call/ email the parish of conviction to import the offender from the preregistration account. At that time the parish of conviction is responsible for attaching/ pursuing a warrant on the offender for failing to register.

NOTE: If the offender goes back and forth to jail (repeat offender), the parish of residence should already have the offender listed in their database as incarcerated and D.O.C. will import him into the preregistration account from the parish of residence. D.O.C. should then enter a comment into the intelligence field to let the parish of residence know when the offender will be released again.

**IMPORTANT NOTE to Probation and Parole Users:** Be sure to fill out all probation/warrant information in the probation/warrant tabs of the “Edit Offender” record. Please enter all conditions of the offender’s probation in the “Probation Conditions” section of the tab.

Probation	Warrant	Case																								
Status <input type="text"/>	Officer <input type="text"/>	<input type="button" value="Edit Probation Officers"/>																								
Prob. Off. Phone <input type="text"/>	County <input type="text"/>																									
Court <input type="text"/>	Court Type <input type="text"/>																									
Judge <input type="text"/>																										
Sentencing Date <input type="text"/>	End of Sentence <input type="text"/>																									
NOTE: This grid will expand when data is added to the last row.																										
<table border="1"> <thead> <tr> <th colspan="2">Probation Conditions</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> <tr><td>7</td><td></td></tr> <tr><td>8</td><td></td></tr> <tr><td>9</td><td></td></tr> <tr><td>10</td><td></td></tr> <tr><td>11</td><td></td></tr> </tbody> </table>			Probation Conditions		1		2		3		4		5		6		7		8		9		10		11	
Probation Conditions																										
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Be sure to enter all warrant information, as historical data must be recorded here. If a warrant is executed the same day it is secured, then mark it as “closed”, but enter all related data. Be sure to enter what the warrant was for in the comments field of the “Warrant” sub-tab.

Probation Warrant Case

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

	Date	Warrant Number	Status	Notes
1	06/25/2009	J-657890-2009	<input checked="" type="checkbox"/>	was arrested on a warrant for outstanding traffic violations
2			<input type="checkbox"/>	
3			<input type="checkbox"/>	
4			<input type="checkbox"/>	
5			<input type="checkbox"/>	
6			<input type="checkbox"/>	
7			<input type="checkbox"/>	
8			<input type="checkbox"/>	
9			<input type="checkbox"/>	
10			<input type="checkbox"/>	

Use the “Intelligence” tab to enter any messages to other law enforcement officers (cannot be seen publicly) regarding probation or any other offender intel.

OFFENDER SEARCH ADD AN OFFENDER LOGOUT

Currently Editing: ROBERT ABLAZA, Registration#: 1.87E+12

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

Offender Intelligence

Intelligence Images Arrests Documents

Owner is a read-only field.  
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.

	Date Added	Intel	Owner	Lock	Private
1				<input type="checkbox"/>	<input type="checkbox"/>
2	06/26/2009	This Offender has violated his probation, please hold him for his probation officer: call 555-0909	jjones	<input type="checkbox"/>	<input type="checkbox"/>

**Mailings:** Louisiana Sheriff's Offices are now required to do all mailing notifications on offenders. See LA. RS-15:542B(2), the Sex Offender Registration Statue. This includes mailings. Please see the OffenderWatch® Mailing Instructions document to set up a mailing account with Watch Systems.

**\*For more on mailings see the section of the user manual pertaining to mailings, or our “mailing instructions” document online at:**

**<http://www.watchsystems.com/support.php>**

- New tool “View Mailings”. Use this to see if mailings have been performed and view historical data. Mailings can now be performed on additional address statuses. All mailings will go out under sheriff's banner where the offender resides.

ROBERT DAVI...	592	SPRINGS	32643
STANLEY EARL	INC		
, PIERRE CAB...	527	PIA	98502
, MARK ROB...	155	WOOD	98498
h, SCHOEN O	112	T FALLS	59404
on, AMBER D...	381	PIA	98502
on, ARTHUR ...	270	JO	98589
on, GILBERT ...	100	NESTER	98579
on, TALLA	MO	LAMP	

- Offenders are required to do a mailing every five years or every address change. You can monitor this in Verifications. Please see Verifications below.

**Intelligence Tab-** Grid format, including private/lock checkboxes as well as automatic date and user entries. Also, use this as a tool for communication with other parishes. If another Parish adds intelligence on your offender, a message via OffenderWatch® will appear when you log in. *Each user* will now get the message until they “Mark as Read”, instead of *each agency*.

**Edit Offender**  
Currently Editing: Lawrence Aaron, State ID#: 000002321

Main | Work/School/Volunteer | Marks/Alas/Internet | Address/Phone | Associates | Vehicles | Offenses | Photo | Comments | **Intelligence** | Probation/Warrant | Fees

Offender Intelligence

Intelligence | Images | Arrests

Owner is a read-only field.  
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.

	Date Added	Intel	Owner	Lock	Private
1				<input type="checkbox"/>	<input type="checkbox"/>
2	10/24/2008	This guy is in Jail	geaux	<input type="checkbox"/>	<input type="checkbox"/>
3	07/18/2008	He hangs out at the Mall.	Historical	<input checked="" type="checkbox"/>	<input type="checkbox"/>

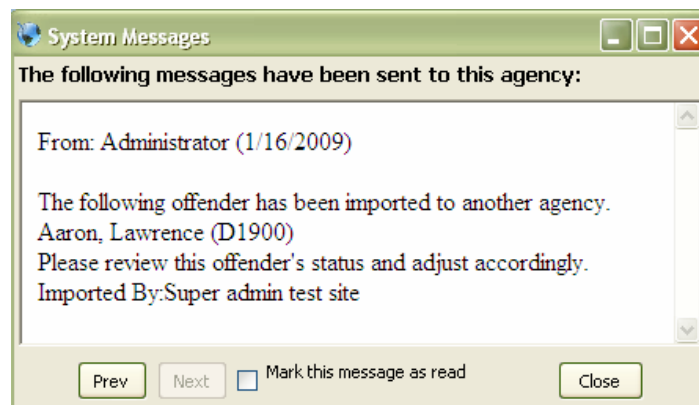
Print Intelligence

Save Cancel

**Importing Offenders-** When you import an offender record, the previous agency's record will be set to a status of "previously managed". However the offender will still appear on the old agency's list as a "previously managed" offender denoting that they once resided there. "Previously managed" will replace the wording currently in effect "out of area", which users found confusing. Also we will add a feature to hide "Previously managed" offenders when running any searches in OffenderWatch®.

**Messaging-** All Louisiana users should receive messages when an offender is moving into your parish from anywhere (using OffenderWatch®) outside of your parish, when the previous agency adds an address in your parish. This is achieved through the use of your "Special Recipients", which can be amended by Admin level users. **Please do not delete any of the "Special Recipients" already added.** You can add more recipients as needed. Please see the section below on Special Recipients. All agencies should receive a message in OffenderWatch® if someone in a linked agency manipulates the Intelligence, Probation/Warrant info, and any address (Work, School, Volunteer, or Residence Addresses).





**Mandatory Fields-** NCIC required fields: **Name, Sex, Race, DOB, Registration dates, Height, Weight, Eye color, Hair Color, Residential Address to include- Street name, City, County (Parish), State, and Zip.** If homeless, put homeless in the “street name” field and then city, parish, state and zip of your agency in other fields. As of October 2009, the State of Louisiana, with the approval of the LA Sheriffs’ User Committee, has decided to begin requiring “State Level” NCIC fields in an offender record. “State Level” NCIC fields include those listed above, as well as: **FBI#, Risk level, a Primary Offense (to include Case#, and Convicted date) and Vehicle (to include make model and VIN).**

To find offenders in your agency that do not have these mandatory fields filled in, you will use the “Missing Info” search tab. If you search “Missing info” for Offenses, the search will return offenders who are missing any part of the Offense info, which includes “Case#”, and “Convicted” date. So if you see that the offender listed has an offense already, he could be missing the case # or convicted date. Remember, the offender will also need a “Primary” offense.

The AG’s Office would like you to get the LA Sex Offender Contract printed and signed by every offender when you register them. Simply right-click, go to forms and the “LA Sex Offender Contract.” Please file a hard copy of this form in case the AG’s office ever needs it.



**Address Tab-** LA State police needs local officers to put in **all** addresses associated with the offender into the offender's address record. This helps with the VOA card mailings done by the State Police (see below).

*Example-* The primary residence address should be a good physical mailing address however if the offender does not receive mail at that address, please add in a PO Box (or other address) and mark it as current & mailing.

**Duplicate Records-** Duplicate offenders are still an issue. You may be notified if you still have any. State Police will be given a list of the duplicate offenders currently listed, today. They will be contacting your agency to verify whether or not the offender is truly living in your parish. State Police will then access offenders who need to be deleted, and delete those offenders.

**School Lists-** Schools will now be provided in a drop down list. It is important to use the drop down choices to enable email notification to schools where offenders attend. If you need a school added please notify your administrator (Admin User). Go to "Edit Recipients" then "Edit School List".

**Multi Parish Offenders-** Offenders are considered "owned" or "managed" by the agency wherein the offender primarily resides. While state law does not specify this, **it is state policy that the offender should update their registrations, pay fees and have data controlled by the parish in which they maintain their principal residence.** If it is unclear which residence is the offender's principal residence, then typical indicators of establishing such a residence such as utility bills, tax returns, driver's license and other outside indicators will be helpful in making a determination. **In some cases offenders will maintain other residences (a fishing camp for example), or maintain a work or volunteer relationship, or attend school in a parish differing from the "owning" parish. In this case the offender is obliged to check in with the sheriff in the non-owning parish.** OffenderWatch® users in this case can access the file of the offender by searching the other parish's information. The linked/ non-owning agency will also be allowed to update work, school, volunteer or non-primary

**residential information in that record.** They will not, however, be allowed to update other information on the offender. Only the primary agency can make those changes. Any changes will be notified to the owning agency via message in OffenderWatch®.

If the offender moves their primary residence, the parish into which the offender moves will want to import the offender into its control. If they try to add a new record, a warning message will appear indicating that the offender may already exist. The user should check the apparent duplicate record and import it per the instructions in OffenderWatch®, rather than creating a duplicate record. In this case the agency from whom the offender was imported will receive a message in OffenderWatch® indicating the new offender status.

In addition, all offender address information will be published now on sheriff web sites. A public web user searching for offenders within a radius of their home, for example, will now see not only offender primary residences in that radius, but also secondary residences and work/ school/ volunteer addresses. Thus, **there is no need for an agency to set up a separate offender record merely because the offender has a place of employment in their parish for the purpose of informing the public.**

## **Prohibited Sites-**

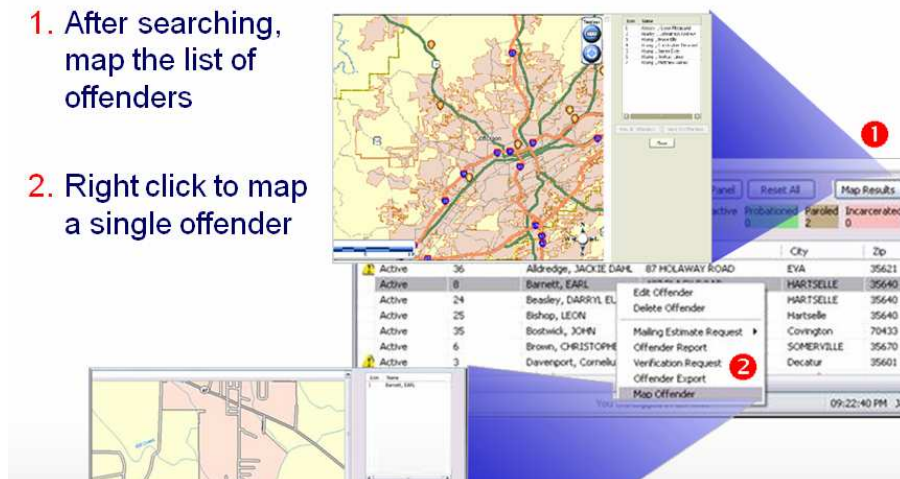
### **(Radial Search, Address Checker, Map Offender/ Results)**

- From the “**Radial Search**” screen the user can search for offenders in violation of proximity rules, such as offenders registered at addresses within a defined distance from a school, park, etc. If you require this feature, contact Watch Systems technical support to set up the prohibited area addresses (schools, daycare centers, parks, etc.) and the minimum distance requirements. If your office has set up this feature, you may use the proximity rules violation search by simply checking the box at the bottom of the search pane.
- Under Utilities, select the “**Address Checker**”. You can put in any address in your parish and see the buffer around that address as well as any schools, or other prohibited sites that violate the prescribed buffer. Use this to check out a potential or current address of an offender to see if it is in violation.
- When you select “**Map Offender/ Results**”, you will see the entered prohibited sites as you zoom in. You can use the mapping tools to

measure distances, but the buffer (radial) will not display. Use the address checker to see the radial as stated above.

### Map offenders

1. After searching, map the list of offenders
2. Right click to map a single offender



**NOTE:** For prohibited sites to show, a list must have been sent to Watch Systems at the time of setup. If a school address list was not sent, contact Watch Systems for assistance.

**State Level Users (LA State Police)-** An offender's risk level will be evaluated and possibly reassigned by state level users based on Louisiana RS codes. State personnel will also update certain identifying fields in the offense tab. The "owning" agency will receive a message in OffenderWatch® regarding the change. State users cannot edit any other fields other than intelligence, certain ID fields, risk levels and offense information.

**NOTE:** The LA Sheriff's Committee recently decided that state level users (LSP) will be the only ones to have access to delete an offender if needed.

**State Level Changes-** Normally an offender's risk level will be assigned based on the Louisiana RS code associated with their conviction. However, offenders that move to Louisiana from another state must be assessed by state personnel to assign an equivalent Louisiana RS code, and thus a risk level. State personnel will access this through a special OffenderWatch® account that they will use.

In addition state personnel will update certain identifying fields such as state ID, FBI number and NIC number.

Also, state personnel will mark offender compliance in conjunction with state address verification requirements, also known as VOA mailings. These requirements are different than a sheriff's verification requirements and present the possibility that an offender could be out of compliance with the state requirements, only local requirements, or both. In any case non-compliant offenders will be noted accordingly on public web sites.

As any changes are made by the state, the "owning" agency will receive a message in OffenderWatch® that a change has been made by a non-owning agency. The state may edit certain fields in a record based on receipt or non-receipt of a VOA card.

**Published Information-** The new state laws implemented to bring Louisiana into compliance with the Federal Adam Walsh Act, require publishing of certain information that was not previously public (school, volunteer and temporary addresses will now display publicly as well as vehicle information). The Sheriff's Committee elected **not** to publish victim information.

### Publish to the web

- Choose which records to automatically publish to the web
- Published fields are set by your state rules and agency preferences
- Eliminates duplicate entry and saves time

The screenshot shows the 'OffenderWatch' software interface. The 'Add an Offender' form is displayed, and a blue circle highlights the 'Publish on Website' checkbox, which is checked. The form includes fields for NCIC #, SSN, Last Name, Middle Name, Driver's License #, Registration #, Alt Reg #, State ID #, Date of Birth, First Name, and Last Name. The 'Step 1: General' tab is selected.

**NOTE:** Work addresses will display, excluding the name of the facility. This was decided by the LA Sheriff's Committee.

## Reports-

**LA Sex Offender Contract** This is the complete report required by the AG's Office. The offender must sign a hard copy for your files. Every offender must sign this form. Fill in any field with "None Reported" when applicable.  
**Offender Report**- Law enforcement only report. This is not to be distributed to the public.

**Print List**- Will print a basic list of offenders with any query run in OffenderWatch®. The offender list does not provide a photo.

**Thumbnail List**- Provides a photo and basic information. It displays 5 offenders per page.

**Verification Calendar**- You can use this calendar to keep up with your offender registrations, address verification checks, and mailings.

**Verification Request**- Print this to take with you when you are in the field doing address verification checks. This report has an area for the offender to sign, stating that all the information contained is current and correct.

### Print an offender report

1. Right click to print an individual offender report

2. Or print your completed state offender report

The screenshot shows the 'Search Results: (25 offenders returned)' table. The table has columns: Status, Reg #, State ID, Offender Name, and Address. A right-click context menu is open over the offender with Reg # 715560, showing options: Edit Offender, Edit Verification, Delete Offender, Mailing Estimate Request, View Mailings, Reports, Verification Request, Offender Export, and Map Offender. The 'Reports' option is highlighted.

Status	Reg #	State ID	Offender Name	Address
Active	701973		Arbour, AL	Apt 3
Active	715560			Apt 3
Active	653764			APT 3
Active	555693			
Active	723371			
Active	555831			
Active	723242			
Active	555710			
Active	683445			

The 'Offender Report' form displays offender information including Name, DOB, Race, Sex, Height, Weight, and a mugshot. A red circle with the number '1' is placed over the mugshot area.

The 'SEX OFFENDER VERIFICATION' form contains fields for Registration Date, Sex, and various verification checkboxes. A red circle with the number '2' is placed over the 'Registration Date' field.

**Verifications-** Offenders will be placed in a verification cycle based on their risk level. Risk levels are generally associated with the Louisiana RS code. You will need to update the registration on Tier 3 offenders quarterly, Tier 2 offenders twice a year, and Tier 1 once a year. You will see that you now have a cycle for each of these levels available to you. You will also have a 5 year mailing cycle to track when the offender needs to re-do community notifications. Verification cycles are used to document that you

have performed the required registration and to remind you when each offender is due. The verification cycle must be assigned to each offender. To start the cycle you must put in the first “verified-ok” status code. Only this status code will clear the cycle and update the next due date. Other status codes can be entered to document times when you have performed some other update to the offender (“updated-not verified”) or when verification requests have been made (“requested”). These statuses, however, do not clear the next due date for the cycle. If you wish to enter a next due date for these cycles, you will have to calculate and populate the next date due field!

NOTE: If you were previously using verification cycles in OffenderWatch® prior to implementation of the state contract, we did not change any of your cycles that were already in place. We would however like to have everyone using the same verification cycles. Please contact Watch Systems to solve this issue if it affects your agency.

**To start the cycle you must put in the first “*verified-ok*” status code. Only this status code will clear the cycle and update the next due date.**

- ✓ **Tier 1 Offender** – Requires set up with an **Annual Cycle** and a **5 year postal cycle**.
- ✓ **Tier 2 Offender** – Requires set up with a **Semi- Annual Cycle** and a **5 year postal cycle**.
- ✓ **Tier 3 Offender** – Requires set up with a **Quarterly Cycle** and a **5 year postal cycle**.



## Manage Verification

Set up verification when adding an offender:

1. Check the "Risk" level. These are preset to your State/County laws. Level 1 being the least threat to the community and Level 3 being the greatest threat
2. Indicate compliance to registration requirements.
3. You may indicate the reason for non-compliance. Non-compliant offenders are shown on your public web site to assist you in finding the offender.

## Check Verifications

1. Select Verifications from the main menu, then select Manage Verifications
2. Choose search parameters, such as "All Verifications Due" or "Responsibility"
3. Sort or print your results

## Calendar Reminders



## **Edit Verification History (ADMIN Level Users Only)-**

We are very excited and pleased to announce that ADMIN Level Users can now edit offender verification history. In the past if dates were mistakenly entered into an offender's verification cycle, a request would have to be made to Watch Systems for a programmer to correct the dates entered in error. Now valuable time will be saved, as your agency's ADMIN users will have this ability. Simply right click an offender in the list and select "Edit Verification History". ADMIN users can edit dates, status, verified by, and comments fields.

**Special Recipients-** Each parish is notified when an offender is preregistered or moves from one parish to another. Out of state notifications will go out when an offender moves to another state (both via email). Out of state notifications are sent based on an entered residential address set as home/primary. Notifications will also be delivered if an offender registers a work, school or other address in another parish other than their "owning" parish. Listed below are the current law enforcement special recipients in Louisiana. If you need a name added or removed, please contact Watch Systems. You can view all special recipients which will include any daycares, schools, or contacts we have for your office. However, please do not delete any of the recipients. If you would like someone removed please contact Watch Systems.

Probation and Parole (special recipients)- are set up in the Sheriffs' accounts as special recipients. They will receive a card copy on every mailing sent out.

Offenders are required to do a mailing every five years or every address change. You can monitor this in Verifications. Please see the **Verifications** section.

Laura Breaux  
Maxine Trahan  
Chris Oakes  
Mike Slaney  
Paul Robert  
Joann Gauthreaux  
Tracy Landry  
Melissa Cooper  
Robert Bulter  
Robert Bulter  
Rusty Poland

Jason Porter  
Doyle Dempsey  
Jamie Tolso  
Jason Porter  
Bossier Parish  
David Robinson  
Greg Winget  
Scott Miller  
Melaine Broussard  
Joann Pape  
Becky Ledbetter

David Herbert  
Sherie Salisbury  
Dewain Littleton  
Randy Smith  
Chuck Talley  
Patrick Calvin  
Robert Davidson  
Angie Banta  
David Verbois  
Sonya Harden  
Lari Seguin

James Heine	Pam Myers	Robley Picard
Terry Mathis	Sandra Williams	Cindy Latiolias
Ashleigh McDonald	Ray Hughes	Det Jackson
Dan Osborne	Joseph Goines	Major Herbert
Dana Arron	Sidney Thornabar	Susan Davis
Ella Anderson	Renee Shaw	Dave Dickson
Tim Pylant	Mary McClendon	Karen Latiolais
Jody Bullock	Curtis Bowers	Dawn Panepinto
Linda Boudreaux	Celeste Tullios	Robby Miller
Denise Davine	Gary Billingsley	Faye Gossett
Tommy Favaron	David Beavers	Cher Pitre
Cody Cheatwood	Tracy Scott	Belinda Triche
Pam Tilley	Terry Thompson	Dawn Domangue
Lt Munguia	Colleen Dowden	Pat Babin
Larry Dupuis	Danny Doucet	Stacy Futch
Toby Landry	Kathy Perrett	Sue Herbert
Marc Roger	Shane Folse	Britney Draughn
Jack Lightfoot	Greg Tillery	Doris Dutruch
Mark Brasseaux	Karen Tramonte	Ashley Wise
Dennis Gordon	Sid Berthelot	Debbie Haynes
Alan Graham	Toby Sandifer	Patty Webb
Iris Winston	Jim Oubre	Chief Deputy Louis Russell
Stan Carpentar	Rick Blackburn	Det. Spence Dilworth
Alicia Cook	Don Lirette	Chief Deputy Paul Alsup
Lisa Bird	Craig Ortego	
Emily Ervin	Joey Strum	

**NOTE:** If your name is listed, but you have not yet received a notification, please contact Watch Systems to verify we have your email address correct. Also if your name is not on this list, but you would like to be added, please contact Watch Systems. (985-871-8110)

**Non-Compliant Offenders-** There is an optional check box to select a reason for non-compliance. The state will set offenders as non-compliant if they violate state verification of address procedures. Sheriffs' personnel can designate offenders as non-compliant for any other reason. If you need to add more non-compliant reasons please contact the OffenderWatch® helpdesk.

**Status Codes- *Color Coded Status*** changes have been made to alleviate confusion when viewing another agency's offenders. Not all agencies use the same terminology for offender statuses. So now, when you search and view offenders in a linked agency, you will see them as either "Active" or "Inactive". In the search results, toward the right, you will now see a

column labeled “Agency Status”, which gives you a description of the offender’s active or inactive status in the managing agency.

**Offender Change of Residence-** Below are three different examples of actions you must take when an offender moves:

**If an offender from your parish, moves to another state**, you should:

1. Go to “Offender Search”. Right click on the offender’s record, and select “Edit Offender”.
2. Go to the “Address/Phone” tab and enter his new, out of state, address. Make sure you label the new address “Home”, “Current”, and “Primary”.
3. Go to the “Main” tab, “General” sub-tab and CHANGE the offender’s “Status” to “Inactive- Out of Area”.
4. Then click “Save”. Verify the new address info and status, in the confirmation box, and click “Save” in the confirmation box if it is correct.
5. By taking these steps you will trigger an email to the state the offender is moving to, which serves as notification to that state that a known convicted sex offender is going to be residing at an address in their state.

**If an offender from your parish moves to another parish (in Louisiana)**, you should:

1. Go to “Offender Search”. Right click on the offender’s record, and select “Edit Offender”.
2. Go to the “Address/Phone” tab and enter his new address. Make sure you label the new address “Home”, “Current”, and “Primary”.
3. Then click “Save”. Verify the new address info in the confirmation box, and click “Save” in the confirmation box if it is correct.

4. DO NOT CHANGE the offender's "Status". It will change automatically when the new parish of residence imports the offender.
5. By taking these steps you will trigger an email to the parish the offender is moving to, which serves as notification to that parish that the offender needs to be imported by them, his new parish of residence. The new parish should then begin managing that offender.

**If an offender moves into your parish from another parish (in Louisiana), and you get a notification via email, you should:**

1. Go to "Offender Search". Select his originating parish by clicking on it in "Search other agencies".
2. Right click on the offender's record, and select "Import this Offender".
3. You will get an "Offender Import Complete" message. Click "OK".
4. You may then exit "Search Parameters". Open a new "Offender Search" screen and search for the offender in your agency. The imported offender record will now be present in your agency.
5. He will now show as "Out of Area" in the previous agency. The previous agency will get a message upon logging into OffenderWatch® that lets them know your agency imported the offender record.

## The LA Sheriffs' Committee Contacts:

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## OffenderWatch® Help Contact Information:

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### Other Links to remember-

Watch Systems Website- [www.watchsystems.com](http://www.watchsystems.com)

"How many emails did we send out?" ...Keep track of your agency statistics with the  
OffenderWatch Stats page- [www.watchsystems.com/stats](http://www.watchsystems.com/stats) (**user:** watch ; **password:**customer)

See what the public sees at the...OffenderWatch Community Notifications page-  
[www.communitynotification.com](http://www.communitynotification.com)