## Law Enforcement Notification System Registration Instructions

L.E.N.S. Indiana SAVIN & Alert Notification Service

INDIANA DEPARTMENT OF CORRECTION							
Indiana	a SAVIN & Alert	t Notification S	ervice				
Home	Offender Search	Facility Search	My Profile	My Offender Notifications	My Facility Notifications		

WELCOME TO INDIANA DEPARTMENT OF CORRECTION'S INDIANA SAVIN AND ALERT NOTIFICATION SERVICE SITE



#### ABOUT SAVIN

Indiana SAVIN stands for Statewide Automated Victim Information & Notification. The Indiana SAVIN program is a free, automated hotline that provides crime victims with vital information and notification 24 hours a day, 365 days a year. This service will allow you to obtain offender information and to register for notification of a change in offender status, such as offender release. All registrations through Indiana SAVIN are kept completely confidential.

Notifying residents in an emergency used to be a long and tedious process. Officials had to rely on door-to-door contact or the media to get the word out. When an emergency occurs, officials can access the <u>ALERT Notification Service</u> and notify nearby residents within minutes. In the event of an escape, registrants receive detailed information about the escapee, including physical description and time of escape. Registrants will also be notified of emergency situations in and around correctional facilities.

There are no costs for these services and citizens can register now.

#### GET REGISTERED

Welcome to the Indiana Department of Correction Monitoring and Notification Site. Please feel free to search for offenders, sign up for an account if you have not already done so or register to be notified for events at a certain facility. If you would like to register for a account click on the 'Log In' option at the top of this page and then click the 'Register' link or just click <u>Here</u>.

#### LAW ENFORCEMENT NOTIFICATIONS (LENS)

If you are a law enforcement or other justice system official and would like to sign up for the Law Enforcement Notification, you may do so from this site. First you must register for an account <u>here</u> using a LEO or other official government email address. Once you have an account, go to My Profile page <u>here</u> and click the link at the bottom of the page.

#### FEEDBACK

We want to hear from you! Please take a minute to provide us with some <u>feedback</u> in order for us to make future enhancements to our site. This site is brand new so any comments or suggestions are greatly appreciated! You can also click the link in the bottom left corner of every page to go to the submit feedback page.

#### IDOC HOME

You can also visit our main IDOC website at the following URL http://www.in.gov/idoc/ or give us a call at (866) 891-0330

## L.E.N.S. Registration

## Go to <u>www.indianasavin.in.gov</u> This will take you to the SAVIN home page as shown here.



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## L.E.N.S. Registration

Go to the "Get Registered" section located towards the top of the page.

Next click on the "here" link as shown by the red arrow. This will take you directly to the registration page.

INDIA	NA DEPART	MENT OF COR	RECTION	N		( <u>sogar</u> )
<b>Indian</b> a Home	SAVIN & Aler	t Notification Se Facility Search	ervice My Profile	My Offender Notifications	My Facility Notifications	
CREATE	A NEW ACCOUNT					
	User Name*					
	Password*					
	Confirm Password*					
	Security Question*					
	Security Answer*					
our Per	sonal Information					
	First Name*					
	Last Name*					
	Street Address*					
	City*					
	State*	Indiana	•			
	Zip*					
HOW WE	Απι ζοντάςτ γου					
	Email*					
	Email 2					
	Phone*					
	Phone 2					
	Phone 3					
	Text					
	Text 2					
Other Pr	FERENCES					
	Prefered Language	English	•			
	Annual Follow Up	V				
			Create Acc	ount Cancel		

## L.E.N.S. Registration

You will be prompted to create a new account as shown in this example.

Fill out all areas that have asterisks (\*) next to them as they are required for registration.

(Address will be your agency address)

YOUR	PERSONAL	INFORMATION	l
10011	1 ETOOTOTE	ALL OT OT OT OT OT OT	5

First Name*	John	
Last Name*	Doe	
Street Address*	1863 Noneya St.	
City*	Indianapolis	
State*	Indiana 👻	
Zip*	46204	

HOW WE WILL CONTACT YOU

OTHER I

Email*	jraderstorf1@iifc.in.gov	]
Email 2		
Phone*	3172325782	
Phone 2		
Phone 3		
Text		
Text 2		]
REFERENCES		
Prefered Language	English	
Annual Follow Up		K
		Create Account Cancel

## L.E.N.S. Registration

Once you have filled out the required information, click on the "Create Account" button as shown here by the red arrow.

You will receive an email confirming your registration for SAVIN. You should also be rerouted back to the SAVIN home page.

INDIANA DEPARTMENT OF CORRECTION Indiana SAVIN & Alert Notification Service					[ <u>Log In</u> ]	
Home	Offender Search	Facility Search	My Profile	My Offender Notifications	My Facility Notifications	

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## L.E.N.S. Registration

Once back at the home page click on the "My Profile" tab located at the top of the page. This is shown by the red arrow on the example page.

## L.E.N.S. Registration

Using the Username and Password you just created fill out the account information and click on the "Log In" button.

Home	Offender Search	Facility Search	My Profile	My Offender Notifications	My Facility Notifications
		- dominy obtaining	ing rionic		ing i doine i reancaione
	User Name	John Doe	Reset your	password	
Your Per	sonal Information				
	First Name*	John			
	Last Name*	Doe			
	Street Address*	1863 Noneya St.			
	City*	Indianapolis			
	State*	Indiana 🗸			
	Zip*	46204			
HOW WE	WILL CONTACT YOU				
	Email*	jraderstorf1@iifc.in.gov			
	Email 2				
	Phone*	3172325782			
	Phone 2				
	Phone 3				
	Text				
	Text 2				
Other Pr	REFERENCES				
	Preferred language	English -			
	Annual Follow Up	<b>v</b>			
Earliest	Possible Release Date	(EPRD) Notification			
inform me w	hen the offender's earliest possibl	e release date (EPRD) changes			
	When EPRD changes by	Do not inform me 👻	·		
	Send updates every	Do not send me updat 👻	·		
Law Enfo	DRCEMENT NOTIFICATIO	IN SYSTEM (LENS)			
law Enforcen	nent or other Criminal Justice offi	cials in the state of Indiana can sub	scribe to the Law B	inforcement Notification System (LENS)	

### L.E.N.S. Registration

Once logged in you will be directed to your profile page. As shown in the example, scroll to the bottom of the page and click on the "here" link to subscribe to L.E.N.S.

Home	Offender Search	Facility Search	My	/ Profile	My Offender Notifications	My Facility Notifications
LENS I	NFORMATION					
	Subscribe to LENS*	V				
	LENS Allowed Agency*	Indiana Department of Co	rrect	ion	•	
	Agency ID Number*	123456				
Drir	many lurisdiction Countré	Marian	1			
FIII	nary surscience county	wanon •	]			
	Subscriber Type*	State Law Enforcemen 🔻				
	Other Subscriber Type	N/A				
LENS Ref	PORT PARAMETERS					
Īn	clude only sex offenders					
Inclu	de only violent offenders	V				
Incl	ude only gang members	V				
	Counties*	Lake	*	Zip Codes*	46107 - Beech Grove	·
		LaPorte			46183 - West Newton	E
		Lawrence			46201 - Indianapolis	
		Madison			🖉 46202 - Indianapolis	
		Marion	=	1	🖉 46203 - Indianapolis	
		Marshall			🛛 46204 - Indianapolis	
		Martin			🖉 46205 - Indianapolis	
		🔲 Miami			🖉 46206 - Indianapolis	*
				1	_	
07050						

L.E.N.S. Registration Once on the L.E.N.S. information page you will need to fill out all areas with asterisks (\*) as these are required for registration. (Agency ID Number is your badge number.)

You can then select what County(s) you want notifications for, as well as notification for offences. (Sex, Violent, or Gang,)

<u>Note:</u> If you want all offences, do not check any of the offence notification filters.

Once completed click on the "Update" button as shown by the red arrow in the example. From: IDOC SAVIN <<u>SAVIN@idoc.in.gov</u>> Date: October 30, 2013 at 11:44:15 AM EDT To: John Doe <<u>jraderstorf1@iifc.in.gov</u>> Subject: LENS Subscription Approved -074000033083

John Doe, Your LENS subscription has been approved. You will begin receiving LENS reports regarding offenders in your requested area(s) soon. Thank you, LENS Administrators

## L.E.N.S. Registration

Your request will be sent to a L.E.N.S. Administrator who will determine if you are eligible for L.E.N.S.

Once approved you will receive a confirmation email like the one shown in this example.

Congratulations! You are now registered and will begin getting automated alerts for your selected counties.

# For further assistance contact a L.E.N.S. Administrator

Kurt Bensheimer – <u>Kbensheimer@idoc.in.gov</u> Jaime Raderstorf – <u>Jraderstorf@idoc.in.gov</u> Bailey Colahan – <u>Bcolahan@idoc.in.gov</u>