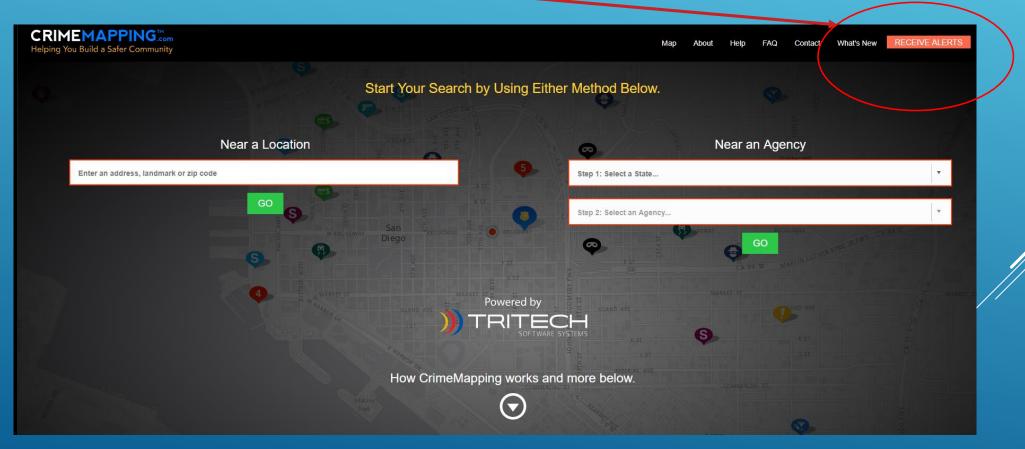
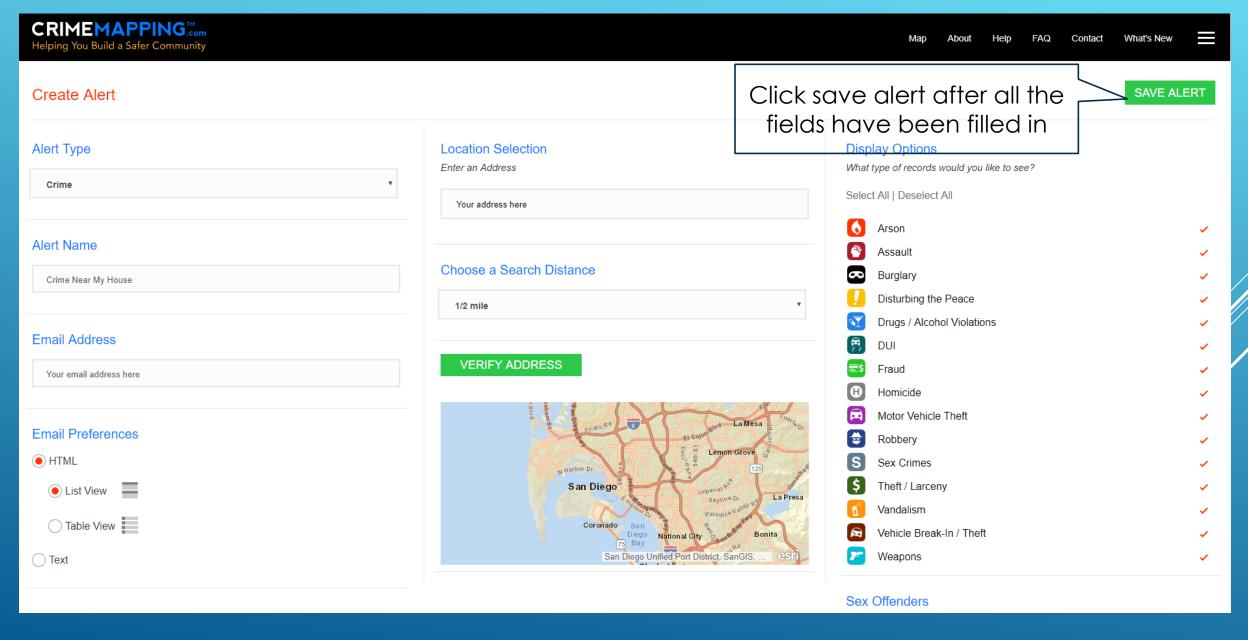
## HOW TO RECEIVE CRIME ALERTS

- Any member of the public can sign up to Receive Crime Alerts!
- From the Crimemapping.com home page, click on Receive Alerts in the upper right hand corner!



## HOW TO RECEIVE CRIME ALERTS



### STEP BY STEP GUIDE TO RECEIVE ALERTS

- 1. Go to Crimemapping.com and click "Receive Alerts" in the upper right hand corner.
- 2. Select the type of Alert you wish to receive.
- 3. Name your Alert.
- 4. Enter the email address you wish to use for the alert.
- 5. Enter the address you wish to receive alerts on make sure this address is verified, or "pops up" when you're typing it into the Location Selection box. Example: **420 Jackson St, Oshkosh, WI, 54901, USA.**
- 6. Choose a search distance parameter on the address. Examples: ½ mile, or 1 mile.
- 7. Select what type of records you want to receive alerts on. You can "Select all" to receive all alert types.
- 8. Click "Save Alert" to complete this process.

Crime alerts will then be sent to the email you specified on the form when activity occurs at the address you specified.

#### HOW TO REQUEST RECORDS

- 1. When you receive an alert, you will be provided with an incident number associated with that case. Our records clerks will need this number to look up the report.
- 2. Incident numbers will look something like this: L-OP-2019-01-110001234
- 3. Go to the Oshkosh Police Department Website www.oshkoshpd.com
- 4. Click "Records/Reports"
- 5. To request a copy of an accident/incident report, please click "Open Records Request Form" and fill this out. This form can be filled out/mailed/faxed/dropped off at:

The Oshkosh Police Department Attn: Records Department 420 Jackson Street, Oshkosh, WI, 54901

Fax: 920-236-5087

Email: <u>mott@ci.Oshkosh.wi.us</u>

### HOW TO DETERMINE APARTMENT NUMBER

If you own or reside in a residence that includes an apartment number in the address, you will <u>not be</u> <u>notified of the exact apartment number from Crimeview</u>, you will only be notified of the buildings main address.

#### **Example:**

The address you're curious in, may be: 123 Abc Street, Apartment 1

What you will receive from Crimeview: 123 Abc Street

You will have to visit the OPD website to look up this information. The steps to finding the apartment number are listed on the following page.

## HOW TO DETERMINE APARTMENT NUMBER

- Go to the Oshkosh Police Department Website www.oshkoshpd.com
- 2. Click on "Police Blotter" located in the center of the page, below the main photo.
- 3. Select the Month/Day that the call you're looking for occurred on.
- 4. This will pull up a list of calls for service, you will have to locate the address you're searching for to find the apartment number associated with it.

#### OP POLICE BLOTTER

From: 01/16/2019 00:00:00 To: 01/16/2019 23:59:59

Report #	Incident Date	Dispo	Location	Apt	Inc. Type	Unit	Incident #
	1/16/2019 9:21:23 AM	320	531 JACKSON ST		911AST		OP19011600001735
	1/16/2019 1:29:18 PM	320	1335 MORELAND ST		911HAN		OP19011600001770
	1/16/2019 4:23:50 PM	003	748 ALGOMA BLVD		ALARM		OP19011600001786
	1/16/2019 10:09:10 AM	320	4100 SHERMAN RD		911HAN		OP19011600001741
L-OP-2019-01-16-0001596	1/16/2019 12:00:52 AM	003	2400 S WASHBURN ST		ASSIST	S445	OP19011600001719
L-OP-2019-01-16-0001597	1/16/2019 12:07:57 AM	003	1038 N MAIN ST	С	WELFAR	S447	OP19011600001720
L-OP-2019-01-16-0001598	1/16/2019 12:13:47 AM	003	W SOUTH PARK AV / S KOELLER ST		ASSIST	S392	OP19011600001721
L-OP-2019-01-16-0001599	1/16/2019 2:02:15 AM	010	808 WOODLAND AV		ANIMAL	S404	OP19011600001722
L-OP-2019-01-16-0001600	1/16/2019 3:05:06 AM	010	725 WISCONSIN ST	Α	DOMNON	S431	OP19011600001723

# **QUESTIONS?**

Any problems and/or questions can be directed to the Crime Analyst at 920-236-5729 or by email.

Thank you!