

User's Guide

Version 6.2



Satellite Tracking of People LLC

Sixth Edition, Amendment 2 (November 2004)

VeriTracks™, BluTag® and various software icons are worldwide registered trademarks of Satellite Tracking of People LLC (STOP).

The software described herein has U.S. and Foreign Patents Pending.

STOP provides this publication as is without warranty of any kind, expressed or implied, including, but not limited to, the implied warranties of merchantability or fitness for a particular purpose.

This publication could include technical inaccuracies or typographical errors. Changes are periodically made to the information contained herein; these changes will be incorporated in new editions of the publication. STOP may make improvements and/or changes to the products described in this publication at any time.

Reproduction of this document is expressly forbidden.

© 2005 Satellite Tracking of People LLC. All rights reserved.

Table of Contents

Chapter 1: About VeriTracks™ and BluTag®.....	1
About this document.....	1
Getting Help	2
Chapter 2: Getting Started	3
System Requirements	3
VeriTracks™ Overview.....	4
BluTag®.....	5
Detailed System Processes	6
Logging In.....	6
Understanding the Menu Options.....	7
Understanding Search and Data Entry Page Features	9
User Discussion Forum.....	10
Chapter 3: Registering an Offender.....	11
Hardware Components.....	11
Enrolling a New Tracked Offender	13
Offender Profile.....	13
Offender Addresses.....	14
Tracking Device	15
Zones.....	15
Preparing the BluTag® Device for Use	16
Chapter 4: Supervising an Offender.....	17
Software Components.....	17
Searching for a Tracked Offender Record.....	17
Offender Status.....	18
Inventory.....	19

Zones	20
Chapter 5: Conducting Searches	23
Incident Hit Search	23
Incident Search.....	24
Tracked Offender Search.....	24
Zone Search	25
Zone Hit Search.....	25
Chapter 6: Understanding Reports.....	27
The Report Frame	27
Incident Hit Search Results	28
Incident Search Results	29
Tracked Offender Search Results.....	31
Zone Search Results.....	33
Zone Hit Search Results	33
Chapter 7: Administration	35
Incident.....	35
Zone	37
Preferences.....	39
Profile	40
Notifications	41
Map Preferences	42
User Accounts	44
Chapter 8: Maps.....	47
Map Components	47
Map Features.....	48
Map Toolbar.....	49
Best Practices When Working With Maps	54
Chapter 9: Training Exercises	55

Exercise 1 – Registering an Offender	55
Exercise 1a – Attach the Device.....	57
Exercise 2 – Notifications.....	57
Exercise 3 – Conducting a Tracked Offender Search.....	62
Creating a Text Report.....	62
Creating a Map Report.....	64
Track Point Details	64
Identify Features	65
Adding Another Offender's Tracks.....	66
Playback Tracks	66
Map Details and Layer Lists.....	68
Exercise 4 – Jump to Map Address.....	69
Exercise 5 – Creating Zones.....	69
Exercise 6 – Incident Hit Search.....	71
Exercise 7 – Incident Search	72
Exercise 8 – Preferences	73

Chapter 1: About VeriTracks™ and BluTag®

VeriTracks™ is an innovative public safety tool developed by General Dynamics Advanced Information Systems and offered exclusively by STOP. VeriTracks™ employs a combination of data integration, geo-mapping, and Global Positioning Satellite (GPS) technology to effectively remove the “anonymity” of non-incarcerated criminals under the supervision of local, state or federal criminal justice agencies. VeriTracks™ is applicable for arrestees on pre-trial release; convicted criminals on probation and other forms of community control; and parolees. The system uses GPS technology to constantly track the precise location of offenders and link that data to the location and time of reported crime incidents. The system also electronically monitors certain “exclusion” and “inclusion” zones for violations. Any intersection of a tracked individual with a crime incident or zone violation is electronically “pushed” to the appropriate police and corrections agency for action.

BluTag® is a one-piece device, about the same size as a small PC mouse, comfortable to wear and weighs in at just 6 ounces. It has a fully rechargeable battery, tamper resistant strap, panic alarm, personal alarm notification; on-board management controls and is completely waterproof to 15 feet.

BluTag® not only is an ideal system to monitor offenders and defendants in their homes, but it is an even more powerful tool when used to remotely track these individuals when they leave their homes for work, meetings, school, treatment and even court appearances.

About this document

This User's Manual describes the use of VeriTracks™ software and the BluTag® equipment. It will enable you to maximize the value of the program's special features by showing tips and techniques where appropriate.

For easier reading, look for the following conventions in this document:

- "Select" refers to selecting an option from the screen with your mouse.
- "Enter" refers to entering text or data into a field using the keyboard.
- "=>" indicates a series of selections to be made.
- **Key + Key** indicates that two keys on the keyboard should be pressed at the same time.

- Filenames, on-screen options, and field names are shown in **bold arial** typeface.
- Information to be entered using the keyboard is shown in `courier new` typeface.

Getting Help

The technical support staff at VeriTracks™ is pleased to assist you with any questions you may have regarding the operation of VeriTracks™ and BluTag®. You can reach us by calling:

1-877-588-7225

10455 White Granite Drive

Oakton, Virginia 22124

Or send an email to:

VeriTracks™ Support

VeriTracks.Support@veridian.com

Chapter 2: Getting Started

Because VeriTracks™ is Internet-based, you will need a 128-bit encrypted browser, such as MS Internet Explorer® 5.5 or higher. If your browser does not have sufficient encryption capability, a message will appear and you will be directed to a site where an upgraded browser can be downloaded. For further assistance, contact our technical support personnel.

Note: The Back button will not work with VeriTracks™ on the web for security reasons. Please use the Last Result or Back options shown on the interface.

System Requirements

To maximize use of your connection to the VeriTracks™ server, here are some requirements you should be aware of:

1. Cookies must be enabled on your web browser, for log-in identification purposes only.
2. JavaScript must be enabled on your web browser. (Note: for both #1 and #2, these should be enabled by default when using MS Internet Explorer® 5.5 or higher).
3. The best screen resolution setting is at a minimum, 600X800, and optimal, 1024X768. You can verify this setting by Right Clicking on your desktop anywhere => select Properties => select Settings tab => verify Screen Resolution from there.
4. Using web applications has advantages as well, such as using both left and right mouse clicks, double clicking is not required, and there is a status window available to let you know when you have multiple windows open.

VeriTracks™ Overview



1. The Offender Tracking Unit (OTU) determines and records the offender location.
2. The OTU data is collected and stored on the VeriTracks™ central server.
3. Crime incident data from local law enforcement agencies is collected and integrated with offender location data.
4. The hit engine determines correlation between offender location and the location of crime incidents to determine if the offender was **in the vicinity of the crime when it occurred**.
5. Criminal Justice users access the central server through a user friendly web interface to analyze and investigate offender movement, crime patterns and the correlation of offender location with crime incidents, investigative zones and probationary zones.

BluTag®

BluTag® is a one-piece device, about the same size as a small PC mouse, comfortable to wear and weighs in at just 6 ounces. It has a fully rechargeable battery, tamper resistant strap, panic alarm, personal alarm notification; on-board management controls and is completely waterproof to 15 feet. Thanks to intelligent battery management software, the battery lasts in excess of 30 hours even when used in fully active tracking mode. BluTag® can be fully recharged in just 30 minutes.

BluTag® not only is an ideal system to monitor offenders and defendants in their homes, but it is an even more powerful tool when used to remotely track these individuals when they leave their homes for work, meetings, school, treatment and even court appearances.

The monitoring system uses the wireless network for remote programming of new control parameters into BluTag® such as inclusion or exclusion zones. BluTag® uses the same network for sending location data and alarms to the monitoring system to make the solution easy to use for the agency.

Detailed System Processes

Logging In

In order to begin using the VeriTracks™ system, please verify that your machine and browser meet the system requirements listed in the GETTING STARTED section of this manual.

1. To get started, open up your MS Internet Explorer® browser.
2. In the address line on the Home Page, enter the following address: https://YOUR_STATE.veritracks.com, (for example, if your agency is located in Florida, then the address would be <https://florida.veritracks.com>) you will be brought to the log-in screen for VeriTracks™. (Note: You may log-in to the training site for learning purposes at <https://training.veritracks.com>).
3. To log-in, you will need to enter YOUR OWN User Name and Password that has been assigned to you.
4. If you forget your password, you can have it emailed to you. To receive your password via email, enter your username in the space provided and then click on the link **Click here** in the instructions next to the **Password** entry box.
5. Click on the **Login** button when you have finished entering in your account information.

Username:

Administrators, [click here](#) to select your ORI.

Password:

Forgot your password? Enter your username and [click here](#).

Contact Veritracks Support by emailing veritracks.support@veridian.com or calling toll-free 877-5VTRACK (877-588-7225).



Understanding the Menu Options

The VeriTracks™ home page consists of a Menu Bar and the Display Area in the center of the page. The Menu Bar is accessible from every VeriTracks™ web page, while the Display Area changes to reflect the selected VeriTracks™ function.



This is the VeriTracks™ Main Menu, accessible from all pages.

The VeriTracks™ Menu Bar is divided into six sections:

1. The **Search** link takes you to search pages where you can define specific parameters for your search. The menu below drops down when you move your mouse over the **Search** link.



2. The **Administration** link allows you to add or modify incident and zone data, or administer your user name, password, and preferences. The menu below drops down when you move your mouse over the **Administration** link.



3. The **Supervision** link allows you to conduct offender searches, enroll a new offender, to administer and schedule device commands and inventory, and to create zones. The menu below drops down when you move your mouse over the **Supervision** link.



4. The **Map** link allows you to map an address or to retrieve previously mapped addresses. The map data entry box drops down when you move your mouse over the **Map** link.

5. The **Logout** link logs you out of VeriTracks™. If you close your browser you will automatically time out your session. Please remember to select the Logout option to disconnect your session.

Understanding Search and Data Entry Page Features

All Data Entry and Search pages within VeriTracks™ have a number of common features and functions.

1. **Text Boxes** – Text boxes allow direct data entry using the keyboard, where multiple values can be entered separated by commas.

Incident No.:

2. **Scrolling List Boxes** – List boxes allow you to pick items from a list. Multiple items can be selected by holding down the control <CTRL> key and selecting the item with the mouse.

County:

DADE	▲
HILLSBOROUGH	■
LEON	▼

3. **Text Box/Clipboard Pop-up Combination** – These boxes can be used like a text box or you may use the clipboard to pop-up a pick list of valid values.

ORI:

4. **Date Fields** – All dates can be input directly or picked off a calendar pop-up list.

Start Date:

5. **Drop Down List Boxes** – The drop down list boxes allow you to type information directly into the box and search the list or pick one item off a list that drops down. In these fields, you cannot select multiple values.

Start Time - Hour:

▼
00
▲

Stop Time - Hour:

01
02

6. **Buttons** – All search pages have TEXT, MAP, and RESET buttons. TEXT will produce a text report of the data you queried for. MAP will produce a map of the Incident or Tracks you queried for. RESET will clear your query and let you start over. Data Entry pages will include the ADD button. When you have entered all the data to register a new offender or to create a new zone, you will need to click on the ADD button to add the information to the database.



User Discussion Forum

A User Discussion Forum is available on the home page of the VeriTracks™ website. Select the Discussion Forum link and a new browser window will open with a standard internet bulletin board/forum page layout. To post a message or to start a new discussion topic, you will need to register as a forum user. This is separate from your VeriTracks™ account. A valid email address is required and an activation message will be sent to that address. The purpose of the forum is to allow VeriTracks™ users from all over the country to discuss topics and issues related to VeriTracks™ and to share tips and information. The administrator reserves the right to remove messages that are deemed inappropriate. Although the support team monitors the discussion forum, it is not recommended to use this avenue for reporting system problems or bugs. Please use the support email for those kinds of issues: veritracks.support@veridian.com.

Chapter 3: Registering an Offender

In order to start using the VeriTracks™ system, you will need to register your agency's offenders in the system and activate the BluTag® device.

Hardware Components

Summary of BluTag® Specifications:

- Single one piece device, including GPS and GSM/GPRS
- On board logic controller programmable over the air
- Remote programming of multiple inclusion and exclusion zones
- Battery re-charge period about 30 minutes
- Weighs only 6 ounces
- High temperature stability
- Buzzer or Vibration alarm can be programmed and sent immediately
- Soft push panic alarm
- Waterproof
- Tamper resistant fiber optic strap

GSM - Global System for Mobile Communications. This is the standard digital technology for wireless phones in Europe and much of the rest of the world. GSM is becoming increasingly popular in the United States. It is gaining ground in the U.S. though it is broadcast on a different frequency than the system used in Europe.

GSM is offered domestically by T-Mobile, Cingular, and AT&T Wireless. BluTag® currently uses the T-Mobile network which provides the largest GSM coverage. GSM phones have a distinctive feature: a small, removable plastic card, called a SIM card that stores user account information, including the phone number and speed dial entries, on an embedded chip.

GPRS - General Packet Radio Service. This is a faster version of GSM, which speeds up data transmission for things like email and Web browsing. It operates at the speed of a slow home dial-up modem, usually 30-40 kilobits per second. In wireless phone lingo it is considered a "2.5G" technology, which will eventually be replaced by much faster "3G" data technologies. BluTag® will operate on GPRS.

The BluTag® Tracking Unit

BluTag® is the world's first all-in-one real-time offender tracking device designed to be worn continuously on an offender's ankle. BluTag® uses the Global Positioning System (GPS) location verification technologies to monitor and report positions to a custom designed, web based monitoring system.

The BluTag® has a fully rechargeable battery, tamper resistant strap, panic alarm, personal alarm notification; on-board management controls and is completely waterproof to 15 feet. The battery lasts in excess of 24 hours even when used in fully active tracking mode. A low battery signal will alert when the battery needs to be recharged. The battery can be fully recharged in 30-45 minutes by simply attaching a charging coupler to the bottom of the device. Offenders or defendants can recharge the battery anywhere. Failure to recharge is an alert that goes to the officer and should be addressed as a program violation.



The Internet based monitoring system uses the wireless network for remote programming of new control parameters into BluTag® such as

inclusion or exclusion zones.

BluTag® is set to one mode, Fully Active where all location data is reported in near real-time.



The BluTag® is easily installed by simply sizing the ankle and clicking in a premeasured tamper resistant fiber optic strap. If the fiber optic light is interrupted a tamper notice is sent to the officer.

Fully web enabled custom monitoring, mapping, and control software enable staff to monitor large caseloads 24

hours per day.

Enrolling a New Tracked Offender

To add a new offender to VeriTracks™:

1. When you mouse over the **Supervision** menu option, select **Enrollment** from the list.
2. Under the Enrollment option, you can Enroll and UnEnroll your offenders.
3. Select **Enroll New Offender** to add a new offender to the system.

Offender Enrollment

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

[Enroll New Offender](#)

- Or -

Select an enrolled Offender:

1, US
2, US
3, US

4. There are four tabs/areas for enrollment: **Profile**, **Addresses**, **Tracking Device**, and **Zones**. (NOTE: not all fields are required information).

Offender Enrollment

Profile	Addresses	Tracking Device	Zones
Offender ID Number:		SSN:	
First Name:		Last Name:	

Offender Profile

Offender ID Number	This field contains the offender identification number. This number may vary by agency, depending on what you would like to use for a unique identifier.
SSN	The offender's Social Security Number.
First Name	The offender's First Name.
Last Name	The offender's Last Name.
Height	The offender's height in inches.

Weight	The offender's weight in pounds.
Hair Color	Select the hair color from the drop down listing.
Eye Color	Select the eye color from the drop down listing.
Gender	Select the gender from the drop down listing.
Race	Select the race from the drop down listing.
Birth Date	This field contains the offender's date of birth. You may enter this or select the date from the calendar pop-up listing.
Probation Officer	Select the Probation Officer from the drop down listing.
Supervision Type	Select the Supervision Type from the drop down listing.
Supervision Office	Select the Supervision Office from the drop down listing.
Supervision Begin Date	Enter the Begin Date for Supervision, or select the date from the calendar pop-up listing.
Supervision End Date	Enter the End Date for Supervision, or select the date from the calendar pop-up listing.
Prior Offenses	Select the Prior Offenses from the drop down listing.
Sex Offender	Select the Sex Offender Check Box if the offender is a convicted Sex Offender.

Offender Addresses

Home Address:

Street Number	The offender's Home Street Number.
Street Name	The offender's Home Street Name.
City	The offender's Home Address City.
State	The offender's Home Address State.

Zip The offender's Home Address Zip Code.

Phone Number The offender's Home Phone Number.

Work Address:

Street Number The offender's Work Street Number.

Street Name The offender's Work Street Name.

City The offender's Work Address City.

State The offender's Work Address State.

Zip The offender's Work Address Zip Code.

Phone Number The offender's Work Phone Number.

Tracking Device

The **Tracking Device** tab allows you to access assigned devices and to assign new ones. When you have accessed an enrolled offender you will see their tracking device information on this tab of the enrollment process. From here you can modify it if need be.

Click on the **Modify Device Assigned** link to assign a device to a new offender or to modify a currently assigned device. There are two steps for assigning a device to an offender: select the device you wish to assign to the offender from the **Devices** drop-down listing, and then select the device template you wish to apply to the device from the **Device Default Configurations** drop-down listing.

Zones

The **Zones** tab allows you to view zones that are currently applied to an offender and assign existing zones to an offender. There are three (3) types of zones: **Active, Passive and Global** Zones.

Active zones are assigned to and monitored on a 24 hour/7 day-a-week, active basis within the device itself. Notifications for Active Zone violations can be set up to your preferences and sent out for immediate response.

Passive zones are monitored on a scheduled, passive basis by software correlation between track points and defined zones. The notifications for passive zone violations are generally emailed to users on a daily basis.

Global zones are applied to all offenders being monitored within the VeriTracks™ program.

Each type of zone can be assigned to individual offenders or to all offenders.

Modify Zones Assigned is a link that will allow you to select from a list of zones in the VeriTracks™ program that you can assign to your offenders. The zones listed for availability are zones created by anyone in your ORI. To add a zone to an offenders monitoring simply click on the zone name in the listing on the left hand side of the page and move it into either the Active or Passive zone list on the right. In addition to these zones, zones that have been designated as **Global** are automatically assigned to each offender enrolled. These **Global** zones can be created by anyone in your state and assigned to all offenders.

Preparing the BluTag® Device for Use

Once you have completed enrolling an offender into the Veritracks system, the activation is almost complete. The devices arrive to each agency in what is called “sleep” mode. Once you have enrolled your offender and assigned the device you will need to attach the device physically to the offender. To do this follow these easy steps:

1. **Measure the ankle:** Each device comes with multiple straps to fit different size ankles. You will need to measure the offender's ankle to select the correct sized strap for attachment.
2. **Attach the device:** Each device is a one-piece self contained unit. The straps are attached by inserting them into the slots on either side of the device. Included with the device are small plastic clips that will fit on the ends of the strap using the holes in the strap itself. Once the clips are in place, slide the end of the strap into the device opening. Wrap this strap around the offender's ankle and insert the other end in the same manor.

Chapter 4: Supervising an Offender

Software Components

When you mouse over **Supervision** on the **Main Menu**, the **Supervision Menu** options will appear.



From here you can choose the function you wish to use in regards to your offenders.

Searching for a Tracked Offender Record

There are two ways to find an existing tracked offender record: from the Supervision Menu and from the Search Menu.

To conduct a Tracked Offender Search you can enter any or all of the following fields to limit the data result set returned:

Office	The office the offender is registered with. Select the office from the drop-down listing.
Exclude Offenders Off Monitoring	Select this check box to search ONLY on offenders who are currently being monitored, excluding those who are no longer on monitoring.
Offender Name-DC No	The offender's name and unique identifier assigned to the offender by the Department of Corrections. Click on the clipboard pop-up listing to select the offender you wish to see.
City of Residence	The city where the offender resides.
Zip Code of Residence	The zip code of the city where the offender resides.
Race	The race of the offender.
Sex	The sex of the offender.

Probation Officer	The officer responsible for the offender. You can select an officer name from the drop-down listing.
Start/Stop Dates	The dates you would like to include in your search for offender tracks. You may also limit this search by hours and minutes.

Offender Status

The **Offender Status** option provides you with a report of your offender's device and positioning information.

NOTE: The information provided in the Offender Status report is current as of the last phone call by the device. (When violations and other alerts occur, officers are notified by email. It is possible that between the time a notification is received and the time an officer checks in with VeriTracks™, the violation or alert maybe cleared.)

There are five (5) different functions available for your information: **Device Status, Last Position, Contact Offenders, Command Results, and Violations.**

1. **Device Status:** This report provides you with current information about your offender and their device. Included is: Offender Name, Last Contact, Low Battery, Zone Violation, Movement without GPS, and Tamper Violation.
 - a. **Offender Name:** Displays the offender(s) name that you wish to view.
 - b. **Last Contact:** Displays the date and time that the device last had contact with the VeriTracks™ server to exchange data.
 - c. **Low Battery:** Displays a green checkmark to indicate the battery life is okay, or a red "X" if the battery charge is low.
 - d. **Zone Violation:** Displays a green checkmark to indicate that there are currently no zone violations, or a red "X" to indicate there has been a zone violation.
 - e. **Movement without GPS:** Displays a green checkmark to indicate that GPS has effectively monitored the location of the offender, or a red "X" to indicate that during movement the device changed from one cell to another and GPS did not monitor the device during that time. This produces a violation and a notification to the officer supervising that offender.

- f. **Tamper Violation:** Displays a green checkmark to indicate that there has not been a tamper violation on the device strap, or a red “X” to indicate that the device strap has been tampered with and must be replaced.
2. **Last Position:** This tab will display a map that will show you the last position of the offender with the last call the device made to the server. If you have selected more than one (1) offender to view in the Offender Status report, it may not be as useful to view multiple offenders on the same map. The map will display the date and time of the last position for the offender on the map as well.
3. **Contact Offenders:** This tab will allow you to contact an offender by activating commands on the device. You can Activate Buzzer which sends the command to buzz the offender's device. You can Activate Vibrate which sends the command to cause the device to vibrate. You can Request Device Data which sends the command to provide you with information about the device. You can use this command to “ping” the position of the device. Each agency will have policies set as to what the offender should do when the device is contacted.
4. **Command Results:** This tab provides a listing of commands that have been sent out to devices within your agency. This information is provided to you so that you know that the command has been received by the device. Displayed is the command that was issued, who it was issued by, the offender that the command applies to, the command type, status and when it is completed/cleared. In addition the start date and time and the end date and time will be displayed. There is a “Refresh” button on this screen so that you can continue to refresh the server to check for new status on your commands.
5. **Violations:** This tab will provide you with a violation report for the offender(s) that you selected. The default date/time range is the previous 24 hour period. You can change the date/time range to view previous reports.

Inventory

The **Inventory** menu option is where your agency will monitor your device inventory. There are several sub-menu options available to assist you in monitoring your device inventory: **Inventory List, Change Device(s) Status, Change Device(s) Owner, Device Assignment Report and Device History Report.**

1. **Inventory List:** Displays all devices within your agencies inventory, including each device's serial number, the offender that it is assigned to (if any), and the status of each device (NEEDS REPAIR, PRE-SHIPPING, RECEIVED, RETURNED, SHIPPED, ASSIGNED, UNASSIGNED).
2. **Change Device(s) Status:** Select the device you wish to change the status on by clicking in that device's row of information. To select more than one device in the list, hold down your control key on your keyboard while you select each device you wish to change. Below the list of devices is a drop-down listing of status options to choose from. Select the new status for that device. Click on the "Submit" button to save the changes.
3. **Change Device(s) Owner:** Certain agencies will be set-up as a "parent" company with possibly multiple agencies within its hierarchy. Devices can be moved around within these hierarchies. In order to reassign a device within your agency structure, the device must be unassigned. Select the device you wish to change the owner of by clicking in that device's row of information. To select more than one device in the list, hold down your control key on your keyboard while you select each device you wish to change. Below the list of devices is a drop-down listing of all agencies within your agencies hierarchy that you have privileges to reassign devices. Select the agency from the list to change the owner.
4. **Device Assignment Report:** Displays a listing of all devices within your agency that are assigned to offenders. In order to create this report select the date from the calendar that you wish to view. The report provides you with the serial number of the devices, the ORI that the device belongs, the offender that the device is assigned to, the start date and end date (if the device has been unassigned on the date you selected) and the status of the device (ASSIGNED or UNASSIGNED).
5. **Device History Report:** Displays a report of all devices assigned to your agency. This report is also dependent upon the hierarchy of how your agency was created. If your agency is at the highest level of the hierarchy you will be able to see all of the agencies within your structure. This is an information only report.

Zones

Zones are created as a useful way to better track offender movements. You will be notified when an offender violates a zone that has been assigned to them. There are two types of zones: Inclusion or Exclusion; and three types of monitoring of zones: Active, Passive, or Global.

Inclusion zones are created to define an area in which an offender needs to remain. For example, if they are confined to only their home and work, zones can be created around each location, including the specific times the zone is effective. You can then monitor when an offender leaves their assigned zones.

Exclusion zones are created to define an area(s) where an offender should not be. For example, an offender has been ordered to stay clear of their former spouse's home. A zone can be set up around that home, assigned specifically to that offender, and activated at all times. When the offender enters into this zone, this will produce a violation.

The following are the steps necessary to create a zone:

1. There are two ways to access the zone menu, either by mousing over the **Supervision** or the **Administration** menu options and selecting **Zone**. You can create a new zone or select one that you have previously created.
2. Click on **Add New Zone** to begin the process for creating a new zone.
3. Complete the **Zone Entry** fields as follows:

Zone Name	Name your zone. Be sure to use a specific name that is meaningful to you. Each organization may want to come up with a naming schema.
Street No	The Zone Address Street Number.
Street Name	The Zone Address Street Name.
Cross Street Name	The Zone Address Cross Street Name, if any.
City	The Zone Address City Name.
Zip Code	The Zone Address Zip Code.
Latitude	The Zone Address Latitude.
Longitude	The Zone Address Longitude.
Geocode	Click on this button to produce the Latitude and Longitude coordinates from the address entered. The address MUST be able to produce Latitude and Longitude in order for you to be able to map the address. HINT: if the Geocode does not work, try using an address of a neighboring building or home and adjust your zone definition appropriately.

Buffer Distance	Enter in Feet, Yards, and/or Miles the buffer distance for the zone.
Exclusion/Inclusion	Select if this is to be an Exclusion or Inclusion Zone.
Start/Stop Dates	Enter or select the Start and Stop Dates from the calendar pop-up for the zone.
Offender Name – DC No	Enter or select the Offender Name(s) from the clipboard pop-up that this zone will be assigned to.
Schedule	The zone will be effective during specific times. You can set-up the zone schedule from here by selecting times for each day, selecting everything when the zone applies all the time, or use the smart select to specify periods of time across each day.
Reset/Add	Select the Reset button to start your zone entry again. Select the Add button to add the new zone.

Chapter 5: Conducting Searches

VeriTracks™ provides the user with the ability to conduct searches on offenders as well as crime incidents and crime incident hits (where available), and zone hits. The following details how to use the various search capabilities in VeriTracks™.

Incident Hit		Incident		Tracked Offender
Zone		Zone Hit		Last Result

Incident Hit Search

The Incident Hit search allows you to search for offender tracks that have come within the vicinity of a reported crime during the specified crime time and within 1,000 feet of the reported crime location. Not all agencies will have crime data available to them. This function is only enabled when crime data is available and collected into the VeriTracks™ central server.

To conduct the Incident Hit Search you can enter any or all of the following fields to limit the data result set returned:

Incident Hit No	The unique identifier assigned to the hit by the VeriTracks™ system.
County	The County in which the Incident occurred.
ORI/Agency	The Originating Agency responsible for investigating the Incident.
Agency Case No	The Case Number assigned by the ORI, which may be the same as the Agency Incident Number.
Primary Offense	The nature/type code assigned by the agency to describe the incident.
Offender Name-DC No	The offender whose tracks crossed the incident, causing a hit to occur.
Maximum Distance (ft.)	The distance the offender's tracks were from the incident.
Minimum No. Points	The amount of time the tracked offender was near the incident, the higher the points the longer the time period. This varies

depending on the device used, as some devices track points more frequently.

Start/Stop Dates

The dates you would like to include in your search for incident hits.

Incident Search

The Incident search allows you to search for reported Crime Incidents. This information is only available when crime data is collected into the VeriTracks™ central server from local law enforcement agencies.

To conduct the Incident Search you can enter any or all of the following fields to limit the data result set returned:

Incident No	The unique identifier for the incident assigned by Veritracks™.
County	The County in which the incident occurred.
ORI/Agency	The Originating Agency responsible for investigating the Incident.
Agency Case No	The Case Number assigned by the ORI, which may be the same as the Agency Incident Number.
Primary Offense	The nature/type code assigned by the agency to describe the incident.
Disposition	The current disposition of the crime incident.
Start/Stop Dates	The dates you would like to include in your search for incident hits.

Tracked Offender Search

NOTE: Please see Chapter 4, page 17, with information for conducting a Tracked Offender Search.

Zone Search

The Zone search allows you to search for Zones that have been created by your ORI.

To conduct the Zone Search you can enter any or all of the following fields to limit the data result set returned:

Zone POC	The individual responsible for initiating the zone.
County	The County in which the zone was defined.
ORI/Agency	The Originating Agency responsible for the zone.
Zone No	The unique identifier of the zone assigned by Veritracks™.
Street Name	The name of the Street defined in the zone.
Zip Code	The zip code defined in the zone.
Offender Name-DC No	The offender whose tracks crossed the incident, causing a hit to occur.

Zone Hit Search

The Zone Hit search allows you to search for offender tracks that have violated defined Zones created by your ORI.

To conduct the Zone Hit search you can enter any or all of the following fields to limit the data result set returned:

Zone Hit No	The unique identifier of the offender tracks that occur outside an inclusion zone or inside an exclusion zone assigned by Veritracks™.
Zone POC	The individual responsible for initiating the zone.
County	The County in which the zone was defined.
ORI/Agency	The Originating Agency responsible for the zone.
Zone No	The unique identifier of the zone assigned by Veritracks™.

Street Name	The name of the Street defined in the zone.
Minimum No Points	The amount of time the tracked offender was near in violation of the zone, the higher the points the longer the time period. This varies depending on the device used, as some devices track points more frequently.
Offender Name-DC No	The offender whose tracks crossed the incident, causing a hit to occur.
Start/Stop Dates	The dates you would like to include in your search for incident hits.

Chapter 6: Understanding Reports

When users conduct searches you can either create text reports of the results or map the results. Each text report has common functionalities. The report frame is the same the report contents change based on the report type.

The Report Frame

Each report is framed by a common set of information and buttons.



1. **Records:** This number indicates how many records were returned based on your search. If you choose a link from an email notification then this number should only be one (1).
2. **Page:** This number indicates how many pages of results have been returned. VeriTracks™ is set to show only 100 records per screen. This number will indicate when there is more than one (1) page in the result set. To access the next page, select the page number you would like to view from the drop down listing. A new button will appear at the top as well. This arrow button will also advance you to the next page. 

3. **Select All Records:** Each individual record is displayed on its own note card. You can select individual or multiple note cards by clicking in the top right hand corner of the cards, adding a check to signify selection, or if you want to select all records, click on this button.



4. **Map Selected Records:** To view your selected or all results on a map, click on this icon.  Be sure to select the individual or multiple records you wish to view on the map first.

5. **View as Table:** To view your result set in table format click on this icon.  This view allows users to sort their data using any column you wish. If your result set is large it also makes browsing through the data easier. To sort on any column in the result set in table format, click on the column header link and the table will automatically reformat the report within the table.

Incident Hit Search Results

Enter the appropriate information into the Search Page options to retrieve the Incident Hit information you are looking for. You may also start this search from your daily Incident Hit Notification email link. Simply click on the link of the Incident Hit that interests you and you will be brought into VeriTracks, log-in and the report will automatically generate.

Search | Data Entry | Offenders | Map | Home | Logout

VeriTracks

Account: khaley ORI: VERITRACKS DEVELOPMENT POLICE DEPARTMENT

Incident Hit Records: 1 - 64 of 64 Page: 1 of 1

Primary Offense: THEFT Incident No.: 471

Incident Address: 1717 W THARPE ST, TALLAHASSEE

Agency: LEON COUNTY SHERIFFS OFFICE Agency Incident No.: 4810

Agency Case No.: 01006464810 Agency Primary Offense: PETIT THEFT \$100 TO

Start Date: 04/16/2002 at 07:09 Stop Date: 04/16/2002 at 08:26

Offender Name: THOMAS NIXON

From: 04/16/2002 at 07:03 Number of Track Points: 1

To: 04/16/2002 at 07:03 Distance From Incident: 1526 feet

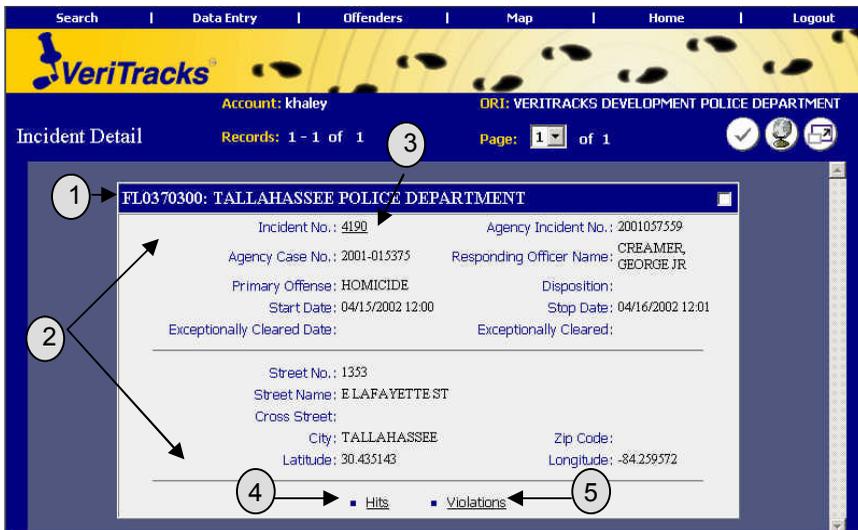
From the above report you are provided with information about the incident and about the offender who caused the “hit” to be generated. You can choose to map one or more incident hits from this report by simply selecting the individual incident hits note cards, or all of them, and then clicking on the **Map Selected Records** button.

Below is an explanation of how to effectively use this report:

1. **VeriTracks™ Incident Hit Number:** The VeriTracks™ hit engine automatically assigns a unique number to each hit returned. This number is displayed on the top left hand corner of each note card. This number can be used in future searches for ease of re-retrieving records.
2. **Incident Information:** This section on the note card provides the details about the reported incident.
3. **Incident No. Hyperlink:** This is the VeriTracks™ generated Incident Number. The hyperlink opens up the incident report for this incident so you can obtain more detailed information about that incident.
4. **Offender Information:** This section on the note card provides the details about the time/date range, number of track points and the closest recorded distance from the incident that the offender tracks crossed the reported incident information. This information crossed with the incident information is what caused the hit to be generated.
5. **Offender Name Hyperlink:** This link opens up the offender details report (see below) for this offender with detailed information about the offender.

Incident Search Results

Enter the appropriate information into the Search Page options to retrieve the Incident information you are looking for. This search option allows you to view one (1) or multiple Incidents in the same report.



From the above report you are provided with information about the incident. In addition, there are links on each Crime Incident note card that will take you to crime incident hit and violation information. You can choose to map one or more incidents from this report by simply selecting the individual incident note cards, or all of them, and then clicking on the **Map Selected Records** button.

Below is an explanation of how to effectively use this report:

1. **Reporting Agencies ORI:** VeriTracks™ will display the agency ORI and agency name for which the incident was reported.
2. **Incident Information:** This section on the note card provides the details about the reported incident.
3. **Incident No. Hyperlink:** This is the VeriTracks™ generated Incident Number. The hyperlink opens up the incident report for this incident so you can obtain more detailed information about that incident.
4. **Hits Hyperlink:** This link provides a text report of any hits that occurred for that particular incident.
5. **Violations Hyperlink:** This link displays a listing of offenders who had device violations during the specified crime time period. This includes the distance and time from the last good point for the offender before the violation. The violation report will show only the 100 closest offender violations.

Tracked Offender Search Results

Enter the appropriate information into the Search Page options to retrieve the Offender information you are looking for. This search option allows you to view one (1) or multiple Offenders in the same report.

The screenshot displays the VeriTracks web application interface. At the top, there is a navigation bar with links for Search, Data Entry, Offenders, Map, Home, and Logout. Below this, the VeriTracks logo is visible, along with the user's account name (khaley) and the ORI (VERITRACKS DEVELOPMENT POLICE DEPARTMENT). The main section is titled "Offender Report" and shows "Records: 1 - 8 of 8" and "Page: 1 of 1".

Two offender cards are displayed. The first card is for WILLIAM (FPC) TUCKER, and the second is for ANTHONY WILLIAMS (FPC). Both cards provide the following information:

- Agency: SEMINOLE CO. SHERIFF'S OFFICE
- DOC No.: 090821 (for Tucker) / 557691 (for Williams)
- SSN: 979-01-0001
- DOB: 12/10/63 (for Tucker) / 6/7/58 (for Williams)
- Sex: MALE
- Race: BLACK
- Height: 3'1"
- Probation Officer: ROBERT MIXSON
- P.O. Phone No.: 8504883396

Each card has three hyperlinks at the bottom: Offender Detail, Zone Report, and Detailed DC report. Numbered callouts (1-5) indicate the following elements:

- 1: Offender Name
- 2: Selection checkboxes for Offender Detail, Zone Report, and Detailed DC report
- 3: DOC No.
- 4: Probation Officer
- 5: Detailed DC report link

From the above report you are provided with information about the Offender(s). In addition, there are links on each Offender note card that will take you to **Offender Detail**, **Zone Report**, and **Detailed DC Report**. You can choose to map one or more offenders from this report by simply selecting the individual offender note cards, or all of them, and then clicking on the **Map Selected Records** button.

Below is an explanation of how to effectively use this report:

1. **Offender's Name:** VeriTracks™ will display the offender's name on each individual note card.
2. **Offender Information:** This section on the note card provides the details about the offender.
3. **Offender Detail Hyperlink:** This link will give you detailed information about an offender for a specified period of time, i.e., the time frame you selected to run the report for. You can obtain specific

information about the offender as well as the listed Probation Officer's name and phone number. On this report are several other links.

- a. **Alerts:** The Violation Alert Summary details if the offender had any device violations during the specified period of time. It lists the Violation Date/Time, Violation Cleared, the Violation code, and the Duration that the violation occurred. These violations include, but are not limited to, "Bracelet Gone," "Bracelet Strap," and "Motion No GPS."
 - b. **Device Summary:** This link provides details about the device. Not only does it list the Violations of the device, but it also lists when the "Device at Rest," and "Device in Charger."
 - c. **Incident Hits:** This link will take you to a table listing of all Incident Hits that the offender had for that specified time period. This report lists the Primary Offense, with links to the Incident reports, the reporting agency, the Points and Distance from the Incident, and the Start/Stop Date and Time.
 - d. **Zone Hits:** This link provides a table listing of any Zone Violations for this offender for the specified period of time. This report lists the Zone Name, the Violation Date, the ORI, and POC (point of contact), the number of Points in the violation, and the Zone Type.
4. **Zone Report Hyperlink:** This link provides a text report of any zones that this particular offender has been assigned to. Anytime a user creates a zone they have the rights to assign individuals whom they wish to keep out of an Exclusion Zone, or individuals whom they wish to keep inside an Inclusion Zone. Users can do this individually or there is an option to select **ALL** offenders. This report applies **ONLY** to Zones that an individual offender has been assigned to.
 5. **Detailed DC Report Hyperlink:** This link opens up a new browser window and will take you to the Public Web Site for the Florida Department of Corrections. This link currently is only connected for use in Florida. This site provides information to the public about offenders currently on Parole or Probation through the Florida Department of Corrections. For investigative purposes, this site provides officers with more information about offenders, such as alias names used, last known verified address, and even provides a photograph.

Zone Search Results

Enter the appropriate information into the Search Page options to retrieve the Zone information you are looking for. This search option allows you to view one (1) or multiple Zones in the same report.

Search | Data Entry | Offenders | Map | Home | Logout

VeriTracks™

Account: khaley ORI: VERITRACKS DEVELOPMENT POLICE DEPARTMENT

Zone Report Records: 1 - 7 of 7 Page: 1 of 1

1 → **MARC'S ZONE**

Zone No.: 138 Zone Type: E Owing ORI: FL9900001
 Distance: 250 Latitude: 30.641205 Longitude: -86.975095
 Address: 5755 E. MILTON ROAD, MILTON, 32583 POC: KATHI HALEY

SUNDAY: 8:00 AM-7:30 PM;
 MONDAY: 8:00 AM-7:30 PM;
 TUESDAY: 8:00 AM-7:30 PM;
 WEDNESDAY: 8:00 AM-7:30 PM;
 THURSDAY: 8:00 AM-7:30 PM;
 FRIDAY: 8:00 AM-7:30 PM;
 SATURDAY: 8:00 AM-7:30 PM;

Start Date: 1/27/2004 12:01:00 AM Stop Date: 1/29/2004 11:59:00 PM

From the above report you are provided with information about the Zone(s). You can choose to map one or more zones from this report by simply selecting the individual zone note cards, or all of them, and then clicking on the **Map Selected Records** button.

Below is an explanation of how to effectively use this report:

1. **Zone's Name:** VeriTracks™ will display the zone's name on each individual note card.
2. **Zone Information:** This section on the note card provides the details about the Zone.

Zone Hit Search Results

Enter the appropriate information into the Search Page options to retrieve the Zone Hit information you are looking for. This search option allows you to view one (1) or multiple Zone Hits in the same report.

The screenshot displays the VeriTracks web application interface. At the top, there is a navigation bar with links for Search, Data Entry, Offenders, Map, Home, and Logout. Below this is a yellow banner with the VeriTracks logo. The main content area has a dark blue header with the following information: Account: khaley, ORI: VERITRACKS POLICE DEPARTMENT (FL/COL), Zone Hit, Records: 1 - 100 of 308, and Page: 1 of 4. A central white box displays details for Zone 13650:

Zone Name: TEMPLE TERRACE	Zone No.: 613
Zone Address: 11250 N 56TH ST 113TH, TEMPLE TERRACE	Zone Type: E
Zone Distance: 26400 ft.	Number of Track Points: 67
Zone Start Date/Time: 03/14/2004 at 19:01	Zone Stop Date/Time: 12/31/2004 at 18:59
Offender Name: IRVIN SHIPP	Zone Probation Officer: JOE MYERS
Zone Hit Start Date/Time: 06/30/2004 at 04:00	Zone Hit Stop Date/Time: 07/01/2004 at 03:00

From the above report you are provided with information about the Zone(s) and any associated Hits on those zones. You can choose to map one or more zone hits from this report by simply selecting the individual zone hit note cards, or all of them, and then clicking on the **Map Selected Records** button.

Below is an explanation of how to effectively use this report:

1. **Zone Hit Number:** The VeriTracks™ hit engine automatically assigns a unique number to each hit returned. This number is displayed on the top left hand corner of each note card. This number can be used in future searches for ease of re-retrieving records.
2. **Zone Information:** This section on the note card provides the details about the Zone.
3. **Zone Name Hyperlink:** This link opens up the zone report (see above) for this zone with detailed information about the zone.
4. **Offender Information:** This section on the note card provides the details about the offender, whose tracks violated the zone, thus causing the “Hit.”
5. **Offender Name Hyperlink:** This link opens up the offender details report (see above).

Chapter 7: Administration

VeriTracks™ provides the ability for users to administer their own account information, to select the types of notifications they would like to receive, and an additional place to go to create zones. A section under Administration was also included for smaller agencies to be able to input their own crime incident data when they do not have a system currently in place for this purpose.

Administration		Supervision	
Incident	Zone	Preferences	
User Accounts			

Incident

The Incident Data Entry option is available for smaller law enforcement agencies that do not have an automated Crime Incident entry system already in place, like a CAD system or RMS. Electronic formatting of data is required in order to feed the data into VeriTracks™. This function will not be used by most agencies.

Incident data is entered on three screens. The first screen is the Incident Entry screen. Once the Incident data is entered and the incident record is added, offense and suspect information can be added as well.

Incident Data:

Agency Incident Number	The Agency Incident Number is assigned by the ORI or Agency, which may be the same as the Agency Case Number.
Start/Stop Date & Time	The Start and Stop Date and Time of the Crime Incident as reported.
Street No	The Incident Address Street Number.
Street Name	The Incident Address Street Name.
Cross Street Name	The Incident Address Cross Street Name, if any.
City	The Incident Address City Name.
Zip Code	The Incident Address Zip Code.
Latitude	The Incident Address Latitude.

Longitude	The Incident Address Longitude.
Geocode	Click on this button to produce the Latitude and Longitude coordinates from the address entered. The address MUST be able to produce Latitude and Longitude in order for you to be able to map the address. HINT: if the Geocode does not work, try using an address of a neighboring building or home and adjust your zone definition appropriately.



Primary Offense	Select form the list of Primary Offenses that define the Crime Incident.
Disposition	The current Disposition of the Crime Incident.
Agency Case No.	The Agency Case Number is assigned by the ORI or Agency, which may be the same as the Agency Incident Number.
Cleared Exceptionally	Select from the list of Cleared criteria.
Responding Officer Name	The Officer that Responds to the Crime Incident Call.
Cleared Date	The date the Incident was Exceptionally Cleared.

After entering information about the Crime Incident you will click on the **Add** button. Once you have added the incident information into VeriTracks™, you may then add additional information.



Click on the **Add Offense** link at the bottom of the Incident Entry page and enter any or all of the following information:

Offense Data:

UCR Offense Code	Select the UCR Offense Code from the drop-down listing.
-------------------------	---

Offense Attempted/Completed	Select whether the offense was attempted but not completed or actually completed from the drop-down listing.
Suspect Used	Select from the listing any items the suspect used while committing the offense.
Bias Motivation	Select from the drop-down listing any Bias Motivation.
Location Type	Select from the drop-down listing the Location Type.
Number of Premises Entered	Enter the Number of Premises Entered.
Method of Entry	Select from the drop-down listing the Method of Entry.
Type of Weapon Force Involved	Select from the listing any weapons that were used while committing this offenses.
Crime Act Type	Select from the listing the Crime Act Type(s).
Gang Related Type	Select from the listing if there was any Gang Related Type involved with this offense.

After entering information about the Crime Incident and Offense information, you will click on the **Add** button. You may also have information to enter about the Suspect. Return to the incident by navigating back to the **Data Entry=> Incident=> Select the Incident from the drop down listing**. Click on the **Add Suspect** link at the bottom of the Incident Entry page and enter any or all of the following information:

Suspect Data:

Age of Suspect	Enter the age of the suspect.
Sex of Suspect	Select the gender of the suspect from the drop-down listing.
Race of Suspect	Select the race of the suspect from the drop-down listing.

Zone

Zones are created as a useful way to better track offender movements. You will be notified when an offender violates a zone that has been assigned to them.

There are two types of zones: Inclusion or Exclusion; and three types of monitoring for zones: Active, Passive, or Global.

Inclusion zones are created to define an area in which an offender needs to remain. For example, if they are confined to only their home and work, zones can be created around each location, including the specific times the zone is effective. You can then monitor when an offender leaves their assigned zones.

Exclusion zones are created to define an area(s) where an offender should not be. For example, an offender has been ordered to stay clear of their former spouse's home. A zone can be set up around that home, assigned specifically to that offender, and activated at all times. When the offender enters into this zone, this will produce a violation.

The following are the steps necessary to create a zone:

1. There are two ways to access the zone menu, either by mousing over the **Offender** or the **Data Entry** menu options and selecting **Zone**. You can create a new zone or select one that you have previously created.
2. Click on **Add New Zone** to begin the process for creating a new zone.
3. Complete the **Zone Entry** fields as follows:

Zone Name	Name your zone. Be sure to use a specific name that is meaningful to you. Each organization may want to come up with a naming schema.
Street No	The Zone Address Street Number.
Street Name	The Zone Address Street Name.
Cross Street Name	The Zone Address Cross Street Name, if any.
City	The Zone Address City Name.
Zip Code	The Zone Address Zip Code.
Latitude	The Zone Address Latitude.
Longitude	The Zone Address Longitude.
Geocode	Click on this button to produce the Latitude and Longitude coordinates from the address entered. The address MUST be able to produce Latitude and Longitude in order for you to be able to map the address. HINT: if the Geocode does not work, try using an

	address of a neighboring building or home and adjust your zone definition appropriately.
Buffer Distance	Enter in Feet, Yards, and/or Miles the buffer distance for the zone.
Exclusion/Inclusion	Select if this is to be an Exclusion or Inclusion Zone.
Start/Stop Dates	Enter or select the Start and Stop Dates from the calendar pop-up for the zone.
Offender Name-DC No	Enter or select the Offender Name(s) from the clipboard pop-up that this zone will be assigned to.
Schedule	The zone will be effective during specific times. You can set-up the zone schedule from here by selecting times for each day, selecting everything when the zone applies all the time, or use the smart select to specify periods of time across each day.
Reset/Add	Select the Reset button to start your zone entry again. Select the Add button to add the new zone.

Preferences

There are two types of users defined within VeriTracks™: Law Enforcement Officers/Crime Analysts and Supervising Officers/Probation Officers. The Preferences menu option allows the user to modify their own account and select the types of notifications they wish to receive from VeriTracks™. In addition, users can set up how they want their default map layers to be displayed. Each of these options can be accessed by clicking on the appropriate folder tab.

For BOTH Law Enforcement and Probation Officers, some of your user account information is modifiable. You **DO NOT** have privileges to modify your Username, First Name, Last Name or Contact Type. The following are the fields required to create a user account.

Profile

User Name	The unique identifier for your user account assigned by your agency VeriTracks™ administrator.
First Name	Your first name entered by your agency VeriTracks™ administrator.
Last Name	Your last name entered by your agency VeriTracks™ administrator.
Password	Your password will originally be assigned by your agency VeriTracks™ administrator, but you will be able to modify this as you see fit.
Confirm Password	You will need to type your password in two times for verification.
User Time Zone	This allows the user to set the Time Zone in which VeriTracks™ should display data.
Email	Each user will need to enter their email address and keep that up-to-date in order to receive the VeriTracks™ notifications.
Active Email	This email address is used for the officer to receive immediate notifications on their offender's movements. This can be the same email address listed above or another one, like on your cell phone or Blackberry.
Phone	Your phone number where you can be reached.
Contact Type	Your contact type is assigned to you automatically, and cannot be modified, depending on the type of agency you work for, i.e., law enforcement or corrections.

The above fields are common for both types of users. Once you have updated your user account information, you will need to click on the **Update** button.



Notifications

Law Enforcement/Crime Analysts

Law enforcement offices have fewer choices for notifications. They can only be notified about Zone Hits and Crime Incident Hits. For Zone Hit notifications, you can choose the notifications based on who set up the Zone. The following information pertains to **Law Enforcement/Crime Analyst** users:

Zones I set up Selecting this check box will ensure notification of any Zone Hits on Zones you have created.

Zones my ORI or Agency set up Selecting this check box will ensure notification of any Zone Hits on Zones anyone in your agency has created.

Incidents reported by ORI or Agency Selecting this check box will ensure notification of any Crimes reported by your agency.

Supervising Officers/Probation Officers

Probation offices can be notified about Zone Hits, Incident Hits and equipment related violations. For Zone Hit notifications, you can choose the notifications based on who set up the Zone.

NOTE: To receive notifications based on individuals you supervise, the probation officer MUST add the offenders they supervise to the Offender Name-DC No listing.

Offender Name-DC No You will have to select Offender names of those individuals you are responsible for and/or are interested in tracking. You can enter the names directly or select them from the clipboard pop-up listing. These are the individuals that will then apply to notifications on your individuals only.

The following information pertains to **Supervising Officers/Probation Officers** users:

Zones I set up Selecting this check box will ensure notification of any Zone Hits on Zones you have created.

Zones my ORI or Agency set up

Selecting this check box will ensure notification of any Zone Hits on Zones anyone in your ORI or Agency has created.

Zones violated by my individuals only

Selecting this check box will ensure notification of any Zone Hits on Zones violated by your individuals you selected above.

Zones violated by my ORI or Agency

Selecting this check box will ensure notification of any Zone Hits on Zones violated by all offenders defined in your ORI or Agency.

Incidents hit by my ORI or Agency

Selecting this check box will ensure notification of any Incident Hits where offenders in your ORI or Agency were near the Incidents.

Incidents hit by my individuals only

Selecting this check box will ensure notification of any Incident Hits where your individual offenders were near the Incidents.

Device violations by my ORI or Agency

Selecting this check box will ensure notification of any Device violations by any offenders defined in your ORI or Agency.

Device violations by my individuals only

Selecting this check box will ensure notification of any Device violations by any of your individual offenders.

Map Preferences

The *Map Preferences* tab will take you to the entire listing of map layer options. From here you can select and deselect the layers you wish to see by default on your maps. You can also change your defaults from the map toolbar as well. Best practice is to change your map preferences prior to creating a map. That way the changes are saved and take effect when you do go to create a map.

Profile	Notifications	Map Preferences
Layer List		
<i>VeriTracks</i>		
visible label		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Crime Incidents
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Offender Tracks
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Zones
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Offender Addresses
		Status: All
		Agency: All
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Offender Ranges
<i>Landmark Points</i>		
visible label		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FL DOC Offices
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	KS Liquor Stores
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FL Liquor Stores
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DC Liquor Stores
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Stadium Point
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Point of Interest
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Major Retail Center
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Govt Facility Point
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Golf Course Point
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	School Point
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Hospital
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Church

Each map layer list can be either visible and/or labeled. To remove the layer completely, you need only deselect the item in the visible check box as that will remove the option for visible and label at the same time. You can modify this list as often as you like until you have the map layers as you would like them.

NOTE: The offender address layer has been restored to a single map layer that can now be customized to show offender addresses by Status with "Current, Off Monitoring, or All" options, and by Agency, with "My ORI, My Individuals, or All" options. This enhancement removes the clutter on maps in areas dense with extraneous addresses.

When you have finished selecting your preferences, be sure to click on the "Update" button. You can also click on "Reset" to nullify your changes.



User Accounts

Each agency will have an administrator account assigned for their use in order to manage user accounts. Administrators will be able to create users as needed and to modify user information.

In the main menu bar of the VeriTracks™ Home Page place your cursor over the **Administration** menu option. The administration menu will appear below. Select the “User Accounts” option by clicking on the link.

You will have the option here to Create New Users or to Modify Existing User Accounts.

[Add new User](#)

- Or -

[Select a User:](#)

Click on the “Add New User” option.

The screenshot shows a web form for adding a new user. At the top, there are four tabs: Profile, Notifications, Privileges, and Map Preferences. The Profile tab is active. The form contains the following fields:

- User Name:
- First Name:
- Last Name:
- Password:
- Confirm Password:
- User Time Zone:
- Email:
- Active Email:
- Phone Number:
- Contact Type:

At the bottom of the form, there are two buttons: **Reset** and **Add**.

To create a new user, enter the following information:

User Name	Assign a user name for the new account. You may want to use your agency's conventions for assigning user names, for ease of use.
First and Last Name	Enter the first and last name of the new user.
Password/Confirm Password	Either assign a password and confirm it for the user, or as is recommended enter an arbitrary password (like "password" or "changeme") to allow the user to enter their own preferred password once they start using the system. Be sure to enter the password in both places.
User Time Zone	Select the time zone in which the user is located from the drop down listing.
Email	Enter the user's email address. This also can be entered by the user when they log in for the first time. It is not a mandatory field for account creation.
Active Email	This email address is used for immediate notification of offender movements. Users should enter an address in where they wish to receive these types of alerts.
Phone Number	Enter the user's phone number. This also can be entered by the user when they log in for the first time. It is not a mandatory field for account creation.
Contact Type	Select the type of user this new account will be. There are three (3) contact types: Crime Analyst, Data Steward, and Probation Officer. Law Enforcement users are classified as Crime Analysts; Parole/Probation/Corrections users are classified as Probation Officers; and Data Stewards are generally users that will serve as data entry and enrollment officers.

To complete the creation of a new user, navigate to the **Privileges** tab.



The screenshot shows a web interface with four tabs: Profile, Notifications, Privileges, and Map Preferences. The Privileges tab is active, displaying three unchecked checkboxes:

- Incident Configuration Privileges
- Zone Configuration Privileges
- User Maintenance Privileges

General users need to be granted “Zone Configuration Privileges” in order to be able to create and edit new Hot Zones in VeriTracks™.

The “Incident Configuration Privileges” rights allow users to enter Crime Incident information. This feature is only used for smaller agencies who do not already have an RMS system for Incident reporting. In addition to selecting this privilege, the administrator for Veritracks™ will have to grant access to the agency ORI.

The “User Maintenance Privileges” are reserved for users who will be creating and modifying user accounts. Each agency needs to decide who should have the rights to administer users.

The rest of the information is optional for the Administrator. It is recommended to have users log-in to VeriTracks™ and navigate to Preferences to change their own password, input their own phone number and email address, and to select the types of notifications they wish to receive. Users can also access their map preferences from here to change their map layers.

Once you have entered the necessary information click on the “Add” button. Click on “Reset” if you would like to enter the information again.

Chapter 8: Maps

The Map function in VeriTracks™ allows you to jump directly to a location on a map. There are two ways to access this function:

First, you can mouse over the Map link on the main menu bar. This will provide you with a drop-down box in which you can enter the address information to be mapped.

Second, if you click on the Map link on the main menu bar, you will be redirected to the Map Data Entry screen. Here you can enter the address information or select from a drop-down listing of previous addresses you have mapped.

When you have entered the address information in either location, you will need to click on the Map button to create the map.

Map Components

The mapping functionality in VeriTracks™ is very robust and provides the user with many features. The components of the maps are:

Map Area	The map area is where the map and any geographic elements and map features are displayed.
Navigation Star	The navigation star allows you to navigate around the map by panning in any direction. You need only click on the direction on the star that you wish to pan your map. The navigation star is located to the upper left side of the map area.
Toolbar	The toolbar contains tools for manipulating data on the map. The toolbar is located to the left of the map area.
Map Date/Time Range	The Map Date/Time Range indicates the valid time range for map features. This information is located above the map area.
Map Scale	The map scale shows the map scale at a selected zoom level. The map scale information is located above the map area on the left-hand side.

Status Bar

The status bar shows status information such as latitude and longitude location of a point. If you click and drag a box around some point(s) the status bar displays distance as well. The status bar is located under the map area in the lower portion of the browser window.

Map Features

The features of the maps are:

Crime Incidents

The crime incidents are represented by different colored thumbtacks, with each color indicating the crime type.

Offender Tracks

The offender tracks are represented by different colored dots, with each color indicating a specific mapped offender.

Zones

The zones are represented by a pink (Exclusion) or green (Inclusion) circle.

Offender Home Location

The offender home locations are represented by a black house symbol. You can add the text for the name of the offender who lives there as well (to be defined in the Map Toolbar section).

Offender Work Location

The offender work locations are represented by a black factory symbol. You can add the text for the name of the offender who lives there as well (to be defined in the Map Toolbar section).

Violation Display

The violation display can be enabled by selecting the Label Offender Tracks option from the Show/Hide Layer List pop-up (to be defined in the Map Toolbar section).

Red Circle denotes Bracelet Gone.

Red Square denotes Bracelet Strap.

Red Triangle denotes Motion with No GPS.

Green Triangle denotes Device at Rest.

Green Square denotes Device in Charger.

Map Toolbar

The map toolbar contains the following functionality:



Back

The back icon allows you to go to previous maps created during your current session. You can only go back ten maps.



Forward

The forward icon allows you to go forward to maps when using the back button to go between previous maps.



Zoom In

The zoom in icon allows you to focus in on a selected area of the map. To use this feature, click on the icon to zoom an overall 10% or draw a box around the desired location on the map and then click on this icon.



Zoom Out

The zoom out icon allows you to focus in on a selected area of the map. To use this feature, click on the icon to zoom an overall 10% or draw a box around the desired location on the map and then click on this icon.



Select Incidents

The select incidents icon allows you to display incidents that occurred in a selected area of the map. To use this feature, draw a box around the desired location of the map and then click the icon. **NOTE:** The incidents that appear also correspond with the defined time of the map.



Select Tracks

The select tracks icon allows you to display offender tracks that occurred in a selected area of the map. To use this feature, draw a box around the desired location of the map and then click the icon.



Select Zones

The select zones icon allows you to display zones that cross a selected area on the map. To use this feature, draw a box around the desired location of the map and then click the icon.



Connect Track Points from Start Date/Time

The connect track points from start date/time icon allows you to connect track points for a selected offender, beginning with the earliest point to fall within the date range of the map. To use this feature, select an offender's track on the map by drawing a box around one track point to identify the offender, and then select the Connect Track Points icon.



Show Offender Range

This density layer depicts hot spots where most of an offender's track points occur. This layer is created for each offender from their entire history of points stored in VeriTracks™. The result can be used to visualize an offender's "home range", which covers where the offender has been and highlights areas where the offender spends most of their time. This layer will be recalculated once per week. To use this feature, select an offender's track on the map by drawing a box around one track point to identify the offender and then select the Show Offender Range icon.



Identify Features

The identify features icon allows you to view a text report for selected incidents, tracks or zones. To use this feature, draw a box on the desired location of the map, to include all items (i.e., offender tracks, incident markers and offender address/work locations) and then click the Identify Features icon.



Show/Hide Legend

The show/hide legend icon allows you to display or hide the map legend.



Show/Hide Layer List

The show/hide layer list icon allows you to select different map layers such as institutions, roads and water bodies to display.



Change Date/Time Parameters

The change date/time parameters icon allows you to specify a different date or time range for the map. This comes in handy when you are looking at a map that spans multiple days and you want to narrow the result set down to a particular time period.



Reverse Geocode

The reverse geocode icon allows users to select a point on the map and then obtain the address for that point. To do this, click on a location on an active map and then click on the Reverse Geocode icon. The system will display an estimated address for that point. If you draw a box on the active map and click on this icon, it will provide an address for the closest point in the upper left hand corner of the box.



Create/Edit Zone

The create/edit zone icon allows the user to set the center and radius of a zone on the map. While you are on an active map that you wish to create a new zone, click on the Create/Edit Zone icon. This will place a small blue ball onto the middle of your map. Drag that blue ball to create the circumference of the zone you wish to create. Then move the center green ball to the location of the zone (it does not have to be exactly the center of the map).



Playback Tracks

The playback tracks icon allows the user to view the movement from one track point to the next from the earliest point on map. To use this feature, from an active map that contains offender tracks (can include multiple offenders), click on the Playback Tracks icon. This will regenerate the map for you and add a new tool bar at the top of the map. You can move through the offender tracks by using the VCR-like buttons for playing, stepping through, stepping back and pausing.



In addition, the bar can be dragged to allow you to control the movement of the tracks. When tracking a single offender, the playback symbol is a green dot with a blue trail depicting the previous five track points. If your offender's tracks move off of the current map, the map will automatically pan and resume playback once it refreshes.



Print Map

The print map icon opens a new window containing the map with a legend of the Offender Tracks that can be printed by the user.



Re-center Map

The recenter map icon allows you to select a point or area on the map by clicking the spot with your mouse or drawing a box around the area and clicking on the recenter map icon to re-center the map to that point or area.



USGS Imagery

As a demonstration of the power of aerial photography to orient the user to the relative map scale and provide a source of ground truth, we have linked the USGS imagery available on Microsoft's TerraServer beneath the VeriTracks maps. Toggle between the map and the imager by clicking the camera button that has been added at the bottom of the map navigation tools.

Best Practices When Working With Maps

Construct small searches to maximize performance and keep your map results legible.

- Use the search pages to restrict your results to specific parameters such as primary offense, UCR code or ORI or Agency.
- Limit the date range you are using, whenever possible. Wide date ranges for tracks and incidents may turn up “false positives” on the map.
- Use the zoom in icon to access greater detail on a specific location of the map.
- If you receive a warning message that your box encompasses too large an area, stop the search and draw a smaller box.

If you make a mistake in sizing the map, use the back icon on the tool bar to return to your previous map.

Do not use the Back button on your browser when working with the map report.

If you need to rebuild your map from your text report page, use the Last Results link under Search on the main menu.

Chapter 9: Training Exercises

The following sections will detail, using exercises, how to use the Veritracks™ system. In order to get the most out of using the Training Site, please follow along with the examples.

Exercise 1 – Registering an Offender

The first step in using the VeriTracks™ system is to your register your offenders and assign devices. Your organization has decided to use the BluTag® device for tracking purposes.

1. Access the VeriTracks website: <https://demo.veritracks.com>
2. Enter your User Name and Password then click on the *Login* button.
3. Once the system validates your account information, you will be directed to the Home Page. From here you have all of the VeriTracks™ menu options available for your use. You will need to navigate to the **Supervision** menu option.
4. Mouse over the **Supervision** link and select **Enrollment**. Select the **Enroll New Offender** link. Enter information as necessary to enroll a new offender. The following is an example. (NOTE: if you are going to assign PTU devices to training attendees, enter their information into the system):

Profile:

- a. **Offender ID Number** – VT12345
- b. **SSN** – 123-45-6789
- c. ***First Name** – Edgar
- d. ***Last Name** – Poe
- e. **Height** – 6’2”
- f. **Weight** – 206
- g. **Hair Color** – Brown
- h. **Eye Color** – Green
- i. **Gender** – Male
- j. **Race** - White

- k. **Birth Date** – 01/12/1976
- l. **Probation Officer** – Choose from the list
- m. **Supervision Type** – Choose from the list
- n. **Supervision Office** – Choose from the list
- o. **Supervision Begin Date** – Select today's date
- p. **Supervision End Date** – Select an end date
- q. **Prior Offenses** – Select from the list
- r. **Sex Offender** – Click the check box if the offender is a sex offender

Addresses:

Home Information:

- s. **Street Number** – 123
- t. **Street Name** – Main St., Apt. 106
- u. **City, State, Zip** – Fairfax, VA 22030
- v. **Phone Number** – (703) 555-7676

Work Information:

- w. **Street Number** – 678
- x. **Street Name** – Carmichael Ave.
- y. **City, State, Zip** – Fairfax, VA 22030
- z. **Phone Number** – (703) 555-9393

Tracking Device: Click on the **Modify Device Assigned** link to assign a device to your new offender.

- aa. **Devices** – Select the device you wish to assign to this new offender from the drop-down listing.
- bb. **Device Default Configurations** – Select the device template you wish to apply to the device for use by your new offender.

Zones: Click on the **Modify Zones Assigned** link to assign zones to your new offender.

- cc. **Available Zones** – Select a zone or zones from the list on the right that you wish to apply to your new offender.

- dd. **Selected Active Zones for Offender** – To add zones for Active monitoring, select the zone from the list on the left and click on the right arrow button to add it to your active zones list.
- ee. **Selected Passive Zones for Offender** – To add zones for Passive monitoring, select the zone from the list on the left and click on the right arrow button to add it to your passive zones list.

Click on the **Add** button at the bottom of the screen to save the information for your new offender. If you wish to start over and enter in new information, click on the **Reset** button to clear all data entered.

Exercise 1a – Attach the Device

After you have completed registering the new offender, you will need to set up the device equipment.

1. Once you have completed the registration process, you will need to attach the BluTag®.
2. Measure the offender's ankle and select the correct size strap for attachment.
3. Insert the two (2) clips onto one end of the strap. The straps have notches that will line up with the holes in the strap ends. Once you have those in place, and clip on either side of the end of the strap, click the strap into the BluTag® device. Prepare the second set of clips, wrap the strap around the offender's ankle and attach the device to the offender by clicking the second end of the strap into the BluTag®.
4. The offender is ready to go.

Exercise 2 – Notifications

Probation Officers and Law Enforcement Officers will generally start their use of the VeriTracks™ system by accessing their daily email notifications. As previously defined in the **Data Entry** section of this guide, users have the option to select the type(s) of notifications they wish to receive on a daily basis. This exercise is based on several assumptions:

1. The user is defined as a Parole/Probation Officer.
2. The user has opted to receive notifications about their individual offenders.

3. The user has their own account information for logging into the system. On the training site, your instructor will give you temporary log in information to be used with the training site. <https://training.veritracks.com>
4. The user has verified that their computer access meets the minimum specifications outlined at the beginning of this guide.

From the sample Email Notification below, you can access information from the web about the offenders in the training database:

```
*****
*                WILLIAM (FPC) TUCKER                *
*****
DOC No.: 090821  SSN: 595-01-8361 Probation Officer: ROBERT MIXSON
https://training.veritracks.com/veritracks\_offender\_report.asp?offenderP
O=ROBERT
MIXSON&startDate=04/02/2002&startHours=00&startMinutes=00&stopD
ate=04/02/2002&stopHours=23&stopMinutes=59
```

Violation Activity Summary

None

Incident Hit Activity Summary

Primary Offense: OTHER

Agency: TALLAHASSEE POLICE DEPARTMENT

Points-Dist.: 1 -555ft.

Start/Stop: From: 04/02/2001 at 00:00 To: 04/02/2001 at 00:00

Primary Offense: BURGLARY

Agency: TALLAHASSEE POLICE DEPARTMENT

Points-Dist.: 1 -1958ft.

Start/Stop: From: 04/02/2001 at 04:00 To: 04/02/2001 at 04:00

Primary Offense: OTHER

Agency: TALLAHASSEE POLICE DEPARTMENT

Points-Dist.: 1 -1958.4 ft.

Start/Stop: From: 04/02/2001 at 04:00 To: 04/02/2001 at 04:00

Primary Offense: BURGLARY

Agency: TALLAHASSEE POLICE DEPARTMENT

Points-Dist.: 6 -107ft.

Start/Stop: From: 04/02/2001 at 11:36 To: 04/02/2001 at 12:36

Primary Offense: DISORDERLY CONDUCT

Agency: TALLAHASSEE POLICE DEPARTMENT

Points-Dist.: 1 -490.6ft.

Start/Stop: From: 04/02/2001 at 22:00 To: 04/02/2001 at 22:00

Zone Hit Activity Summary

None

Each **Offender Notification** will give you information about your offenders that are currently being tracked. The information you receive will include a **Violation Activity Summary**, **Incident Hit Activity Summary**, and **Zone Hit Activity Summary**. The notification will be based on the offenders that you selected when updating your account under **Data Entry>>Admin**. You may also receive notifications based on all offenders being tracked by your organization, if you have selected that option.

On your daily notification you will have a link that will take you into the “live” VeriTracks™ site. For training purposes, we will be accessing the Training Site. When you click on the link, or enter the address into your web browser address

line, you will then be prompted to log into VeriTracks™. If you are accessing the training site, use the account information given to you by the instructor. If you are accessing your State VeriTracks™ site, then use your own assigned user name and password (which will be given to you at a later date).

Once you have logged in successfully to VeriTracks™, you will be directed to the Tracked Offender Search Results screen. Here you will see note cards for each of your offenders (see example below):

WILLIAM (FPC) TUCKER			
Agency: SEMINOLE CO. SHERIFF'S OFFICE			
DOC No.:	090821	SSN:	979-01-0001
		DOB:	12/10/63
Sex:	MALE	Race:	BLACK
		Height:	5'1
Probation Officer:	ROBERT MIXSON	P.O. Phone No.:	8504883596
<ul style="list-style-type: none"> ■ Offender Detail ■ Zone Report ■ Detailed DC report 			

Each card contains information about your offender, including the Agency, Department of Corrections assigned number, personal information, and the Probation Officer designation and their phone number.

Additionally, there are links at the bottom of each card to access information about the offender's tracks. Click on the **Offender Detail** link for Marsha Porter to access more detailed information about this offender.

MARSHA PORTER			
DOC No.:	561209	SSN:	979-01-0001
		DOB:	1/30/60
Sex:	FEMALE	Race:	BLACK
		Height:	5'7
Probation Officer:	ROBERT MIXSON	P.O. Phone No.:	8504883596
<ul style="list-style-type: none"> ■ Alerts (0) ■ Device Summary (9) ■ Incident Hits (2) ■ Zone Hits (0) 			
Violation Alert Summary			
(04/02/2002 00:00 - 04/02/2002 23:59)			
0 records			
Violation Date	Violation Cleared	Violation	Duration

The **Offender Detail** will allow you to look at information about your offender's Violations, Incident and Zone Hits. Marsha, in this example, did not

have any Alerts or Zone Hits. She did, however have Device Violations and Incident Hits. To see these, click on the links:

Device Summary:

Device Summary			
(04/02/2002 00:00 - 04/02/2002 23:59)			
9 records			
Violation Date	Violation Cleared	Violation	Duration
04/02/2002 at 00:00		IN CHARGER	
04/02/2002 at 01:00		IN CHARGER	
04/02/2002 at 01:00		DEVICE AT REST	
04/02/2002 at 02:00		IN CHARGER	
04/02/2002 at 02:00		DEVICE AT REST	
04/02/2002 at 03:00		IN CHARGER	
04/02/2002 at 03:00		DEVICE AT REST	
04/02/2002 at 04:00		IN CHARGER	
04/02/2002 at 04:00		DEVICE AT REST	

Incident Hits:

Incident Hit Activity Summary			
(04/02/2002 00:00 - 04/02/2002 23:59)			
2 records			
Primary Offense	Agency	Points-Dist.	Start/Stop
<u>OTHER</u>	TALLAHASSEE POLICE DEPARTMENT	1 -674ft.	From: 04/02/2002 at 00:00 To: 04/02/2002 at 00:00
<u>DISORDERLY CONDUCT</u>	TALLAHASSEE POLICE DEPARTMENT	1 -1055ft.	From: 04/02/2002 at 22:00 To: 04/02/2002 at 22:00

On the Incident Hits list, you also have access to retrieve information about each Incident. Click on the Incident link you wish to retrieve. The Points-Dist. indicates how many points were tracked within the vicinity of that crime incident time and how close the closest point was to the incident.

At this point you may want to select one of the offender note cards and create a mapping of the offender tracks. To do this:

1. Select the specific offender note card by clicking in the check box in

the top right corner of the card and then click on the **Map** icon.



To map all offender tracks you can select the **Select All** icon and then click on the map icon.



2. Take sometime to get familiar with the map area. Refer to the **Maps** section on pg. 23 for further assistance on the map features and tools.

Exercise 3 – Conducting a Tracked Offender Search

In this exercise you are going to begin to use the Search function in VeriTracks™.

Creating a Text Report

1. Navigate to the **Supervision>>Search** menu option. Clicking on the Search link will take you to the search page for tracked offenders.
2. **Problem: Find out what offenders supervised by probation officer “Robert Mixson” were doing on 2 April 2002.**

3. On the Tracked Offender search page, click on the **Probation Officer** Clipboard Popup Box. This will display a list of all the Probation Officers from the Training ORI or Agency.
4. Select **Robert Mixson** (there are 2 ways to find a name in the list: 1 – use the scroll bar to navigate up and down the list; and 2 – select any name in the list and type the first letter of the name you are looking for and you will jump to the beginning of the list starting with that letter). Click on the **Close** button. This will add Robert Mixson's name to the search page Probation Officer field.
5. The next step will be to enter the date we would like to limit our results to. You can do this by using your keyboard to enter the date in the **Start Date** field. There is a suggested formatting in the field to follow. The other option is to click on the popup calendar. If you choose this option, be sure to navigate to the correct year. Another helpful feature, once you have entered the date in the **Start Date** field, click on your Tab key on your keyboard and the same date will automatically populate the **Stop Date** field. You can then modify it if need be to another date for your search range. The times will automatically set to 00:00 and 23:59, to include the entire day. If your search requires only a certain portion of the day, then you can modify the times as needed.
6. Click on the **Text** button to create your Text report.
7. **Results:** You will note that Probation Officer Robert Mixson has eight (8) offenders being monitored on the system in April of 2002. You will be able to look over the note cards and see who these offenders are. This may look familiar, as the link you used from the Offender Notification was for this information.
8. Take a few minutes here to look over the Offender cards. Look at a few **Offender Details** reports and get familiar with the type of information that you will receive on a daily basis.
9. **Zone Report:** Unfortunately, when the database was populated for training purposes, the offenders had not been set-up with zones; therefore there are no zone hits to look at. Before you leave the training class, we will have an opportunity to look at some Zone Hits.
10. The **Detailed DC Report** is specific to the State using the application. In FL this link is used to access the Department of Corrections (DOC) public website that has a listing of all offenders currently in the DOC system on parole and/or probation. This link can be customized for needs of any State. For training purposes, you can access this site using

the links for the data contained within the training database. The offenders are real, but may not currently be within the FL DOC.

Creating a Map Report

1. Create a map of the record for William Tucker. Select the note card for William Tucker and click on the **Map** icon. View his tracks within the map area. What does this view of the data tell you?

Track Point Details

1. **Connect Track Points:** As you look at an offender's tracks on the map, there is only a small amount of data that you can obtain from just those tracks. Questions you might have would be: Where did the tracks originate from at the beginning of the time period in the result set? In which direction did the offender start off and end during the time period? How many times did an offender pass a particular location on the map, i.e., a school, a known drug house, etc? In order to begin looking at the activities for the offender for that time period, you can connect their track points using the **Connect Track Points**



icon.

2. In order to do this you will need to drag a box around any of the track points for that offender. Once you have selected a point, click on the **Connect Track Points** icon and the points will be connected starting at the very first track point for that time period. The points will be numbered and connected with various colored lines.



3. These colored lines also having meaning. The line colors are Green, Yellow and Red connecting the track points.

- a. **Green Lines** denote that less than a minute has passed between the times that those two points were recorded.
- b. **Yellow Lines** denote that somewhere between two to ten minutes has passed between the times that those two points were recorded.
- c. **Red Lines** denote that more than ten minutes has passed between the times that those two points were recorded. This will be listed as a violation and maybe something you would want to check on.

Identify Features

1. Another feature to use to obtain more detailed information about your map and the tracks, is to use the **Identify Features** tool. You can simply select an area of interest on your map that contains track points and/or incidents by dragging a box around the area using your mouse. When you have selected the area on the map, click on the **Identify**



Features icon.

2. The **Identify Features** tool provides you with more information specific to the tracks, in addition to Offender Address information, and Crime Incident information. Keep in mind that the **ONLY** information that comes up with this tool is information contained within the confines of the area that you selected on the map. The reports retrieved are the **Offender Report**, **Offender Address**, and **Incident Report**.
3. The **Offender** Report provides you with the **Date, Time, Latitude, Longitude, Speed, Direction, Status and Select Points**. Now the tracks are starting to tell a story. Not only can you tell the time a track was actually recorded, but you can see how fast the offender was moving and in what direction.
4. The Status let's you know if there were any violations recorded with those tracks. The code used for Status is:
 - a. **No-gps** denotes Motion with No GPS.
 - b. **Br-gon** denotes Bracelet Gone, where the bracelet is separated from the GPS device.
 - c. **Br-str** denotes Bracelet Strap, tampering or trying to cut the strap off.
 - d. **Chrg** denotes the Device is in the Charger.

- e. **Rest** denotes the Device is at Rest.
4. The **Select Tracks** radio buttons allow you to select a particular track based on the time, direction, or speed that you are interested in, see the corresponding track on the map, and then use the up and down arrow keys on your keyboard to follow the tracks from that point.
5. Take a few minutes and **Identify Features** for various areas of the map.

Adding Another Offender's Tracks

1. Another feature with the VeriTracks™ application is that you can view more than one offender's tracks on the same map for the same time period. This can be useful if you are interested in offender's who spend time together or who may frequent the same locations.
2. To add another offender's tracks to your map, navigate back to **Search>>Last Result**. This will bring you back to our initial text report of offenders who are supervised by Robert Mixson. You DO NOT want to use the Back button on your browser.
3. Select the records for William Tucker and Marsha Porter. You do this by clicking in the check box of each offender's note card.
4. Click on the **Map** icon. This will map the two offender's tracks.
5. NOTE: it is important to consider the offender's that you wish to track on the same map. If they live far apart or spend most of their time on opposite sides of town, the map will have to zoom further out, providing less detail, in order to be able to see both of their tracks for that time period. Consider carefully what it is you wish to see on your map first.
6. Your map should now contain two sets of tracks, denoted by the different colored points.

Playback Tracks

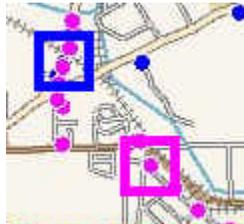
1. The **Playback Tracks** tool allows users to move from one track point to the next from the earliest point on the map.
2. From the map created in the previous instructions, the map for William Tucker and Marsha Porter, select the **Playback Tracks** icon. 

You do not need to select anything on the map itself to work with this feature.

3. Once you click on the **Playback Tracks** icon, VeriTracks™ will recreate your map. Appearance wise, it will be the same. What you will notice that has changed is the addition of the double arrows at the top right portion of the map. This allows you to navigate through the various time stamps throughout the map time. When this box first appears with the double arrows it will be empty. When you click using your mouse on the arrow on the right, it will populate with the first recorded time.



4. When you first click on that right arrow and start the time advancement, the specific points on the map will be highlighted with boxes around those track points. As you move through time, the boxes will move around the map area to highlight where each offender was located at each time.



5. When you have advanced through the entire time for the map, a message will be displayed to let you know you have reached the end.
6. NOTE: You can use your mouse to click on the right arrow to advance the time forward or the left arrow to go backwards. Once you have clicked that right arrow the first time to get the time started, you may also then use your right and left arrow keys on your keyboard.
7. Another question you might have while viewing tracks on a map is: Were there any crime incidents that occurred in the vicinity of the offender's tracks for the time period that the tracks were recorded? An easy way to find this out is by using your mouse to draw a box around the map area where the offender tracks are located. From there you can select the **Show Incidents** icon to pull any incidents into your map. Keep in mind that these incidents fall within the area of the box you

drew, as well as the time of the map itself.

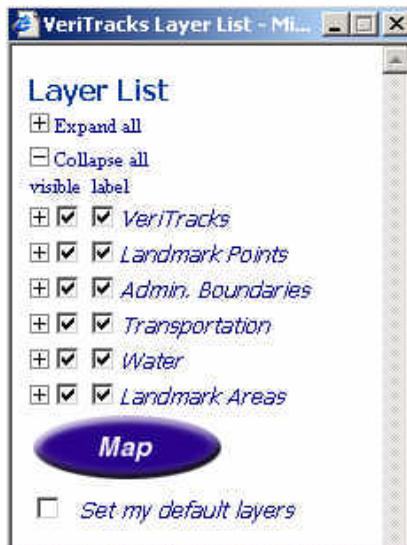


Map Details and Layer Lists

1. Maps are initially displayed with maximal geographic elements (i.e., roads, county lines) to allow users full access to map layers. You have the option to change geographic detail to your map by turning on or off map layers. NOTE: there will be certain map layer features that are available only at certain zoom levels. If a map layer is grayed out that means it is just not available at this particular zoom level.



2. Click the **Show/Hide Layer List** icon on the toolbar.
3. The **Layer List** setting box will appear.



4. Select the **layers** and **labels** you want to display. You can modify this as often as you like to make your maps more meaningful to you. Once you have selected your layers and labels, click on the **Map** button. You may notice in the listing that there are layer categories. You also have the option to shut off the layers under any heading by deselecting the heading option. For example, if you do not wish to see any Landmark Areas layers, which would include things like State and National Parks, Airports and other items, you can simply deselect the category option to shut off all of these layers for your current map. This will not become a default. Also note that if the category heading is selected but you have deselected items within the list, the default setting has precedence.

5. You may also set your selections as the default layers for your future mappings. Scroll down in the **Layer List** and select the check box to *Set my default layers*. You can reset your default as often as you like as well.

Exercise 4 – Jump to Map Address

Users may have a need to simply map an address. There are two options for jumping to an address on the map.

1. Move the mouse cursor over the **Map** main menu option without clicking on it. This provides a drop-down box containing fields in which you can enter the address information. When you have entered the address information, click on the **Map Address** link.
2. If you click on the **Map** main menu option it will open an address search page. The benefit to using this address mapping option is that the system will store the previous addresses that you have mapped and provide them to you in a drop-down listing to choose from. In this manner you can retrieve maps of addresses you have previously created.
3. For this exercise, jump on the map to an address of your choice. You may choose which option you would like to use. NOTE: with the mapping functionality in VeriTracks™ all addresses have to be able to be Geocoded, in other words, a latitude and longitude must be obtained. If for some reason the address you are searching for does not return a latitude and longitude, the address cannot be mapped and the system will tell you this. You may need to use an address of a nearby store or home and try that instead. You can always adjust your view on the map once you have retrieved the area.

Exercise 5 – Creating Zones

There are many uses for **Zones** when monitoring offender movements. VeriTracks™ has data entry pages that allow you to add new zones or to update/modify existing zones.

1. To create a **New Zone**, navigate to the **Data Entry** main menu option. From the **Data Entry** menu, select **Zone**.
2. Select the **Add New Zone** link to access the Zone Data Entry Page.
3. If you need to modify an existing zone, you can select the zone from the drop-down listing.

4. When creating a new zone there are a number of data entry fields you will need to fill in.
 - a. **Zone Name** – Name your Zone. It is best to give your zone a meaningful and unique name to differentiate it from other zones created by you or others in your ORI or Agency.
 - b. **Street Address** – For purposes of this exercise you can enter any address that you would like to use for this zone. Maybe your home or work address.
 - c. **City/Zip Code** – The City and Zip Code of the address.
 - d. **Geocode** – At this point you need to attempt to Geocode for that zip code. As mentioned previously, if the system cannot obtain a latitude and longitude for that address, you cannot use the address for the zone. Be sure to verify your address information.
 - e. **Buffer Distance** – Enter the values for how large you want the zone to be.
 - f. **Exclusion or Inclusion** – Select what type of zone you want this to be.
 - g. **Start Date/End Date** – The dates for the zone.
 - h. **Offenders** – Select the offender(s) that this zone will be applied.
 - i. **Time** – Select the times that the zone will be in effect. This can be different or the same for multiple days. You can also use the **Select All** and the **Smart Select** options to make it easier to set up similar times throughout the week.
 - j. Lastly you need to click on the **Add** button. A new page will appear indicating that the zone has been created.
 - k. In order to update a zone, you select the zone you wish to update/modify from the drop-down listing. Make the necessary changes to the zone definition and then click on the **Update** button. The next page will let you know that the zone has been updated.
5. You can also create a **Map Based Zone** (this could be an alternative if you cannot Geocode a particular address). This allows the user to set the center and radius of a zone on the map itself.

6. From the map (you can use the **Map Address** feature or use a map from a **Tracked Offender** search result), select the **Edit Zone** icon



from the toolbar.

7. Click on the blue dot in the center of the map to adjust the radius of the zone (NOTE: a green dot becomes the center of the zone).
8. Move the green dot to change the center of the zone.
9. Select the **Edit Zone** icon again to go to the zone entry page where you need to name the zone and save it. You will also need to finish entering the details for the zone, including the start/stop dates, the offenders and the times.

Exercise 6 – Incident Hit Search

In this exercise you will learn how to conduct a simple Incident Hit Search.

1. **Problem: Find Incident Hits on THEFTS in LEON County that occurred between 15 and 23 April 2002.**
2. Select **Leon** from the **County** list box.
3. Select **Thefts** from the VeriTracks™ **Primary Offense** list.
4. Enter **04/15/2002** for the **Start Date** and **04/23/2002** for the **Stop Date**.
5. Click on the **Text** button at the bottom of the search page to create a text report of your results.
6. Each **Hit Report** (note card) describes the crime incident on the top half of the card and the offender information on the bottom half.
7. Included on the report are the number of points in range of the incident and the distance of the closest point.
8. Up to 100 records will be displayed per page and can be viewed by scrolling up and down.
9. Additional pages of data can be viewed by clicking the **Next Page** button (this **Next Page** link is not visible if there is only one page).
10. Records can also be viewed in a table by clicking on the **View as Table**



icon.

11. In table view you can sort the information on any column just by simply clicking on the column header of the data you wish to sort on.
12. Lastly, you can view any of the Incidents on the map as well just by selecting the Incident and clicking on the **Map** icon.

Exercise 7 – Incident Search

You can search for Incidents in VeriTracks™ as well. You may want to conduct Incident searches based on information you have received from law enforcement officials or read in the paper. What you might be looking for is a particular crime and you want to know if any of your offenders were in the vicinity of that crime when it occurred.

1. **Problem: Find all tracked offenders in the vicinity of a homicide in Leon County. The homicide was reported by the Tallahassee Police Department and has a case number of 2001-025375.**
2. Select **Leon** from the **County** list box.
3. Click on the **ORI or Agency** clipboard popup listing. Select **FL0370300 Tallahassee Police Department**. Click on the **Close** button.
4. Select or type the case number **2001-015375** in the **Agency Case No.** box.
5. Click on the **Map** button to map the incident.
6. To learn more information about the Incident you can draw a box around the push pin icon that represents the Homicide and click on the **Identify Features** icon.
7. To fully answer the question raised in this exercise, you need to find out if any of your tracked offenders were in the vicinity of the incident when it was reported.
8. Use your mouse again to draw a box around the push pin that represents this incident. It should be the only one on your map. This time, however, you may want to make the box relatively big to define an area around the incident address.
9. Click on the **Select Tracks** icon to see if there were any tracked



offenders in the vicinity of this incident. Clicking on this icon will retrieve any tracks for you of offenders that were in the vicinity (within the box that you drew) of that incident during that incident time

(be sure to notice the crime incident time reported for the crime). The tracks will come up if they fall within the confines of the area you defined, as well as, within one-half hour before the reported crime start time up to one-half hour after the crime stop time.

10. Be sure to use the **Identify Features** tool to get more information about the crime and about the offenders whose tracks came up in the search.
11. Another way to find out who the tracks belong to is to bring up the



Legend by clicking on the **Show/Hide Legend** icon. This will bring up additional information about what is contained within your map, including the color code for incident types, the offenders whose tracks you are looking at, and other map legend information. The **Legend** list can be moved anywhere on the screen and can be moved up and down to view the entire list.

Exercise 8 – Preferences

Each user will have their own user name and password assigned to them by an administrator. Users have the option of modifying some of their user account information. Users should always remember to check their own account information for accuracy.

1. Navigate to the **Administration** main menu option. From the drop-down listing, select **Preferences**.
2. If you would like to change your password, be sure to type in your new password in BOTH the **Password** and **Confirm Password** boxes.
3. Users need to be sure to keep an up-to-date email address in the system in order to receive Offender Notifications and system updates and alerts. Users may also update their phone number information.
4. You will also need to select the Offenders you wish to receive notifications on.
5. Lastly, users need to select which notifications you wish to receive. Please refer back to the **Administration>>Preferences** section of this User's Guide for details about the notifications.

Index

Active Email.....	32	Disposition	28
Administration	iv, 7, 21, 27, 36, 65	Edit Zone.....	44
Age of Suspect.....	29	Email.....	32
Agency Case No.....	28	Enrollment	13
Agency Incident Number	27	Exclusion/Inclusion.....	31
Back.....	41	First Name.....	32
Bias Motivation	29	Forward.....	41
browser settings.....	3	Gang Related Type	29
Buffer Distance.....	31	Geocode	28, 30
Change Date/Time Parameters.....	43	geo-mapping.....	1
Change Device(s) Owner	20	Global Positioning Satellite	
Change Device(s) Status	20	GPS	1
City.....	27, 30	GPRS	11
Cleared Date.....	28	GPS.....	1, 40
Cleared Exceptionally	28	GSM	11
Command Results	19	help.....	2
Confirm Password.....	32	hit engine.....	4
Connect Track Points from Start		Home	6
Date/Time	42	Identify Features	43
Contact Offenders	19	Incident Data Entry.....	27
Contact Type	32	Incident Hit search.....	23
Crime Act Type	29	Incident search.....	24
Crime incident data.....	4	Inventory	iii, 19, 20
Crime Incidents	40	Last Name	32
data integration	1	Last Position	19
Device Assignment Report	20	Last Results	46
Device History Report	20	Latitude.....	27, 30
Device Status	18		

Location Type.....	29	Race	29
Logout	8	Re-center Map	45
Longitude	28, 30	Reset/Add.....	31
Map .iv, v, 7, 34, 39, 40, 41, 54, 56, 58, 60, 61, 62, 63, 64		Responding Officer Name.....	28
Map Area	39	Reverse Geocode	43
Map Components.....	39	Schedule.....	31
Map Date/Time Range	39	search.....	17
Map Features	40	Search iii, iv, v, 7, 9, 17, 46, 52, 54, 58, 63, 64	
Map Scale.....	39	Select Incident	41
Map Toolbar.....	41	Select Tracks	42
Maps	39	Select Zone.....	42
Method of Entry.....	29	Sex of Suspect	29
Navigation Star.....	39	Show Offender Range.....	42
Notifications.....	33	Show/Hide Layer List	43
Number of Premises Entered	29	Show/Hide Legend	43
Offender Home Location.....	40	Start/Stop Date & Time.....	27
Offender Name-DC No	31, 33	Start/Stop Dates.....	31
Offender Status	iii, 18, 19	Status Bar	40
Offender Tracking Unit		Street Name.....	27, 30
OTU.....	4	Street No	27, 30
Offender Tracks.....	40	Supervision	7, 13, 14, 17, 21, 47, 48, 54
Offender Work Location	40	Suspect Used	29
Offense Attempted/Completed	29	telephone support.....	2
OTU.....	4	Toolbar.....	39
Password.....	32	Tracked Offender Search.....	24
Phone	32	Tracking Device	iii, 13, 15, 48
Playback Tracks.....	44	Type of Weapon Force Involved.....	29
Preferences	31	UCR Offense Code.....	28
Primary Offense.....	28	Username	32
Print Map	44		

USGS Imagery.....	45	Zone Name.....	30
Violation Display.....	40	Zone search	25
Violations	19	Zones ... iii, iv, v, 13, 15, 16, 20, 25, 29, 33, 34, 38, 40, 48, 49, 61	
BluTag® ...ii, iii, 1, 2, 5, 11, 12, 16, 47, 49		Zoom In.....	41
Zip Code	27, 30	Zoom Out.....	41
Zone Hit search.....	25		