

- Select one or more points for the offender of interest. You can only link points for a single offender at a time.
- Select the connect track point button.
- The track points will be connected by colored lines. A green line indicates less than two minutes between points, a yellow line indicates less than 10 minutes between points and a red line indicates more than 10 minutes between points.

Identify Features

- Hold down your left mouse button and draw a box around one or many map features.
- Click the **Identify Features** icon on toolbar. 
- This produces a detailed report on each feature (offender track point, zone, home/work address) in the box drawn.

NOTE: These first three capabilities when used together can quickly focus the supervising officer on location anomalies, such as on offender going to an unusual place and allows him/her to drill down into the details of the offender's behavior..

See the places an offender frequents

- Map a track for the offender of interest for any time period.
- Select an offender's track on the map by drawing a box around one track point to identify the offender.
- Select the Show Offender Range  icon to overlay a density layer that depicts hot spots where the offender frequented or the offender's "home range."
- Zoom out to see the entire home range
- This feature visualizes an offender's "home range," which covers all of the places an offender has visited and where he/she spends most of his/her time.

Find offenders at a location at a time.

- Go to the Map link on the main menu bar. This provides a drop-down box in which you can enter the address information to be mapped.

- Alternatively, click on the Map link on the main menu bar and 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 previously mapped addresses.
- When you have entered the address information in either location, you will need to click on the Map button to create the map.
- On the map, draw a box around the area of interest
- Click on the  Select Tracks icon. This icon displays an offender's tracks that occurred in a selected area of the map during the specified time range.

Note – You can also Select Crime Incidents  and Select Zones  to display crimes and zones in an area on the map following a procedure similar to the one described above.

Review

How To...

Determine Current Offender Status

Select Offender Status from the Supervision drop down menu.
Select the offender of interest from the scrolling list.
Review the information on the offender status tabs.

How To...

Review Tracked Offender History

To review an offender's historic data that is older than 24 hours, use these screens to generate reports and maps of historic information:
Open the Offender Search Screen (Supervision , Search) and enter search criteria.
Display the results in text reports, or
Map one or more offender tracks.

Chapter 8: USER ADMINISTRATION

VeriTracks™ allows users to administer their own account information, select the types of notifications they need to receive, and create zones. A section under Administration was also included for agency administrators to manage users and for smaller law enforcement agencies to input its own crime incident data when it does not have its own system for this function.

Administration		Supervision	
Incident		Zone	Preferences
User Accounts			

Menu Options

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 it into VeriTracks™. This function will not be used by most agencies

User Accounts

Each agency will have an administrator account assigned to manage user accounts. This menu option is accessible only by your agency administrator. Administrators can create users as needed and modify user information. Procedures for the Agency Administrator are covered Appendix 4.

Zone

This menu option is another way of accessing the Zone creation screen described in Chapter 4.

Preferences

There are two types of users defined within VeriTracks™: Law Enforcement Officers/Crime Analysts and Supervising Officers/Probation Officers. The Preferences menu allows the user to modify his/her own account and select the types of notifications he/she needs to receive from VeriTracks™. In addition, the user can

set up how he/she wants his/her default map layers displayed. Each of these options are accessed by clicking on the appropriate folder tab.

For BOTH Law Enforcement and Probation Officers, some 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 can be modified.

Profile Tab

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	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.
E-mail	Each user must enter his/her e-mail address and keep it updated in order to receive the VeriTracks™ notifications.
Active E-mail	This e-mail address is used for the officer to receive immediate notifications on his/her offender's movements. This can be the same e-mail address listed above or another one, such as a cell phone or Blackberry.
Phone	Your phone number where you can be reached.

The above fields are common for both types of users. Once your user account information is updated, click on the Update button.



Notifications Tab

Supervising Officers/Probation Officers

Probation offices can be notified about Zone Hits, Incident Hits and equipment related violations. For Zone Hit notifications, choose the notifications based on who set up the Zone. The following information pertains to **Supervising Officers/Probation Officers** users:

Profile	Notifications	Privileges
Daily Notifications:		
☐ Device Violations For My Agency		
☒ Device Violations For My Offenders		
☐ Zone Hits For My Agency		
☒ Zone Hits For My Offenders		
☐ Incident Hits For My Agency		
☐ Incident Hits For My Offenders		
Immediate Notifications:		
☐ 911 Exclusion Zone Alarms For My Agency		
☒ 911 Exclusion Zone Alarms For My Offenders		
☐ 911 Inclusion Zone Alarms For My Agency		
☒ 911 Inclusion Zone Alarms For My Offenders		
☐ Active Exclusion Zone Alarms For My Agency		
☒ Active Exclusion Zone Alarms For My Offenders		
☐ Active Inclusion Zone Alarms For My Agency		
☒ Active Inclusion Zone Alarms For My Offenders		
☐ Bracelet Gone Alarms For My Agency (Celtag)		
☒ Bracelet Gone Alarms For My Offenders (Celtag)		
☐ Bracelet Strap Tamper For My Agency		
☒ Bracelet Strap Tamper For My Offenders		
☐ Cell Id Changes For My Agency		
☒ Cell Id Changes For My Offenders		
☐ Low Battery Alarms For My Agency		
☒ Low Battery Alarms For My Offenders		
☐ Message Gap Alarms For My Agency		
☒ Message Gap Alarms For My Offenders		
☐ No Gps Alarms For My Agency (Celtag)		
☒ No Gps Alarms For My Offenders (Celtag)		
☐ Silent Exclusion Zone Alarms For My Agency		
☒ Silent Exclusion Zone Alarms For My Offenders		
☐ Silent Inclusion Zone Alarms For My Agency		
☒ Silent Inclusion Zone Alarms For My Offenders		
☐ Tag Tamper For My Agency		
☒ Tag Tamper For My Offenders		
Reset Update		

Daily notifications

Immediate or Event Driven 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, choose the notifications based on who set up the Zone. The following information pertains to **Law Enforcement/Crime Analyst** users:

Zones I set up	Select this check box to ensure notification of any Zone Hits on Zones you created.
Zones my ORI or Agency set up	Select this check box to ensure notification of any Zone Hits on Zones anyone in your agency created.
Incidents reported by ORI or Agency	Select this check box to ensure notification of any Crimes reported by your agency.

Map Preferences Tab

The Map Preferences tab displays the entire listing of map layer options. From here select and deselect the layers you wish to see by default on your maps. You can also change your defaults from the map toolbar. A 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

VeriTracks

visible label

- ☒ ☒ Crime Incidents
- ☒ ☒ Offender Tracks
- ☒ ☒ Zones
- ☒ ☒ Offender Addresses
- Status:
- Agency:
- ☒ ☒ Offender Ranges

Landmark Points

visible label

- ☒ ☒ FL DOC Offices
- ☒ ☒ KS Liquor Stores
- ☒ ☒ FL Liquor Stores
- ☒ ☒ DC Liquor Stores
- ☒ ☒ Stadium Point
- ☒ ☒ Point of Interest
- ☒ ☒ Major Retail Center
- ☒ ☒ Govt Facility Point
- ☒ ☒ Golf Course Point
- ☒ ☒ School Point
- ☒ ☒ Hospital
- ☒ ☒ 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. You can modify this list as often as you like until you have the map layers as you need.

NOTE: The offender address layer provides a single map layer that is customizable 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, click on the "Update" button. Click on "Reset" to nullify your changes.



Chapter 9: INVENTORY MANAGEMENT

The Inventory menu allows your agency to 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, Device History Report, Device Data Load Report, and the Case Load Report. Of these reports, new and intermediate users generally only need to use and understand the inventory list and the device data load report.

1. **Inventory List:** Displays all devices within your agency's 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, SHIPPED, ASSIGNED, UNASSIGNED). Devices can also be placed in a RETURNED status. Returned devices are shown only on the device history report.
2. **Change Device(s) Status:** Select the device on which you wish to change the status by clicking in that device's row of information. To select more than one device in the list, hold down the control key on the keyboard while selecting 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's structure, the device must be unassigned. Select the device you wish to change ownership by clicking in that device's row of information. To select more than one device in the list, hold down the control key on the keyboard while selecting each device you wish to change. Below the list of devices is a drop-down listing of all agencies within your company's hierarchy that 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 assigned to offenders. Create this report by selecting

the date from you wish to view. The report provides the serial number of the devices, the device's ORI, the offender assigned to the device, the start 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 dependent on the hierarchy of your agency. If it is at the highest level of the hierarchy, you will see all of the agencies within your structure. This is an information-only report.
6. **Device Data Load Report:** Displays all the devices on the inventory list and drills down to a detailed report in the enrollment process. It lists the last 50 records called in from a selected device. Chapter 3 has a description on how to use this report.
7. **The Case Load Report:** Displays the number of devices in use for each supervising officer per organization.

Case Load Report

Page 1 of 1

Organization	Agent Name	Tags In Use	Office Inventory
STOPLLC	CASAD, CHRIS	29	--
	DEGEORGE, DAVE	2	--
	FREATHY, STEPHEN	1	--
	MORAN-STOP, BRIAN	6	--
	PACIFICTIME, CHRIS	1	--
	SHEA, MICHAEL	36	--
	SHERIFF, WANDA	1	--
	Totals for STOPLLC:	76	180
	Grand Totals for STOPLLC (including suborganizations):	76	180

If viewed from a parent organization, the Case Load Report shows all the offices and agents in the subordinate organizations.

Organization	Agent Name	Tags In Use	Office Inventory
STATE	< No agents w/ tags in use >	0	--
Totals for STATE:		0	0
REGION 1	MORAN-CA11111, BRIAN	1	--
Totals for REGION 1:		1	1
STOPLLC	CASAD, CHRIS	29	--
	DEGEORGE, DAVE	2	--
	FREATHY, STEPHEN	1	--
	MORAN-STOP, BRIAN	6	--
	PACIFICTIME, CHRIS	1	--
	SHEA, MICHAEL	36	--
	SHERIFF, WANDA	1	--
Totals for STOPLLC:		76	180
STOP COP	< No agents w/ tags in use >	0	--
Totals for STOP COP:		0	0
CDCR TRAIN	< No agents w/ tags in use >	0	--
Totals for CDCR TRAIN:		0	5
REGION 2	< No agents w/ tags in use >	0	--
Totals for REGION 2:		0	0
REGION 3	< No agents w/ tags in use >	0	--
Totals for REGION 3:		0	0
REGION 4	< No agents w/ tags in use >	0	--
Totals for REGION 4:		0	0
Grand Totals for STATE (including suborganizations):		77	186
Grand Totals for REGION 1 (including suborganizations):		77	186

Chapter 10: USING VERITRACKS™ TO SOLVE CRIMES



In this chapter you will learn how to:

- Use VeriTracks™ to assist in crime analysis.
- Understand and interpret crime hits and the hit report.
- Locate criminals at the scene of a crime manually.
- Use Zones for monitoring areas with high levels of criminal activity.



This chapter describes various procedures for performing crime analysis. Central to crime solving procedures are the “Crime Hit” and the Crime Hit Report.

A **crime hit** is the correlation of an offender’s location with the time and location of a crime. VeriTracks™ offers many features to solve crimes, which includes the Crime Hit report and tools on the map screen.

The Crime Hit Report

The Crime Hit Report lists any crime hits that have been reported in the last 24 hours. Because not all crimes are reported when they occur or occur over several days, the Crime Hit Report may contain hits that are days or weeks old.

How to use the hit report

This report provides the crime analyst a summary of the hits and list of offenders at crimes without logging into the system.

<pre>***** * Veritracks Incident Hit Notification * ***** Veritracks Hit Number: 726158 Primary Offense: HOMICIDE Veritracks Incident ID: 1900102 Address: 7804 ALBERCORN ST Agency: METROPOLITAN PD Agency Incident Number: 050213111 Agency Offense: 8116 Agency Case Number: 050213111 Incident Start Date/Time: 02/13/2005 at 16:10 Incident Stop Date/Time: 02/13/2005 at 16:15 Offender: KEVIN RIVERS Hit Start Date/Time: 02/13/2005 at 16:11 Hit Stop Date/Time: 02/13/2005 at 16:24 Number of Points: 14 Closest Distance to Incident: 19 Disposition: UNKNOWN Click the following link to see the Veritracks Hit Report. https://georgia.veritracks.com/veritracks incident hit report.asp?hitID=726158 ***** * Veritracks Incident Hit Notification * ***** Veritracks Hit Number: 726159 Primary Offense: TRAFFIC Veritracks Incident ID: 1900106 Address: 5353 REYNOLDS ST Agency: METROPOLITAN PD Agency Incident Number: 050213116 Agency Offense: 8013 Agency Case Number: 050213116 Incident Start Date/Time: 02/13/2005 at 16:22 Incident Stop Date/Time: 02/13/2005 at 16:25 Offender: YAUANI REEVS Hit Start Date/Time: 02/13/2005 at 16:16 Hit Stop Date/Time: 02/13/2005 at 16:23 Number of Points: 7 Closest Distance to Incident: 92 Disposition: UNKNOWN Click the following link to see the Veritracks Hit Report. https://georgia.veritracks.com/veritracks incident hit report.asp?hitID=726159</pre>	Crime Description including: Type, time, and place of crime Individual at the scene of the crime Link to VeriTracks Crime Description including: Type, time, and place of crime Individual at the scene of the crime Link to VeriTracks
--	---

This report is e-mailed every morning to each law enforcement agency that reports crimes. It provides summary information for each crime hit and is sorted by the reported crimes. The e-mail report contains hyperlinks that direct the crime analyst into VeriTracks™ for further analysis of the hits and to view the crime hit.

Other methods and tools for crime solving

Finding offenders at the scene of a crime

When crimes are reported into VeriTracks™, the system determines which, if any, offenders were in the vicinity of the crimes at the time they occurred and automatically generates a Crime Hit Report. For this case, the officer can review the Crime Hit Reports and develop a viable suspect list. If the crime has not been reported into VeriTracks™, the user can still create a suspect/witness list manually.

1. Determine if the crime incident has been reported in VeriTracks™ ,
2. Search based on the incident or incident hits if the crime has been reported, or
3. Locate the scene of the crime and search for offenders in the vicinity of the crime.

If the crime has been added to VeriTracks™

If the crime has been reported to VeriTracks™, the system has already correlated the location of crimes to that of offenders' movements. To find these matches you can:

Search Based on crime hits identified by the system

1. Perform an Incident Hit search for the crime.
2. Screen the hits to determine if they are a good match (may require mapping the hits). See Scoring the hits.
3. Map the hits by selecting those that are of interest.
4. If no good matches are found, use the last report function and review the "Third List."

Commentary: While searching for incident hits is the most expedient means of finding the offenders at the scene of the crime, it does require additional work to drill down to the "Third List," if it is needed.

Scoring Hits

VeriTracks™ has a scoring system for hits. Those with a single star are the “best hits” meaning that the offender was close to the reported crime scene and at that location for a large percentage of the time the crime occurred.

The image shows two screenshots of the VeriTracks software interface. The top screenshot is titled '1' and shows details for Incident No. 4. The bottom screenshot is titled '3' and shows details for Incident No. 6. Both screenshots display the following information:

Incident Details	
Primary Offense: THEFT	Incident No.: 4
Incident Address: 13305 BRADDOCK ROAD, CLIFTON	
Agency: VERITRACKS PD	Agency Incident No.: VT0004
Agency Case No.: VT0004	Agency Primary Offense:
Start Date: 11/03/2004 at 21:00	Stop Date: 11/03/2004 at 21:30

Offender Information	
Offender Name: 5653X-39 US-1	
From: 11/03/2004 at 20:30	Number of Track Points: 101
To: 11/03/2004 at 22:19	Distance From Incident: 66 feet

Incident Details	
Primary Offense: THEFT	Incident No.: 6
Incident Address: 3896 PICKET ROAD, FAIRFAX	
Agency: VERITRACKS PD	Agency Incident No.: VT0006
Agency Case No.: VT0006	Agency Primary Offense:
Start Date: 10/26/2004 at 10:15	Stop Date: 11/02/2004 at 20:20

Offender Information	
Offender Name: 5653X-39 US-1	
From: 10/27/2004 at 07:36	Number of Track Points: 8
To: 10/29/2004 at 07:19	Distance From Incident: 79 feet

A single dot is a high score or good hit

A triple dot is a lower score or potentially less interesting hit.

Or Search Based on the crime incident

1. Perform an Incident search for the crime.
2. Follow the Hits hyperlink to see all the hit for the incident of interest.
3. Screen the hits to determine if they are a good match (may require mapping the hits. See Scoring the hits.
4. Map the hits by selecting those that are of interest.
5. If no good matches are found, use the last report function and review the “Third List.”

If the crime is not in VeriTracks™

- Go to the Map link on the main menu bar. This provides a drop-down box in which you can enter the address information to be mapped.

- Alternatively, if you click on the Map link on the main menu bar, you will be redirected to the Map Data Entry screen. Enter the address information or select from a drop-down listing of previous mapped addresses.
- When you have entered the address information in either location, click on the Map button to create the map.
- On the map, draw a box around the area of interest
- Click on the  Select Tracks icon, which displays an offender's tracks that occurred in the selected area and time range of the map.

Find offenders in a violation status when a crime occurred using the Third List

Tracked offenders can be in one of two statuses at any time: location known or location unknown (violation status). For a crime event, this concept of statuses is extended to three. location known at the crime (Hit), location known (No Hit), and location unknown. To account for the third status, VeriTracks™ has a “hit violation report,” which lists all offenders in a violation status during the time of the crime.

The Third List

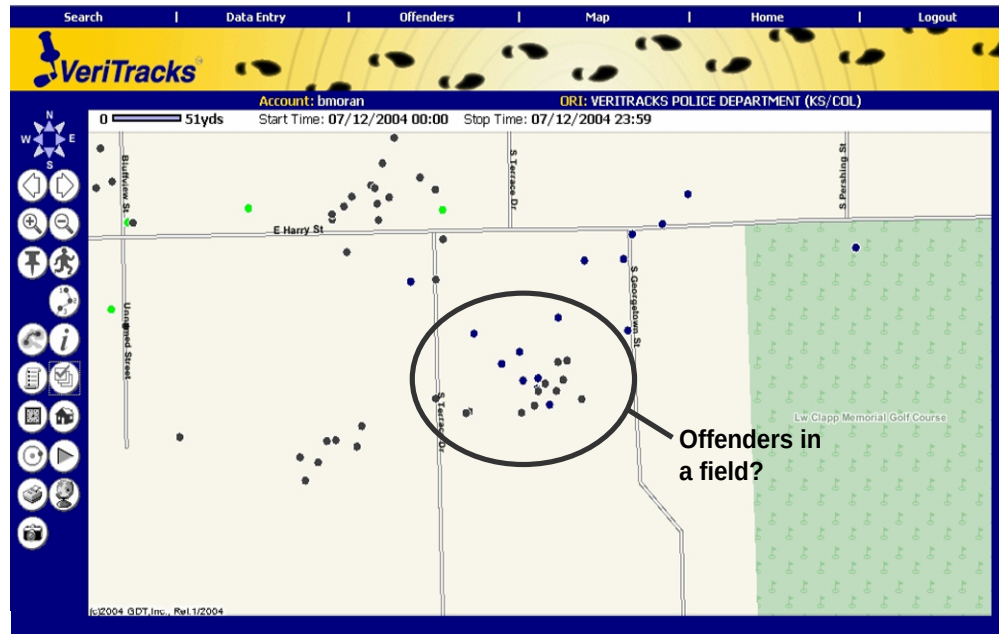
Tracked offenders can be in one of two statuses at any time: location known or location unknown (violation status). For a crime event, this concept of location status is extended to three different statuses.

- 1) location known; at the crime (Hit),
- 2) location known (No Hit), and
- 3) location unknown, can't determine if a valid hit has occurred.

To account for the third status, VeriTracks™ has a “hit violation report,” which lists all offenders in a violation status during the time the crime was committed.

Using Aerial Photography

The aerial photography features of VeriTracks™ can help an officer better understand an offender's movements. For example overlaying the data on an aerial photo can provide additional context to the story of an offender's movement.



Typical Map – Does not give a complete picture of where the offenders are.



Aerial Photo Overlay – helps determine that the offenders are at a store not in a field.



To access aerial photos, click the button that looks alike a camera (USGS Imagery) on the map tool bar. When viewing aerial photos, you can still add and



hide other layers using the layer list tool. In the examples above, we left the road layer on so streets are more visible and labeled.

Using zones for Law Enforcement

Zones can be effective tools that assist law enforcement agencies. For example, a local law enforcement agency is using VeriTracks™ to supplement observation of a high crime, high drug traffic area. The agency has set up a hot zone around this investigative area. Hit reports from the hot zone are passed to the task force investigating the zone. Hit reports list the time an offender entered the area, the offender's name and profile information, as well as the supervising officer's name and phone number.

Zone Hit # 3			
Zone Name:	Alabama Street	Zone ID:	2
Zone Address:	1100 ALABAMA STREET, TALLAHASSEE	Zone Type:	E
Zone Distance:	2000 ft.	Zone Time:	1001 points
Zone Start Date/Time:	01-MAR-01 at 00:01	Zone Stop Date/Time:	01-MAY-02 at 23:59
Offender Name:	<u>ALBERT WILLIAMSON</u> (FPC)	Zone Probation Officer:	ROBERT MIXSON
Zone Hit Start Date/Time:	06/02/2001 at 10:36	Zone Hit Stop Date/Time:	04/30/2001 at 21:04

Creating Zones

Zones are a useful way to enhance offender movement tracking. You will be notified when an offender violates an assigned zone. There are two types of zones: Inclusion and Exclusion.

Inclusion zones define an area in which an offender needs to remain. For example, if he/she is confined to only their home and work, time sensitive zones can be created around each location. You can then monitor when an offender leaves his/her assigned zones.

Exclusion zones define an area(s) where an offender is prohibited from entering. For example, an offender may have been ordered to stay at least 500 feet from his/her former spouse's home. A time sensitive zone can be set up around the home and activated 24/7. When the offender enters into this zone, a violation is produced.

Create a zone based on an address

The following steps create a zone based on an address:

1. Mouse over either the Supervision or the Administration menu options and select Zone. Create a new zone or select one already created.
2. Click on Add New Zone to begin the process for creating a new zone.
3. Complete the Zone Entry fields

Create a Zone from the map

The following steps create a zone based on an address:

1. Locate the zone area on the map. Go to a specific address using the Map link on the main menu.



2. Click on the  Create/Edit Zone icon. This will place a small blue ball onto the middle of the map. Drag the blue ball to create the circumference of the zone. Move the center green ball to the location of the zone (it does not have to be exactly in the center of the map).



3. Click on the  Create/Edit Zone icon again to complete the Zone Entry form.

Complete the Zone Entry fields beginning with the Zone Name. Because the zone location and size are already defined you do not need to add the zone address, Geo-code, or enter the buffer distance.

Note: Global Zones hits do not change the offender track icon on the map.

Review

How To...

Determine Current Offender Status

1. Select Offender Status from the Supervision drop down menu.
2. Select the offender of interest from the scrolling list.
3. Review the information on the offender status tabs.

How To...

Create a Zone

1. Locate the zone area on the map. Go to a specific address using the Map link on the main menu.
2. Click on the Create/Edit Zone icon  to place a small blue ball onto the middle of the map. Drag the blue ball to create the circumference of the zone. Move the center green ball to the location of the zone.
3. Click on the Create/Edit Zone icon again to complete the Zone Entry form.
4. Fill in the Zone Entry fields.

APPENDIX 1: ENROLLMENT TABS

Offender Profile Tab

Offender ID Number	This field contains the offender identification number. This number may vary by agency, depending on what is used 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. Enter this manually 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 Tab**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.

APPENDIX 2: CONDUCTING SEARCHES

VeriTracks™ provides the user with the ability to conduct searches on offenders and their proximity to various “Inclusion” and “Exclusion” Zones. When Law Enforcement provides crime incident data, the user can also search for crime incident hits. The following describes how to use the various search capabilities in VeriTracks™ by using the “Search” link on the main menu.

Incident Hit		Incident		Tracked Offender
Zone		Zone Hit		Last Result

Incident Hit Search

The “Incident Hit” searches for offender tracks that come within 1,000 feet of the reported crime location during the specified time. **NOTE: This function is only enabled when crime data is provided by Law Enforcement and collected into the VeriTracks™ central server.** To conduct the “Incident Hit” search, enter any or all of the following fields to limit the data results 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.
Incident No.:	
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.
Start/Stop Dates:	The date(s) to include in your search.

Start/Stop Time: The time to begin/end your search.

Incident Search

The “Incident” searches for reported Crime Incidents. **NOTE: This function is only enabled when crime data is provided by Law Enforcement and collected into the VeriTracks™ central server.** 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 date(s) to include in your search.
Start/Stop Time:	The time to begin/end your search.

Tracked Offender Search

“Tracked Offender” search can be accessed through “Search” on the main menu. This function is also accessed through “Supervision” followed by selecting “Search” on the main menu.

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 and excluding those who are no longer monitored.
Offender Name-DC No.:	The offender’s name and unique identifier assigned to the offender by the agency. Click on the clipboard pop-up listing to select the offender you wish to see. Multiple

	offenders can be selected and added to the list.
City of Residence:	The city where the offender resides.
Zip Code:	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. Select an officer name from the drop-down list.
Start/Stop Date:	The date(s) to include in your search.
Start/Stop Times:	The time to begin/end your search.

Zone Search

The “Zone” searches for Zones that have been created by your ORI. To conduct the Zone Search, enter any or all of the following fields to limit the data results 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” searches for offender tracks that have violated defined Zones created by your ORI. To conduct a search, enter any or all of the following fields to limit the data results 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™.
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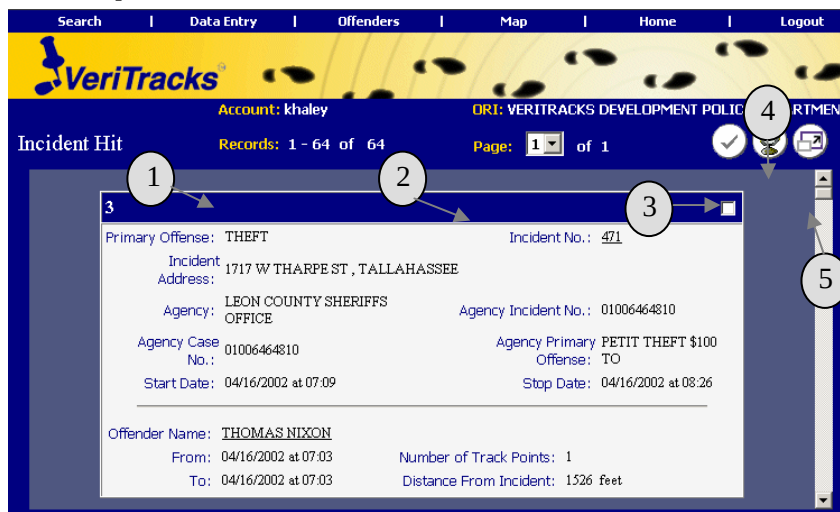
Zone POC:	The individual responsible for initiating the zone.
County:	The County in which the zone was defined.
ORI/Agency:	The Originating Agency responsible for the zone.
Zone No:	The unique identifier of the zone assigned by VeriTracks™.
Street Name:	The name of the street defined in the zone.
Minimum No. Points:	The amount of time the tracked offender was in violation of the zone; the higher the points the longer the time period.
Offender Name-DC No.:	The offender whose tracks crossed the incident, causing a hit to occur.
Start/Stop Dates:	The date(s) to include in your search.
Start/Stop Time:	The time to begin/end your search.

APPENDIX 3: UNDERSTANDING TEXT REPORTS

When conducting searches you can create Text Reports or Map the results. You can request a text report and then map the results. You cannot, however, follow mapped results by a text report.

If you are scheduled to receive a daily report, that report will be sent to you as a Text Report. You can Map the results as described in #4 below, or arrange in a Table as described in #5 below.

The Report Frame



Each report is framed by a common set of information and buttons. The report content changes based on the type of information requested.

1. **Records:** This is 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 is 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 from the drop down listing. A new button will appear

at the top as well. This arrow button will also advance to the next page.



3. **Select Records/Select All Records:** Each individual record is displayed on its own note card. Select a record by placing a check in the square in the upper right corner of a note card. To select all records, click on this button.



4. **Map Selected Records:** To view the 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 the results in table format click on this icon.

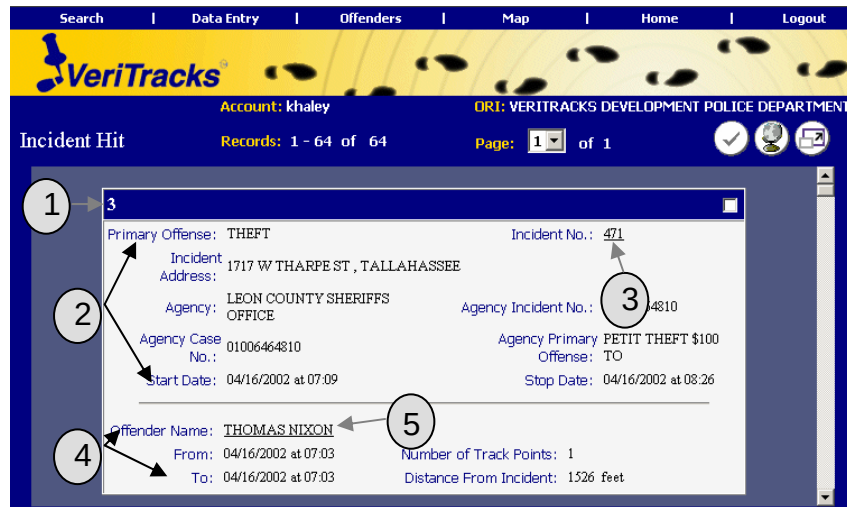


The table view allows sorting of the data using any column. Click on the column header link and the table will automatically reformat the information within the table. If your result set is large it also makes browsing through the data easier.

Incident Hit Search Results

Enter the appropriate information into the Search Page options to retrieve the requested Incident Hit information. Or start this search from the daily Incident Hit Notification email link. Click on the link of the Incident Hit that interests you, and you will be brought into VeriTracks™. Login and the report will automatically generate.

From that report, you are provided with information about the incident and the offender who caused the hit to be generated. You can choose to map one or more incident hits from this report by selecting an individual incident hit note card, or select all of them, and then clicking on the “Map Selected Records” button, (#4,above).

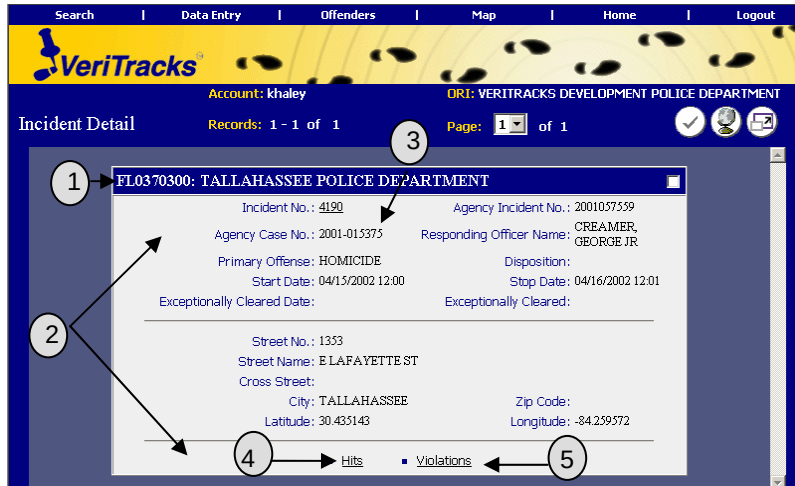


Below is an explanation of the important details of this report:

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 corner of each note card and can be used in future searches for ease of re-retrieving records.
2. **Incident Information:** This section provides the details about the reported incident.
3. **Incident No. Hyperlink:** This hyperlink opens up the incident report to more detailed information about the incident.
4. **Offender Information:** This section provides the details about the time/date range, number of track points and the closest recorded distance from the incident that the offender's track 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 hyperlink opens the "Offender Details Report."

Incident Search Results

Enter the appropriate information into the Search Page options to retrieve the requested Incident information, (crime information). This search option allows you to view one or multiple Incidents in the same report.



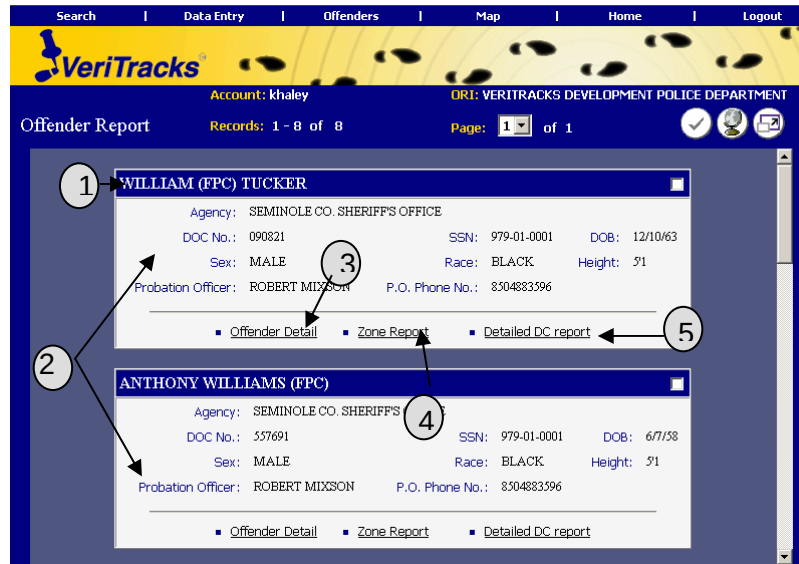
From the above report, you are provided with information about the incident. In addition, there are links on each Crime Incident note card that will take you to crime incident hit and violation information. Choose to map one or more incidents from this report by selecting the individual incident note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

Below is an explanation of the important details of this report:

1. **Reporting Agencies ORI:** VeriTracks™ displays the originating agency that reported the incident.
2. **Incident Information:** This provides the details about the reported incident.
3. **Incident No. Hyperlink:** This hyperlink opens up the incident report to more detailed information.
4. **Hits Hyperlink:** This hyperlink provides a text report of any hits that occurred for that particular incident.
5. **Violations Hyperlink:** This hyperlink displays a list of offenders who had device violations, (i.e., strap tampers) during the specified time period for the crime. This includes the distance and time from the last good point for the offender before the violation. The report shows only the 100 closest offender violations.

Tracked Offender Search Results

Enter the appropriate information into the Search options to retrieve the requested offender information. This search option displays a report for one or multiple offenders.

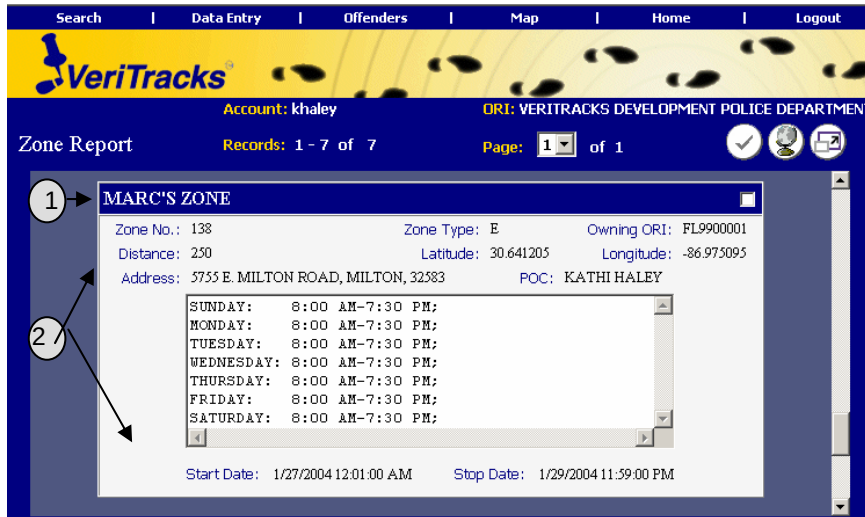


From the above report you are provided with information about the Offender(s). You can choose to map one or more offenders from this report by selecting the individual offender note card, or all of them, and clicking on the “Map Selected Records”

button, .

Zone Search Results

Enter the appropriate information into the “Search” page. This search option allows you to view one or multiple zones in the same report.



You can choose to map one or more zones from this report by selecting the individual zone note card, or all of them, and then clicking on the “Map Selected Records”

button, .

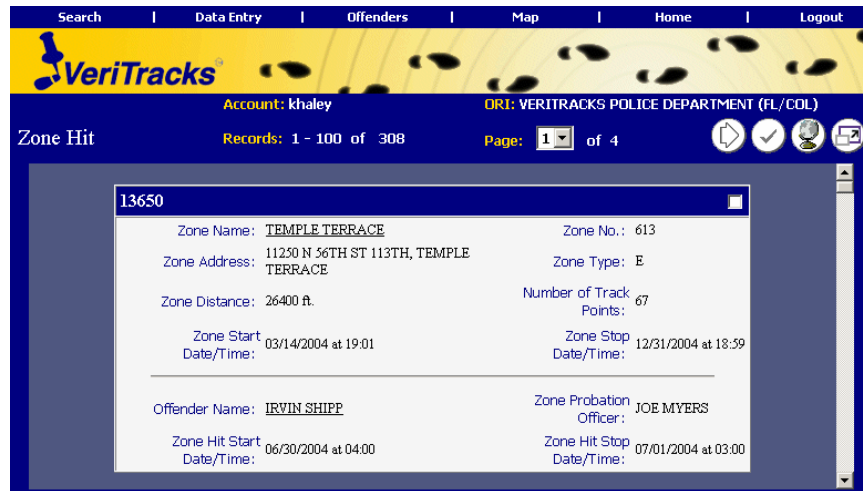
Below is an explanation of the important details of this report:

1. **Zone Name:** VeriTracks™ displays the zone name on an individual note card.
2. **Zone Information:** This section provides the details about the zone.

Zone Hit Search Results

Enter the appropriate information into the “Search” page. This search option allows you to view one or multiple “Zone Hits” in the same report.

From this 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 selecting the individual zone hit note card, or all of them, and then clicking on the “Map Selected Records” button, .



Below is an explanation of the important details of this report:

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

APPENDIX 4: MAPS

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

- Use the map button at the bottom of most of the search screens to access the maps directly and skip the related test reports.
- View the text reports by clicking on the **globe** icon.  in **Map Selected Records**. Select the individual or multiple records you wish to view on the map first.
- Mouse over the Map link on the main menu bar. This provides a drop-down box to enter the address information to be mapped.
- Click on the Map link on the main menu bar and you are redirected to the Map Data Entry screen. Enter the address information or select from a drop-down listing of previously mapped addresses. Click on the Map button to create the map.

Map Components

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

Map Area	The map area displays any geographic elements and map features.
Navigation Star	The navigation star allows you to navigate around the map in any direction. To pan the map, 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 and 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 and located above the map area.
Map Scale	The map scale shows the scale at a selected zoom level. This information is located above the map area on the left 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	Enable the violation display 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 10 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. 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. 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. 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. 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. 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. 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. 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 displays a text report for selected incidents, tracks or zones. 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 displays or hides the map legend.



Show/Hide Layer
List

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



Change Date/Time
Parameters

The change date/time parameters icon specifies a different date or time range for the map. This comes in handy when 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 selects a point on the map and then obtain the address for that point. 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 corner.



Create/Edit Zone

The create/edit zone icon sets 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 the blue ball to create the circumference of the zone. Move the center green ball to the location of the zone (it does not have to be exactly in the center of the map).



Playback Tracks

The playback tracks icon displays the movement from one track point to the next from the earliest point on map. From an active map that contains offender tracks (can include multiple offenders), click on the Playback Tracks icon. This regenerates the map and adds a new tool bar at the top of the map. 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 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 re-center map icon selects 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 re-center 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 under-laid USGS imagery 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

1. Construct small searches to maximize performance and keep your map results legible.
2. Use the search pages to restrict your results to specific parameters such as primary offense, UCR code or ORI or Agency.
3. Limit the date range you are using, whenever possible. Wide date ranges for tracks and incidents may turn up “false positives” on the map.
4. Use the zoom in icon to access greater detail on a specific location of the map.
5. If you receive a warning message that your box encompasses too large an area, stop the search and draw a smaller box.
6. If you make a mistake in sizing the map, use the back icon on the tool bar to return to your previous map.
7. Do not use the Back button on your browser when working with the map report.
8. If you need to rebuild your map from your text report page, use the Last Results link under Search on the main menu.

APPENDIX 5: AGENCY ADMINISTRATION

User Accounts

Each agency will have an administrator account assigned 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' (selected), 'Notifications', 'Privileges', and 'Map Preferences'. The 'Profile' tab 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 where they wish to receive these types of event notifications.
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 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 selected. Below the tabs, there are three unchecked checkboxes:

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

General users need to be granted “Zone Configuration Privileges” in order 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 that 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 create and modify user accounts. Each agency must 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.