The mission of the Gulf Coast HIDTA is to measurably reduce the impact of Gulf Coast drug trafficking on other parts of the United States and to measurably reduce violent drug trafficking in its six-state area.

SAFETNet
Event/Target Deconfliction

Training Guide for Users & Agency Supervisors

Gulf Coast HIDTA

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Connecting to SAFETNet

- INTERNET   www.gchidta.org, select "SAFETNet" button (top of page)

- Dispatch/Radio Room   Your own Dispatch/Radio Rooms/Duty Agents
                                                          can be set up to provide support after regular business
                                                          hours.

Notice: Please do not enter test records.

What is SAFETNet?

SAFETNet stands for _Secure Automated Fast Event Tracking Network_

- A comprehensive suite of applications to deconflict Events, Targets, and Data.

- Secure Internet based application.

- Deconfliction prevents similar (_conflicting_) events and targets between law enforcement agencies.

- Event Deconfliction increases officer safety by comparing similar events around the same time and location as your event.

- Target Deconfliction provides case development and communication by pointing to similar targets worked by other agencies.

- Provides a method of sharing and gaining case information from other agencies. Builds cases through communication.

- Maintains security of case information. Works as a pointer system for similar information. Case details are not transmitted; only contact information.

- Seamless connectivity through National Virtual Pointer System (NVPS), Enterprise Application Integration (EAI), other HIDTA SAFETNets, and deconfliction systems around the country.

- Automatic Messaging and immediate conflict alerts to both agents/agencies.

- Open to any law enforcement agency in the Alabama, Arkansas, Florida, Louisiana, Mississippi, and Shelby County Tennessee area.

- Open to all types of law enforcement investigations: Assault, Burglary, Cold Cases, Financial Crimes, Gangs, Homicide, Juvenile, Missing Persons, Narcotics, Sex Offenders, Traffic, Vice, Theft, and Violent Crimes.

User Levels

General "**Agent**" level is for all agents to enter and maintain their own event and target information.

The "**Agency Supervisor**" level is for Supervisors and Agency Group Users who can monitor or enter event and target information when their Agent is out in the field. The Agency Supervisor can enter events/targets for any agent within their agency.

Edit Account

Use the EDIT ACCOUNT to change your password in SAFETNet. If there is any other account information that you need changed such as phone number, email, cell number, or other forms of contact information, please contact your system administrator.

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I. Entering Events & Targets

After logging into SAFETNet, the MAIN PAGE will have the following selections on the toolbar.

			ROLE: USER		
EVENTS	TARGETS	QUERY	EDIT ACCOUNT	LOGOFF	HELP

Events – Event Deconfliction
Targets – Target Deconfliction
Query – Create reports of events/targets entries for monthly reports
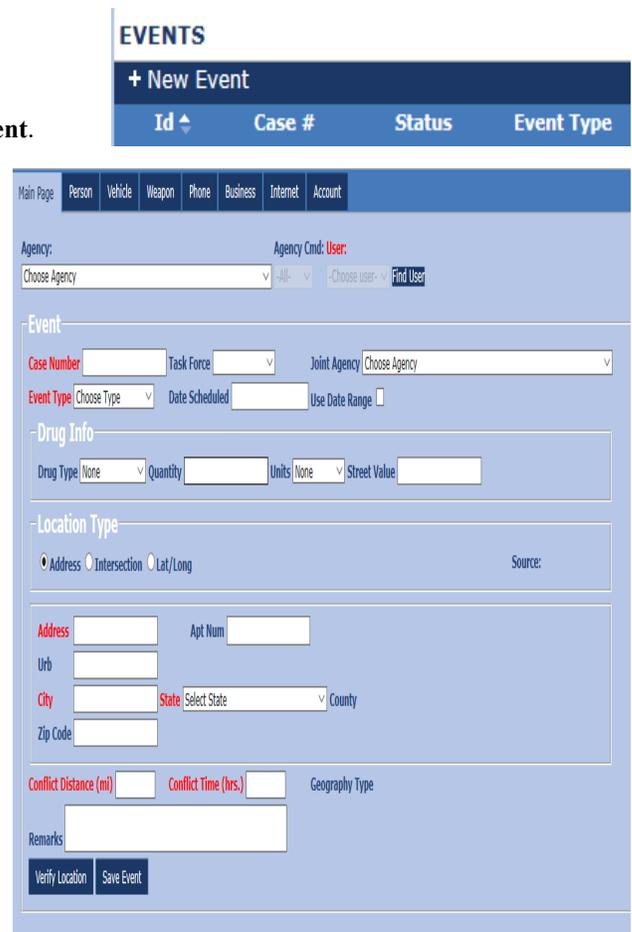**Edit Account** – Change password
Log Off – Manually log-off of the SAFETNet system
Help – Program Help Screens

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1. Entering an Event

1) Select the Events button from the toolbar and select **+ New Event**.

2) Complete the fields describing the event. The required fields are in red.

   o **Case Number** - Enter the active case number for the event. If no case number is available enter a string of characters and edit later once a case number is obtained.

   o **Task Force** - Field not used.

   o **Event Type** – Surveillance, arrest, search warrant, drug buy/sell, controlled delivery, etc.

   o **Date Scheduled**– Date and time of event. Click the empty white field for a calendar pop up. Time is recorded as military standard (00 hours through 23 hours.)

      A period of time for any event can be entered by using the data range feature. Simply click the **date range** box then select your beginning and end times for the event.

   o **Drug Info** (optional)– Use this area to record details of drug buys or sells. The remarks field can record comments regarding surveillance locations or a requesting agent's name.

Events are compared for conflict within the following parameters for Urban and Rural Events:

Urban	2 hours before and after the scheduled time(s), proximity of 0.5 miles
Rural	4 hours before and after the scheduled time(s), proximity of 1 mile

SAFETNet also determines the ideal distance and time when checking for conflicts based on the population density of the event's location.

o **Location** – Location or Address or Latitude/Longitude. The location can be entered by **Intersection** (cross-streets), **Address** or **Latitude/Longitude**.
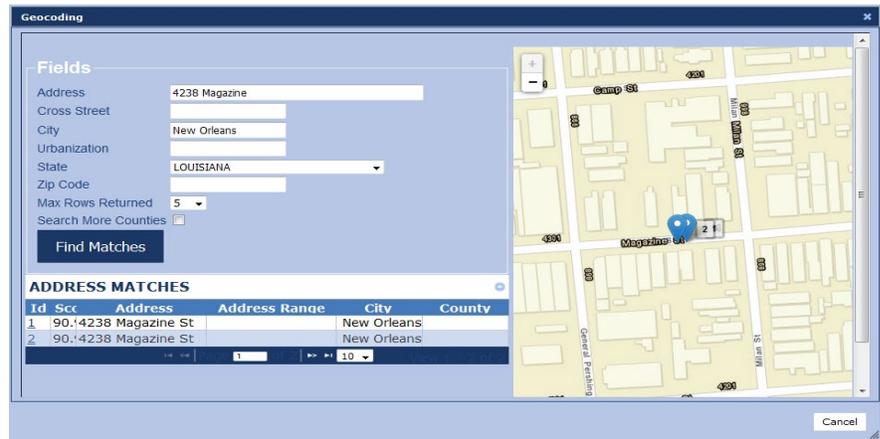
3) Verify Location

When the red event fields are completed, select the "**Verify Location**" button. If you entered the information in the Intersection or Address fields you should get a pop-up window (*Geocode Addresses*) displaying the results of the search. If more than one address is listed and displays on the map, choose the address location closest to your event location. Select the number under the **ID** field from the results.

After you have successfully verified the location a green star will appear on the map at the location you specified.

! *Please remember to wait for the map to update. This may take a few seconds.*

Address Hints

If the Geocode Addresses list is blank, try making changes to your search.

- o Strip down your location as much as possible.
- o Remove Blvd, Rd, St, Pkwy, etc.
- o Remove N,S,E,W if part of street name. (Ex. 1402 N 3rd St. becomes 1402 3rd)
- o If all else fails, search for a different street in the area to help locate the event.

If the address is still not found or if the location doesn't have an address, such as an Interstate location, you can use the "Pick" feature to manually identify the location of the event. Exit out of the Geocode Addresses window if it is still open.

Manual Location Selection (Pick)

You can manually select a location on the map if the address can't be found or the location doesn't have an address (example: Interstate exit.)

To manually select the location on the map simply drag the blue marker to the desired location. In order to zoom in or out on the map roll the mouse wheel forward (zoom in) or back (zoom out).
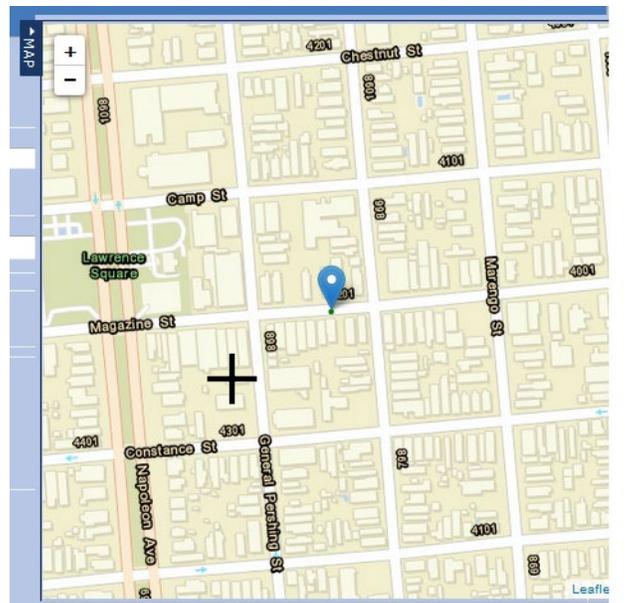
A *location must always be verified* and marked with a green star *before submitting the event*.

4. Submitting an Event

After the location is verified, you must "**Save Event**" to enter it in the system. The details of the event, along with a unique event ID number, are displayed on the following screen. This number is the Event ID by which events are identified in conflict reports.

Print this page for your records or case file. An email will be sent to the agent entering the event and their supervisor.

Event Conflict Notification

If the event submitted is in conflict with another scheduled event, several methods of notification occur:

1. A warning message in red text will appear **on screen** and one or more phone numbers will be displayed near the bottom listing a point of contact to assist in resolving the conflict. (see image)

2. An **email** will be sent to both agencies associated with the events in conflict.

3. The **Watch Center** will receive an on-screen and email notification.

4. A **text message** will be sent to both agencies associated with the events in conflict. (If the user listed their cell phone provider).

When you receive a conflict, please contact the conflicting agency prior to your event taking place. If you are unable to contact the conflicting agent, call the Watch Center at 228-214-7080 . They will be able to assist you in contacting the conflicting agency.

Editing a Current (unexpired) Event

1) Go to the **Events** section of SAFETNet.
2) Under the **ID** field select the event you wish to edit by clicking on the underlined 5 digit number.
3) Make any required changes using the same rules as above and resubmit by clicking the **Save Event** button.
4) If you wish to cancel the event select **Cancel Event** when editing an event.
5) Events automatically expire after the time has passed.

Event Entry Additional Notes

1) Unless you possess a supervisory role within SAFETNet, **never** enter an event for anyone but yourself. This can cause issues when attempting to pull statistical reports and any event conflicts would direct officers to points of contact not directly involved in the operation.
2) Although SAFETNet allows for events to be entered over a **Date Range, limit your range from a week to two at the absolute most.**
3) In the past targets had to be entered separately from events. In version 4 you can now add a target to an event at the same time. When entering an event you can select a target to add along the top (person, vehicle, weapon, etc.)
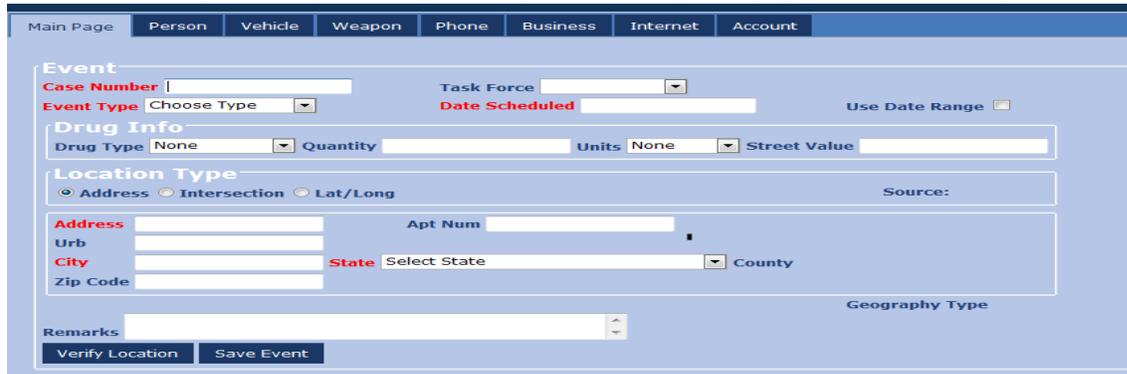
4) When you have selected the type of target you wish to enter you will have the option to either **Add Existing Target** or **Add New Target.**
5) Selecting **Add Existing Target** will bring up a list of that particular type of target that has already been submitted. Once the targets show up, select the target you wish to add by checking the empty box on the left and selecting **Add to Event** below.
6) Selecting **Add New Target** will bring up a window that looks similar to what you see when entering a target under the **Targets** section. Fill in all of the information you have about the target then select **Save.** This will add the target to the event and if the target is a **New Target** it will also be added to its respective target section.
7) At this point, if you have completed all information for your event and verified the event location select **"Save Event"** below. If you still have to complete the event side select **"Main Page"** along the top to go back to the event information screen.

Query – Events (Reports)

The Query button on the SAFETNet Navigation Menu allows you to search all of the events that the agent or group has entered. You may search on Agency Item Number, User Name, Event Type, Drug Type, Address, Cross Street, City, State, Zip Code, Dates and Event Status. A list of events from the information you entered will display on the left, and the map to the right will update to show the area containing all the events that relate to your search. Events in this area will be marked with a green star.

To display specific information about an event from the Query Results, click the ID number of the event, which appears as a link. To select an event on the Map Window, select Identify on the Map Function Menu. Click the mouse pointer on the star that marks the event you want to view.

To create a report of your list of events, click the Report button below the list of events. This will generate an Adobe PDF file of at least two pages. The first page is a map of the event locations and the following pages are a text-only listing of the events. This report can be saved or printed.

2. Entering a Target

SAFETNet is capable of identifying similar targets of interest and reporting conflicts with other agencies. It works as a pointer system that will not reveal any of your case information. It provides only contact information where the data is located.

Enter the Targets Database by selecting TARGETS from the top-right of the page.

ROLE: USER

EVENT **TARGETS** QUERY EDIT ACCOUNT LOGOFF HELP

Entering Targets in the Target Database

Targets of investigations can be entered into SAFETNet and maintained. To select which type of target you wish to enter, hover of the words **Targets** along the top. A list of the types of targets that you can enter will appear. Scroll over the type of target you wish to enter and select it.

Select **+New Target** to enter a new target into the database.

Enter the Target information and hit **Save** to save the Target in the database. Check the bottom of the screen for any current Target matches. (See Target Conflicts on next page.) The Target will be active in the system for 180 days. The more information that is entered for a target, the more likely a similar match will be found. During target inquiries, targets are compared and given a score based on similar fields. Exact matches on a field are given the highest field score. Partial matches will receive a partial field score. The score is calculated and given a total Target score. Target scores above the matching threshold score will result in a conflict.

Targets can be updated or modified as you gain more information. Use the green checkmark on the right to edit or view a target. Each Target will be given an expiration date of 180 days from the date of update. During that "Active" period, any inquiry through SAFETNet or NVPS that is over the conflict threshold of a target will create a conflict notification.

If you need to extend the expiration for an additional 180 days, update the Target information and **Save** it. It will automatically restart the 180 day active period. After a Target has expired, it will remain in your Target list and can be reactivated if needed. Once an investigation is complete, and a target is no longer needed, it must be cancelled within SAFETNet. To do this select **Edit** next to the specified target. Once the target information comes up, select **"Cancel Target"** at the bottom of the page.

After you have selected the **"Cancel"** button, select **"OK"** on the pop up window.

Dr. Lic. State: -State-
Other ID: Type: None
Notes:

Expiration Date: 10/24/2012
Status: ACTIVE

☑ Send EAI Query Define Recuring Query
Save   Cancel

Target Types and Data Fields

Person	Vehicle	Weapon	Phone	Address	Business	Internet	Account
Agency Case #	Agency Case #	Agency Case #	Agency Case #	Agency Case #	Agency Case #	Agency Case #	Agency Case #
Last Name	License	Caliber	Area Code	Address	Business Name	Screen Name	Account Number
First Name	License State	Weapon Type	Phone Number	Apartment Number	Address	Email Address	Account Holder
Middle Name	License Expiration	(NCIC Code)	Phone Type	City	Notes	Email Domain	Financial Institution
Suffix	License Type	Finish	Country Name	State		Domain Name	Routing Number
Moniker or Alias	(NCIC Code)	(NCIC Code)	Extension	County		IP Address	Account Type
Gang	VIN	Barrel Length	PIN	Zip Code		Internet Service	Notes
Gender	Make (NCIC Code)	Manufacturer	Phone Owner Name	Notes		Provider	
Race	Model (NCIC	(NCIC Code)	Is Cool Phone			Email	
DOB	Code)	Model	Notes			Notes	
SSN	Model Year	Serial Number					
State ID	Type (NCIC Code)	Owner name					
FBI ID	Color	Notes					
Driver's License	Notes						
Other ID							
Notes							

TARGET CONFLICTS

SAFETNet Target Conflicts that currently match your target will display on the bottom of the screen and provide contact information for the other agency. Target conflicts will also result in an email to the user and conflicting agent. Please contact the agent to discuss the case information.

If a target creates a conflict from another agency within the 180 day period, an email containing contact information will be sent to both users.

EAI – Enterprise Application Integration

The EAI Query will check external law enforcement databases for matching information. The results page will list the databases where possible matches occur and provide the point-of-contact information to retrieve the records. Possible results can include data from Names, Traffic and FIC (Field Interview Cards) databases. Currently, the system will perform an EAI query for Person and Vehicle Target types.

The results will be listed at the bottom of the Target saved screen or you can click the **Get Query Results** link at the bottom of the page, after saving your target. A new Internet browser page will open. *Pop-Up blockers must be disabled for the SAFETNet system.* The page will list all databases that have similar records. The header for each database includes the name of the database and point of contact information for the agency. **Please contact the agency for further information on the target.**

To review the results at a later date, go to the Target list and click the **Query Results** Icon located to the right of the Target listing.

To check for new results, go to the edit target menu and resubmit the target.

A recurring EAI database query can be set for automated daily or weekly queries related to the target by selecting the **Define Recurring Query** link before saving the target.

National Virtual Pointer System (NVPS) – Only for Person Targets

At the bottom of the Person Target entry screen, a check box (default: checked) is labeled **Send NVPS Query**. When this box is checked, a query is sent through the NVPS. The query compares the data for your person target for similar data in other national deconfliction systems. If a similar target is found, you will receive an email confirming the match and provide the contact information for the other agency.

What is NVPS?

In November 2004, SAFETNet was connected to the National Virtual Pointer System (NVPS), which is a joint initiative of HIDTA, Regional Information Sharing System (RISS) and the Drug Enforcement Administration (DEA). The NVPS will link the Gulf Coast HIDTA SAFETNet with the DEA's National Drug Pointer Index (NDPIX), other HIDTA SAFETNets, Magloclen RISS Center, MOCIC RISS Center, Missouri Statewide Police Intel Network, NESPIN RISS Center, RMIN RISS Center, ROCIC RISS Center, and WSIN RISS Center.

NVPS addresses the need for national information sharing and communication within the law enforcement community. With a single entry from HIDTA, DEA or RISS, the target is compared with all participating pointer deconfliction databases. NVPS will not be limited to narcotics investigations and will include data on all crimes. A single entry will simultaneously access target deconfliction databases and will result in a nationwide target deconfliction solution.

NVPS is a seamless integration with SAFETNet and doesn't require any additional data entries. When an agent enters a Person Target, they are given the option to send an NVPS query via a check box. As the system queries the various databases, emails will return to the agent with the point-of-contact where the similar targets are located. This provides a one-entry / multiple-result system via automated email notifications.

<u>**NVPS Target Conflicts**</u> will result in an email from each matching source connected to the NVPS system.

The email will include a summary of your case information entered for the target. *This information is not transmitted to the matching agency.*

At the bottom of the email is the contact information for the matching agency and their case number for reference.

Please Note: A valid email address is required to receive result notifications from SAFETNet, NVPS, and the EAI systems.