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

3838 North Causeway Boulevard, Suite 1900, Lakeway III Metairie, LA 70002 571-362-4881

Administrator Contact Information

Gulf Coast HIDTA 3838 North Causeway Boulevard Suite 1900 Metairie, LA 70002 571-362-4851 571-362-4915 Fax

Ronald Hoefeld HIDTA SAFETNet System Administrator 571-362-4881 hoefeldr@gchidta.org

Royce Pardue Gulf Coast HIDTA Network Administrator 571-362-4878 parduer@gchidta.org

Connecting to SAFETNet

- INTERNET
- Dispatch/Radio Room

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

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.



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.



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.

hoefeldr@gchidta.org / 571-362-4881



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

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

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.
 - **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.
 - Task Force Field not used.
 - **Event Type** Surveillance, arrest, search warrant, drug buy/sell, controlled delivery, etc.
 - **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.

 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



Main Page	Person	Vehicle	Weapon	Phone	Business	Internet	Account	
Agency:						Agency	Cmd: User:	
Choose Ag	ency					∨ -A - 1		se user- 🗸 Find User
- Event								
Case Nu	nber		Tas	sk Force		V	Joint Age	ncy Choose Agency 🗸
Event Ty	pe Choose	е Туре	∨ Da'	te Schedu	led		Use Date	Range 🗌
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-Loca	ition T	уре—						
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Urb								
City			State	Select St	ate		∨ Cour	ıty
Zip Co	de							
Conflict	Distance (mi)	Co	nflict Tim	e (hrs.)		Geograph	у Туре
Remarks								
Verify L	ocation	Save Even	t					

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.

 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.

- Strip down your location as much as possible.
- 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)
- 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	A Conflicts with	this event exists.	Read below vo	ur event details a	and contact the li	sted agent(s) imn	nediately.		201		-			
insting a point of	Following is a sur	nmary of the event	t. You can print	t this for your reco	ords.				2				Duplicate	191
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contact to assist in	Case Number	Test 6-Base	a 3 8/27						- K		Edu dese	Chestant St		
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will receive an on-									E	0	Q			eafle

screen and email notification.

2.

3.

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.
- If you wish to cancel the event select Cancel Event 4) when editing an event.
- 5) Events automatically expire after the time has passed.

+ New Even	it	
Id 🗢	Case #	Status
<u>21730</u>	KUJ187	ACTIVE
21729	BMNS872	CANCELLED
21726	ANN82	CANCELLED
21727	AMD45982	CANCELLED
21728	NMJD897	CANCELLED
<u>19597</u>	GJ-11-0041	EXPIRED

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.)

in Page	Person	Vehicle	Weapon	Phone	Business	Internet	Account	
ase Numl	ber			Task Fo	orce	-		
vent Type	Choose T	ype 👻]	Date So	heduled			Use Date Range 📃
Drug 1	Info —							
Drug Typ	e None	- Q	uantity		Unit	s None	Street V	alue
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Address Urb City Zip Code	on Typ∕ ss ⊙ Inter	e section O	Lat/Long A State Sele	pt Num ect State		•	 County 	Source:
Address Urb City Zip Code	on Type	e section O	Lat/Long A State Sele	pt Num ect State		•	County	Source: Geography Type
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- 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.



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 Re Save Cancel	curing Query		

Target Types and Data Fields

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

TARGET CONFLICTS

<u>SAFETNet Target Conflicts</u> 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.

Drivers License:			Drivers License Stat	te: Select State		•					
Other Id:			Other Id Type:	None	[•					
Notes:					* T						
Expiration:	7/22/2013										
Status:	ACTIVE										
Send EAI Que	ary Define Recurrin	g Query									
Save Ca	ancel Target										
A Possible Conflic	ts. Please review conflic	ts below.									
CONFLICTIN	IG TARGETS										
Target ID	Case #	First Name	Middle Name	Agent Name	Agent Phone	Agent Pager	Agent Email	Agency Name	Agency Contact	Target Score	Conflict Thr Ag
16514	SVA763	James	c	arlos Penagos	(501) 217-6500		safetyntest1@gma	ai DEA-Little Rock-MI		6.50	5.50

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.

Mail Properties Personalize Message Source Discussion Thread	
From: <gc-hdda_safetnet_test@gchidta.org></gc-hdda_safetnet_test@gchidta.org>	1/23/2013 10:37:08 AM
Io: Manager, Network; montreak.2010@yahoo.com	
GroupWise has restricted this webgate from running scripts or ActiveX controls that could access your computer. Click here to allow access.	
Person	*
Target ID 16514	
Case # SVA763	
First Name James	
Middle Name	
Address	
City	
State	
SSN	
State ID	
State ID State	
Target Score 6.5	
Target Agency Agency Agency Agency Agency	y
ID Name Phone Pager Agent Email Name Contact Phone	;t
16515 BIA187	
-	

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 Ouery 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.

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ame:Danielle	Shirk Phone	:504-363-5558	Mail: <u>shirk di@</u>	ipso.com							
ew? First Name	Middle Name	e Last Name Su	ffix Moniker	D.O.B.	Sex Race	SSN	FBI ID Driver's License				
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101101		DOE	5	28/1959	В						
VEVV JUHN				09/1967	B						
VEW JOHN		DOE	4								
NEW JOHN NEW JOHN	v	DOE	8	/15/1966	W						
VEW JOHN VEW JOHN VEW JOHN	v	DOE DOE DOE	8	/15/1966 //2/1984	W						
VEW JOHN VEW JOHN VEW JOHN VEW JOHN VEW JOHN	v	DOE DOE DOE DOE	8	/15/1966 //2/1984 /26/1967 /1/1959	W W B						
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To check for new results, go to the edit target menu and resubmit 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.

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.

Novell.	Mail Message
From:	enetman@achidta.org>
To:	Steve Williams
Date	Sunday - June 5, 2005 4:10 PM
Subject:	Agency User: Person Target Results from NVPS query have been received Mime 822 (1549 bytes)
VPS Quer UpdateTime	y Results were received by <u>SafeTnet</u> for the PERSON(s) described below. g: 6/5/2005 4:11:46 PM
Farget ID: 1	70
Case #: GC	H-516-05
-irst Name:	JOSHUA
vliddle Nam	e: LEE
ast Name:	PERKINS
DOB: 02/	18/1959
Address:	
City: New 0	Drleans
State: LA	
Zipcode:	
Agent Name	e Steve Williams
Agent Phon	e: 504-840-1490
Agent Page	с. С
Agent Email	: willias@gchidta.org
Agency Nan	ne: Police Department
Agency Con	tact. Steve Williams
l arget Scor	3:
Agency Con	tact Phone: 504-840-1490
i nresnold:	
Results:	
Agency ORI	:MOMHP0006
Officer Nam	e:Intelligence Section
Agency Nar	<u>ne:Missouri</u> State Highway Patrol
Officer Phor	ie:5735266170