



VERITRACKS[®] USER MANUAL

Version 10.9.1

Satellite Tracking of People LLC
1212 North Post Oak Road, Suite 100
Houston, Texas 77055

BluTag® complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- This device may not cause harmful interference, and
- This device must accept any interference received, including interference that may cause undesired operation.

RF Exposure (SAR) Statement for BluTag®: (FCC ID S5EAA90048, FCC ID S5EAA70038 & S5E0906BT5)

This equipment complies with FCC RF radiation exposure limits set forth for an uncontrolled environment. It was tested as an ankle worn device in accordance with OET Bulletin 65 Supplement C. The maximum SAR value reported is 0.572W/Kg. The GSM and ISM transmitters used in BluTag are not co-located. The ISM transmitter is operational only when it is required to communicate with the associated equipment. The BluTag is set up automatically to prevent simultaneous transmission between the GSM and ISM transmitters”

RF Exposure Statement for BluBox™ (FCC ID S5EAA90548) and BluHome™ (FCC ID S5EBH0107A)

This equipment complies with FCC RF radiation exposure limits set forth for an uncontrolled environment. The antenna(s) used for this transmitter must be installed to provide a separation distance of at least 20 cm from all persons and must not be co-located or operating in conjunction with any other antenna or transmitter.

WARNING – Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user’s authority to operate the equipment.

BATTERY SAFETY

The Blutag Device contains a non-removable lithium-Ion battery. Do not attempt to remove the battery. Do not dispose of The Blutag or the lithium-Ion battery in a fire. Please return the Device to Satellite Tracking of People LLC for disposal otherwise only dispose of the battery or Blutag device in accordance with the laws and regulations in your area governing disposal of this type of battery.

The lithium-Ion battery might present a fire or chemical burn hazard if mistreated. Do not disassemble, crush, or puncture the lithium-Ion battery or the Blutag Device. Do not heat the battery or Blutag Device above 140°F (60°C).

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



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CHAPTER 1: ABOUT VERITRACKS® AND “BLU” DEVICES

VERITRACKS

VeriTracks simplifies enrollee monitoring. This innovative, Internet-based public safety tool receives, stores, and distributes monitoring data transmitted by BluTag® devices and BluHome™ units.

VeriTracks streamlines daily supervision tasks and, where applicable, crime solving data. Tabs and widgets allow you to choose what to view and where to view it. VeriTracks is accessible 24/7 via any computer with a high-speed Internet connection. Robust mapping can display and animate current or historical tracks of multiple enrollees simultaneously. You determine which event and violation notifications to receive, and how to receive them (email, fax, pager or text message).

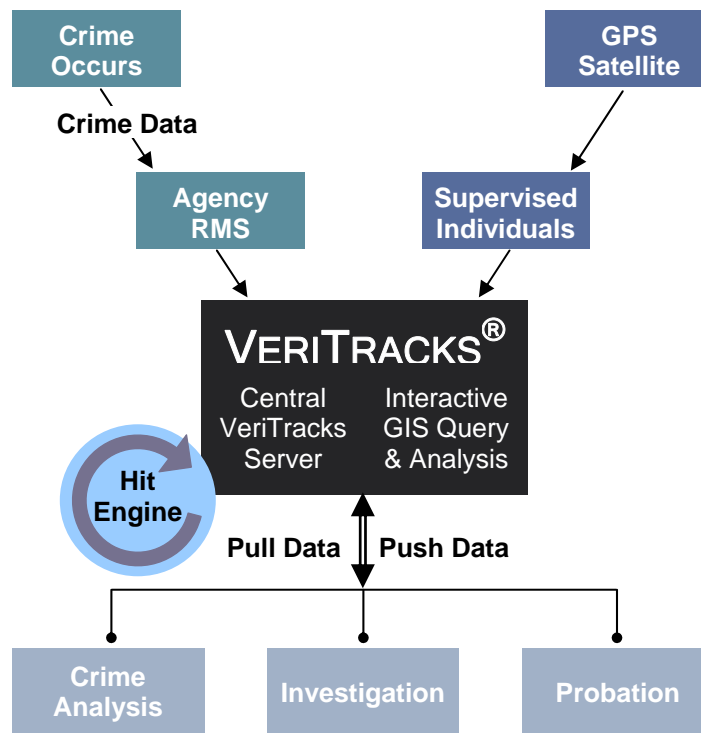


Figure 1 – VeriTracks 10.0 Browser Layout

With VeriTracks you can:

- Analyze historical tracks for patterns and trends in the movements of enrollees.
- Zoom down to closely examine a city block or zoom out to view an entire state.
- Determine the nearest U.S. Postal Service address for any location on a map.
- Use exclusion and inclusion zones to help modify an enrollee’s behavior by requiring them to remain in or avoid certain locations for a specific length of time. Exclusion zones are geographic areas an enrollee is prohibited from entering. Inclusion zones are geographic areas in which an enrollee is required to enter and remain.

“BLU” HARDWARE DEVICES

STOP offers a range of hardware devices designed to meet the evolving demands of our diverse customer base. The center piece of these devices is BluTag, the world’s first one-piece Global Positioning System (GPS) tracking device. It houses its receiver and transmitter in a single unit. This eliminates the need for enrollees to always hand carry the monitoring component.

The BluHome and BluBox accessories link to BluTag devices via a radio frequency (RF) “tether” and enhance the monitoring of an enrollee’s curfews for his or her residence.

BluTag Active benefits and operations:

- Single one-piece device, including GPS and GSM/GPRS
- Device settings are programmable over the air
- Remote programming of multiple inclusion and exclusion zones
- Layered location capability gives multiple avenues for locating an individual
- Battery life in excess of 30 hours
- Low-battery notification by a vibrating alarm
- Weighs only six ounces
- High temperature stability
- Audible tone or vibration alarm can be programmed and sent immediately
- Performs exceptionally well under diverse environmental/atmospheric conditions
- Waterproof to a depth of 50 feet
- Tamper resistant fiber optic strap



BluTag® Active

BluTag Active monitors enrollees using active GPS technology, which generates immediate notifications containing near real-time data. This allows supervising agents to quickly take the appropriate action related to the notification.

Because BluTag is a one-piece monitoring device, it remains securely fastened to an enrollee’s ankle at all times. No additional equipment is needed to effectively monitor an enrollee.

In its standard configuration, an active device contacts VeriTracks once every 10 minutes to transmit its tracking data. However, the device calls in immediately in the event of a violation. This provides near real-time violation notification and near real-time enrollee tracking.

BluTag Passive

BluTag Passive is the only commercially proven one-piece passive GPS monitoring device on the market today. An enrollee need not carry or plug into any other equipment.

BluTag Passive transmits data through an RF tether to BluHome, a GPS accessory with communication capability, while still attached to an enrollee's ankle. Multi-piece passive GPS devices require an enrollee to remove the transmitter (the component that actually tracks an enrollee's movements) every day for up to eight hours to recharge the battery and/or transmit monitoring data.

BluTag Passive receives and stores all monitoring data onboard until the enrollee enters the RF tether range of BluHome, which is installed in an enrollee's home. More information about BluHome is included later in this chapter.

BluTag Passive immediately receives GPS coordinates when the RF tether between itself and BluHome breaks. Because BluTag Passive remains securely attached to an enrollee's ankle at all times, public safety is enhanced because the movements of an enrollee are tracked 24/7, even when an unscheduled exit from the residence occurs. BluHome sends VeriTracks a violation alert when such an event occurs.

BluTag Hybrid

BluTag Hybrid communicates device tampering and inclusion zone violations with near real-time data like BluTag Active. Supervising agents can also "ping" the device so it immediately transmits the enrollee's current location regardless of when the last GPS coordinates were transmitted to VeriTracks.

A distinct advantage of BluTag Hybrid is its ability to easily and quickly convert to active GPS monitoring without changing equipment. Supervising agents need only call, email, or fax our Solutions Center any time of the day or night to switch the device to active GPS monitoring.

BluTag Hybrid transmits monitoring data using one of two cellular networks or through an RF tether with BluHome. When BluTag Hybrid is used in conjunction with BluHome, the RF tether linking the two units engages when the enrollee enters the tether's range. More information about BluHome is included later in this chapter. BluHome is an optional accessory for BluTag Hybrid and not required for BluTag Hybrid's normal operations.

In its standard configuration, a BluTag Hybrid device calls VeriTracks to transmit its tracking data under the following conditions:

- Enrollee charges the device
- Enrollee enters the tether range of a BluHome unit
- Enrollee violates a 911 Inclusion zone
- BluTag records a bracelet strap tamper
- Agent or officer "pings" the device while logged into VeriTracks

BluBox

BluBox is a GPS accessory designed for use in group residential facilities with multiple enrollees or for a single enrollee without sufficient cellular telephone coverage. It emits an encrypted RF signal to electronically tether multiple enrollees monitored with a BluTag device. BluBox does not transmit monitoring data. The BluTag device attached to the enrollee's ankle transmits monitoring data.



BluBox benefits and operations:

- Enhance curfews with the RF signal regardless of layout or construction of facility
- BluBox is installed in an inconspicuous location
- Uses a standard AC electrical outlet for power
- Back-up battery power lasts up to three days
- Detects and transmits unauthorized movement or tampering to BluTag, which sends the data to VeriTracks
- When an enrollee enters the RF signal range and BluBox and BluTag are tethered together, BluTag transmits a message to VeriTracks about the tether
- When BluTag is tethered to BluBox, GPS tracking is curtailed. When the tether is broken, GPS tracking returns to standard operations

BluHome

BluHome is a GPS accessory that transmits monitoring data through a digital or standard landline telephone connection in an enrollee's residence. When an enrollee enters BluHome's RF signal range, the unit immediately tethers itself to the BluTag device. GPS location data, violations, and other monitoring data transmit to the BluHome through the tether. BluHome then transmits the data to VeriTracks using the landline or digital telephone connection.

BluHome allows customized cut-off points for the RF tether regardless of the layout or construction of the residence. This significantly enhances curfews since the tether can be programmed to cut off at a specified location in or out of the enrollee's residence.



BluHome benefits and operations:


- Enhance curfews with customized cut-off points with the RF signal regardless of layout or construction of the residence
- No removal of BluTag from the enrollee's ankle to transmit monitoring data to BluHome
- BluHome installs in an inconspicuous location in the enrollee's home
- No enrollee interaction is required for normal operations or maintenance
- Uses a standard AC electrical outlet for power
- Back-up battery power lasts up to three days
- Detects, records and transmits unauthorized movement and electrical or telephone service interruptions

CHAPTER 2: GETTING STARTED

BROWSER AND SYSTEM CONFIGURATION

The following configuration requirements help maximize your connection to VeriTracks.

- VeriTracks runs in a 128-bit encrypted browser (e.g., Microsoft Internet Explorer® 6.0 or higher or Mozilla Firefox 1.0 or higher). If a computer's browser does not have sufficient encryption capability, a message appears directing you to a browser upgrade website. For further assistance, contact our Solutions Center toll free at 866.703.STOP (7867).
- Cookies must be enabled on the browser (used for login identification purposes only; enabled by default in Internet Explorer 6.0 or higher).
- JavaScript must be enabled on the browser (enabled by default in Internet Explorer 6.0 or higher).
- The minimum screen resolution setting is 1024x768. The optimal resolution setting is 1280x1024.

 **TIP:** If you have appropriate administrative rights on your computer, you may change settings for cookies and JavaScript by selecting **Tools > Internet Options** in Internet Explorer, and then selecting the **Settings** button in the Temporary Internet Files section of the General tab.

Verify and change screen resolution by right-clicking on the Desktop and selecting **Properties > Settings** tab.


GETTING HELP

The technical support staff at STOP's Solutions Center is pleased to assist with any questions regarding the operation of BluTag, BluBox, BluHome or VeriTracks.

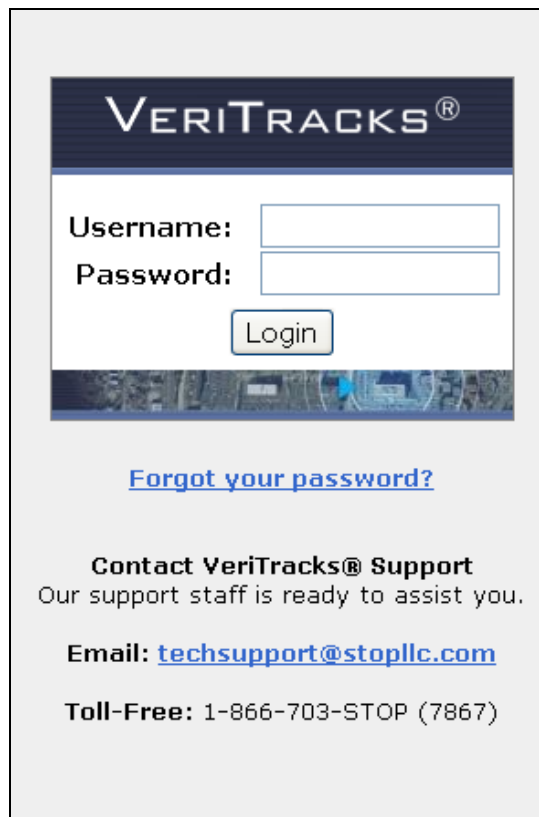
Contacting STOP's Solutions Center:	
By Phone:	1-866-703-STOP (7867)
By Fax:	1-877-410-STOP (7867)
By Email:	TechSupport@stopllc.com
By Mail:	Satellite Tracking of People, LLC 1212 North Post Oak Road, Suite 100 Houston, Texas 77055

LOGGING IN

1. To start, open the Internet Explorer browser.
2. In the address line on the Home Page, enter the following address
<https://www.veritracks.com>
3. Accept the Security Certificate (if applicable). The VeriTracks login screen displays.
4. Enter your **Username** and **Password**.

 **TIP:** If you forget your username or password, VeriTracks can email the information to you. Simply click the “Forgot your username or password?” link and follow the instructions.

5. Click **Login**. The VeriTracks browser will display. In organizations that have a hierarchy of field and regional offices, select the office you wish to access from the list on the screen.



VERITRACKS®

Username:

Password:

Login

[Forgot your password?](#)

Contact VeriTracks® Support
Our support staff is ready to assist you.

Email: techsupport@stopllc.com

Toll-Free: 1-866-703-STOP (7867)

Figure 2 – VeriTracks Login Screen

VERITRACKS ORI HIERARCHY

An ORI is a unique nine-character identifier assigned by the FBI to law enforcement agencies. VeriTracks uses this identifier when available to establish the unique identity of each of its customers in the VeriTracks system. If an agency does not have an FBI ORI we will create a VeriTracks ORI. Larger organizations that are divided into geographic regions, functional branches, and field offices can be set up in VeriTracks to replicate their organization’s hierarchy of offices. Additionally, organizations that have a reason to separate two supervised populations like adults and juveniles can have their populations separated in VeriTracks. For simplicity’s sake, all of these entities in the hierarchy are referred to as ORIs.

For example, if an agency has a headquarters office and three field offices, the headquarters office is set up as the “parent” ORI and the three field offices as “child” ORIs. Users with access to the parent ORI can view enrollee information and tracking data, monitor inventory lists, receive notifications, etc for all three child ORIs as well as the parent ORI. Users who only have access to a child ORI only have rights to the above information for their own ORI.

VERITRACKS BROWSER LAYOUT

VeriTracks 10.0 consists of the Header Panel, the Tab Page Panel, the Widget Panel, and the Map Panel. Figure 3 shows the location of each of these panels.

TIP: VeriTracks 10.0 uses tab pages and widgets to organize functionality. Widgets are the small windows seen in each tab page.

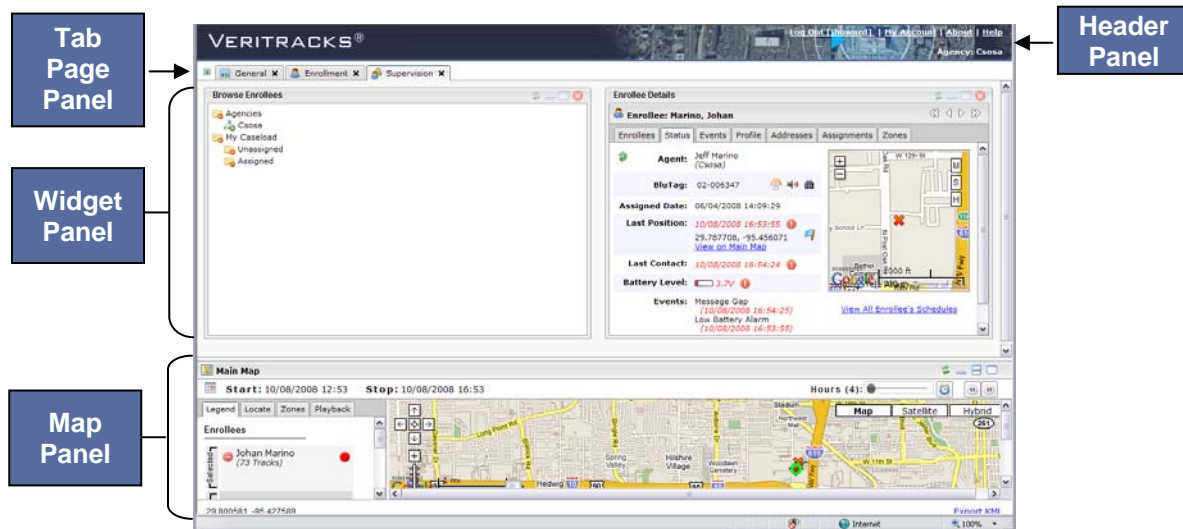



Figure 3 – VeriTracks 10.0 Browser Layout

BASIC NAVIGATION

 **WARNING:** The **Back** button may produce unexpected results. Change from one tab or widget to another by clicking that tab or widget.

Tab Pages

VeriTracks utilizes tab pages and widgets allowing you to view the information you want in the order of your choosing. Select the tab pages to display in the Tab Page Panel. Add the same tab page multiple times in the Tab Page Panel. Available tabs include the following:

- **General** – view general system information and messages; available widgets include Introduction and Messages. Note: This tab page displays when first logging into VeriTracks. Use the feedback form to submit any questions or comments.
- **Supervision** – view the most current information for an enrollee; available widgets include Enrollee Details, Simple Enrollee Search, Advanced Enrollee Search, Browse Enrollees, and Schedules
- **Enrollment** – create and modify enrollee records; available widgets include Enrollment Entry, Simple Enrollee Search, Advanced Enrollee Search, Browse Enrollees, Browse Inventory, Schedules, Available Inventory, and BluBox Management
- **Inventory** – manage devices and device inventory; available widgets include Inventory Details, Browse Enrollees, and Browse Inventory
- **Maintenance** – browse users and then maintain as necessary; available widgets include User Management and Browse Users
- **Analysis** – search for and view incident reports; available widgets include Simple Enrollee Search, Advanced Enrollee Search, Incident Search, and Incident Entry
- **Reports** – view report details; available widgets include Recent Reports and Report Viewer

To remove a tab page:

1. Click the tab page close icon on the tab you wish to close (Figure 4). This icon appears to the right of the tab page label in the Tab Page Panel. This closes the tab page.

To add a tab page:

1. Click the tab page selection icon in the Tab Page Panel (Figure 4). A drop-down list appears and displays all of the available tab pages.
2. Select the tab page you wish to add. This tab page will now appear in the Tab Page Panel. The default widget(s) will appear on the tab page once it opens.

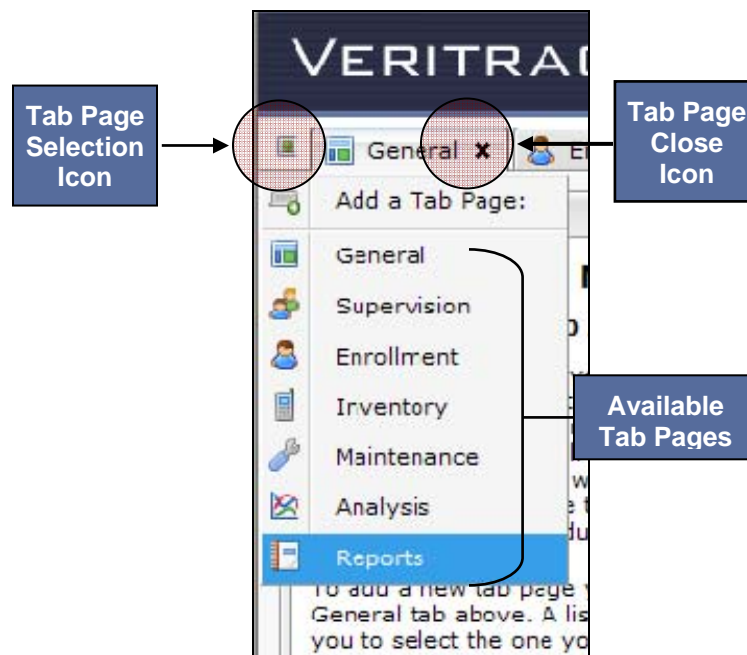


Figure 4 – VeriTracks Tab Pages

Widgets

VeriTracks presents information as widgets, which represents a group of related information or functions. Widgets display the information and functions that you choose in a manner that is most useful to you. For example the Enrollment Widget contains data and functions used to enroll an individual on a device in VeriTracks. Widgets can be added to or removed from a tab page and arranged on the tab page in the order that makes the most sense to you.

Each tab page has a drop-down list of widgets available on that tab page. Available widgets are organized into two sub-menus: function specific widgets and Generic Widgets.

When a widget is selected, the information is placed within a box on the tab page. These boxes may be moved on the tab page as you wish. Each widget box has a toolbar that appears in the upper-right corner of the widget box.

- **Function specific widgets** – Function specific widgets present information or functions specific to the topic of the tab. Function specific widgets will vary on each Tab Page Panel.
- **Generic Widgets** – Generic widgets appear on many tab pages and include Clock, Calendar, and Feedback.

To add widgets to a tab:

1. Click the widget icon (Figure 5) on the tab page to which you wish to add the widget. This icon appears to the left of the tab page name in the tab page label. Each tab page has a unique widget icon.
2. A drop-down menu listing the widgets available for that tab page appears. Navigate to and select the widget you wish to add to the tab page.

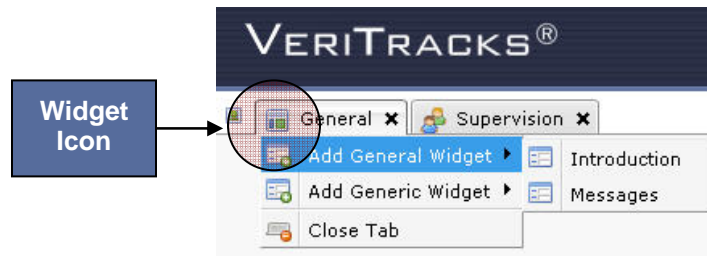


Figure 5 – VeriTracks Widgets

To remove widgets from a tab page:

1. Click the widget close icon from the widget toolbar. The widget will close.

To move a widget:

Widgets can be repositioned on a tab page by clicking and dragging. When moving the widget, make sure the mouse cursor is inside the box. VeriTracks will handle the proper positioning from that point.

To use widget tools:

Each widget box in VeriTracks contains a toolbar with the following options:

Tool	Function
	The Reload icon redisplay the widget box using the most current data available.
	The Minimize icon only minimizes the widget box, not close it. Note that when the box is minimized, this icon is not available. Instead there is an icon that allows you to restore the widget box to its original size.
	This icon restores a widget box to its original size after it has been minimized. Note that this icon is available only when the widget box is minimized.
	The Maximize icon resizes the widget box so that it is the full width of the browser.
	The Close icon closes the widget box.
	This icon is used to refresh the data on the Enrollee Status tab in the Enrollee Details widget.

Modal Pop-Ups

Throughout VeriTracks, modal Pop-ups are used to enter or view information. A modal popup is a window which requires you to interact with and enter the requested information before returning to the widget.

Map

The map is permanently displayed on the bottom of VeriTracks. Resize the map by clicking on the header and dragging it up and down, or by clicking on the minimize, partial, or maximize icons on the right side of the header. If you maximize the map, it will cover the currently displayed widgets, but those widgets and their displayed information are available again as soon as the map is minimized or partially minimized.

DEFAULT SETTINGS

The first time you log into VeriTracks® 10.0, certain default setting pages and widgets are displayed. Change any or all of the default settings to a display order that is most logical for you.

The default pages and widgets for standard parole and probation users are:

Page	Widgets
General	Introduction, Feedback, Messages
Enrollment	Browse Enrollees, Enrollment Entry, Available Inventory
Supervision	Browse Enrollees, Enrollee Details

The default pages and widgets for law enforcement (crime scene correlation) users are:

Page	Widgets
General	Introduction, Feedback, Messages
Analysis	Incident Entry, Incident Search

If you open too many different pages and widgets, and want to return to the default settings:

1. Click on the **My Account** link in the upper-right corner of the browser window.

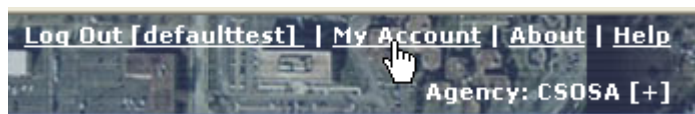


Figure 6 – My Account link

2. A modal pop-up displays your account information. Select the **General Settings** tab in the lower-left of the modal.
3. Check the **Reset Default Settings** box.
4. Click **Save** in the lower-right of the modal.

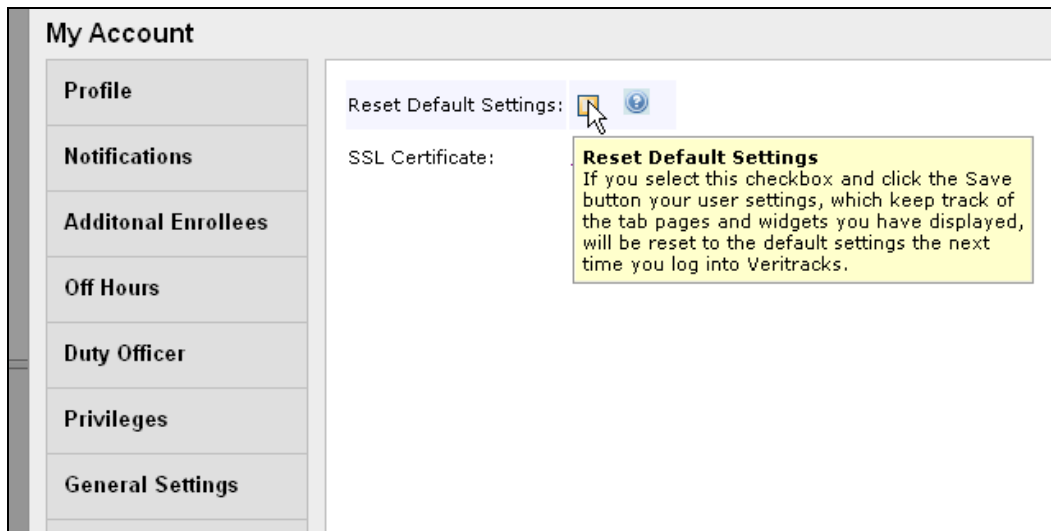


Figure 7 – My Account Modal

CREATING “YOUR” VERITRACKS

One of the unique advantages of VeriTracks® 10.0 is that the software remembers the pages, widgets, and settings that you select to display. Each time you log out, VeriTracks® 10.0 takes a snapshot of the current pages and widgets you had open. This makes it very convenient and shows the same pages, widgets, and settings you use most.

Your settings are automatically saved by VeriTracks®. However, to ensure your configuration is saved, use the log out link in the upper right corner.

UNDERSTANDING DATA ENTRY FEATURES

Text Boxes

Text boxes allow direct data entry using the keyboard.

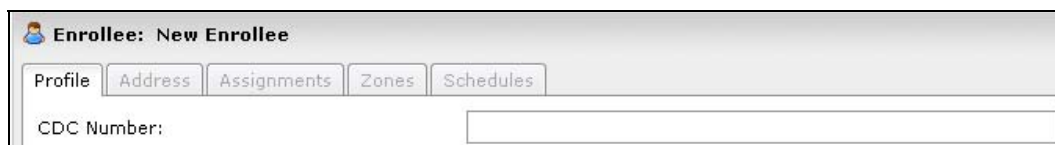


Figure 8 – Text Box

Date Fields

All dates can be input directly or picked off a calendar pop-up list.

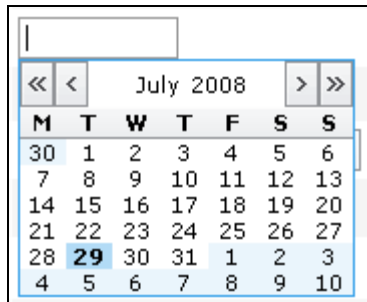


Figure 9(a) – Calendar

Drop-down Lists

Drop-down list boxes allow you to: (1) type information directly into the box, (2) search the list or (3) pick an item off the drop-down list. You cannot select multiple values in these fields.

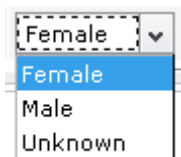


Figure 9(b) – Drop-Down List

Radio Buttons and Checkboxes

- Radio buttons allow you to select a single entry in a list of options. When options are presented in a list of radio buttons, a selection must be made.
- Checkboxes allow you to select multiple entries in a list. You also have the option of not selecting any option.

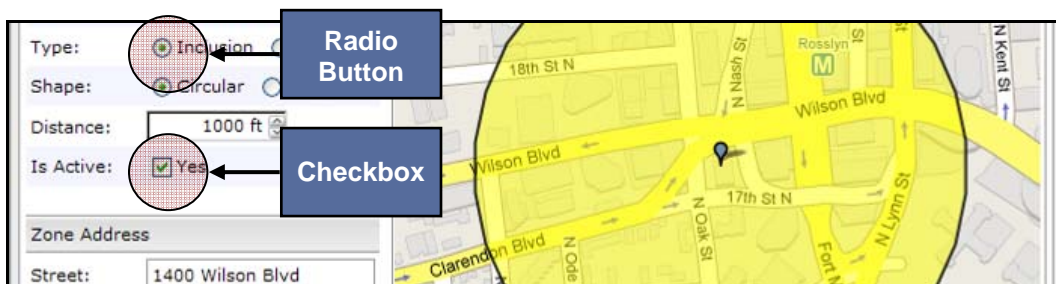


Figure 9(c) – Radio Buttons and Checkboxes

UNDERSTANDING SEARCH WIDGETS

Search Widgets

The **Simple Enrollee Search** and **Advanced Enrollee Search** widgets allow you to find enrollees in your caseload or for other officers by using easy to define search criteria.

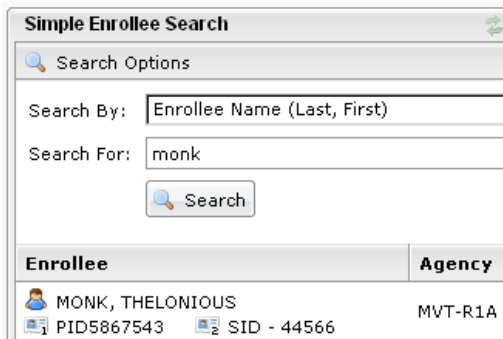


Figure 10(a) – Browse Enrollees My Caseload

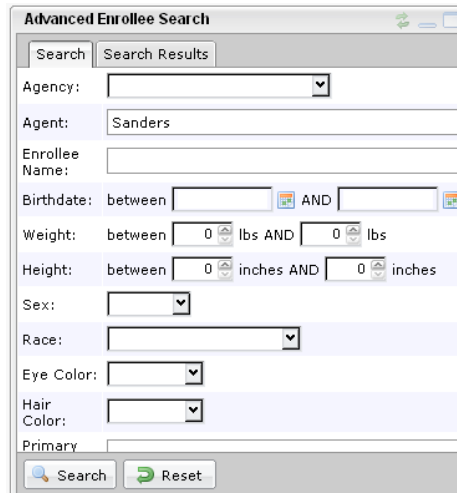


Figure 10(b) – Browse Enrollees My Agency

Browse Widgets

Use the **Browse Enrollee** widget to locate enrollees in any ORI that your login has permission to access. Enrollees are located in “folders”. Two main folders display in the widget—My Caseload and Agencies. My Caseload opens to the defaults shown in Figure 11(a). To locate enrollees under other officers or in other ORIs, use the Agencies folder. Figure 11(b) shows how to view your own (or other officer’s) enrollees in the Agencies folder.

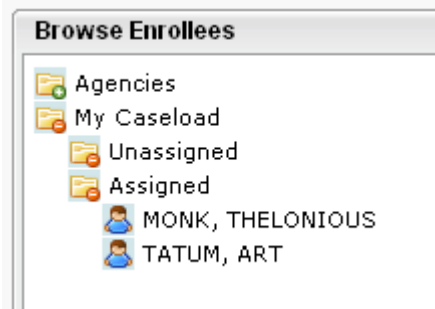


Figure 11(a) – Browse Enrollees My Caseload

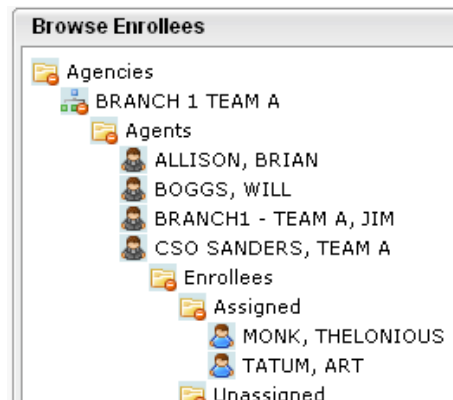


Figure 11(b) – Browse Enrollees My Agency

Use **Browse Inventory** and **Browse User** widgets to view inventory, BluBox Groups, and users.

CHAPTER 3: BLUTAG ENROLLMENT

ENROLLING AN INDIVIDUAL

Tracking individuals in the VeriTracks system begins with enrolling them in the system and activating the assigned BluTag device. The recommended enrollment process is as follows:

1. Prepare BluTag for use.
2. Create an enrollee profile.
3. Verify BluTag contact and GPS acquisition.
4. Install BluTag on the enrollee.
5. Assign BluTag to the enrollee in VeriTracks.
6. Verify enrollment in Enrollee Status screen.

Alternative Enrollment Approach

The steps above are ordered to maximize efficiency while assuming you enter enrollee profile and address data before the enrollee arrives. If you are completing the enrollment process with the enrollee present, the following is a more efficient order:

1. Prepare BluTag for use.
2. Verify BluTag contact and GPS acquisition.
3. Install BluTag on the enrollee.
4. Create an enrollee profile.
5. Assign BluTag to the enrollee in VeriTracks.
6. Verify enrollment in Enrollee Status screen.

PREPARE BLUTAG FOR USE

Inspecting and Preparing Inventory

1. If the BluTag device is being re-assigned, remove and visually inspect the back plate, lenses, and brass screw fittings on each wing of the device. (This should also be done during removal and cleaning at un-enrollment.)
2. Locate the strap, clips, collars, and installation tools.
3. Inspect the ends of the strap, making sure each end is cut straight and on a sizing line. (If necessary, re-cut each end on a sizing line.)
4. Place collars on each end of the device's wings, making sure the notch is against the back plate and the narrow ends are flush with the ends of the wings.
5. Attach a pair of clips to **one** end of the strap. The ends of the clips must align evenly with the end of the strap (not shorter or longer) and snap into place.

6. Insert the clipped end of the strap into one wing of the device. Give the clips another firm press to ensure they are secure. Pull on the strap firmly to confirm the clips have set and are secure.

Activating the Device and Acquiring GPS

BluTag devices are shipped in a “deep sleep” mode. Un-enrolling an enrollee also places BluTag in deep sleep mode. Before re-assigning the BluTag device:

1. Activate BluTag by placing it on the charger for at least four hours before an installation.
2. Place BluTag in a location with a clear view of the sky, preferably while it charges, to acquire GPS (e.g., sitting in a window). This can take as little as 15 minutes, but it may take longer. If possible, leave BluTag in this location for up to 45 minutes so that the BluTag can download all satellite positions and other technical data that should be updated when a BluTag is activated.

IMPORTANT: Do not charge devices more than two weeks without installing it.

When a device is ready for use, the cycle above can be repeated.

Avoid charging in the heat of direct sunlight. A piece of cardboard can be placed over the device to reduce the effect.

CREATE AN ENROLLEE RECORD

To create an enrollee’s profile:

1. Open the **Enrollment** tab page.
2. Open the **Enrollment Entry** widget.
3. Click the Create a new Enrollee Record icon (Figure 12). The **Enrollee: New Enrollee** screen opens and allows you to enter enrollee information (Figure 13).

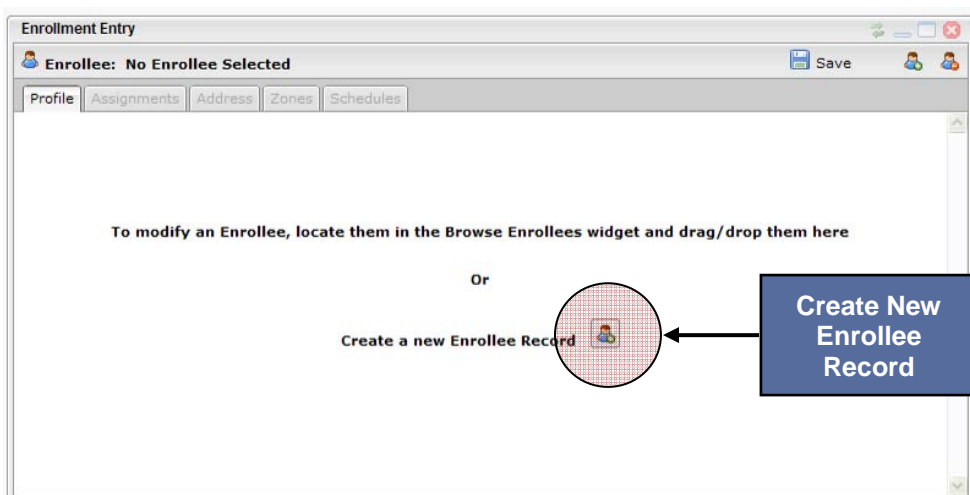


Figure 12 – Create a New Enrollee Icon

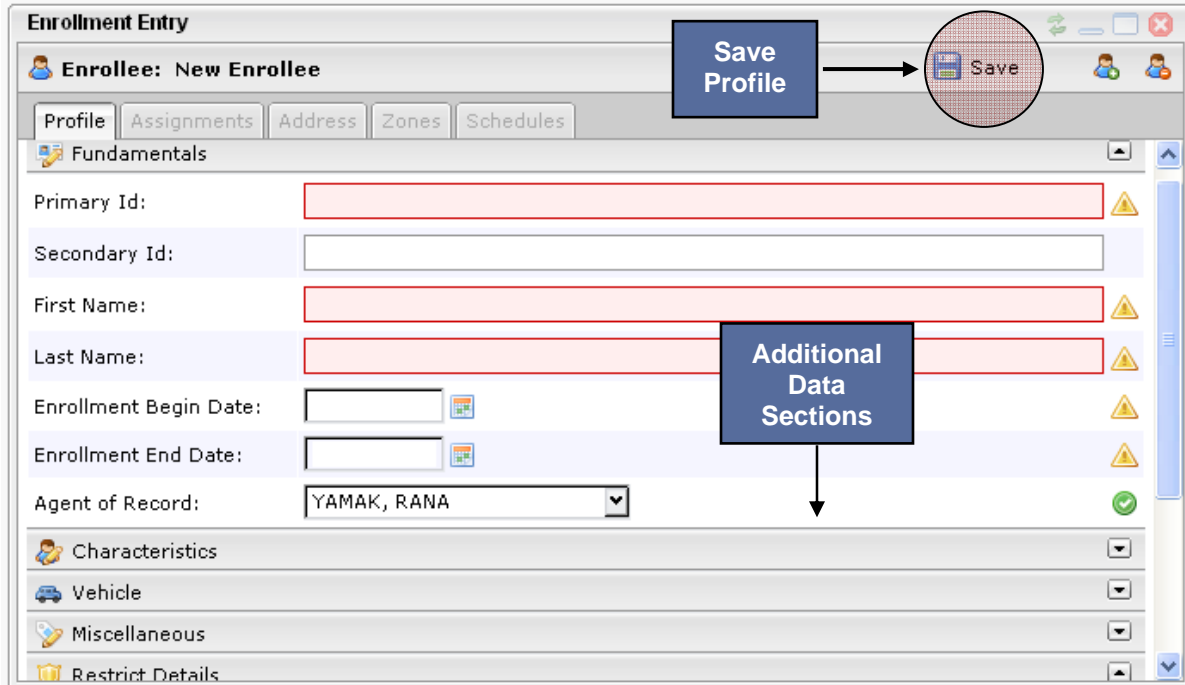


Figure 13 – Enrollee: New Enrollee Profile

4. Complete the enrollee profile. The following are required fields:

- Primary Id
- First Name
- Last Name
- Agent of Record
- GPS Start & End Dates (MM/DD/YYYY; slashes only)

Note: the Secondary Id field is not required.

Additional data can be entered by clicking the bars at the bottom of the **Fundamentals** section. The first three bars are labeled **Characteristics**, **Vehicle**, and **Miscellaneous**. They contain all additional data fields such as hair color, eye color, etc. The final bar is labeled **Restrict Details**. If the **Restrict Details** checkbox is checked, law enforcement users are restricted from seeing this enrollee's details throughout the application. A note can be added to enter information about who requested the restriction to be lifted.

5. After entering the necessary data fields, click **Save** in the top-right corner of the page.

To enter an enrollee’s home and work addresses:

1. Open the **Address** tab on the **Enrollment Entry** widget (Figure 14).
2. Enter the home street address (and work address, if applicable). Once the addresses are entered, click **Set Location** to show the localization of that address. Zoom in or out and use satellite photography to decide the precise placement of the icon. As necessary drag and drop

the icon to perfect the placement of the address icon. Note: The icon returns to the geo-coded position if more address data is added after moving the icon.

3. After entering the necessary data fields, click **Save** in the top-right corner of the widget (Figure 14).

TIP: Use the **Street 2** field for non-geographic address data like apartment number.

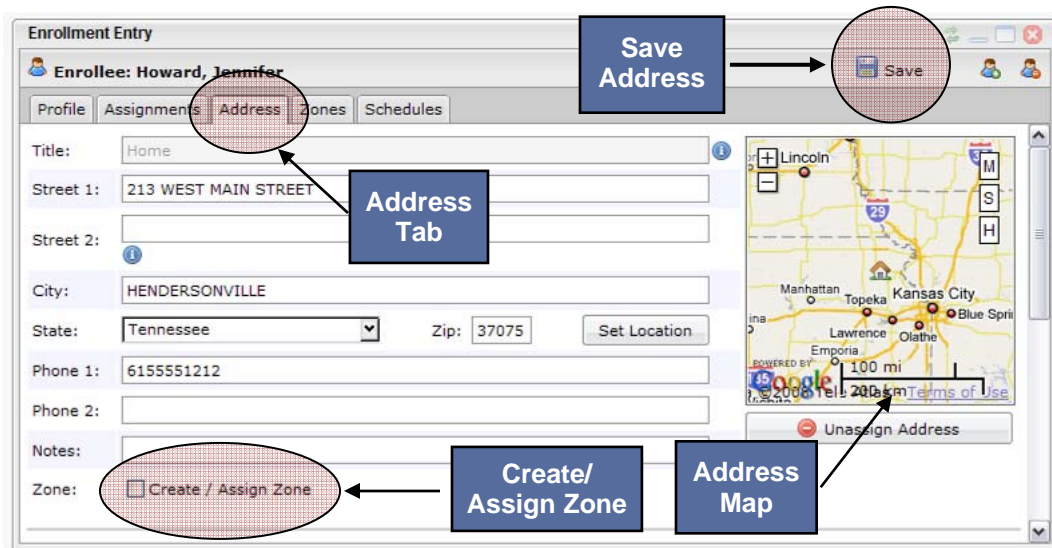


Figure 14 – Enrollee: New Enrollee Address

TIP: VeriTracks has features for more efficient zone creation. While still in the **Address** tab, select the **Create / Assign Zone** checkbox (Figure 14). The screen displays fields for entering zone name and type. See Chapter 4 for additional details.

In addition to home and work addresses, VeriTracks can store an unlimited number of other addresses for an enrollee.

To enter additional addresses for an enrollee:

1. Scroll down to the last existing address record for the enrollee. Beneath this record the **Add New Address** button (Figure 15) appears.
2. Click this button and VeriTracks creates a new blank address record.
3. Fill in the desired data and click **Save**.

TIP: To set a location based on cross streets anywhere in VeriTracks, simply insert an “&” between the two streets in the **Street 1** field.

Figure 15 – Add New Address

VERIFY BLUTAG CONTACT AND GPS ACQUISITION

After charging BluTag’s battery for at least four hours, verify the device is communicating with VeriTracks and has an updated GPS Almanac. The best indication of an up to date GPS almanac is the device receiving GPS continuously for 45 minutes. To verify the status of communication and the acquisition of GPS, open the **Assignments** tab on the **Enrollment Entry** widget (Figure 16). A drop-down box shows the list of available BluTag devices. Next to each device serial number is an icon indicating device readiness. If the icon is green, the device is ready to be placed on an enrollee.

An icon’s status is green if the device is (1) contacting the system regularly, (2) averaging 60% or more GPS coordinates per call in during the previous two hours, and (3) averaging a battery level of 4.1 or higher during the previous two hours.

The GPS Almanac describes the orbits of the complete active fleet of satellites. GPS receivers use the almanac to determine "approximately" the location of the satellites relative to the GPS receiver’s location. The receiver uses the almanac to determine what satellites it should use to verify location. Having an up-to-date almanac speeds acquisition time for the GPS receiver.

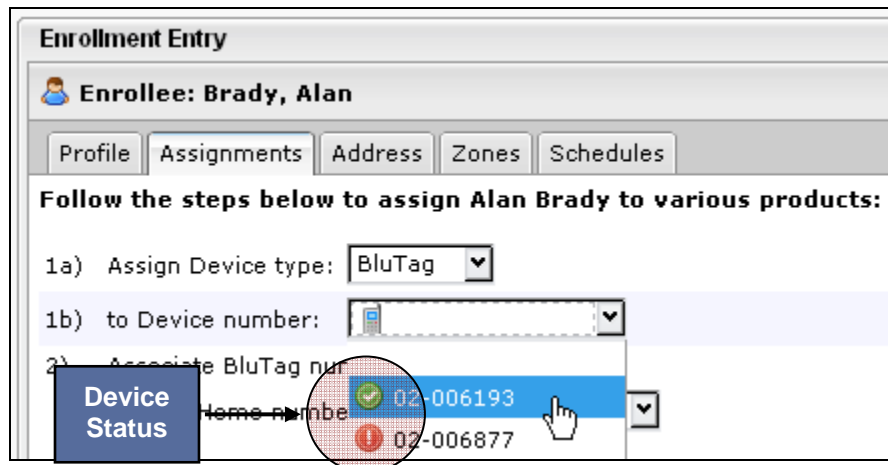


Figure 16 – Enrollee Assignments

View BluTag Status Details

If the BluTag device’s status icon is not green, it is recommended **not** to assign it to an enrollee. To determine why a BluTag device’s status icon is not green, review the BluTag contacts described below.

To view BluTag Status Details:

1. Open the **Available Inventory** widget in the **Enrollment** page.
2. Search for the device number by scrolling or by using one of the data filters.

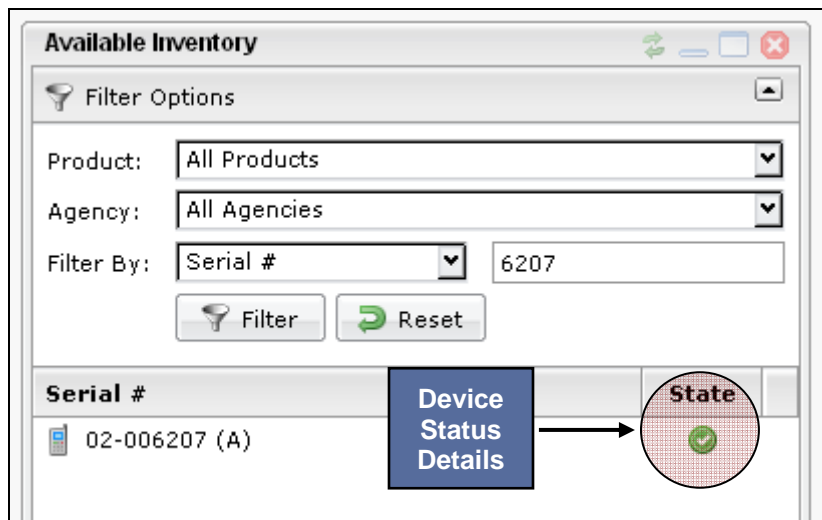


Figure 17 – Device Status Details Icon

3. Click the device status details icon in the State column in the device’s row. A pop-up window displays a listing of the details for all of the most recent contacts made by the device. Use this

information to determine whether the device has a sufficiently frequent call-in, a high average of GPS, and adequate battery charge.

Product: 02-006207 (A)						
Contact Date	Status	# Records	# GPS	% GPS	Battery	
9/16/2008 6:57:07 PM	Success	10	0	0%		4.17V
9/16/2008 6:46:54 PM	Success	10	0	0%		4.17V
9/16/2008 6:36:40 PM	Success	10	0	0%		4.18V
9/16/2008 6:26:27 PM	Success	9	8	89%		4.18V
9/16/2008 6:16:12 PM	Success	3	3	100%		4.19V
9/16/2008 6:13:11 PM	Success	10	10	100%		4.19V
9/16/2008 6:02:54 PM	Success	10	10	100%		4.19V
9/16/2008 5:52:42 PM	Success	10	10	100%		4.19V
9/16/2008 5:42:31 PM	Success	10	10	100%		4.19V

Figure 18 – Device Status Details Pop-Up Window

If BluTag is not calling into VeriTracks, use these techniques to activate the device:

- Attach the charger to BluTag and remove it after a few seconds to wake up the device.
- Press and hold the Status Call button on the front of the device until it beeps.

If BluTag does not have a satisfactory number of current GPS coordinates (60% or more), place it outside with a full view of the sky. It may require between 15 to 60 minutes for the device to acquire initial GPS coordinates and download its almanac if it has been in storage or shipped a long distance (e.g., new BluTag devices shipped from the manufacturing site in Houston).

If BluTag does not have an adequate charge, place a charger on it until icon turns green.

If any of these conditions are not resolved with these techniques, use a different BluTag and return the first device to STOP’s manufacturing facility in Houston.

TIP: Available Inventory Widget Tips:

- Click on a column heading to sort by **Serial #**, **Product**, or **State**.
- Open or close the filter section by clicking anywhere on the Filter Options bar.

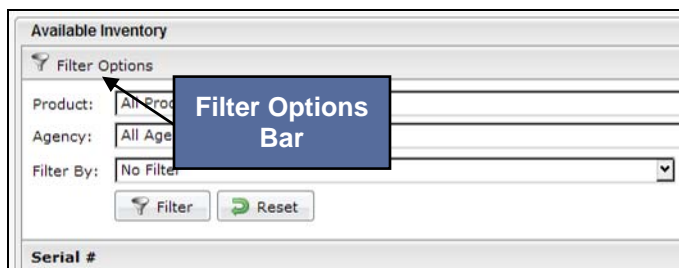


Figure 19 – Available Inventory

- Move to the next page of the device listing by clicking the Next Page/Previous Page buttons at the bottom of the widget.

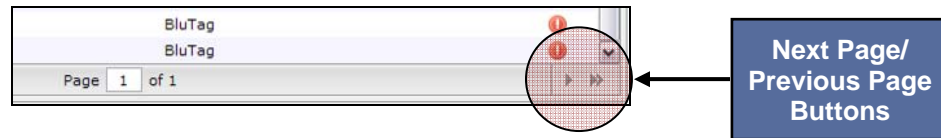


Figure 20 – Next Page/Previous Page buttons

INSTALL BLUTAG ON THE ENROLLEE

Once BluTag is ready for use, it must be physically attached around the enrollee’s ankle. Installation on the left leg is recommended to improve tracking in automobiles. Follow these easy steps to install BluTag on an enrollee.

1. Make note of the device’s serial number.
2. With clips, collars, and strap installed, place the device on the outside of the ankle and wrap the strap around.
3. Place one clip on the outside of the strap where it will meet the collar.
4. Make a straight cut (using STOP cutting tools only) at the line where the clip ends. Straight cuts prevent false strap tamperers from occurring. The ends of the clips must align with the end of the strap as shown in the photo below:



Correct alignment



Incorrect alignment

Figure 21 – BluTag Alignment

5. Insert the unclipped end into the wing to test the fit. Cut again, if necessary.
6. Attach the clips to the end of the strap and press firmly into the wing.

⚠ WARNING: If the clipped end cannot be inserted without pulling or bending, the strap has been cut too short. Do not attempt to use it, as the clips may not fully attach to each side of the wing, causing false tamper alerts and discomfort for the enrollee.

7. Check the fit. No more than two fingers should fit between the strap and the ankle.

8. Firmly press the clips into each wing again to ensure that each pair is secure.

Press and hold the Status Call button until BluTag beeps. This ensures the device’s operational status and forces it to call right away.

ASSIGN BLUTAG TO THE ENROLLEE IN VERITRACKS

IMPORTANT: DO NOT assign a BluTag device to an enrollee in VeriTracks until it is attached to the enrollee’s ankle.

1. To enroll a new enrollee in VeriTracks, open the **Assignments** tab on the **Enrollment Entry** widget (Figure 22).
2. On the Assignments tab leave “BluTag” selected in the **Assign Device Type** field, and then choose the device number from the serial number drop-down list in the **to Device number** field (Figure 22). (See the instructions for swapping a device later in this chapter.)

TIP: Confirm the location of the device on the map prior to enrollment.

3. Click **Save** in the upper-right corner of the widget.
4. Verify that VeriTracks confirms the update.
5. Press and hold BluTag’s Status Call button until it beeps. This causes it to call VeriTracks.

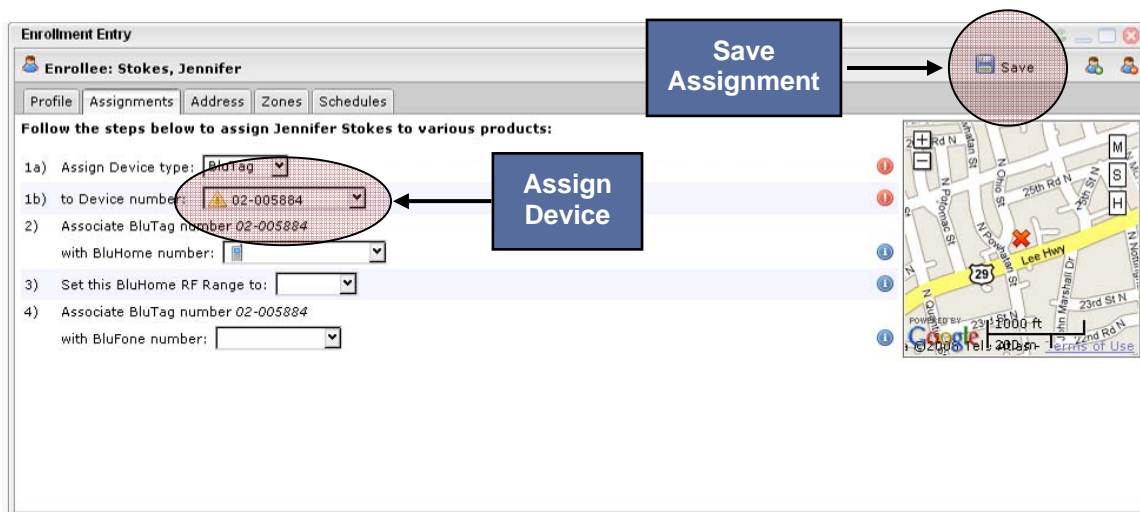


Figure 22 – BluTag Assignment

Verify Enrollment in Enrollee Status Screen

To verify that the device is properly assigned:

1. Open the **Supervision** tab > **Enrollee Details** widget.

2. All enrollees who currently have a device assigned should be visible in the **Enrollee Details** widget. If the enrollee is not visible, click **Advanced** and make sure that both the “My Caseload” and “Assigned” options are checked (Figure 23).

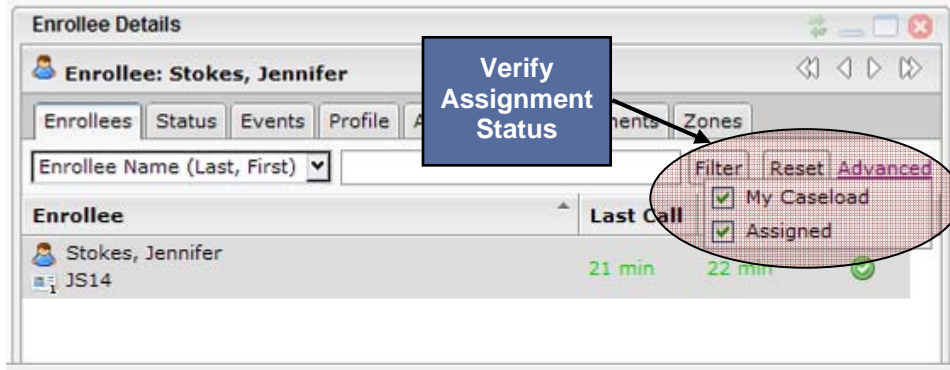


Figure 23 – Verify BluTag Assignment

3. Select the enrollee’s name from the list of enrollees and open the **Status** tab. Make sure the following statuses are displayed, which confirms a successful and complete device assignment. If not, click the **Send Request Position** binoculars icon (Figure 24) , which is to the left of the map button, once every few minutes until the requirements below are met.

- **Last Contact:** A date and time after installation.
- **Battery Level:** 4.1 or above.
- **Events:** “No Open Events.”

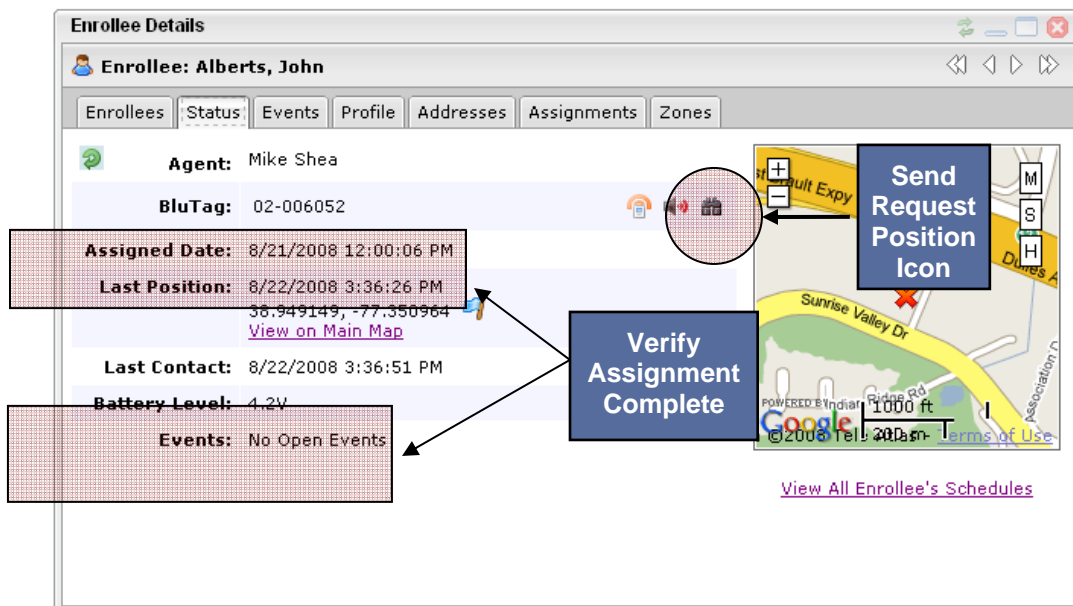


Figure 24 – Verify BluTag Assignment Complete

COMPLETE ENROLLMENT PAPERWORK

Each agency will have its own policies and procedures. As part of the enrollment process, each agency should consider reviewing the following instructions with each enrollee.

Instructions to enrollees:

- Attach the charging coupler by sliding it onto the bottom of BluTag. Slide the coupler on until both sides of it “click” into the device.
- Remove the charging coupler by gently detaching its clips from the device.
- Charge twice a day, once every 12 hours, for 30 minutes (45 minutes for optimal performance), or once per day for 2 hours, depending on agency procedures.
- Do not charge the device while sleeping or driving.
- BluTag is hypoallergenic and cannot overheat.
- A sock can be worn over and/or under the device.
- Do not tamper with the device (no pulling, striking or attempting to open).
- Do not force a boot over the device.
- Do not expose the device to extreme temperatures.
- Do not take the device into an MRI machine.
- Do not constantly submerge the device in water (baths, pools or large bodies of water).
- Do not press the “status call button” unless instructed by the supervising agency.
- If the device vibrates or the light blinks, place it on the charger for one hour.
- If the device’s light turns red, contact the supervising agency immediately.

UNENROLLING A TRACKED ENROLLEE

To unenroll the enrollee:

1. Open the **Enrollment** tab > **Enrollment Entry** widget.
2. Highlight the enrollee or drag an enrollee from Browse Enrollees widget.
3. Click the unenroll icon (Figure 25).
4. A screen displays asking you to enter the reason for the unenrollment. Select the reason from the drop-down list.
5. Click **OK** to unenroll the enrollee.

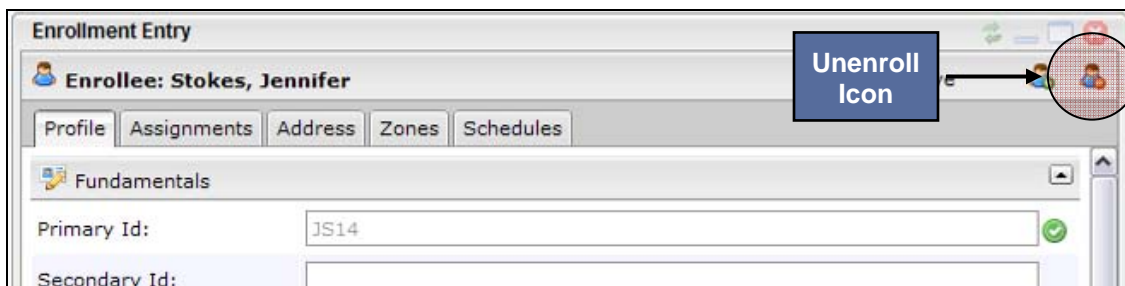


Figure 25 – Unenroll Icon

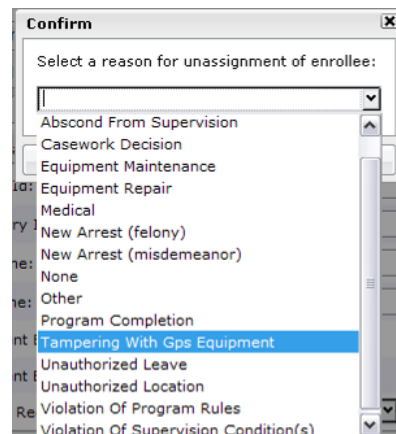


Figure 26 – Confirm Unenrollment Reason

NOTES: Unenrollment Notes:

- A. When an enrollee is unenrolled, VeriTracks sends a command to put BluTag into “deep sleep” mode.
- B. Attaching the charging coupler will reactivate BluTag.
- C. If a device will be reinstalled on an enrollee in the next 24 hours, it is recommended to immediately place the device on a charger and put in a place where it can continue to acquire GPS coordinates.

REMOVING THE STRAP

1. After unenrolling an enrollee, cut the strap to remove the device from the ankle.

AFTER THE ENROLLEE LEAVES

2. Cut the collars off the device wings using the STOP-provided cutting tools.
3. Use the supplied screwdriver to remove the four screws that attach the back plate to the device.
4. Pry the back plate off the device.
5. Remove and discard the old straps, clips, and collars.
6. Clean the device with warm water, alcohol, or bleach wipes.
7. Visually inspect the back plate. If it is damaged, replace it.
8. Visually inspect the lenses and the brass fittings on each side of the device. If damage is evident, return the device to STOP.
9. Replace the back plate using the four screws and washers.



CHANGING A DEVICE ON AN ENROLLEE

Occasionally you may need to remove a device from an enrollee's ankle due to service issues or damage and replace it with a new one.

Simply follow the complete instructions under the **Un-enrolling a Tracked Enrollee** section to properly record the removal of the original device. Then follow the standard enrollment instructions in the **Assign the BluTag to the Enrollee in VeriTracks** section to attach the new device to the enrollee's profile.

STORING AND MAINTAINING BLUTAG

1. Store unused BluTag devices in a secure and dry space.
2. Devices do not need to be charged while in storage.
3. Prior to re-assigning a device, follow the instructions for preparing a device for use and enrolling an enrollee.

CHAPTER 4: ZONES

Zones are time-sensitive geographic locations that place limitations on an enrollee's movements. They allow you to require an enrollee's presence at a certain place (Inclusion Zones) or prohibit an enrollee's presence from a certain place (Exclusion Zones). The system records an enrollee's violation of these movement restrictions.

Building a zone is a three-step process:

- Create the geographic zone
- Assign the zone to an enrollee
- Set a schedule during which the movement restrictions apply to an individual enrollee.

This chapter discusses the creation of the geographic zone and the assignment of the zone to an enrollee. Chapter 5 discusses zone schedules.

CREATING ZONES

There are three ways to create a geographic zone:

1. Enter a specific address in the **Address** tab of the **Enrollee Details** widget
2. Enter a specific address in the **Zones** tab of the **Enrollee Details** widget
3. Draw a zone directly on a map.

Create Zone in Enrollment Widget, Addresses Tab

As discussed in Chapter 3, enrollees can have multiple addresses listed in their profile under the **Address** tab. These addresses can be anything pertaining to an enrollee's situation including residence, work place, guardian's home, areas to stay away from, etc. You can create either an inclusion or exclusion zone for enrollees in each address record.

To create a zone directly from an address record:

1. In the Enrollment tab page, open the **Address** tab in the **Enrollment Entry** widget.
2. Create an address record by entering the required fields, clicking **Set Location**, and clicking **Save**.
3. The map to the right of the screen displays an icon that pinpoints the address. Adjust this icon as desired in situations where the address on the map does not correspond precisely with the desired location (e.g., apartment complexes, stores with large parking lots, etc.). If any adjustments are made in the map, click **Save** again.
4. Select the **Create/Assign Zone** checkbox (Figure 27) at the bottom of the address record for which a zone is to be created. When the box is checked, the screen refreshes and presents zone name, type, and size options.

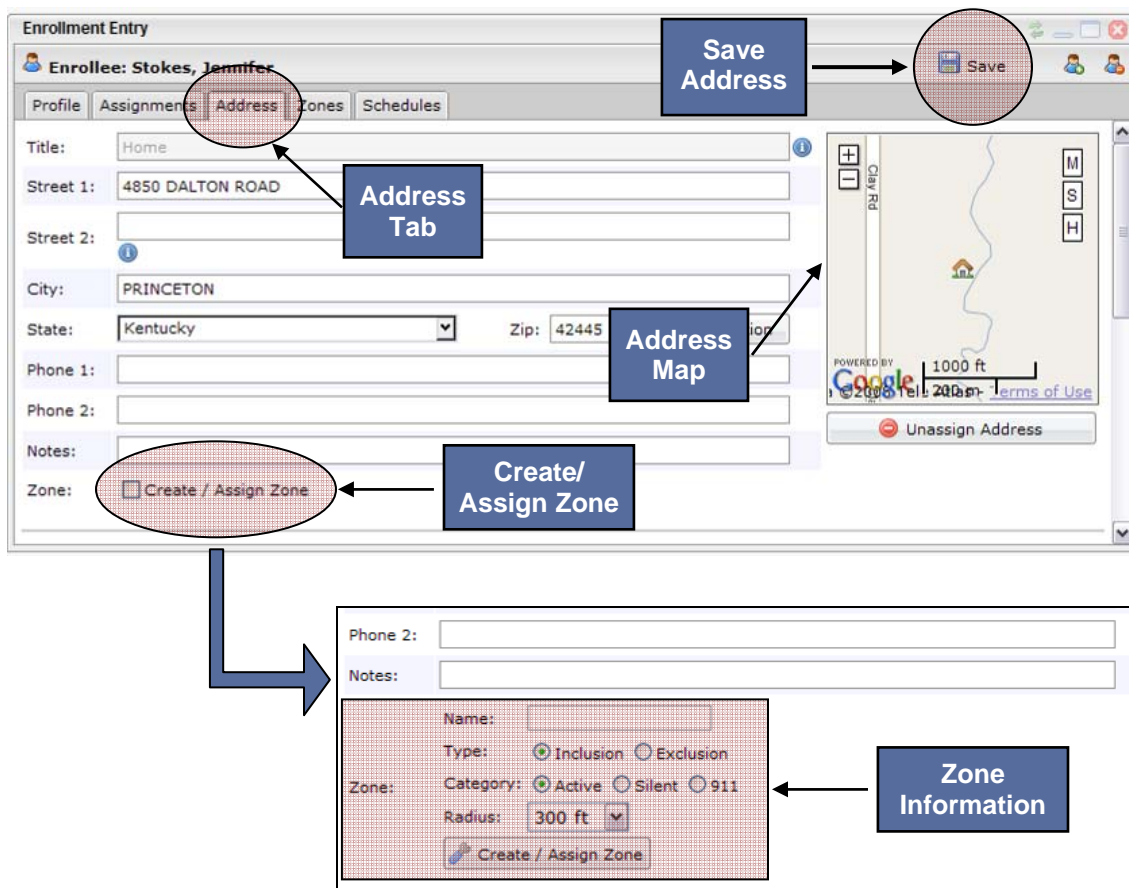


Figure 27 – Create Zone from Enrollment Widget, Addresses Tab

5. Enter the zone **Name**, **Type** and **Category**, and then choose the desired zone **Radius** from the list of preset zone sizes. If necessary you can refine the zone size later. This creates only a circular zone. To create a polygon zone, refer to the next section.
6. Click **Create / Assign Zone**. The zone is automatically assigned to the enrollee. For Inclusion Zones, you will be asked if the zone needs a schedule. If you click **Yes**, the standard schedules screen displays. For Exclusion Zones, a 24x7 schedule is automatically created for the enrollee and zone. See Chapter 5 for more information on zone schedules.

NOTE: Exclusion zones automatically default to a 24x7 schedule unless you indicate otherwise.

Create Zone in Enrollment Widget, Zones Tab

A zone can also be created from the **Zones** tab. Zones created within this tab can be circular or polygonal in shape.

To create a zone from the **Zones** tab:

1. Open the **Zones** tab in the **Enrollment Entry** widget.
2. Click **Create/Modify** in the upper-right corner of the widget. A **Zone Editor** modal pops up.

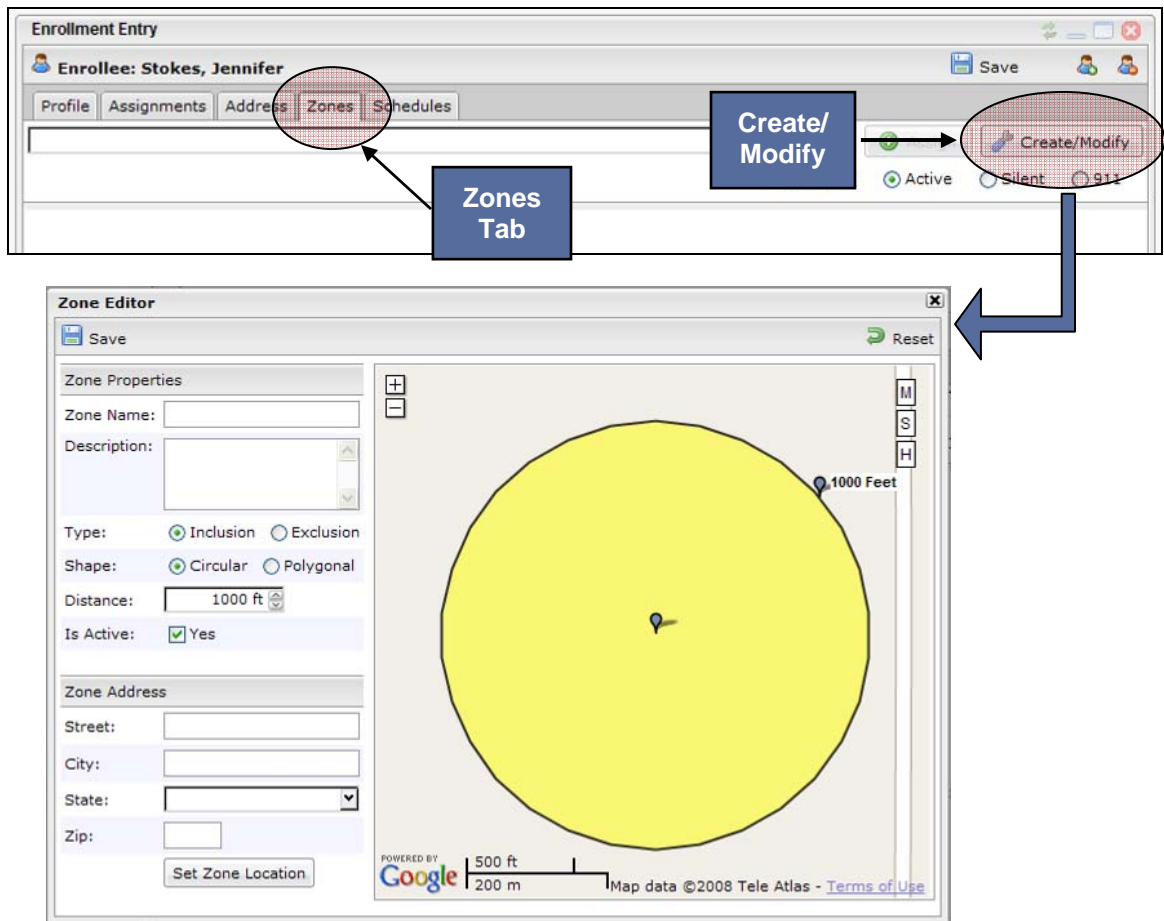


Figure 28 – Create Zone from Enrollment Widget, Zones Tab

3. Create the zone:
 - a. **For a circular zone:** On the **Zone Editor** screen enter zone properties. Select the “Circular” radio button in the **Shape** field. Enter the address and then click **Set Zone Location**. The map refreshes to show a circular zone.

Use the push pins at the center and perimeter to change zone placement, size, and shape. When the zone is displayed correctly, click **Save**.

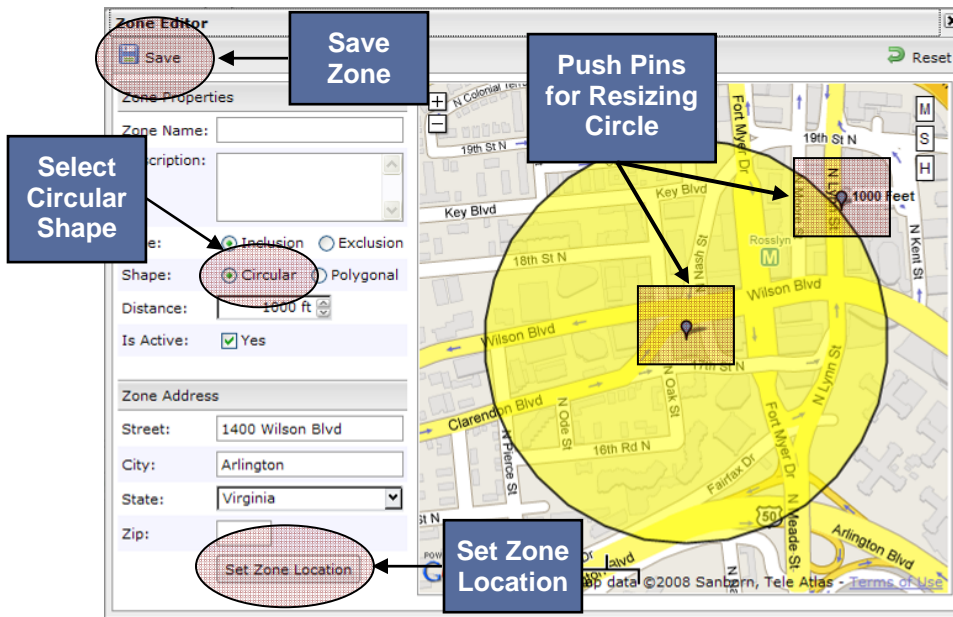


Figure 29 – Create Circular Zone

- b. **For a polygonal zone:** If a zone situation requires a shape other than a circle, you can create a polygon zone with up to six sides. On the **Zone Editor** screen enter zone properties. Select the “Polygonal” radio button in the **Shape** field. Enter the address and then click **Set Zone Location**. The map refreshes to show the center of a six-sided zone at that address.

Use the push pin at the center of the zone circle to change zone placement and the push pins at the perimeter to change the size and shape. When the zone is placed correctly, click **Save**.

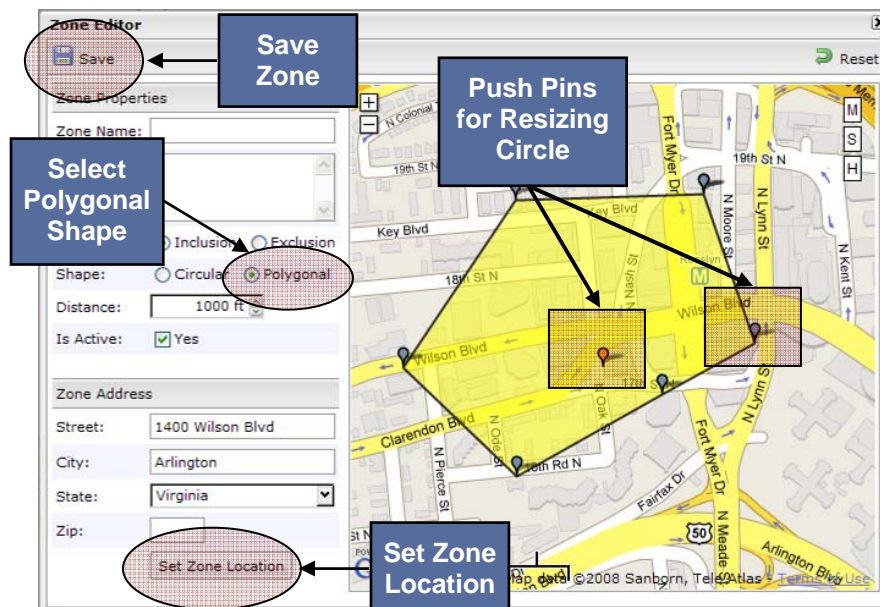


Figure 30 – Create Polygonal Zone

Suggested Naming Convention for Zones

Zone names must be unique. Below is the suggested format for naming zones. By using the scheme below, you will know the zone’s location and schedule when alerts are received. The example below is an inclusion (active) zone curfew from 8 p.m. to 6 a.m.

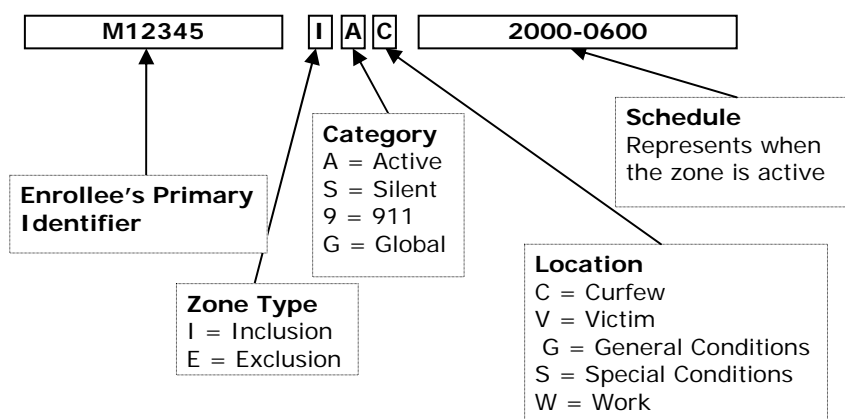


Figure 31 – Zone Naming Convention

Creating Zones – Draw On the Map

When opening a map through one of the VeriTracks mapping functions, you can immediately create a zone on the map and assign it to an enrollee. This gives tremendous flexibility and efficiency since you can create a zone while reviewing an enrollee’s tracks.

When entering a map, you will see among other items, a Map Tool Panel, a Map Info Panel, and a Map Panel (the map itself).

NOTE: The full set of VeriTracks mapping functions and tools are described in Chapter 7.

Map Tool Panel and Map Info Panel

The Map Tool Panel consists of the four tool tabs shown below.

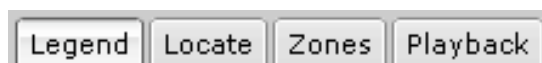


Figure 32 – Map Tool Tabs

This section discusses the **Zones** tab, which allows the creation of zones directly on any map you are reviewing. The **Zones** tab updates the Map Info Panel to (1) provide text that describes the Zones tool and (2) create or edit zones. The **Zones** tab is shown below.

Figure 33 – Zones Tab

To create a zone on the map:

1. Map the track points of the enrollee for whom the zone is desired.
2. Open the **Zones** tab on the map.
3. Fill in the **Name** and **Description** fields and then select either “Inclusion” or “Exclusion” in the **Type** field.
4. Define the shape of the zone by selecting either “Circular” or “Polygonal” in the **Style** field.
5. Click the square box next to the enrollee’s name to automatically assign the zone to that enrollee.
6. Click **Create New Zone**. The map refreshes with an editable zone in the middle of the map, and the **Create New Zone** button is replaced with a **Cancel** button and a **Save Zone** button.
7. Use the push pin at the center of the zone circle to change zone placement and the push pin(s) at the perimeter of the zone to change the size and/or shape.
8. Once the size and placement of the zone is satisfactory, assign the zone to the enrollee whose tracks are currently being viewed. Select the checkbox next to the enrollee’s name and then select the category of assignment (Active, Silent, or 911).

When the zone is defined and placed correctly, click **Save Zone**. The zone is saved and assigned to the enrollee.

For Inclusion Zones

A pop-up tells you that the zone was successfully created. At this point the zone is already assigned if you checked the enrollee’s name. The pop-up asks if the zone requires a schedule.

If you click **OK**, the standard schedules screen displays (See Chapter 5 for more information on zone schedules). If you click **Cancel**, the current map view remains and no schedule will be created.

For Exclusion Zones

A pop-up tells you the zone was successfully created. At this point the zone is already assigned if you checked the enrollee's name and a 24x7 schedule has been created. The pop-up asks if the schedule requires any modifications. If you click **OK**, the standard schedules screen displays. If you click **Cancel**, the current map view remains and the zone remains completely assigned and scheduled.

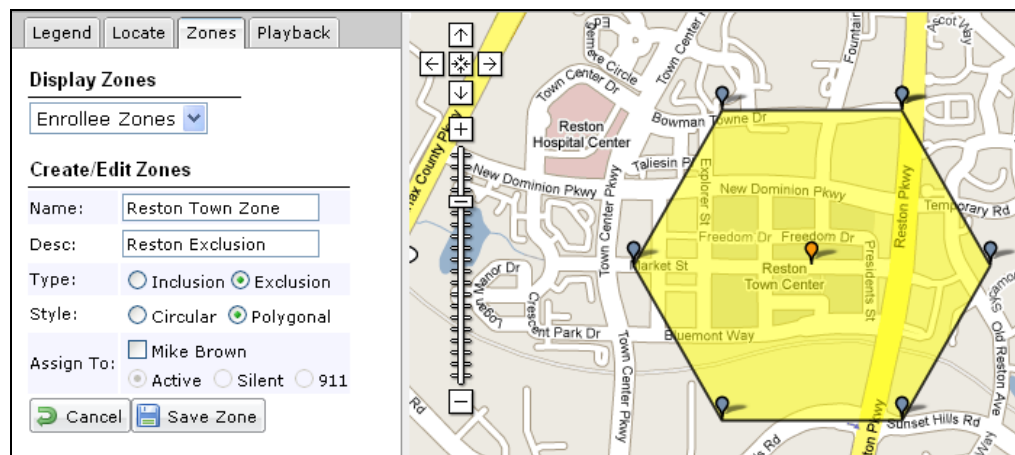


Figure 34 – Create a Zone on a Map

ZONE TYPES

A zone assigned to an enrollee can be classified as one of three types of assignment: 911, Active, and Silent.

- **911 Zones** are actively monitored on a 24 hour/7 day-a-week basis within the BluTag device itself. Notifications for 911 Zone violations can be set up according to your preferences and sent for immediate response. 911 zone notifications are also sent to the Solutions Center for human intervention and follow up (if stipulated in the agency's contract).
- **Active Zones** are actively monitored on a 24 hour/7 day-a-week basis within the BluTag device itself. You receive Active Zone notifications but the Solutions Center does not automatically follow up. Notifications for Active Zone violations can be set up according to your preferences and sent for immediate response.
- **Silent Zones** are not actively monitored within the BluTag device itself. However, if you subscribed to receive the notification, it will still be sent. Silent Zones can be used like a Passive Zone. If you do not subscribe to the immediate notification, the event only appears on the daily summary report.
- **Global Zones** apply to all enrollees in an agency monitored with BluTag. Only law enforcement agencies can create them.

ASSIGNING EXISTING ZONES

In certain situations, a zone that was previously created may need to be assigned to another enrollee. For example, a single zone may be used for multiple enrollees. The assignment of existing zones is done in the **Zones** tab on the **Enrollment Entry** widget.

To assign an existing zone:

1. Open the **Zones** tab on the **Enrollment Entry** widget.
2. Click on the drop-down list at the top of the widget. This opens a list of all of the zones you “own.” Click the **Advanced** link to determine whether the drop-down shows only the zones you created, or all of the zones in your ORI. Select **My Zones** or deselect **My Zones** and choose the ORI.

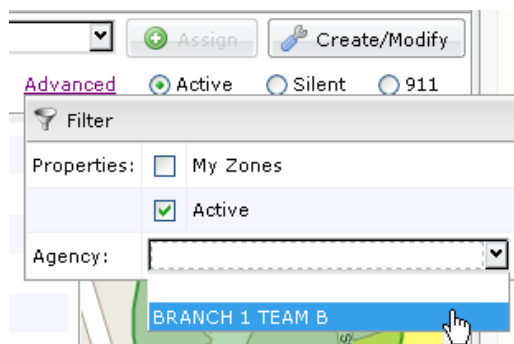


Figure 35 – Advanced Filter

3. Select the desired zone.
4. Click the type of assignment (Active, Silent, or 911) on the right side of the screen.
5. Click **Assign**. The zone will be listed in the main **Zones** tab along with a map of its position.
6. Click **Save** before exiting the screen.

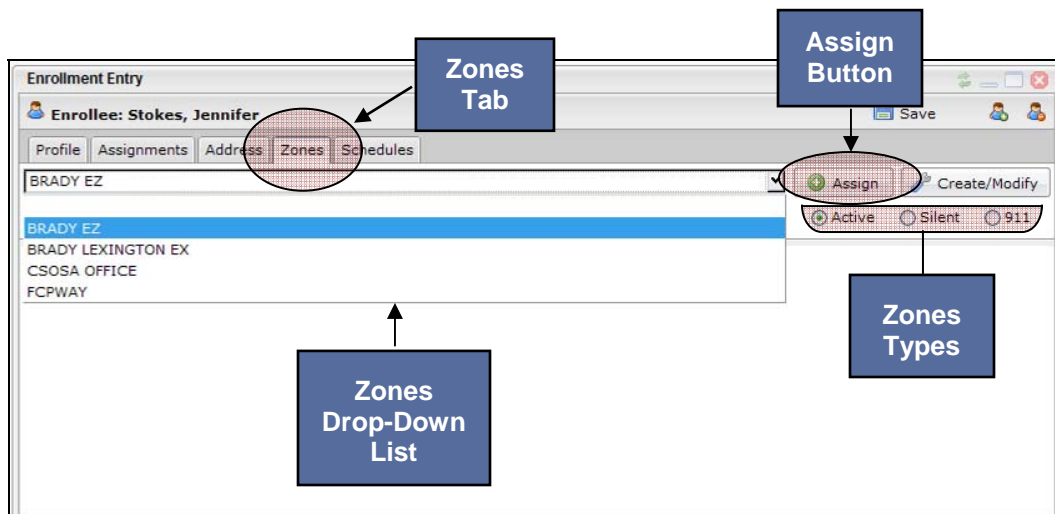


Figure 36 – Assign Existing Zones

OTHER ZONE FUNCTIONALITY

Control Zone Availability

The zones shown on the **Available Zones** list are all active in the user’s ORI. To remove zones from this list, the zone creator must uncheck the **Is Active** check box on the zone creation screen.

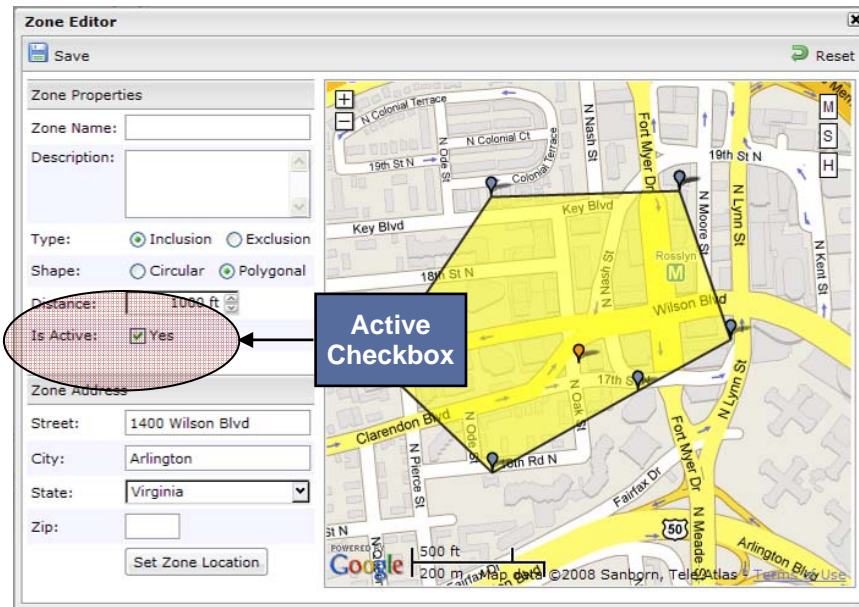
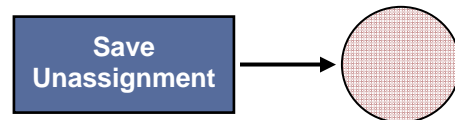


Figure 37 – Active Checkbox

Unassign a Zone

To unassign a zone, locate the zone in the list of the enrollee’s zones in the **Zones** tab and click **Unassign**. Click **Save** prior to exiting the screen.



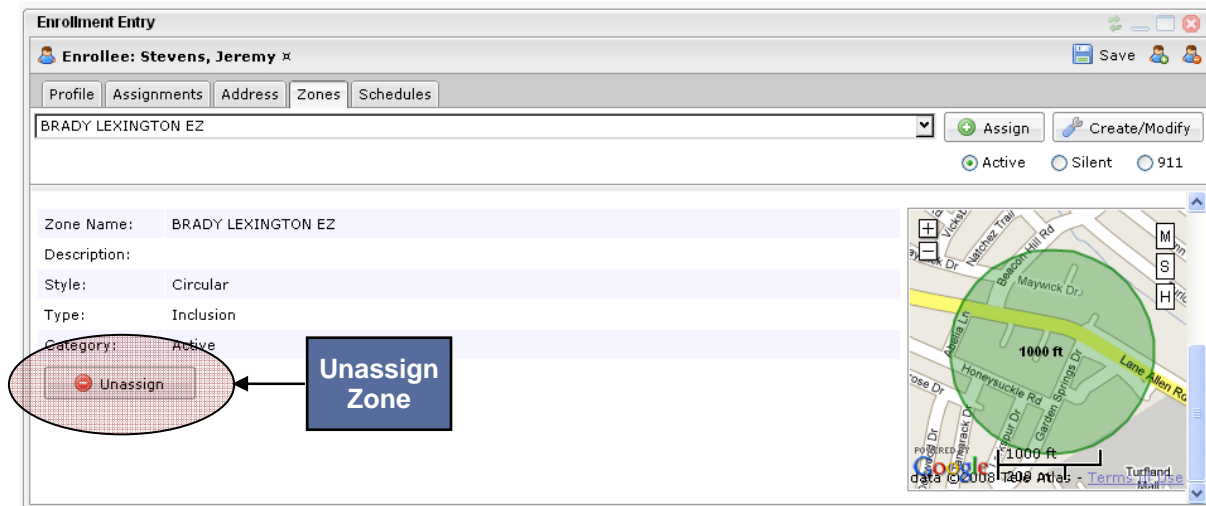


Figure 38 – Unassign Zones

EDITING ZONES

You can only edit a zone you created.

Edit Zones in the Zone Tab

1. In the **Zones** tab on the **Enrollment Entry** widget, select the zone from the drop-down list.
2. Click **Create/Modify**, and the Zone Editor modal will display containing the information for that zone.
3. Edit the appropriate fields or use the push pins on the zone map and then click **Save**.

Edit Zones in a Map

You can also edit the size or location of a zone on a map.

1. Double-click anywhere in the zone, and a pop-up window appears with information about the zone.
2. In the upper-right corner of the pop-up click **Edit Zone**. This displays push pins in the middle of the zone (to change location) and on the perimeter of the zone (to change size).
3. Edit the zone as desired. When the zone editing is completed, click **Save Zone** in the Create/Edit Zones panel.

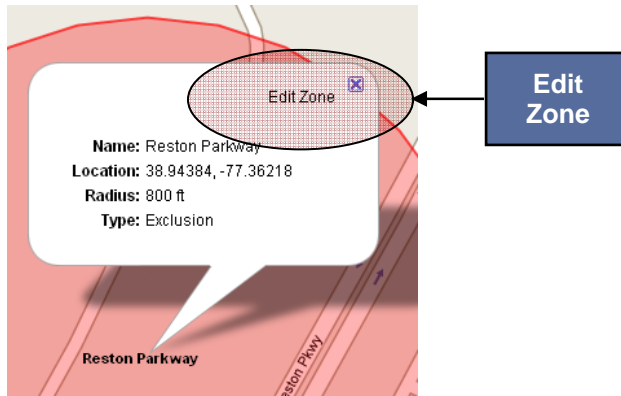


Figure 39 – Edit Zone

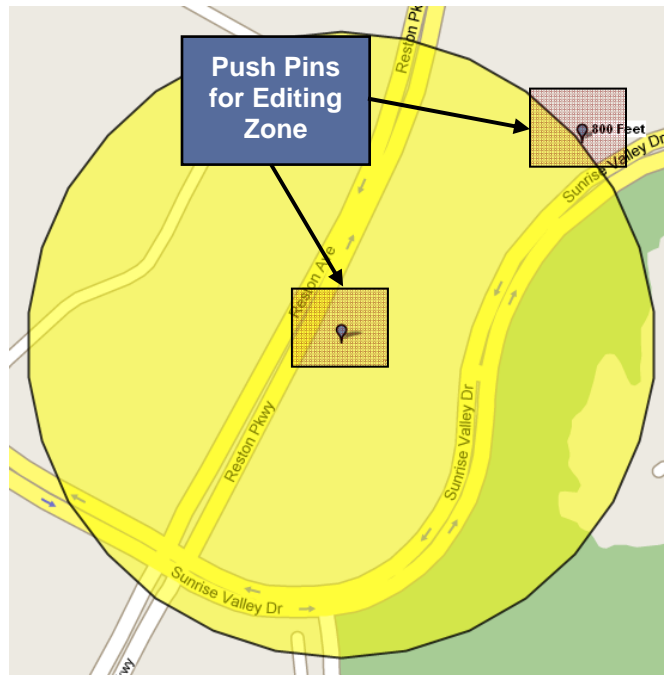


Figure 40 – Edit Zone Boundaries

CHAPTER 5: ENROLLEE SCHEDULES

Schedules can be set for any BluTag, BluHome or BluBox assigned to an enrollee.

You can assign time-sensitive zones to enrollees. Set the time an enrollee is required to enter an inclusion zone and the time when the enrollee may exit it. Similarly, set the time period an enrollee is prohibited from entering an exclusion zone, although this is usually 24x7. A single zone can be assigned to many enrollees, and the zone can have a different schedule for each enrollee to which it is assigned.

If enrollees are assigned a BluHome or BluBox unit, you can set the period of time enrollees must be in the presence of their assigned unit.

An enrollee can have multiple schedules for a single zone, as long as the schedules do not overlap. Each schedule should be titled to describe its individual purpose. For example, an enrollee has a recurring appointment each Thursday, which creates a different curfew from the rest of the week. The curfew schedule for Thursday could be titled “Thursday’s Curfew for Appts” and curfew for the remaining week days titled “Mon-Wed and Friday Curfew.”

SCHEDULE TERMINOLOGY

- **Schedule Types (BluHome, BluBox, Zones)** – Each device can have its own set of regular schedules and temporary overrides (exceptions).
- **Recurring** – A permanent schedule that applies every week.
- **Exception** – A pre-planned change that temporarily overrides a regular schedule.
- **Exception Dates** – The start and end dates of an exception.
- **Times** – Start and end times indicate the period of time the schedule is active. An inclusion zone schedule determines the time the enrollee is expected to enter and remain in the zone. An exclusion zone schedule determines the time the enrollee is restricted from entering the zone. BluHome or BluBox schedules determine the period of time an enrollee is expected to be within RF range of the device.
- **Entire Day** – A button that sets the start and end times to 24 hours.
- **The Enrollee will have NO schedules** – An exception schedule indicating that all schedules for the selected device and dates are inactive.
- **Forced Leave** – Creates an alert if the enrollee remains in the RF range of BluHome or BluBox after the curfew ends. If an enrollee does not leave the RF range on time, an Awaiting Leave event generates. If the enrollee is still in RF range 30 minutes after the curfew ends, a Forced Leave Exceeded violation generates.
- **Days of Week** – Indicates each day that the start time applies. If an evening start time and a morning end time are chosen, the schedule automatically wraps around to end the next morning. Choose only each day that the start time applies.
 - For example, to create a schedule that starts at 8 p.m. (20:00) on Monday and ends at 8 a.m. (08:00) on Tuesday, you need only select Monday.

SETTING A RECURRING SCHEDULE VIA TEXT ENTRY

1. Drag the enrollee's name from the **Browse Enrollees** widget or **Search** widget over to the **Enrollment Entry** widget.
2. Select the **Schedules** tab in the **Enrollment Entry** widget. The tab displays a listing of the schedules that apply to the next seven calendar days.
3. At the top of the schedule, click the appropriate link to create or change schedules for a zone, a BluHome unit, or a BluBox unit (Figure 35).

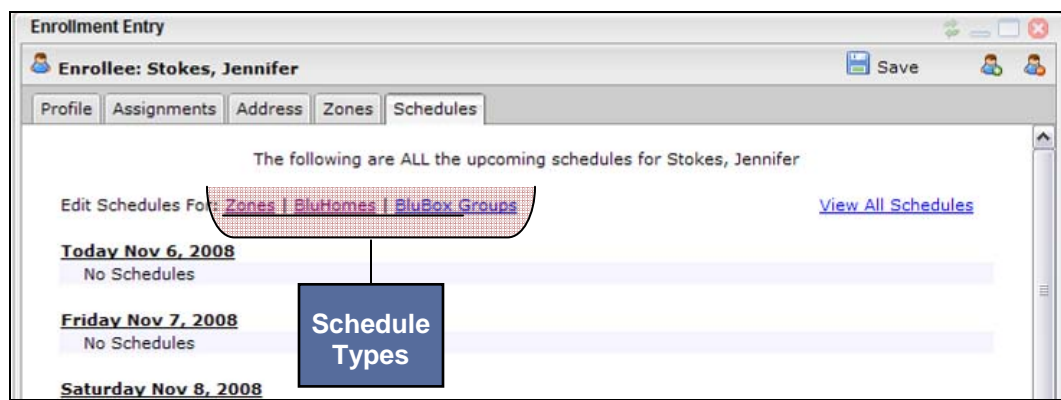


Figure 41 – Create Schedule

4. When one of the links is clicked, a modal window pops up. If the zone link is clicked, the modal will have a place to choose the name of the zone for which the schedule is being created. If the BluBox link is clicked, the modal will have a place to choose the name of the BluBox group for which the schedule is being created.

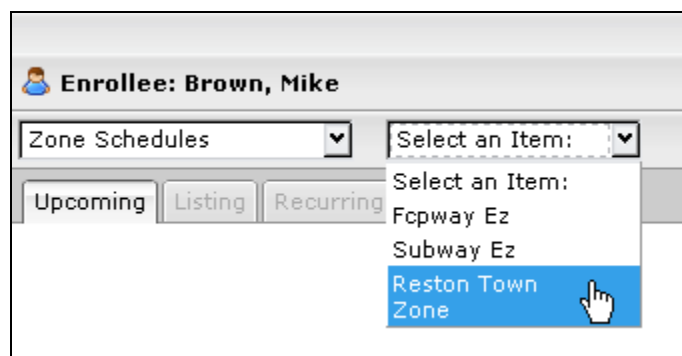


Figure 42 – Select Item

- For zone schedules, choose a zone. For BluBox schedules choose a group name. The modal refreshes to show the schedule for the next seven calendar days for that zone (or group) only. In the case of a BluHome the listing shows up immediately on entering the modal.

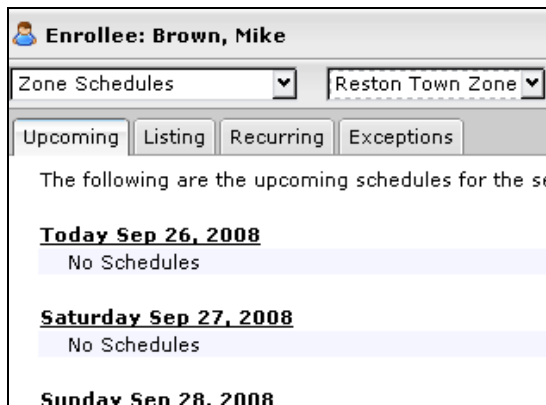


Figure 43 – Schedule of Upcoming Events

- To set a recurring schedule using keyboard input, open the **Listing** tab. The screen refreshes to display links to create recurring and exception schedules.

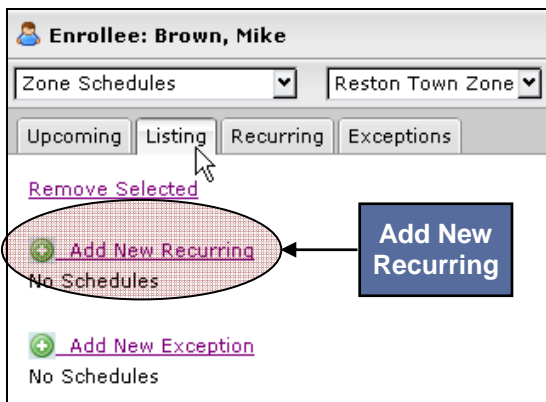


Figure 44 – Listing Tab

- Click **Add New Recurring** to enter the parameters of a recurring (permanent) schedule. These parameters include the schedule title (can be identical to a zone title or BluBox group title), the start and stop date and time, and the days of the week.

Figure 45 – Edit Recurring Schedule

8. Click **OK**. The modal disappears taking you back to the **Listing** tab. This tab now shows the new schedule.
9. Click **Save** in the upper-right corner of the modal and close the modal.

Figure 46 – Listing

SETTING AN EXCEPTION SCHEDULE VIA TEXT ENTRY

An Exception schedule is a one-time pre-planned change which overrides or replaces a recurring schedule. To set an Exception, follow steps 1 through 5 in the section above. Then follow the steps below:

1. Click **Add New Exception** to enter the parameters of the exception schedule.

Edit Exception Schedule ✕

Use the fields below to change the Start and Stop times. Optionally, you can add a Start and Stop date for the exception to span across.

Title:

Start Time: [[All Day](#)]

Stop Time:

Start Date: ⓘ

Stop Date: ⓘ

Mon Tue Wed Thu Fri Sat Sun

Days:

[[All](#)] [[Mon-Fri](#)] [[Sat-Sun](#)]

Figure 47 – Edit Exception Schedule

2. Click **OK**. The modal disappears and returns to the **Listing** tab. This tab now shows the new exception schedule. Click **Save** in the upper-right corner of the modal and close the modal.

Enrollee: Brown, Mike			
Zone Schedules		Reston Town Zone	
Upcoming	Listing	Recurring	Exceptions
Remove Selected			
Add New Recurring		Recurring	
<input type="checkbox"/>		00:00 - 23:59	[Mo Tu We Th Fr Sa Su] Reston Town Center Sked
Select All Unselect All			
Add New Exception		Exception	
<input type="checkbox"/>		10/01/2008 to 10/31/2008 00:00 - 23:59	[Sa] RTC EZ exception
Select All Unselect All			

Figure 48 – Schedule Listing

SCHEDULING TIPS – USING MULTIPLE INCLUSION ZONE SCHEDULES

If multiple inclusion zones are created, allow sufficient time for the enrollee to get from one zone to the next. Do not overlap inclusion zone schedule times or the enrollee will stay in a constant state of inclusion zone violation.

CHAPTER 6: EVENTS AND NOTIFICATIONS

An event is caused by a change in the status of an enrollee. An event can be generated either by the actions of the enrollee, a change in the enrollee’s environment, or a change in the enrollee’s assigned equipment. Some events indicate a violation of the restrictions imposed by the enrollee’s enrollment in VeriTracks. Other events indicate compliance with the restrictions imposed by the enrollee’s enrollment.

Events are visible in several VeriTracks screens as well as the VeriTracks daily summary report.

A notification is the method by which event information is presented to you. Notifications can be received by e-mail or text message on a variety of communication platforms.

BLUTAG EVENTS

BluTag Event Definitions

BluTag and VeriTracks generate the following events:

Event	Cause
Bracelet Strap	The device’s strap may have been tampered with.
On Charger	The device was placed on or taken off of the charger.
Low Battery Alarm	The device’s battery needs recharging.
Message Gap	The device failed to call into VeriTracks for a specified time period (default is six hours).
No GPS	The device did not receive GPS signals for a duration of time exceeding the agency’s specified time period (default is six hours).
Device Unassigned	Start and end date reflect when the enrollee was assigned to and unassigned from a device.
Button Press	The status call button on the front of the device was pressed.
Cell ID	The device communicated with a different cell tower during each scheduled call-in over a specified number of calls (optional).
Active Exclusion	The enrollee entered a geographical area where he or she is not allowed. There is an option to notify the enrollee.
Active Inclusion	The enrollee exited a geographical area in which he or she is required to stay. There is an option to notify the enrollee.
Silent Exclusion Alarm	Same as the Active Exclusion event, but does not notify the enrollee.
Silent Inclusion Alarm	Same as the Active Inclusion event, but does not notify the enrollee.
911 Exclusion Alarm	Same as the Active Exclusion event, but STOP’s Solutions Center can be contracted to notify the appropriate officials.
911 Inclusion Alarm	Same as the Active Inclusion event, but STOP’s Solutions Center can be contracted to notify the appropriate officials.

BluTag Event Visibility

There are three main places in which to see BluTag events:

- **Supervision Page, Enrollee Details** widget, **Status** tab
- **Supervision Page, Enrollee Details** widget, **Events** tab
- VeriTracks daily summary report

Enrollee Details Widget Status Tab

This option displays any event that is presently occurring.

To see current events:

1. Open the **Supervision** tab > **Enrollee Details** widget
2. Click on the enrollee's name.
3. Click on the **Status** tab.

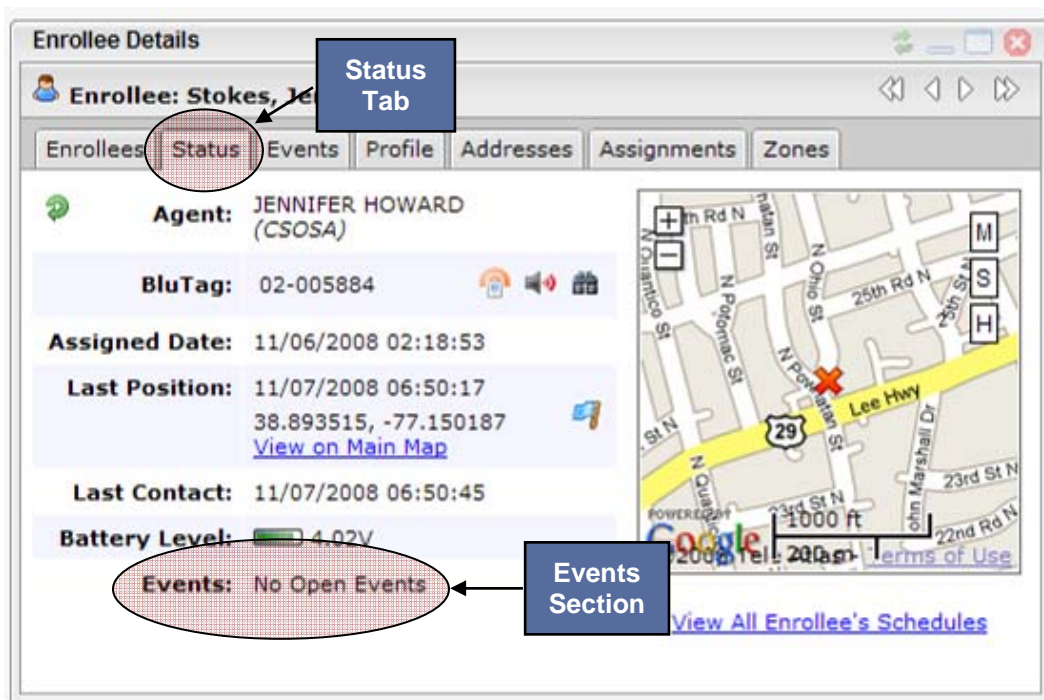


Figure 49 – Status Tab

4. Events are listed at the bottom of the Status tab.

Enrollee Details Widget Events Tab

This option defaults to displaying any event that has happened in the previous 48 hours from when you entered the tab. To see the events of the past 48 hours:

1. Open the **Supervision** tab > **Enrollee Details** widget
2. Click on the enrollee’s name.
3. Click on the **Events** tab. The screen refreshes to show the listing of events for the previous 24 hours.
4. You have the option of changing the date to go back and review event history for any period of time the enrollee was enrolled in VeriTracks. To view past events, click in the **Start Date** and **End Date** fields, select the dates from the pop-up calendars, and then select **Filter**. The screen refreshes to display all events that occurred within the selected date range.

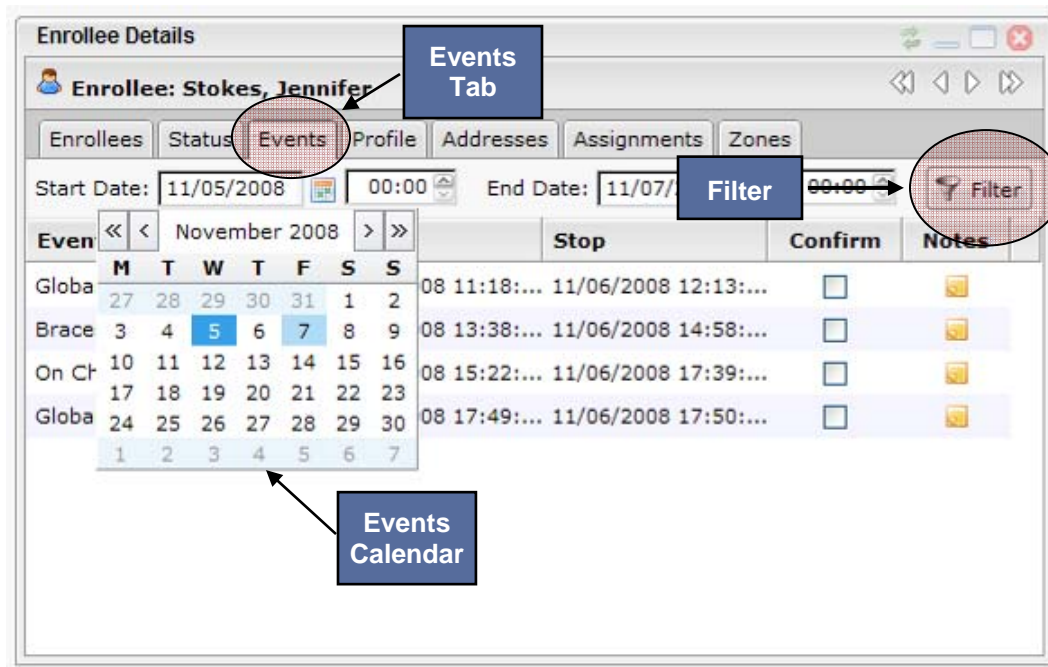


Figure 50 – Events Tab

BLUTAG NOTIFICATIONS

VeriTracks can send immediate notifications to you for certain BluTag events. To set up your notification preferences see the “Notifications” section in Chapter 8.

The BluTag events for which you can receive notifications are listed below. Codes for each event type shorten the message length for mobile messaging platforms.

You receive both open and closed event notifications for BluTag events. Open events start with a ‘+’ (plus sign). Closed event notifications start with a ‘-’ (minus sign).

Below is an example of an open notification for a Bracelet Strap violation:

Subject Line: **+BSTP**

From: techsupport@stopllc.com

STOP	Marty Morris	555-555-1212	16:40	11/30/07	Brian Moran
<i>ORI</i>	<i>Enrollee</i>	<i>Enrollee's Phone</i>	<i>Time</i>	<i>Date</i>	<i>Officer</i>

Below is an example of a closed notification for an Exclusion Zone violation:

Subject Line: **-EZS**

From: techsupport@stopllc.com

STOP	45678_ESV_0000-2359	Marty Morris	555-555-1212	18:25	12/01/07	Brian Moran
<i>ORI</i>	<i>Zone Name</i>	<i>Enrollee</i>	<i>Enrollee's Phone</i>	<i>Time</i>	<i>Date</i>	<i>Officer</i>

The abbreviation codes for the standard BluTag event notifications are as follows:

Event Notification	Abbreviation	Event Notification	Abbreviation
Bracelet Strap	+BSTP	Active Exclusion Clear	-EZ
Bracelet Strap Clear	-BSTP	Active Inclusion Alarm	+IZ
Low Battery Alarm	+BATT	Active Inclusion Clear	-IZ
Low Battery Alarm Clear	-BATT	Silent Exclusion Alarm	+EZS
Message Gap	+MGAP	Silent Exclusion Alarm Clear	-EZS
Message Gap Clear	-MGAP	Silent Inclusion Alarm	+IZS
No GPS	+NGPS	Silent Inclusion Alarm Clear	-IZS
No GPS Clear	-NGPS	911 Exclusion Alarm	+E911
Cell ID Change (optional)	+CELL	911 Exclusion Alarm Clear	-E911
Cell ID Clear (optional)	-CELL	911 Inclusion Alarm	+I911
Active Exclusion Alarm	+EZ	911 Inclusion Alarm Clear	-I911

THE DAILY SUMMARY REPORT

The Daily Summary Report provides a quick overview of events or violations that occurred since the last report was emailed to you. Simply click open the email to view the list. Logging into VeriTracks is not required, but there are links within the report that take you to the VeriTracks login page to view more information about an event or violation. The report covers 36 hours, so any delayed events missed in today's report will be covered in tomorrow's report.

From this single report, you can see enrollees who generated events the previous day. The goal is to focus quickly on non-compliant enrollees and to remind you of events that may still be open.

This report is emailed to you each morning and provides summary information for all supervised enrollees in your caseload.

Part 1 – Enrollee Summary: This section displays the enrollee name, supervising officer or agent name, last contact and other information.

```

*****
Organization:      STATE PROBATION
Parole Agent:      MARK JONES
Enrollee:          BRADY, ALAN
Sched GPS End Date: 08/31/2009
Last Contact:      12/03/2008 06:19
Last GPS:          12/03/2008 06:18
Lat:               31.576374
Lon:               -84.043037

https://www.veritracks.com
*****
    
```

Figure 51 – Daily Summary Report – Part 1

Part 2 – Zone Violation Activity Summary: Displays each zone violation’s type, number of points in violation, zone size, and start and end time.

Zone Name: 267 CORRIDOR Points/Distance: 3/8552	Type: E	Start: 11/11/2008 11:00	Stop: 11/11/2008 11:03
Zone Name: COOK OHIO IZ Points/Distance: 136/3377	Type: I	Start: 11/11/2008 19:10	Stop: 11/11/2008 21:27
Zone Name: CORNER Points/Distance: 1/1853	Type: E	Start: 11/11/2008 21:10	Stop: 11/11/2008 21:11

Figure 52 – Daily Summary Report – Part 2

Part 3 – Event Activity Summary: Displays a summary of the enrollee’s events.

Event:	Start:	Stop:	Duration:
LOW BATTERY ALARM	11/11/2008 13:59	11/11/2008 14:03	4
ON CHARGER	11/11/2008 14:03	11/11/2008 14:45	42
ON CHARGER	11/11/2008 20:10	11/11/2008 21:04	54

Figure 53 – Daily Summary Report – Part 3

CHAPTER 7: SUPERVISING AN ENROLLEE

The **Supervision** tab provides the most current information for an enrollee. There are multiple widgets available to locate the name of an enrollee. If you have a caseload, take advantage of the **Browse Enrollees** widget or go directly into the **Enrollee Details** widget. Each of these widgets defaults to displaying your caseload. Supervisory staff may wish to use one of the search widgets to find enrollees in their office, region, or organization.

ENROLLEE DETAILS WIDGET

The primary source of information in the **Supervision** tab is the **Enrollee Details** widget. Access to the enrollee information in the **Enrollee Details** widget is limited to users who have a login for that ORI or the parent ORI in the organizational hierarchy.

Enrollee Details Widget – Enrollees Tab

The **Enrollees** tab provides a snapshot of the status of each enrollee in your caseload. This tab displays a list of the enrollees by name. Next to each enrollee’s name is the time that has passed since the last call, the time that has passed since the last GPS point, and an icon that indicates whether or not BluTag has any open events.

Click on an enrollee’s name and then click on the **Status** or **Events** tabs to view more detailed information.

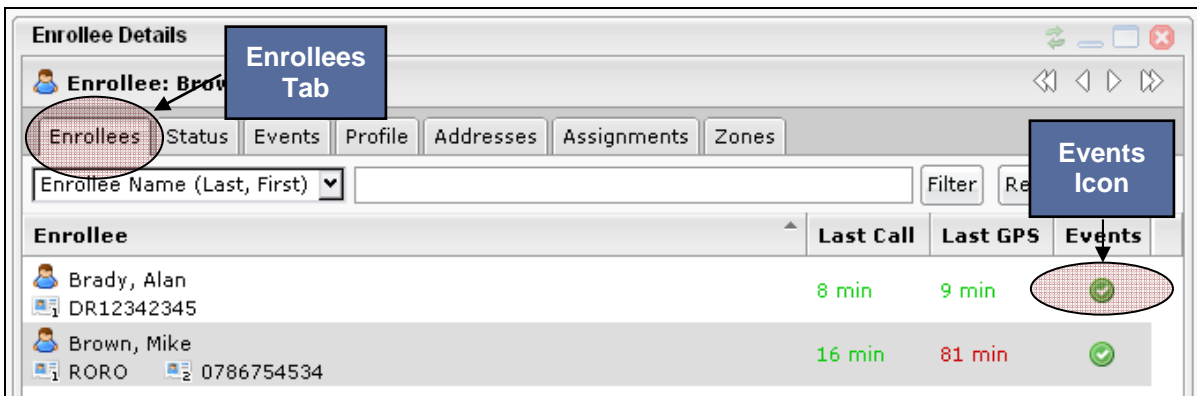


Figure 54 – Enrollee Details Widget – Enrollees Tab

In the upper-right corner of the tab there is an **Advanced** link (Figure 48). Use this link to:

1. See the enrollees for other officers in your ORI by un-checking the My Caseload box.
2. See your enrollees who are no longer assigned to devices by un-checking the Assigned box.

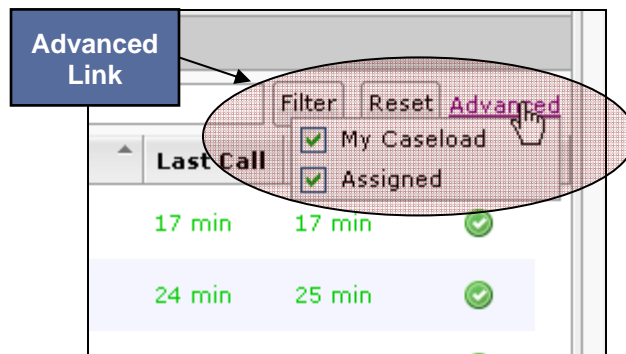


Figure 55 – Advanced Link

Enrollee Details Widget – Status Tab

The **Status** tab (Figure 49) provides a method of viewing the current events and most recent GPS tracks for enrollees. This is the primary source of current enrollee information. The following information displays on this screen:

- Supervising officer’s or agent’s name
- Device number
- Date and time of the enrollee’s last recorded position
- A link to a map in which you can view an enrollee’s most recent tracks. This map and its capabilities are described later in this chapter.
- A red “X” on the map represents the enrollee’s last reported position. The blue flag icon to the left of the map displays the approximate address of the red “X” position.
- Date and time of the last contact from the device
- Device battery level
- A link to a complete list of the enrollee’s zone and RF schedules
- BluBox or BluHome assignments and status
- Any open events
- Three methods of contacting the enrollee: audible tone, vibrate, or silent position request. Use the three icons to the left of the map

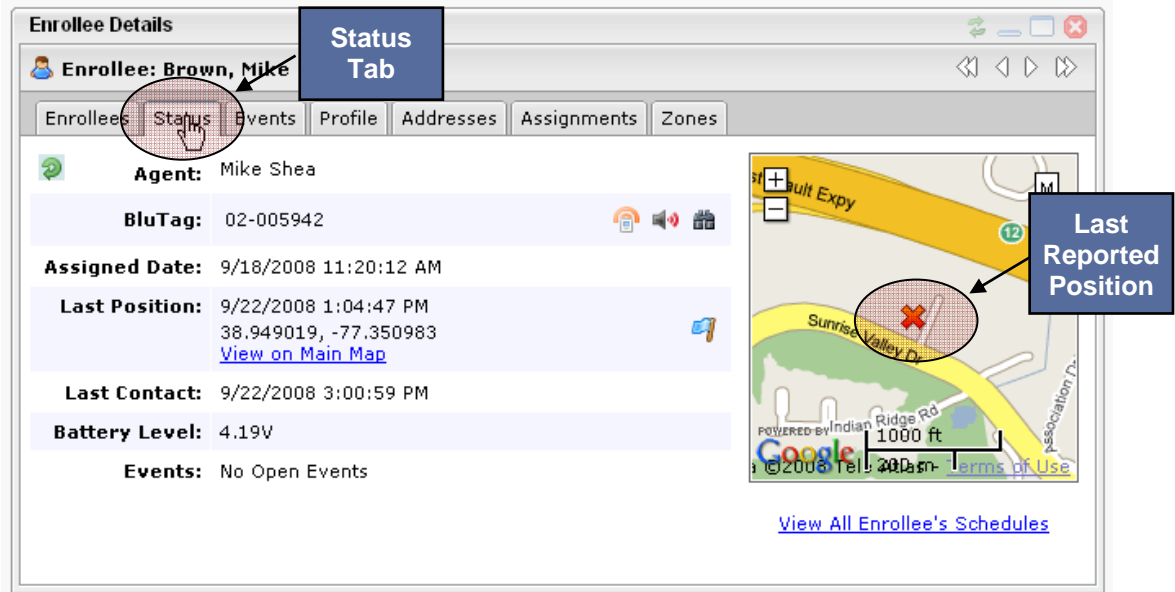


Figure 56 – Enrollee Details Widget – Status Tab

TIP: The information provided in the Enrollee Status tab is current as of the last call by the device. When an event occurs that causes you to receive an immediate notification, it is possible that by the time you log in to VeriTracks®, the event may have cleared. Refresh the data on the Enrollee Status page by pressing the **Refresh Status** button. The tab also automatically refreshes every three minutes.

Enrollee Details Widget – Event Tab

The **Event** tab (Figure 57) lists all the violations for an enrollee within the last 24 hours. Change the time range on the screen to show longer or shorter periods of time. You can record information about events. Check the **Confirm** box and click **OK** on the resulting pop-up window to record that you reviewed the event.

You can also capture notes about events. The notes are date and time stamped and attributed to you. Each agency should adopt a standard for making notes. To add a note, click the **Notes** icon for the event, enter note text, and click **Save**.

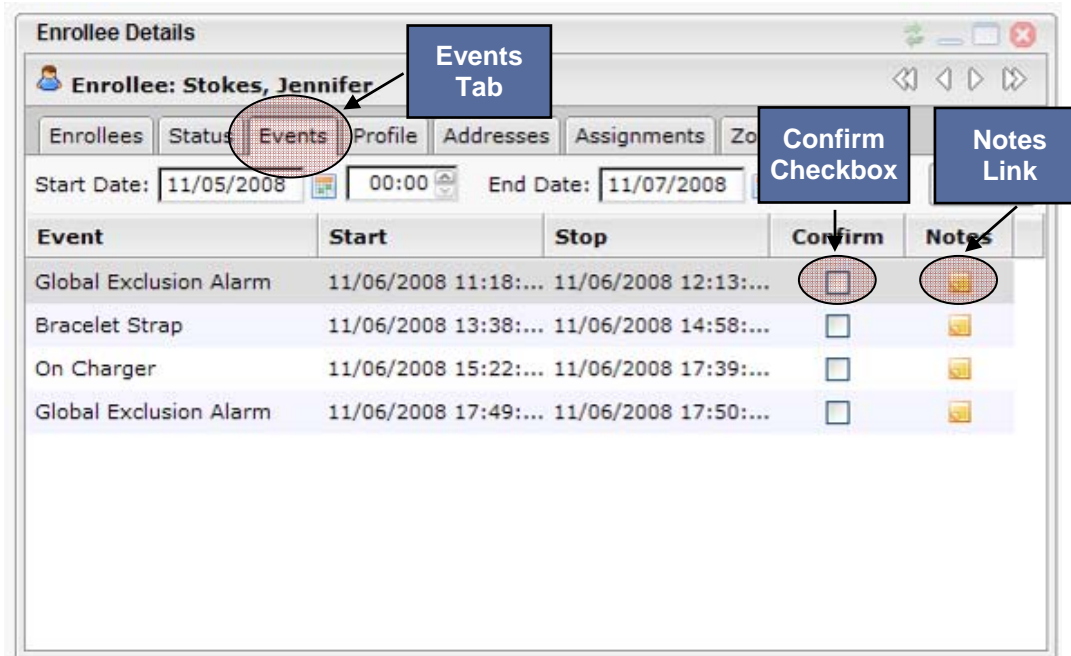


Figure 57 – Enrollee Details Widget – Events Tab

The Notes link allows you to enter as many date and time stamped notes as needed.

MAPPING PROCEDURES

There are two ways to map an enrollee’s tracks:

1. Click the **View on Main Map** link in the **Enrollee Details** widget **Status** tab.
2. Drag the enrollee to the map from the **Simple Enrollee Search**, **Advanced Enrollee Search**, or **Browse Enrollees** widgets.

TIP: To review an entire caseload on the map, bring up the points of the first enrollee in your caseload. Adjust the start time on the map to the earliest time from which you wish to view the enrollee’s tracks. Then click the **Lock Start Time** button in the map legend tool. Drag the names of succeeding enrollees to the map and their tracks will always start with the locked-in start time.

To unlock the start time, simply un-check the **Lock Start Time** box.

MAPPING TOOLS

The VeriTracks mapping function uses services provided by Google™ Maps. Both the Enrollee Status menu option and the Search menu option provide access to the mapping function.

The map screen contains five areas: the Map Tool Panel, the Map Info Panel, the Map Time Scale Panel, the Map Panel and the Map Footer Panel.

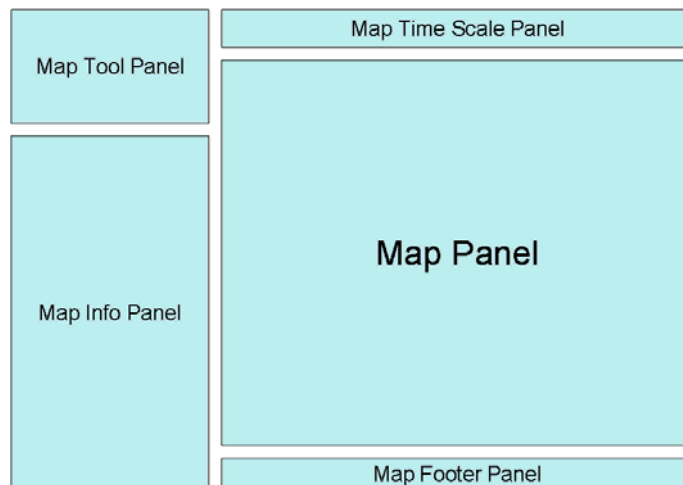


Figure 58 – Map Panel Layout

The Map Info Panel supplements the Map Tool Panel by displaying information pertaining to the current tool selected. The Map Time Scale Panel shows the current time scale of the data displayed on the map. The Map Panel is the Google Map itself. The Map Footer Panel displays additional information about the map such as the current mouse map coordinates.

Map Tool Panel and Map Info Panel

The Map Tool Panel consists of four tabs to analyze an enrollee’s tracks on a map. The Map Info Panel explains how a tool works or provides multiple options for the tool. When a tool button is clicked from the Map Tool Panel, the Map Info Panel updates showing specific information about the tool.

The four tabs on the Map Tool Panel are Legend, Locate, Zones and Playback. The mapping tool panel has one icon for each of the four tools (Figure 52).

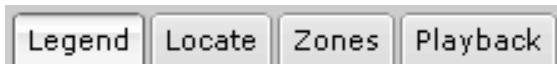


Figure 59 – Map Tools

Zones

When you click on the **Zones** tab, the Map Info Panel refreshes to show the details about the tab as shown below:

Display Zones

Enrollee Zones ▾

Create/Edit Zones

Name:

Desc:

Type: Inclusion Exclusion

Style: Circular Polygonal

Assign To: Mike Brown

Active Silent 911

Figure 60 – Map Zones Tab

The **Zones** tab gives the option to show enrollee zones, global zones or no zones at all. When you select from the **Display Zones** drop-down list, the map automatically displays the chosen zones (e.g., enrollee zones, global zones, no zones). The selected option from the drop-down list remains in effect throughout a mapping session until you change it.

The **Zones** tab also allows the creation of zones directly on the map you are currently reviewing. This flexibility allows the creation of a zone as tracks are being reviewed. To create a zone, fill in the fields and click **Create New Zone**, which draws an editable zone in the middle of the map.

The zone creation feature is covered in detail in Chapter 4.

Playback

The **Playback** tab displays an enrollee’s movement in sequence from the earliest point on the map to the latest point on the map. When you initially open the **Playback** tab, the Map Info Panel refreshes to display the Playback controls as shown below.

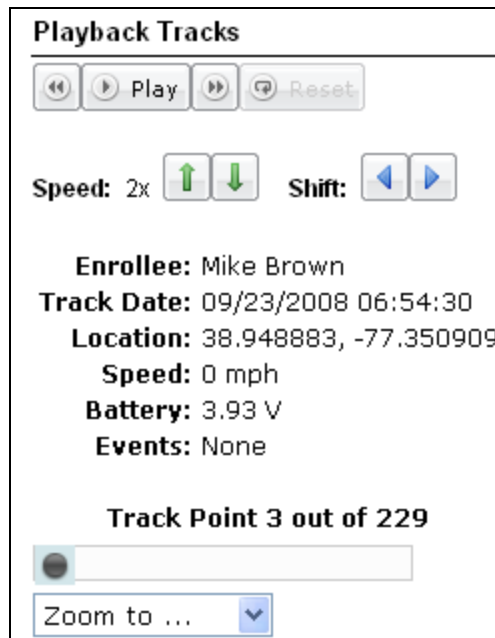


Figure 61 – Playback Tab

The Play button initiates the playback and causes a playback timeline to appear. The Pause button stops the playback mid-stream. Resume the playback by clicking the Play button. The playback timeline corresponds to the period of time displayed on the map for the enrollee. In addition, the enrollee’s name and the current point in the playback are displayed.

To stop the playback and start over, click the Pause button and then click the Reset button. Step forward or backward one point at a time using the left and right arrows. Increase or decrease the speed of the playback using the up and down arrows.

Also, you will see a drop-down list of map actions such as Zoom to Current Point, Zoom to Previous Point, Zoom to Next Point, Zoom to Entire Set, Zoom to First Point and Zoom to Last Point. These actions provide an enhanced viewing experience and better follow along with the playback of an enrollee’s tracks.

The Track point info window, which is discussed later in this chapter, allows you to start a play back from a selected point.

Locate

When you open the **Locate** tab, the Map Info Panel refreshes to show the details about the tool (Figure 62).

Show Address

Street:

City:

State:

Zip:

Ctry:

 Show Address

Find Nearest Address

Lat:

Lon:

 Locate Address

Figure 62 – Locate Tab

Show Address maps a specific address. Find Nearest Address provides the ability to click on the map to retrieve the latitude and longitude, and then click on the Locate Address button to show the corresponding street address for the point.

Legend

The **Legend** tab explains symbols and other features visible on the map.

In Google Maps, objects such as roads, cities, etc., are inherently shown on the map. The legend only shows those additional objects overlaid by VeriTracks. These layers consist of, but are not limited to, enrollee tracks, enrollee addresses, event and violation symbols and crime scene incidents.


When you open the **Legend** tab, the Map Info Panel refreshes to show the details about the tool (Figure 63).

Legend **Locate** Zones Playback

Enrollees

Selected
 Available

MIKE BROWN
(211 Tracks)
●

 Lock Start Date
 Enrollee Addresses

[Show Event Legend](#)

Figure 63 – Legend Tab

Enrollees Section

The most important feature of this tab is the ability to easily change which enrollee's tracks are displayed on the map. Multiple enrollees' data can be requested through the VeriTracks Search function, but only two enrollees' tracks can be displayed on a Google Map at any given time.

In the "Selected" section, you see the name or names of the enrollees whose track points are currently displayed on the map. Click the red "X" to the left of the enrollee's name and the enrollee's track points are removed from the map and the enrollee's name moves down to the "Available" box. The dot to the right of an enrollee's name shows the color of his/her tracks on the map. Click this dot and the map zooms to only that enrollee's tracks.

The "Available" section displays the name or names of any enrollees included in your search but whose points are not currently displayed on the map. Click the green "+" to the left of the enrollee's name and the enrollee's tracks display on the map and the enrollee's name moves up to the "Selected" box.

Events Section

The Events section contains a list of symbols that, when attached to a track point, correspond to an event occurring at that time. Remove the symbols from the track points by un-clicking the Show Events box.

Map Time Scale Panel

The Map Time Scale Panel (Figure 64) is used to control the time period of the data displayed on the map. The Panel appears if there is data that needs a time scale, such as enrollee tracks or crime incidents. It will not appear when mapping a zone.

In Google Maps, you can retrieve up to 24 hours of enrollee tracks in a single query. To retain peak efficiency of the displayed tracks, VeriTracks shows data initially in two-hour increments.

IMPORTANT: It is strongly recommended that you view enrollee tracks in increments no greater than four hours at a time.

The Panel has a calendar, date time range and a Quick Time Adjuster.

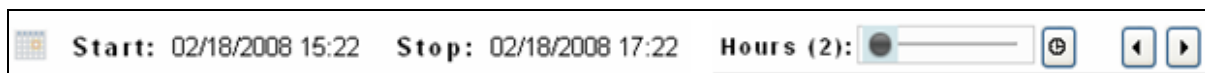


Figure 64 – Map Time Scale Panel

Calendar

You can change the entire date and time by clicking on the calendar icon next to the "Start:" text (Figure 65). This displays a calendar from which you can select the start date and time. Once selected the stop date and time automatically updates based on the selected time period with the Quick Time Adjuster.

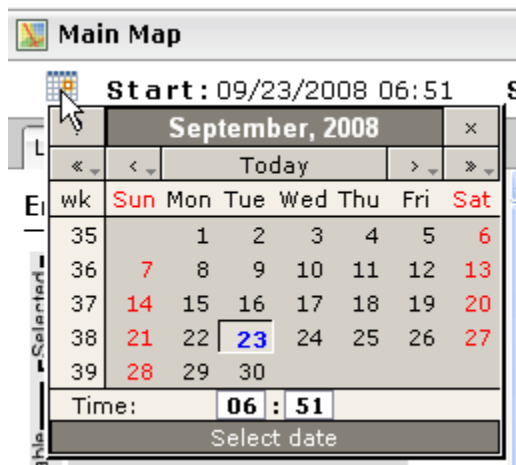


Figure 65 – Map Calendar

- **Date Time Range** – Indicates the time range displayed on the map. Adjust the time range with the calendar icon or the Quick Time Adjuster.
- **Quick Time Adjuster** – Quick Time Adjuster (Figure 66) included in the Map Time Scale Panel allows you to quickly modify the time scale of the map. It consists of two components, the Interval Adjuster (the sliding scale) and the Start Time Adjuster (left and right arrows).

The Interval Adjuster changes the interval between the start and stop time and sets the number of hours by which the Start Time Adjuster increments.

The Start Time Adjuster changes the start time forward or backward in increments determined by the Interval Adjuster.



Figure 66 – Quick Time Adjuster

Shift the data’s time range displayed on the map by using the left-pointing arrows to shift back in time and the right-pointing arrows to shift forward in time.

Example: You are viewing enrollee data on a certain day and its time range is 0800 to 1000. You select a sliding scale value of four hours. If you click on the clock, the map refreshes to show 0800 to 1200. If you then click the right-pointing arrows, the map refreshes to show the time range of 1200 to 1600.

Map Panel

The Map Panel contains the Google Map, which contains various mapping components such as an overview map, map scale and map controls. These components are standard Google Maps functionality.

Map Controls – Identify Feature

When you click on a particular feature (e.g., track point, zone, address, etc.), a pop-up window appears with information about the feature.

After clicking on an enrollee's track point, a pop-up window appears. It contains three tabs: Point, Enrollee and Agent.

- The **Point** tab shows information about the specific track point that was clicked on, such as its GPS date and time and its latitude and longitude. Start playback from the selected point by clicking on the link.

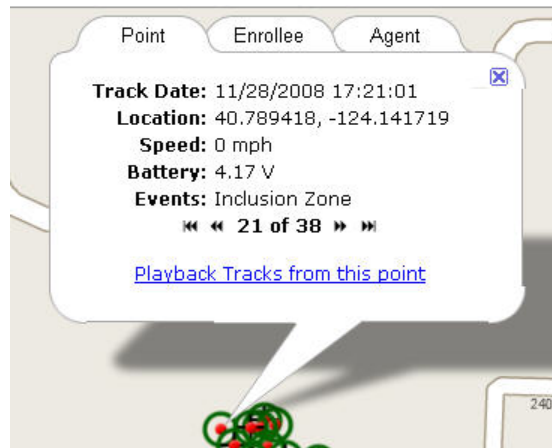


Figure 67 – Point tab

- The **Enrollee** tab shows information about the enrollee, such as his or her name, the tracking device assigned, the date the tracking device was assigned, his or her Primary ID number, address, phone number, etc.

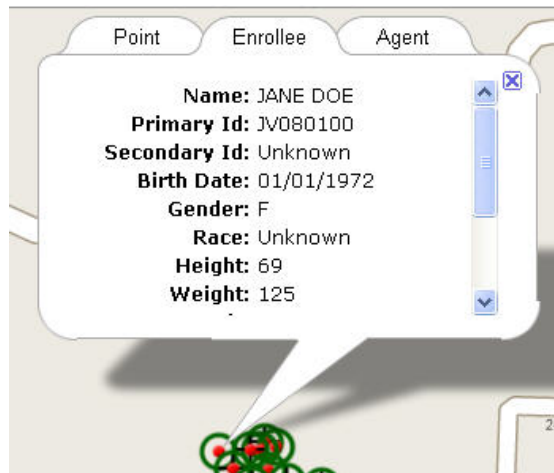


Figure 68 – Enrollee tab

- The **Agent** tab shows information about the enrollee’s supervising officer or agent, such as his or her name, the supervising agency’s name, e-mail address, phone etc.

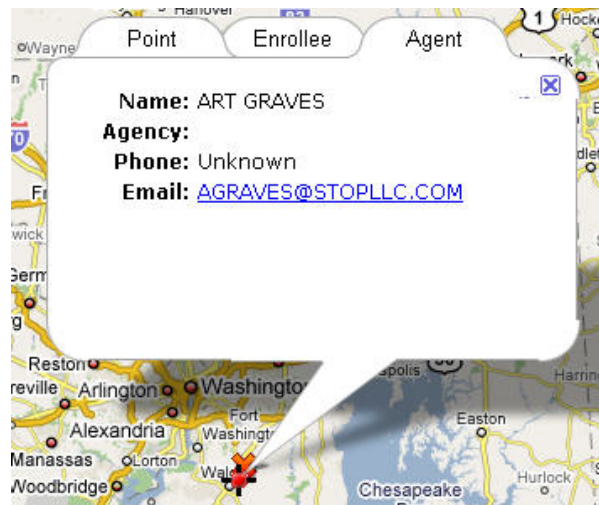


Figure 69 – Agent tab

Identify Zone

When identifying a zone, the pop-up window displays information about the zone such as its name, location, radius, and type. If you created the zone, a hyperlink inside the pop-up window allows you to edit it.

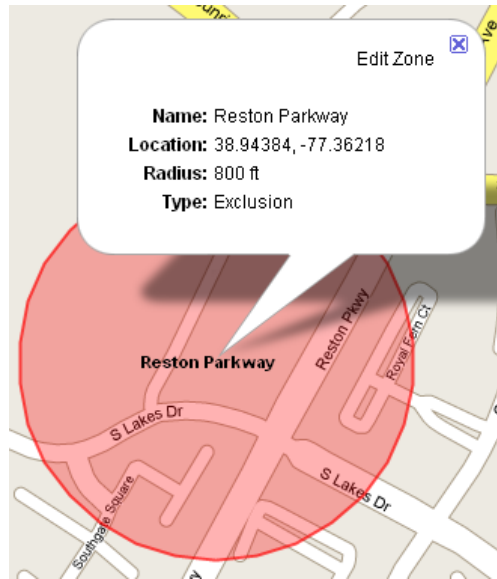


Figure 70 – Zone Identifier

Navigation Controls – Pan and Zoom

Pan a Google Map using one of two methods. The first uses the panning buttons containing directional arrows (north, south, east and west) located on the left side of the map. Click on one of these buttons and the map pans in the direction indicated on the arrow (Figure 71).

The second method uses the drag/drop feature. Left-click to “grab” the map and then drag it in any direction. The Map Panel automatically updates the map to include any data points or objects currently displayed on the map.

The zoom tool is a standard component of a Google Map. The control allows you to drag a bar up and down a scale to zoom the map in and out (Figure 71). Double click on the map to automatically zoom to the point on which you clicked.

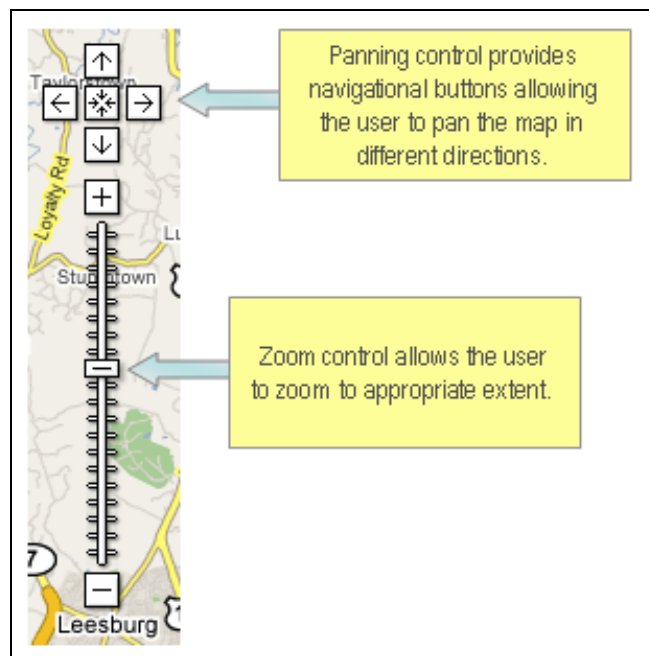


Figure 71 – Map Pan and Zoom

Map Controls – Map Types

The map contains a set of three controls located at the top right of the map, which determines the type of data displayed on the base map (Figure 72). The three buttons are labeled Map, Satellite and Hybrid. The Map button shows the typical base map data such as roads, parks etc. The Satellite button shows the satellite imagery (also referred to as aerial photography), and the Hybrid button shows the base map data overlaid on top of the satellite imagery.



Figure 72 – Map Types

Map Footer Panel

The Map Footer Panel shows information about the current status of the map, such as the mouse coordinates. It also provides some unique features and tools such as measuring distances between two points on the map.

Mouse Coordinates

In the lower-left corner of the Map Footer Panel, the current cursor map coordinates are displayed and dynamically update as the cursor is moved around the map.

A rectangular box containing the text '38.949397, -77.355348' in a monospaced font.

38.949397, -77.355348

Figure 73 – Mouse Coordinates

Measuring Distances

To measure distances on the map, click on a beginning location point with the mouse. Click an ending distance with the mouse. The footer automatically updates with the distance between the two points. While you will not see anything on the map itself (e.g., the icon where the click occurred) you will see the length between the two points in the Map Footer Panel.

CHAPTER 8: MAINTENANCE

IMPORTANT: There are two ways to access the information in your agency’s user accounts. If you are an agency administrator and have access to all of your agency’s user accounts, you can maintain the accounts through the **User Management** widget in the **Maintenance** tab page. If you do not have access to other officer’s user accounts you can still maintain your own account. Click on the **My Account** link in the upper right corner of the VeriTracks screen, next to the **Logout** link. The My Account link gives access to the Profile tab described below and may give you access to additional tabs described in this chapter depending on your agency’s policies.

The Maintenance tab page permits agencies to maintain user accounts, set user privileges, and create duty officer profiles.

USER MANAGEMENT WIDGET

Profile Tab

The **Profile** tab allows you to modify your password, security question and answer, and primary and secondary e-mail addresses at which notifications are received. The following fields are part of a user profile. Make any changes and then click **Save**.

Field	Description
First Name	Your first name.
Last Name	Your last name.
Primary E-mail	This is the e-mail to which the following VeriTracks communications will be sent: <ul style="list-style-type: none"> • The daily summary report (if the daily summary report is selected in the Notifications tab) • Immediate notifications for enrollee violations (for violations selected in the primary column in the Notifications tab) • Emails containing a user password when requested from the Solutions Center.
Secondary E-mail	This additional email address can receive immediate notifications on enrollee violations and events. This can be a stationary email address or a mobile one, such as a cell phone, Blackberry, etc.
Primary/Secondary Phone	The phone number at which you can be reached.
Time Zone	The Time Zone in which VeriTracks® will display time data.

Is a Duty Officer	This box is checked if the user account is defined as the “duty officer” for the agency.
User Name	The unique login string.
Password	Your password. When a new profile is created, a password is automatically generated and sent to the primary e-mail address in the new user’s profile. You should modify your profile to contain a personalized password.
Security Question	STOP’s Solutions Center personnel use this question to verify your identity when you call 866-703-STOP.
Security Answer	This is the response you must give when the Solutions Center staff asks the Security Question.
Phone Support ID	In the future when you call STOP’s Solutions Center, you will be prompted for this unique ID to quickly access your account.
Phone Support Pin	In the future when you call STOP’s Solutions Center, you will be prompted for your personal PIN number.

Notifications Tab

Enrollee Daily Notifications

You can be notified about zone violations, equipment related violations or crime scene incident hits in the daily summary report. Choose to receive notifications for enrollees to whom your name is attached in the Enrollee profile or for your entire ORI. Both options should not be selected at the same time.

To select a type of violation, click the type in the drop-down box and then click the green “+” to the left of the drop-down box.

Daily Notifications

Events	Who For	# of Hits
<input checked="" type="checkbox"/> Bluhome Violations	My Offenders	One
<input type="checkbox"/> ZONE HITS	My Offenders	0
<input type="checkbox"/> INCIDENT HITS	My Offenders	1
<input type="checkbox"/> DEVICE VIOLATIONS	My Offenders	0
<input type="checkbox"/> BLUHOME VIOLATIONS	My Offenders	0
<input type="checkbox"/> GLOBAL ZONE ALARMS	My Offenders	0

[select all](#) | [unselect all](#) | [remove selected](#)

Figure 74(a) – Daily Notifications

Active, Hybrid, and Passive Immediate Notifications

The Immediate Notifications section offers significant flexibility in selecting the type of immediate notifications you receive. Select each individual notification you want to receive for each device type, as well as choose where to receive the notification (primary and/or secondary e-mail addresses).

To ensure you receive the selected notifications for each device type at the correct email address, mark the desired choices in the Type, Events, Who For, and Send To drop-down lists and then click the green “+” to the left of the Type drop-down box.

Immediate Notifications			
Type	Events	Who For	Send To
<input checked="" type="checkbox"/> Active	911 Exclusion Zone Alarms	My Offenders	Primary
<input type="checkbox"/> Active	BRACELET STRAP TAMPERS	My Offenders	Primary
<input type="checkbox"/> Active	911 EXCLUSION ZONE ALARMS	My Offenders	Primary
<input type="checkbox"/> Active	BLUHOME POWER LOSSES	My Offenders	Primary

[select all](#) | [unselect all](#) | [remove selected](#)

Figure 74(b) – Immediate Notifications

Additional Enrollees Tab

You can receive the notifications for individual enrollees who are not in your caseload. For example if another officer goes on vacation or an enrollee in another officer’s caseload needs heightened supervision, you can receive notifications for a specific period of time until the regular officer returns to duty. To add another enrollee to your notifications regimen:

1. Click on the Additional Enrollees tab.
2. In sequence, select the agency in which that enrollee sits, click Update Agents; select the officer to which the enrollee is assigned, click Update Enrollees.
3. The enrollee for that officer will appear in the Enrollees box.
4. Select the enrollee you wish to receive notifications for and click Add Enrollee.
5. Click Save.

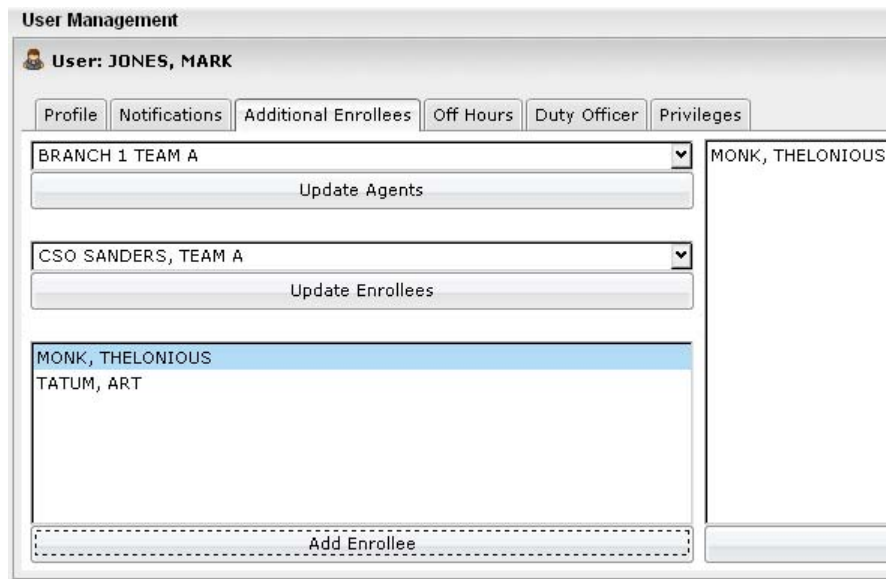


Figure 75 – Additional Enrollees

Off-Hours Tab

You can create two immediate notification regimens. You can set immediate notifications as described above. In addition you can create an off-hours schedule with a completely different set of notifications.

For example, during your primary work hours, you may want to receive all of the standard immediate alerts available in the VeriTracks system. However, when you are not on duty (i.e., off hours), you want to receive some, but not all of the immediate notifications normally received during your primary working hours. Or you may not want to receive any immediate notifications while off duty. These scenarios are made possible by the User Off-Hours Schedule function.

Create an Off-Hours Schedule

1. Open the **Off Hours** tab in the **User Management** widget.
2. Click **Off Hours**.

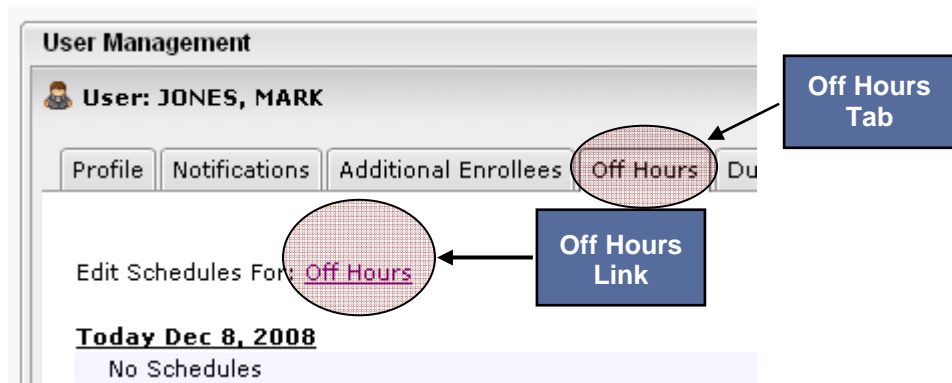


Figure 76 – Off Hours Tab

3. A modal pop-up appears showing any off-hours schedules currently in use. Click **Add New Recurring**.

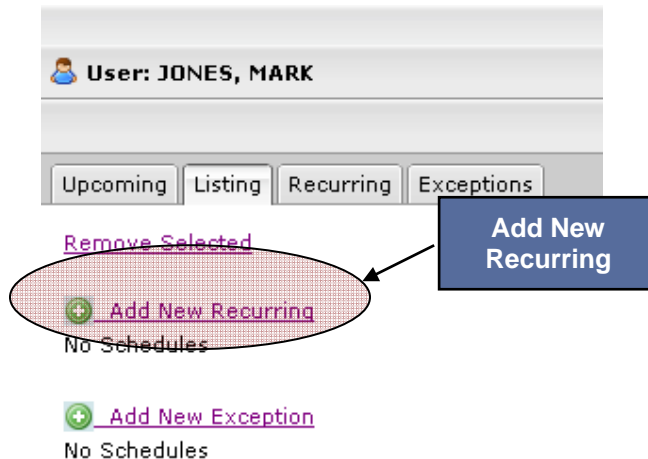


Figure 77 – Add New Recurring Link

4. A modal pop-up appears. Enter the schedule name and the desired times and days. Click **OK** when finished and close the modal pop-up.

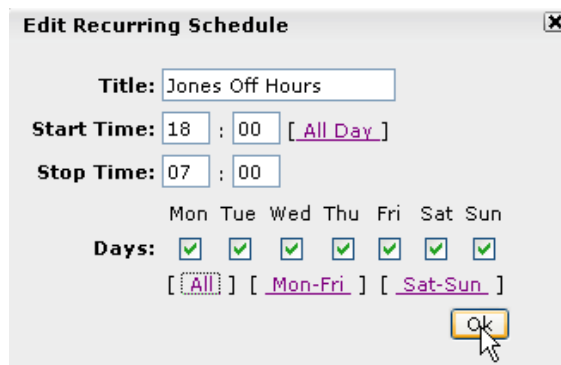


Figure 78 – Edit Recurring Schedule

5. The schedule appears in the original pop-up. Click **Save** and close this pop-up.



Figure 79 – Listing Tab

6. The schedule is now displayed in the **Off Hours** tab.

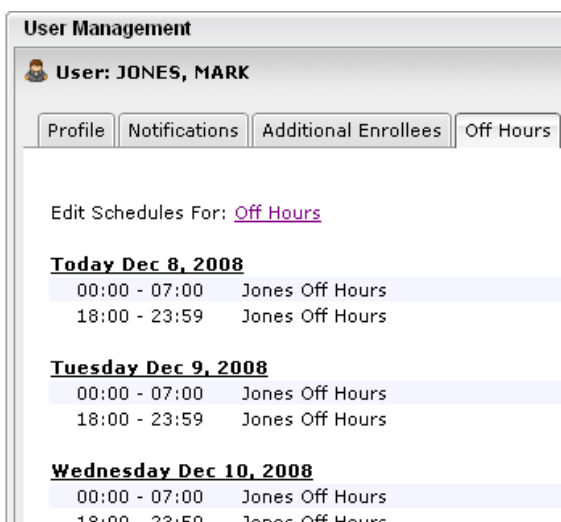


Figure 80 – Off Hours Tab

Duty Officer Tab

The **Duty Officer** tab gives an agency more notification capabilities beyond those offered by the individual user’s **Notifications** tab. The functions in this tab are based on the idea that supervising officers or agents may require certain notification schemes during working hours and a different one during off-hours. This tab also makes possible the use of the Duty Officer concept. In a Duty Officer arrangement agencies may wish to have notifications sent to a third-party operations center, duty desk, or even a rotating duty officer while supervising officers are not on duty. In the **Duty Officer** tab you can:

1. Set your own off-hours notifications.
2. Turn off notifications during your off-hours.
3. Send notifications to a third party “Duty Officer.”

Before any notifications schemes can be put in effect, you must first set an off-hours schedule. The “Off Hours Tab” section described previously in this chapter explains how to set an off-hours schedule.

Set Off-Hours Notifications

If you want to receive a modified set of immediate notifications during off-hours that are different than the immediate notifications received during working hours:

1. Open the **Duty Officer** tab on the **User Management** widget.
2. Select “Activate Off Hour Notifications.”
3. Mark the desired choices in the **Type**, **Events**, **Who For**, and **Send To** drop-down lists. Click the green “+” to the left of the Type drop-down box.
4. Click **Save** in the upper-right corner of the widget.

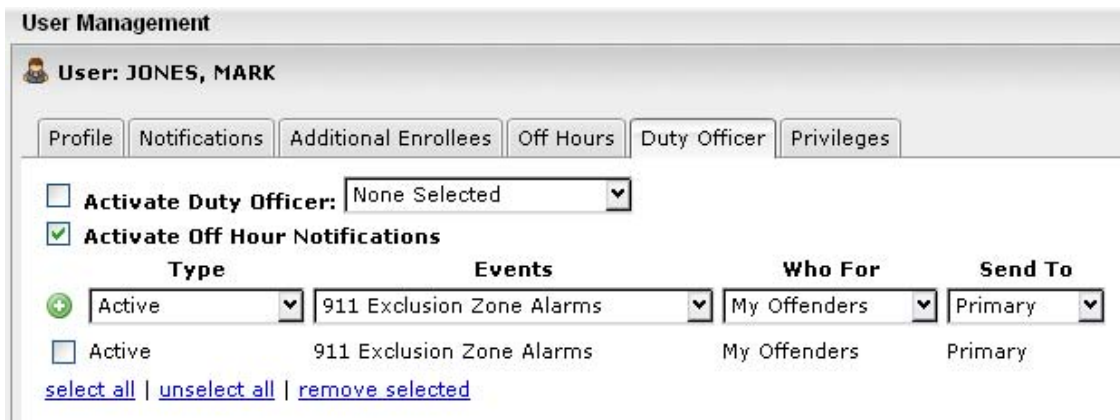


Figure 81 – Duty Officer Tab

Turn Off Notifications During Off-Hours

To stop receiving any immediate notifications:

1. Open the **Duty Officer** tab on the **User Management** widget.
2. Uncheck “Activate My Off Hour Notifications.”
3. Click **Save** in the upper-right corner of the widget.

Send Notifications to a Third Party “Duty Officer”

You can designate a Duty Officer profile to receive immediate notifications during your off-hours. A duty officer user account sends notifications to a centralized place or a single recipient during the off hours of supervising officers or agents. The notifications received by the duty officer are in addition to, and completely independent of, the notifications sent to the supervising officer or agent.

To set a Duty Officer for your account, open the **Duty Officer** tab, select a Duty Officer from the drop-down list, and then click **Save**. The list of Duty Officers is populated by any user account that is designated as a Duty Officer in your profile.

During your off-hours, a Duty Officer receives notifications based on the Duty Officer’s notification profile, not based on your notification profile.

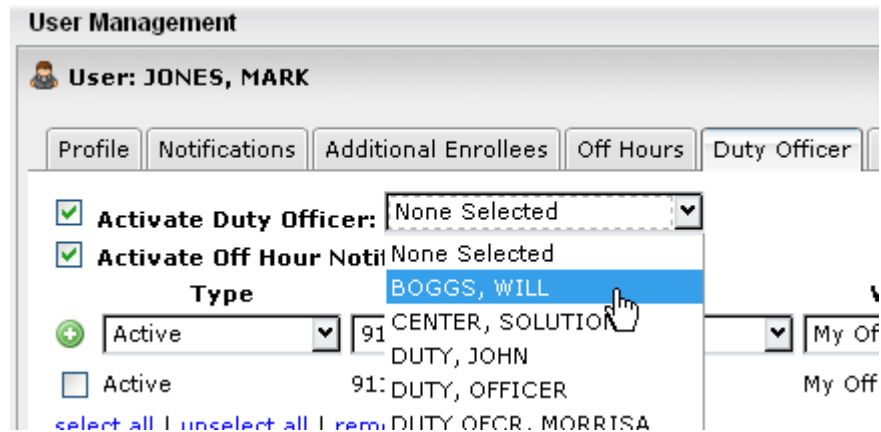


Figure 82 – Duty Officer Notification

Using a Duty Officer in Rotation

In situations where a person is on duty as opposed to stationary duty desk, there are several options to rotate the routing of duty officer notifications:

1. Rotate the e-mail address in the Duty Officer profile – update the duty officer’s e-mail address to that of the oncoming duty personnel.
2. Rotate the possession of a “duty phone” – permanently retain the e-mail address of the duty phone in the Duty Officer profile and simply pass the phone from the off-going personnel to the oncoming personnel.

USER ACCOUNTS

Each agency must have an administrator account assigned to manage user accounts. Only this administrator can access the User Accounts menu option. Administrators can create new users and modify the profiles of existing users with this menu option.

User accounts automatically deactivate if not used in six months. Accounts can be reactivated with agency authorization by calling the Solutions Center.

Create New Accounts – General Data

1. Open the **Profile** tab on the **User Maintenance** widget.
2. Click **Add New User** in the upper-right corner of the widget.

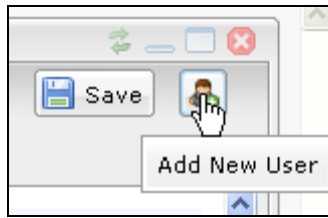


Figure 83 – Add New User

3. Enter a unique username. For larger agencies, it might be appropriate to adopt a standard username convention across the agency such as First name.last name.agency, e.g., JAMES.SMITH.STOP.
4. Enter the remaining data as described in the “Profile Tab” section on page 70.
5. Click on the **Notifications** tab as described in the “Notifications Tab” section on page 71 and make the entries that support the agency’s notification requirements.
6. Click **Save**.

Create New Accounts – Privileges

In addition to entering the general data for a new user as described in the previous section, each user must be granted privileges to access the various parts of VeriTracks.

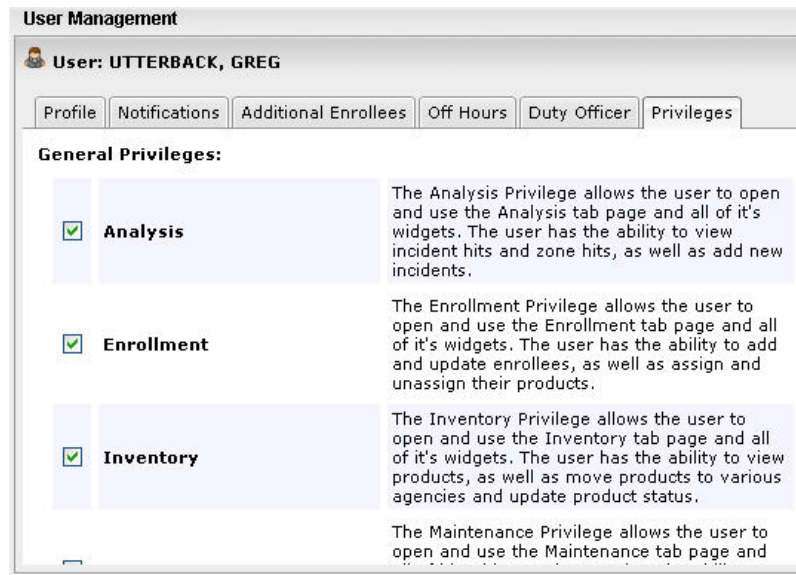


Figure 84 – User Privileges

Create Duty Officer Accounts

VeriTracks® allows the creation of one or more Duty Officer profiles. This profile is an independent entity with its own notification regimen. The notifications received by the Duty Officer are in addition to, and completely independent of, the notifications sent to other ORI users.

Creating a Duty Officer

1. Complete the standard procedures as described above to create a user account.
2. Select the “Is a Duty Officer” checkbox.

Secondary Phone:	<input type="text"/>
Time Zone:	Eastern <input type="button" value="v"/>
Is a Duty Officer:	<input checked="" type="checkbox"/>

Figure 85 – Create a Duty Officer

3. Set the notifications in the **Notifications** tab. The Duty Officer receives these notifications for the enrollees supervised by officers or agents who sets their own off hours and designates a duty officer in the Duty Officer tab.

CHAPTER 9: INVENTORY MANAGEMENT

The **Inventory Details** widget in the **Inventory** tab allows an agency to manage its device inventory, change the status of a device, check the current function of a device, move the device from one ORI to another, and review the assignment history of a device.

In agencies with a hierarchical relationship among ORIs, most of these tools and reports allow “parent” ORIs to view the information in the “child” ORIs.

INVENTORY DETAILS WIDGET – PRODUCTS TAB

The **Inventory Details** widget’s **Products** tab lists the agency’s current inventory.

Device Filter

In large agencies, the list of devices can be very long. The Inventory Details widget has a filtering option at the top of the screen. It allows you to more easily locate and view a specific device or devices. The filter parameters are product type, agency or device number. All three parameters can be used individually or simultaneously to narrow the search results.

Figure 86 – Inventory Details Widget – Products Tab

1. **Product:** Select the type of device by selecting it from the drop-down list.
2. **Agency:** Select the agency or ORI by selecting it from the drop-down list.
3. **Device Number:** Type in all or part of the device number. For example, by typing in “258,” all devices with that number sequence will appear in the results.

Products Tab (Inventory List)

The Inventory List displays all of the devices within an agency’s inventory, including each device’s serial number, the enrollee to whom it is assigned (if any) and the status of the device.

Serial #	Product	Assigned To	Status	Agency	State
02-005000 (A)	BluTag	Sullivan, Jack	Assigned	New Veritracks	🔴
02-005467 (A)	BluTag	Fields Oi#u) (#*)v N930urvn Iaj...	PreShipping	New Veritracks	🔴
02-005884 (A)	BluTag	Black, Joan	Needs Repair	New Veritracks	🟢
02-005887 (A)	BluTag	Bearon, Smithson	Unassigned	New Veritracks	⚠️
02-005942 (A)	BluTag	Brown, Mike	Unassigned	New Veritracks	🔴
02-006193 (A)	BluTag	Brady, Alan	Assigned	New Veritracks	🟢

Figure 87 – Inventory List

Change Device Status

An agency can manage its inventory by assigning a status to a BluTag. The available statuses are:

- Needs Repair
- Pre-Shipping
- Received
- Shipped
- Unassigned
- Unrecoverable

If a device is given a status of Needs Repair or Unrecoverable, it is also considered inactive. This means the device is no longer available for assignment to an enrollee in the enrollment process. The device number will not appear in the **Enrollment Entry** widget **Assignments** tab.

To change the status of a device:

1. Click on that device number and select the new status in the drop-down list in the lower-left corner of the widget.
2. Click the **Go** button, then click **Save** in the upper-right corner of the widget.

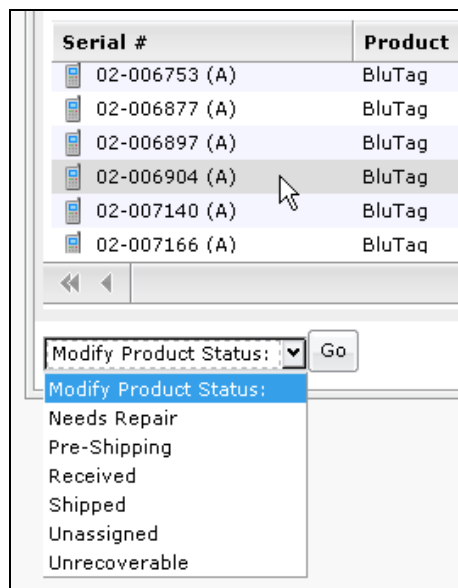


Figure 88 – Change Device Status

IMPORTANT: When a device is marked as inactive (Needs Repair or Unrecoverable) it should be returned to STOP if available. It cannot be reactivated. In most cases, devices marked as Unrecoverable have the wireless component deactivated and are therefore no longer usable.

Change Device Owner

For agencies with multiple ORIs, including those in a hierarchical relationship, devices can be moved around within these ORIs. In order to move devices from one ORI to another, you must be logged into an ORI that is “parent” to both ORIs.

To reassign a device within an agency’s structure:

1. Click on the device number and select the new ORI in the drop-down list in the lower-right corner of the widget.
2. Click **Save** in the upper-right corner of the widget.

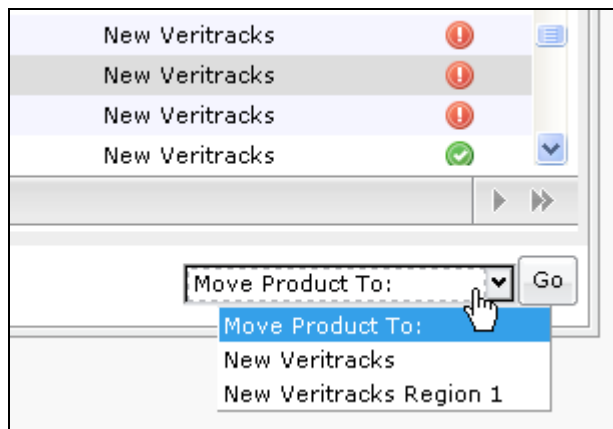


Figure 89 – Change Device Owner

INVENTORY MANAGEMENT REPORTS

Device History Report

This report shows the history of any individual device in an agency’s inventory. To generate this report:

1. Click on the Device number in the **Products** tab.
2. Click on the **Assignment History** tab.
3. The screen refreshes to show a list of the enrollees to whom the device has been assigned as well as the start date and stop date for each of those assignments.

Assigned To	Agency	Date	Reason For Change
ALBERTS, JOHN	TEST AGENCY	10/17/2008 16:31:37 to Present	N/A
SYDNEYS, THOMAS	TEST AGENCY	10/13/2008 13:56:56 to 10/13/2008 13:57:32	Abscond from Supervision (changed ..
A, 5716	TEST AGENCY	12/18/2007 17:59:06 to 10/10/2008 14:30:13	Tampering with GPS Equipment (cha...
ADAMS, JAMES	TEST AGENCY	11/20/2007 16:58:26 to 11/21/2007 15:27:02	None (changed by BMORAN)

Figure 90 – Device History Report

CHAPTER 10: USING VERITRACKS TO INVESTIGATE INCIDENTS

The incident capabilities described in this chapter apply to both supervising agencies and non-supervising agencies using the VeriTracks Automated Crime Scene Correlation (ACSC) tool. Agencies using ACSC to investigate enrollee movement can answer a question such as, “Was a specific enrollee(s) at a designated location during a particular period of time on a certain date?”

Non-supervising agencies can set up the ACSC component of VeriTracks to receive crime incident data from law enforcement agency databases or through manual entry.

Regardless of whether the data arrives in an automated process or is entered manually, ACSC compares enrollee tracks with the locations of reported incidents. When an enrollee’s tracks are within 1,500 feet of an incident location at or near the time of the incident, VeriTracks generates an “incident hit.”

Incident hit information can be viewed in VeriTracks screens or e-mailed to users in a daily summary report.

METHODS FOR ENTERING INCIDENT DATA

Data Import

VeriTracks has the ability to take data from law enforcement agencies and import it in a daily automated process. Law enforcement agencies can coordinate with STOP technical personnel to set up the data interface. When the interface is complete, the agency can deliver its data in a nightly import process. Each night VeriTracks runs the comparison process and generates the appropriate incident hits report.

On-Screen Data Input

Supervising and non-supervising agencies can enter crime incident data in VeriTracks. While law enforcement agencies generally use the data import capability described above, you can bypass the data import and manually enter the data on the screen for immediate results. This functionality is particularly useful for incidents that require a rapid resolution.

To enter incident data manually:

1. Open the **Analysis** tab > **Incident Entry** widget
2. Click **New Entry**.

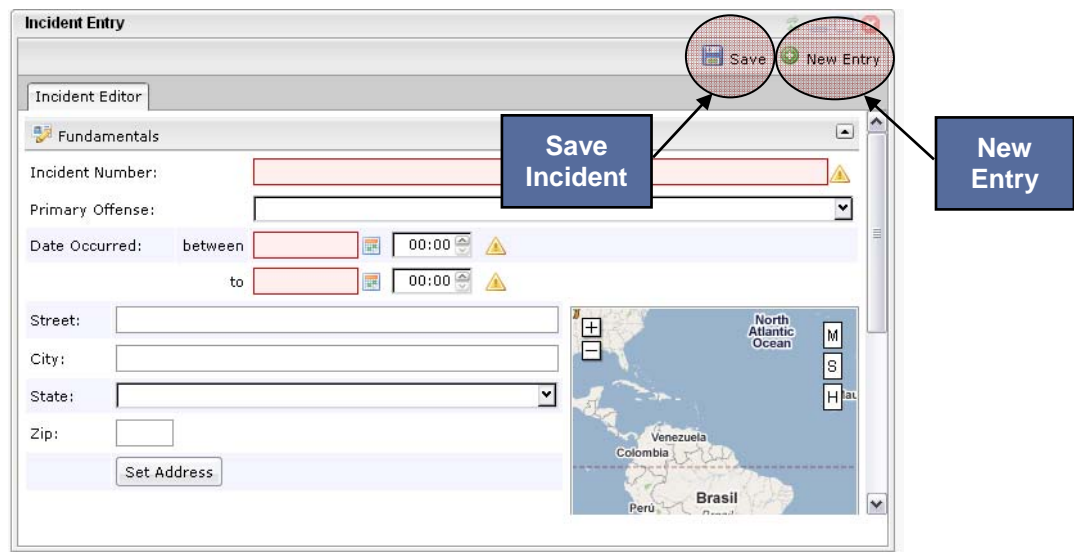


Figure 91 – Add New Incident

3. Enter a value in the **Incident Number** field. This is the unique identifier for the incident and can be any standard unique identifier already used by the agency. If a standard incident numbering scheme does not exist, the agency may want to develop one. In general, the use of the date as part of the incident number helps guarantee uniqueness. Adding a counter may be sufficient. An example is 031008-1 where the first 6 digits are the date, and the last two are the dash and a counter. This field is restricted to 12 characters.
4. Enter the **Date Occurred** by entering the dates for the date range or selecting them from the calendar and then entering the approximate begin and end time.
5. Enter the approximate address of the incident and then select **Set Address**. If you wish to enter a cross street enter both streets in this field (e.g., Main Street and First Avenue)
6. Enter any additional fields desired. All remaining fields are optional.
7. Click **Save**.
8. Results will be available within five minutes.

VIEWING INCIDENT SEARCH RESULTS

To view incidents:

1. Open the **Analysis** tab > **Incident Search** widget.
2. Enter search criteria on the **Search** tab and then click **Search** in the lower-left corner of the widget.

NOTE: Though all fields are available, the typical fields with which you will search are **Agency** and **Agency Case Number**.

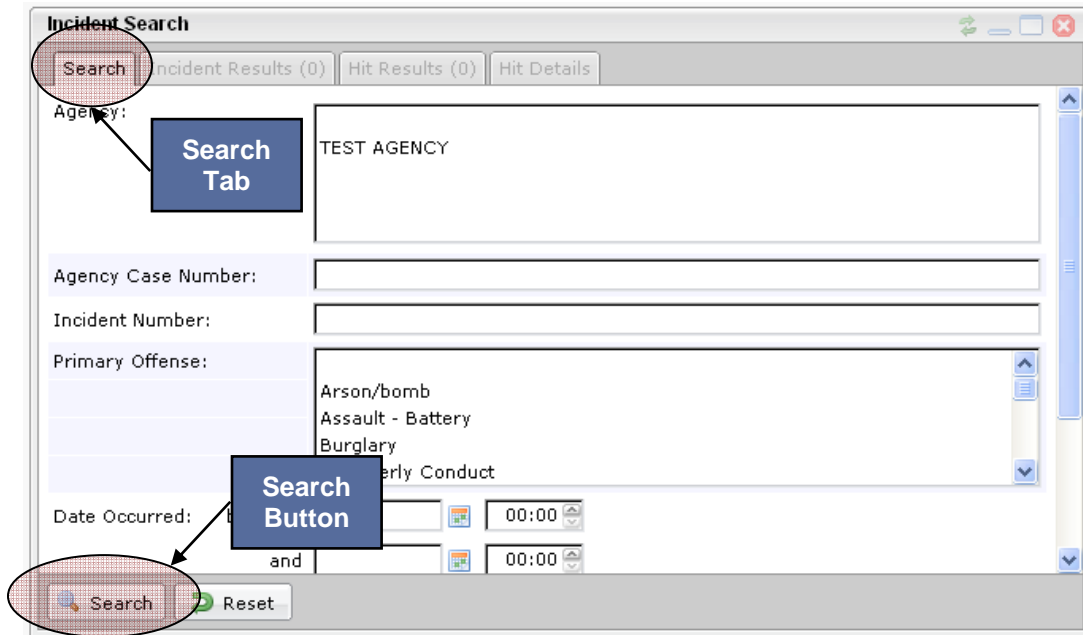


Figure 92 – Incident Search

3. You will be notified that the search is in progress. When the search is completed, results display in a list on the **Incident Results** tab.

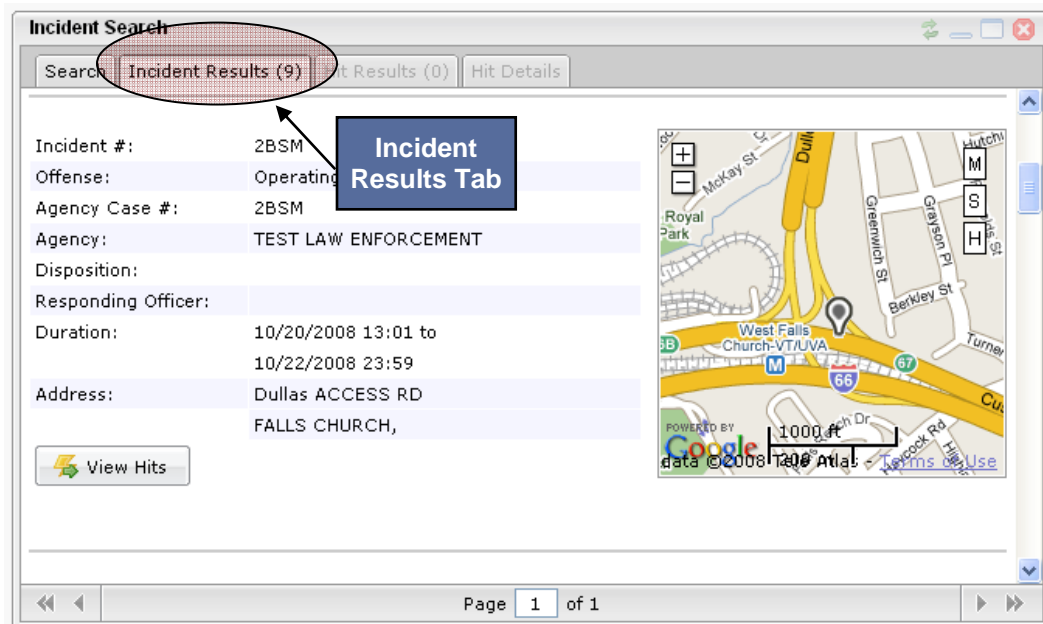


Figure 93 – Incident Results

4. Click **View Hits** to view a list on the **Hit Results** tab of each enrollee whose proximity to the incident was sufficient to generate a hit (Figure 94).

Hit #	Date	Offense	Enrollee	Score
2401	10/06/2008 11:00 to 10/06/2008 13:59	Operating Vehicle Impaired	BEARON, SMITHSON	
2501	10/06/2008 11:00 to 10/06/2008 13:58	Operating Vehicle Impaired	BROWN, MIKE	
2601	10/06/2008 11:00 to 10/06/2008 13:59	Operating Vehicle Impaired	768, 1024	
2701	10/06/2008 11:10 to 10/06/2008 13:59	Operating Vehicle Impaired	ADDAMS, PUGSLY	

Page 1 of 1

Figure 94 – Hit Results

- Click the link in the Hit # column to view additional information on the hit in the **Hit Details** tab (Figure 95). This tab provides information about the Incident Hit (Hit Number, Enrollee, Agent, Duration, etc.), Incident (Offense, Duration, Address, etc.), and a map.

Incident Hit

Hit Number: [2401](#)

Enrollee: SMITHSON BEARON

Agent: [BRIAN ALLISON](#)

Duration: 10/06/2008 11:00 to 10/06/2008 13:59

Number of Tracks: 177

Distance: 46 ft

Analyzed Score: (1 out of 5)

Incident

Offense: Operating Vehicle Impaired

Duration: 10/06/2008 12:00 to 10/06/2008 13:00

Address: 11720 SUNRISE VALLEY DRIVE
RESTON, 20191

Figure 95 – Hit Details

TIP: The **Analyzed Score** is a rating of how close and how long the enrollee was near the location of the incident. On a scale of 1 through 5, 1 has the greatest proximity.

THE INCIDENT HIT REPORT

The Incident Hit Report lists the hits from any incidents entered into VeriTracks within the last 24 hours.

How to Use the Hit Report

This report provides a summary of the hits and a list of enrollees at incidents 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 </pre>	<p>Incident description including: Type, time and place of the incident</p> <p>Enrollee at the scene of the incident</p>
<p>Click the following link to see the Veritracks Hit Report. https://georgia.veritracks.com/veritracks incident hit report.asp?hitID=726158</p>	<p>Link to VeriTracks®</p>
<pre> ***** * 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 </pre>	<p>Incident (crime) description including: Type, time and place of crime</p> <p>Enrollee at the scene of the incident</p>
<p>Click the following link to see the Veritracks Hit Report. https://georgia.veritracks.com/veritracks incident hit report.asp?hitID=726159</p>	<p>Link to VeriTracks®</p>

Figure 96 – Incident Hit Report

This report is e-mailed every morning to each designated law enforcement officer. It provides summary information for each incident hit and is sorted by the reported incidents. The e-mail report contains links that direct the law enforcement officer(s) into VeriTracks® for further analysis of the incident hit.

ZONES FOR LAW ENFORCEMENT

A law enforcement agency can set up global exclusion zones in its law enforcement ORI. A global zone automatically applies to every enrollee in the entire database and is automatically set to a 24x7 schedule.

Zones are a useful way to enhance enrollee movement tracking. Law enforcement officers are notified when an enrollee violates a zone. Working in an Incident ORI, a law enforcement officer can only create a Global Exclusion zone.

Exclusion zones define an area(s) where an enrollee is prohibited from entering. For example, an enrollee may be ordered to stay at least 500 feet from his or her former spouse's home. A time sensitive zone can be set up around the home and activated 24x7. When the enrollee enters this zone, a violation generates.

For more information on creating zones, please see chapter 4. Note: Global Zones do not need to be scheduled and do not need to be assigned to an enrollee. Global zones automatically apply to every enrollee in the entire database.

APPENDIX A: BLUBOX™ ACCESSORY GUIDE



BluTag® complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- This device may not cause harmful interference, and
- This device must accept any interference received, including interference that may cause undesired operation.

RF Exposure (SAR) Statement for BluTag®: (FCC ID S5EAA90048, FCC ID S5EAA70038)

For body worn operation this tracking device has been tested and meets the FCC RF exposure guidelines The highest reported SAR value is: 0.709 W/kg GSM850 and 0.967 W/Kg GSM1900.

RF Exposure Statement for BluBox™ (FCC ID S5EAA90548) and BluHome® (FCC ID S5EBH0107A)

This equipment complies with FCC RF radiation exposure limits set forth for an uncontrolled environment. The antenna(s) used for this transmitter must be installed to provide a separation distance of at least 20 cm from all persons and must not be co-located or operating in conjunction with any other antenna or transmitter.

WARNING – Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

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BLUBOX™ OVERVIEW

- Accessory to BluTag® Active and BluTag® Hybrid.
- Useful when GPS reception is limited.
- More restrictive method of curfew monitoring than a zone.
- Provides a radio frequency (RF) tether up to 100 meters (109 yards/328 feet) to BluBox.
- Does not need communicate monitoring data. All data is reported by BluTag to VeriTracks.
- Can extend the battery life of BluTag by allowing it to hibernate while in the RF tether range.
- Multiple boxes may be used to cover an entire location.
- Secure coded RF signal cannot be imitated or repeated.

HOW BLUBOX™ AND BLUTAG® WORK TOGETHER

BluBox emits an RF signal that, when detected by BluTag, causes BluTag to:

- Trigger an **Enter (BluBox)** event.
- Go into a **BluBox GPS Powersave** mode if the following criteria is met:
 - Can hear its BluBox
 - Is not in violation
 - Has just acquired a GPS point
 - Can successfully contact VeriTracks to upload data
- Constantly listen for the BluBox RF signal.
- Awaken every two hours and attempt to acquire GPS and contact VeriTracks.
- Acquire GPS faster when exiting the BluBox area, as it constantly updates its satellite data while in power-save mode.
- When out of the range of BluBox, BluTag resumes standard operation.

HOW BLUTAG BEHAVES IN A BLUBOX GROUP

- BluTag will come out of Powersave mode if one of the following occurs:
 - BluBox experiences a loss of RF signal, loss of power, movement, or tampering.
 - BluTag is in low battery, the status call button is pressed, or it is on the charger.
- BluTag will not go back in Powersave mode while a violation is in progress.
- If BluTag is out of Powersave mode, but in range of its BluBox, VeriTracks will show **Enter (BluBox)**

ENROLLMENT: CREATING BLUBOX GROUPS

To create a new BluBox Group:

1. Open the **Enrollment** tab > **BluBox Management** widget.
2. Click the **Add New BluBox Group** icon.

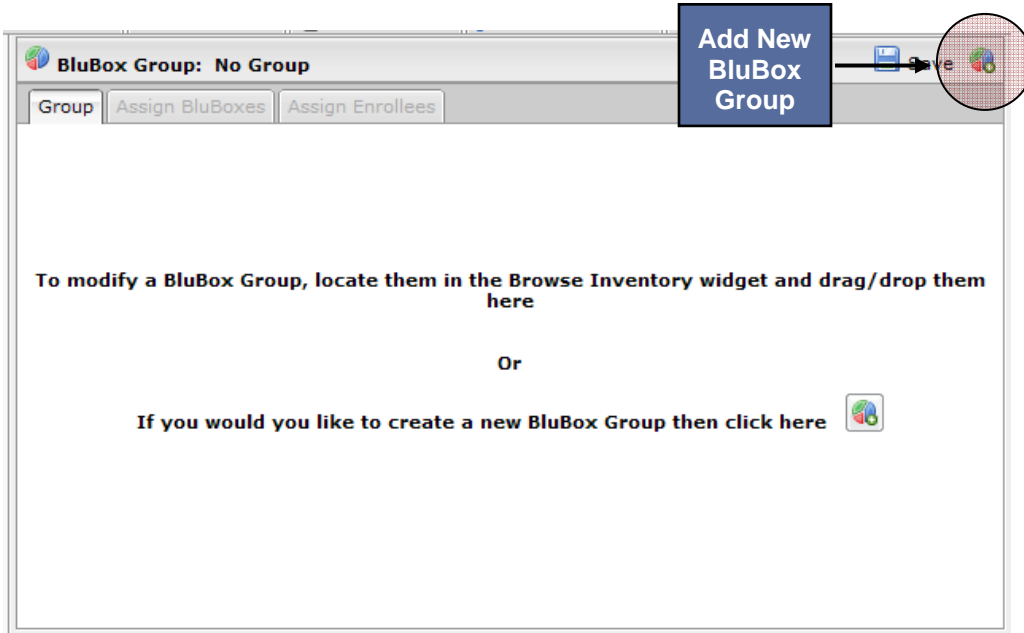


Figure 1 - Add New BluBox Group

3. Enter a group **Name** and **Description**. Click **Save**.

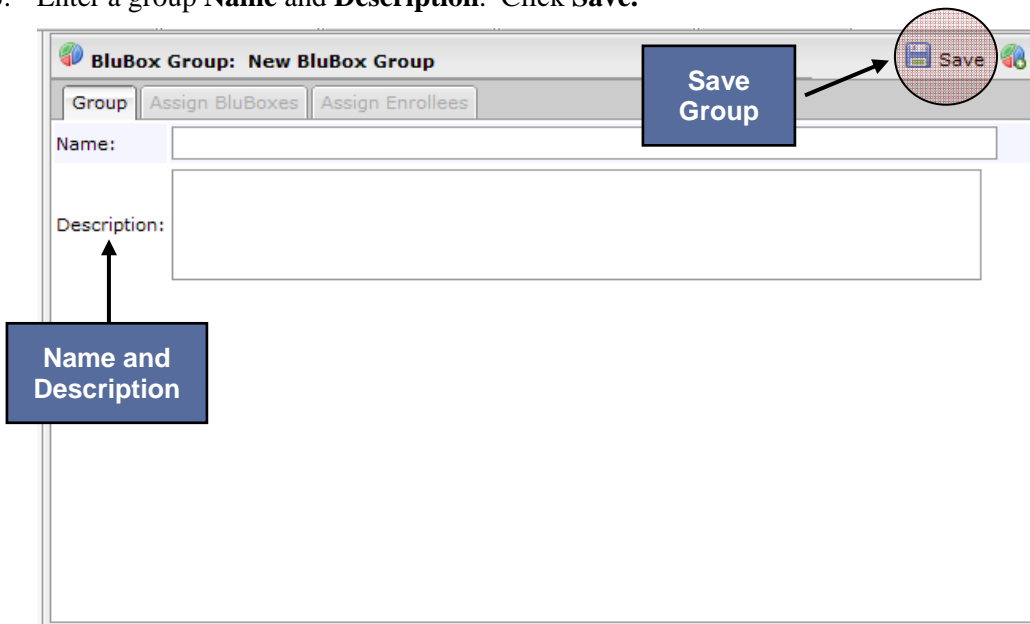


Figure 2 - Create Group

4. Use the Assign BluBoxes and Assign Enrollees tabs to make assignments.

ENROLLMENT: ADDING BLUBOXES AND ENROLLEES TO THE GROUP

To add a BluBox to an existing BluBox Group:

1. Click on the **Assign BluBoxes** tab.
2. Locate the BluBox number in the **Unassigned/BluBox** folder in the **Browse Inventory** widget.
3. Drag the device across to the **BluBox Management** widget.
4. Click the **Save** button.

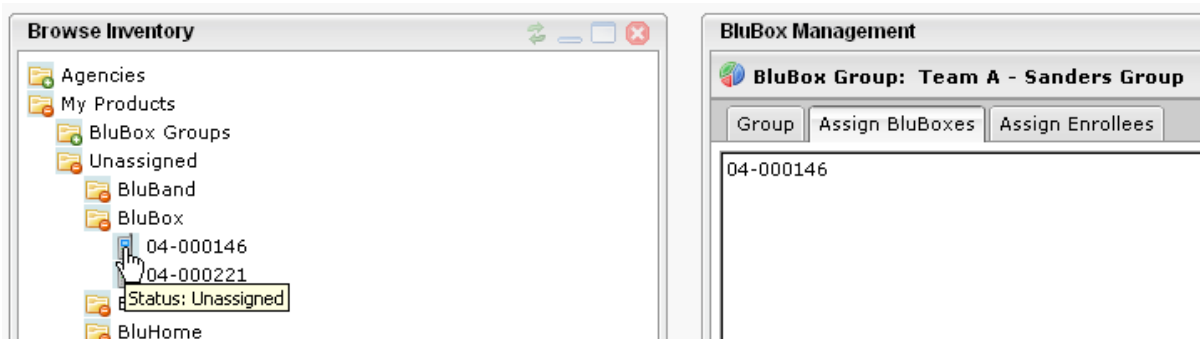


Figure 3 – Assign BluBoxes

To add an enrollee to an existing BluBox Group:

1. Click on the **Assign Enrollee** tab.
2. Locate the enrollee name in the **Simple Enrollee Search** widget.
3. Drag the enrollee name across to the **BluBox Management** widget.
4. Click the **Save** button.

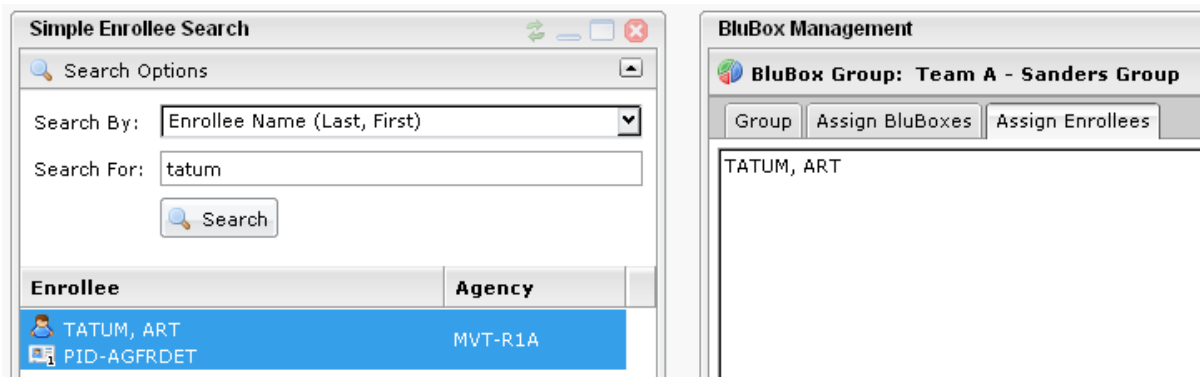


Figure 4 – Assign Enrollees

To modify an existing BluBox Group name or description:

1. Locate the Group in the **BluBox Groups** folder in the **Browse Inventory** widget
2. Drag the group over to the **BluBox Management** widget.
3. Change the Group name or description as needed.
4. Click the **Save** button after each transaction before proceeding to the next tab.

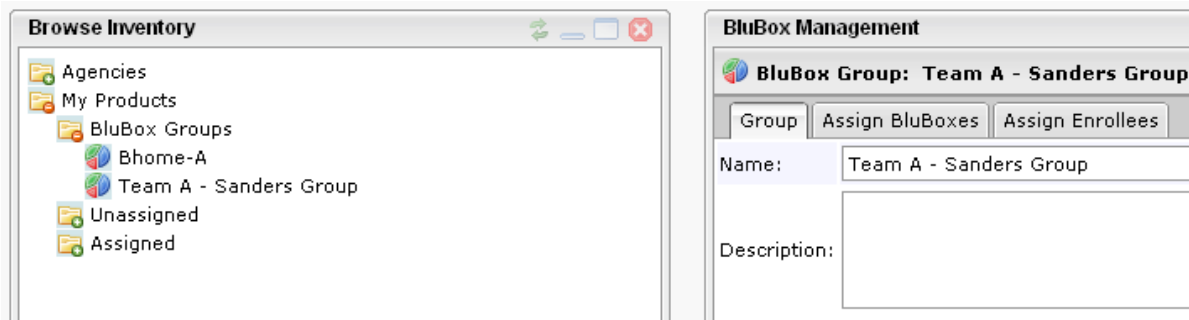


Figure 5 – Modify BluBox Group

To remove a BluBox or enrollee from an existing BluBox Group:

1. Locate the Group in the **BluBox Groups** folder in the **Browse Inventory** widget
2. Drag the group over to the **BluBox Management** widget.
3. Go to the **Assign BluBoxes** or **Assign Enrollees** tab depending on the desired transaction.
4. Click the **Remove** bar at the bottom of the widget.
5. Click the **Save** button.

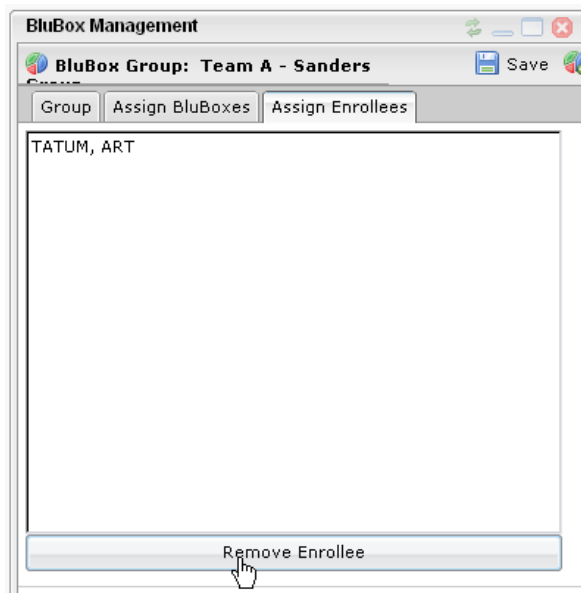


Figure 6 – Remove Enrollee

MONITORING: VERIFYING CURRENT BLUTAG STATUS VIA ENROLLEE STATUS

The **Supervision** tab > **Enrollee Details** widget > **Status** tab screen displays information about the status of the assigned BluBoxes.

Enrollee Details

Enrollee: TATUM, ART

Enrollees | **Status** | Events | Profile | Addresses | Assignments | Zones

Assigned Date: 11/13/2008 14:14:07

Last Position: 12/03/2008 15:38:47
38.948864, -77.350967
[View on Main Map](#)

Last Contact: 12/03/2008 15:39:17

Battery Level: 3.88V

Events: On Charger
(12/03/2008 15:26:10) [View A](#)

BluBox Comm Status: Non-Group BluBox in Range

Current BluBox Group: None

Assigned BluBox Groups: Team A - Sanders Group
04-000146: No Alarms

Figure 7 - BluTag Status

SCHEDULES: SETTING A BLUBOX REGULAR SCHEDULE

1. Open the **Enrollment** tab > **Enrollee Entry** widget > **Schedules** tab.
2. Click the BluBox Groups link.

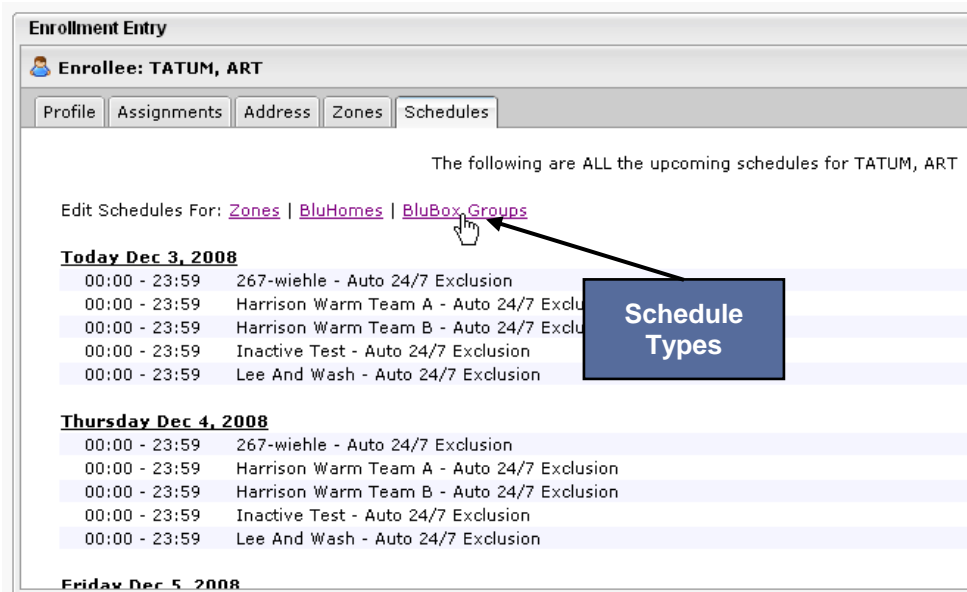


Figure 8 - Enrollee Schedules

3. Select the BluBox Group name from the drop-down list, open the **Listing** tab and click either the **Add New Recurring** or **Add New Exception** link. A pop-up window allows you to enter the information for the schedule.

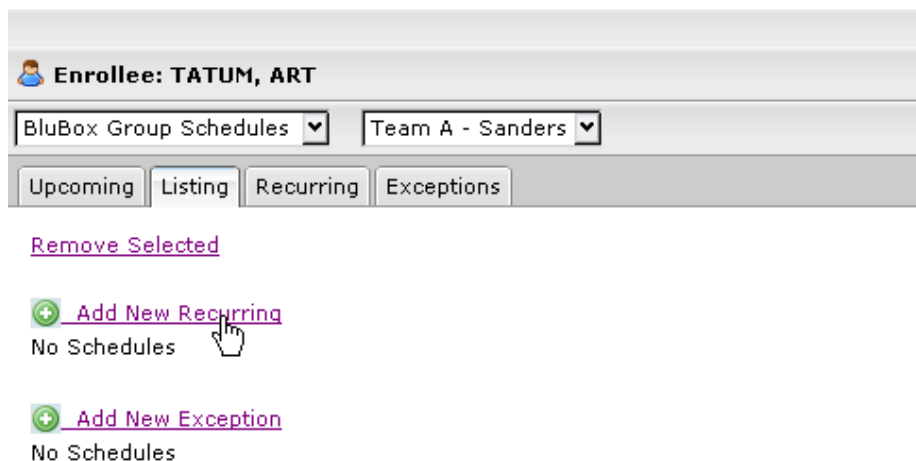


Figure 9 – Add New Recurring

4. Enter information for the schedule and then click **OK**.

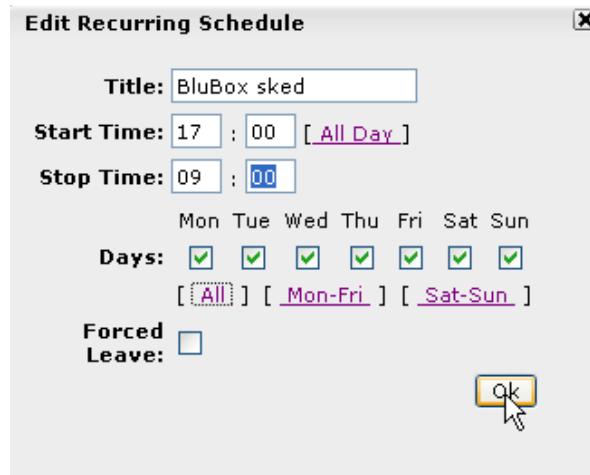


Figure 10 - Schedule Details

5. Click **Save** on the Listing tab.

EVENTS: UNDERSTANDING BLUBOX ACTIVITY

Event	Description	Immediate Notification Code
BluBox ENTER	The BluTag device is in range of the BluBox unit.	+/-ENTBB
BluBox POWER SAVE MODE	The BluTag is in range of the BluBox unit, has no violations, has acquired a GPS position, called VeriTracks, and is now in power-save mode.	
AWAITING LEAVE (Activated by use of Forced Leave)	The BluTag has 30 minutes to leave the range of the BluBox now that the curfew has ended otherwise it is in violation.	
FORCED LEAVE PERIOD EXCEEDED (Activated by use of Forced Leave)	The enrollee was still in range of the BluBox at the end of the 30-minute Awaiting Leave grace period.	+/-FLEAV
BluBox CURFEW START	The start time of the enrollee's curfew.	
BluBox CURFEW VIOLATION (LATE ARRIVAL)	The enrollee failed to enter the curfew on time.	+/-BBCUR
BluBox CURFEW VIOLATION (LEFT EARLY)	The enrollee left before the curfew ended.	+/-BBCUR
BluBox MOVEMENT	The BluBox unit has been moved.	
BluBox LOSS OF POWER	The BluBox unit no longer has AC power.	
BluBox TAMPER	The BluBox unit suspects it has been tampered with.	

EVENTS: UNDERSTANDING VIOLATIONS IN RANGE OF BLUBOX

If an enrollee commits a violation in range of BluBox, the following takes place:

1. BluTag immediately resumes its standard GPS and wireless communication operations.
2. BluTag sends a notification to VeriTracks that the enrollee is in violation.
3. VeriTracks displays “**Tag violation BluBox in range**” in Enrollee Status.
4. VeriTracks displays the violation on the **Status** tab and **Events** tab of the **Enrollee Details** widget.

EVENTS: UNDERSTANDING BLUBOX MOVEMENT OR TAMPERING

If BluBox unit is moved or tampered with:

1. The unit emits a tamper/movement signal along with its standard signal.
2. Any BluTag in range of BluBox immediately resumes its standard GPS and wireless operations.
3. Any BluTag in range of BluBox sends a notification to VeriTracks that a BluBox in its range has been moved or tampered.
4. VeriTracks displays “**BluBox in Violation**” in **Status** tab and **Events** tab of the **Enrollee Details** widget.

APPENDIX B: BLUHOME™ ACCESSORY GUIDE



BluTag® complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions:

- This device may not cause harmful interference, and
- This device must accept any interference received, including interference that may cause undesired operation.

RF Exposure (SAR) Statement for BluTag®: (FCC ID S5EAA90048, FCC ID S5EAA70038)

For body worn operation this tracking device has been tested and meets the FCC RF exposure guidelines The highest reported SAR value is: 0.709 W/kg GSM850 and 0.967 W/Kg GSM1900.

RF Exposure Statement for BluBox™ (FCC ID S5EAA90548) and BluHome™ (FCC ID S5EBH0107A)

This equipment complies with FCC RF radiation exposure limits set forth for an uncontrolled environment. The antenna(s) used for this transmitter must be installed to provide a separation distance of at least 20 cm from all persons and must not be co-located or operating in conjunction with any other antenna or transmitter.

WARNING – Changes or modifications to this unit not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

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BLUHOME™ OVERVIEW

- Accessory to BluTag®.
- Installed in the enrollee's home.
- Provides a radio frequency (RF) tether up to 100 meters (109 yards/328 feet) to BluTag.
- Shorter ranges can be set or changed online.
- Loss-of-power and battery level reporting.
- Device movement and tamper reporting.
- Monitors BluTag status (e.g. tampering, battery level) when in range of BluHome.
- Communicates directly with VeriTracks via analog or digital telephone lines.

KEY BLUHOME™ TERMS

- **Area** – BluTag is close enough to BluHome (within about 300 feet, unobstructed) to hear BluHome and turn off its GPS.
- **Range** – A radius greater or equal to the area that the enrollee must be within to comply with a curfew. Range can be set to low (about 100 ft), medium (about 200 ft), or high (about 300 feet).

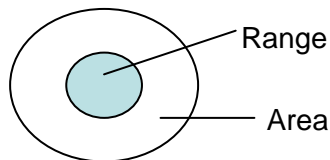


Figure 1 – Range and Area

- **Enter** – BluHome detects that BluTag is in its RF tether range.
- **Leave** – BluHome can no longer detect BluTag in its RF tether range.
- **Curfews** - Curfews define the time period an enrollee must be in range of BluHome. The curfew works much like the inclusion zone: it creates an event when an enrollee is late arriving in RF tether range of BluHome or leaves the range during the curfew. You can subscribe to these events in the same manner for inclusion zone violations.

BLUHOME™ KEY FEATURES

- A modem allows calls to VeriTracks via the enrollee's analog or digital telephone line.
- Mechanical tamper switch internally detects opening of the BluHome case.
- Motion detection.

- Battery provides 24 hours of normal operation in the event of loss of power.
- A front panel LCD allows entry of information or to perform system testing and setup (inaccessible to the enrollee).
- Allows a range that is smaller than the 100-meter default to be set for curfews.
- Home curfews are created in VeriTracks and downloaded by BluHome.
- Backup telephone numbers are onboard in the event of failure to reach the primary number.

HOW BLUHOME, BLUTAG, AND VERITRACKS WORK TOGETHER

BluHome detects the entry of BluTag and reports “enters” and “leaves.” It tells BluTag to stop collecting GPS location points while it is in BluHome’s area. BluHome takes over the monitoring of BluTag’s status while in its area.

BluTags communicate directly with VeriTracks when outside the BluHome area. BluTag devices communicate with VeriTracks through BluHome when inside the BluHome area.

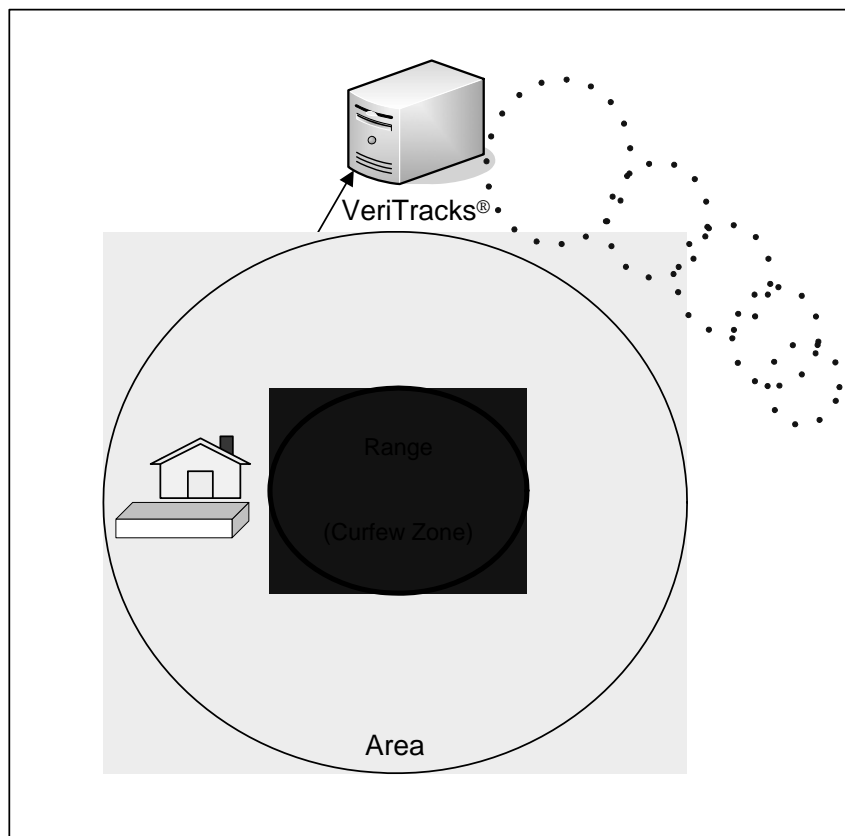


Figure 2 - BluTag – VeriTracks Communication

PREPARATION: ACTIVATING BLUTAG AND BLUHOME

1. Plug in BluHome's power and phone cords.
2. Charge BluTag and BluHome for a minimum of four hours (24 hours recommended) before installation.
3. Allow BluTag to acquire GPS by putting in clear view of the sky, preferably while it charges (e.g., sitting in a window). This can take as little as 15 minutes, but may take longer.
4. Access BluHome's setup mode via the push-button panel on the front.
5. Go to **2. Set CCS Number** menu. Verify that the phone number the unit will dial is correctly formatted to contact VeriTracks from the enrollment location. For example, you may need to add a leading digit when BluHome calls from your office, or you may need to delete that same leading digit when BluHome calls from an enrollee's home. If you need to change the number, follow these instructions:
 - a. The CCS telephone number displays on the screen.
 - b. The cursor flashes on the digit being changed. Move from one digit to the next by pressing the Right and Left arrow keys.
 - c. Alter the value of each digit by pressing the Up and Down arrow keys. The value rolls from 9 to space to 0 with the Up Key and 0 to space to 9 with the Down Key. Spaces between digits are allowed.
 - d. Accept the new number by pressing the Enter Key. The display returns to the Set CCS Number menu item.

PREPARATION: VERIFYING BLUHOME HAS CALLED VERITRACKS

1. Place BluTag near BluHome and press the status call button on BluTag until it beeps. This causes BluHome to call into VeriTracks.
2. Wait a few minutes for BluHome to call in. Then verify call status by checking the BluHome Event Report in the **Reports** widget as follows:
 - a. In the **Recent Reports** widget, click New Report and select the BluHome Event Report.
 - b. Select the BluHome number from the drop-down list and click the **Generate Report** button.
 - c. When the report status changes from "queued" to a completion time, drag the report icon over to the **Report Viewer** widget.
 - d. Look for a **BluHome Guest Device In Range** event that lists the number of the corresponding BluTag in the **Event Data** column.

INSTALLATION: PREPARING BLUHOME TO GIVE TO AN ENROLLEE

1. Enter BluHome's setup mode.

2. Go to menu #12 **Utilities**, then #7 **Shutdown** and press the Left Key to shutdown the BluHome.
3. Unplug BluHome unit's power and phone cords.

Discuss or perform the following BluHome instructions with the enrollee:

1. Instruct enrollee to take BluHome to his or her residence and place it on a flat, steady surface that will not be disturbed or vibrated (avoid the top of a refrigerator or microwave, speakers, etc.).
2. Instruct enrollee to plug in BluHome's power cord and phone line at his or her residence.
3. Do not place any items on top of BluHome.
4. If it is perceived that service is needed, contact the supervising officer or agent immediately.
5. Instruct enrollee to press any key to awaken BluHome after being plugged in for five minutes. Do not move or disturb BluHome in any way thereafter.

INSTALLATION: ASSIGNING BLUTAG AND BLUHOME TO AN ENROLLEE IN VERITRACKS

 **IMPORTANT:** DO NOT assign the BluTag device to the enrollee in VeriTracks until it is attached to the enrollee's ankle.

1. After entering the Enrollee Profile, open the **Enrollment** tab page > **Enrollment Entry** widget > **Assignments** tab.
2. On the Assignments tab leave "BluTag" selected in the **Assign Device Type** field, and select the BluTag number from the drop-down list in the **to Device number** step.
3. Select the BluHome number from the drop-down in the Associate BluTag number with BluHome number step.
4. If desired, select a BluHome range.
5. Click **Save** in the upper-right corner of the widget.
6. Verify that VeriTracks confirms the update.
7. Press and hold BluTag's status call button until it beeps.

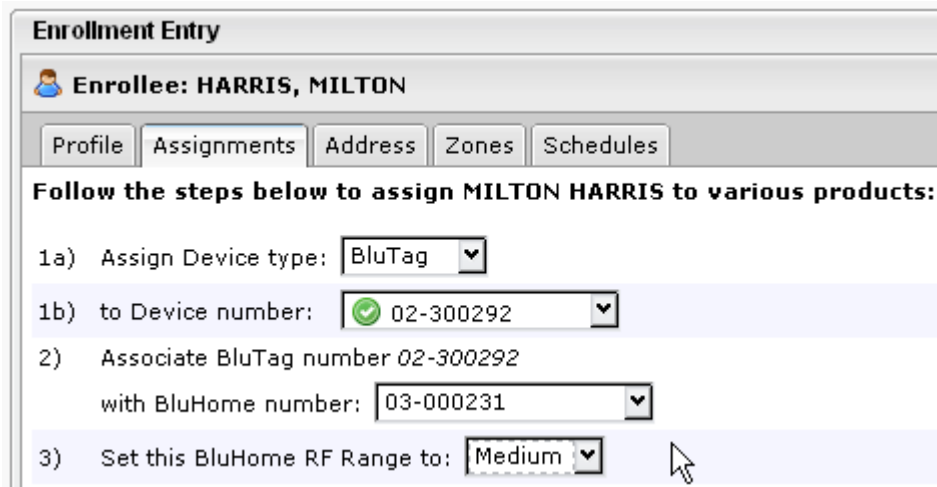


Figure 3 - BluTag and BluHome Assignment

INSTALLATION: VERIFYING BLUTAG'S STATUS VIA ENROLLEE DETAILS

To verify that the device is properly assigned:

1. Open the **Supervision** tab page > **Enrollee Details** widget.
2. All enrollees who currently have a device assigned should be visible in the **Enrollees** tab. If the enrollee is not visible, click **Advanced** and make sure that both the “My Caseload” and “Assigned” options are checked.

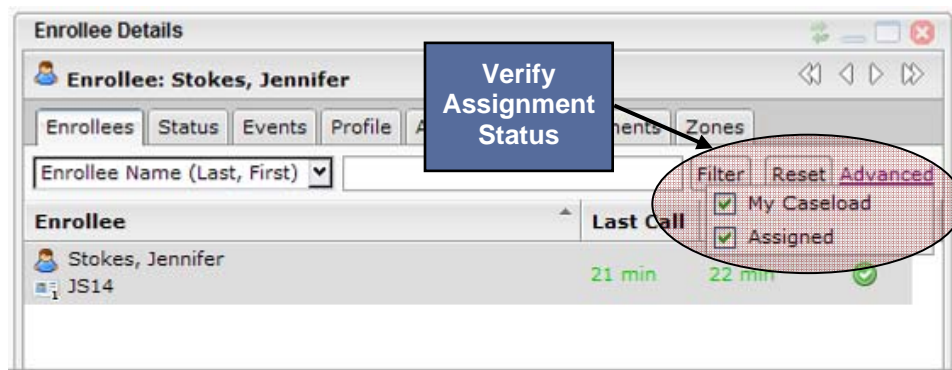


Figure 4 - Verify BluTag Assignment

3. Select the enrollee’s name from the list of enrollees and open the **Status** tab. Make sure the BluTag and BluHome numbers are displayed as well as the Awaiting Enter status.


Enrollee Details	
Enrollee: HARRIS, MILTON	
Enrollees	Status
Events	Profile
Addresses	
BluTag:	02-300292
Assigned Date:	12/04/2008 15:18:15
Last Position:	No Position
Last Contact:	No Contact
Battery Level:	 4.19V
Events:	Bluhome Movement (12/04/2008 14:20:01) Awaiting Enter (12/04/2008 15:18:15)
BluHome:	03-000231
BluHome Last Contact:	12/04/2008 14:20:21

Figure 5 - Verify BluTag and BluHome Assignment Complete

SCHEDULES: SETTING A BLUHOME REGULAR SCHEDULE

1. Open the **Enrollment** tab > **Enrollee Entry** widget > **Schedules** tab.
2. Click the BluHome Groups link.

Enrollment Entry	
Enrollee: HARRIS, MILTON	
Profile	Assignments
Address	Zones
Schedules	
The following a	
Edit Schedules For: Zones BluHomes BluBox Groups	
Today Dec 4, 2008	
No Schedules	
Friday Dec 5, 2008	

Schedule Types

Figure 6 - Enrollee Schedules

3. Open the **Listing** tab and click either the **Add New Recurring** or **Add New Exception** link. A pop-up window displays and allows you to enter schedule information.

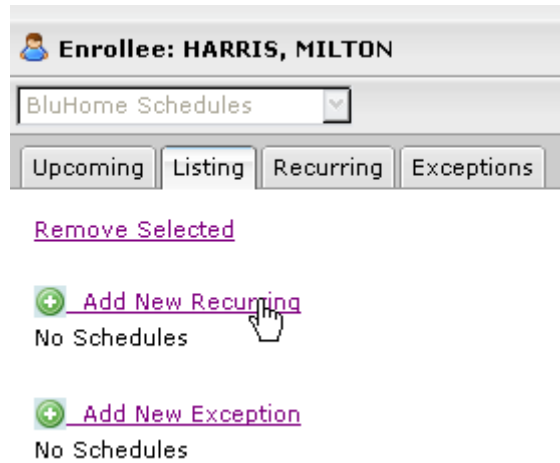


Figure 7 – Add New Recurring

4. Enter information for the schedule and then click **OK**.

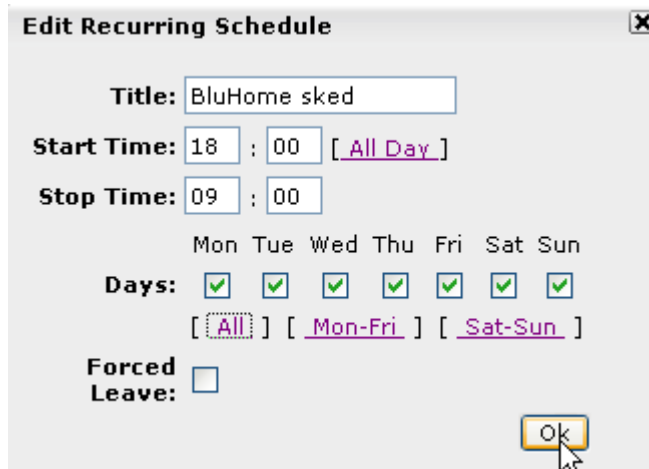


Figure 8 - Schedule Details

5. Click **Save** on the Listing tab.

EVENTS: UNDERSTANDING BLUHOME ACTIVITY

Event	Description
AWAITING ENTER	BluTag has been assigned to BluHome but the device has not registered its first arrival event.
ENTER	BluTag device has entered BluHome's area.
AWAITING LEAVE (Activated by use of Forced Leave)	BluTag has 30 minutes to leave the RF tether range of BluHome when a curfew ends otherwise it is in violation.
FORCED LEAVE PERIOD EXCEEDED (Activated by use of Forced Leave)	The enrollee was still in range of the BluHome unit after the 30-minute Awaiting Leave grace period expired.
BluHome CURFEW START	The start and end time of the enrollee's curfew.
BluHome CURFEW VIOLATION (LATE ARRIVAL)	The enrollee failed to enter the curfew on time.
BluHome CURFEW VIOLATION (LEFT EARLY)	The enrollee left before the curfew ended.
BluHome LOW BATTERY	The BluHome unit's battery is low and needs to be plugged into a working AC power outlet.
BluHome LID TAMPER	The BluHome unit has been opened.
BluHome MOVEMENT	The BluHome unit has been moved.
BluHome POWER LOSS	The BluHome unit no longer has AC power and is operating on battery power.
BluHome POWER ON	The BluHome unit has been restarted.
BluHome SETUP BluBox ASSIGNED	A BluBox has been added to the BluHome Configuration.
BluHome SETUP DEVICE ASSIGNED	A BluTag device has been assigned to a BluHome unit.
BluHome SETUP RSSI CHANGED	The range on BluHome has changed.
BluHome NO DIAL TONE	BluHome could not detect a dial tone to call out.
BluHome UNABLE TO CONNECT	BluHome was able to dial out but did not reach VeriTracks.
BluHome MESSAGE GAP	BluHome failed to call in for a duration of time exceeding the agency's limit (default is six hours).
BluHome CALL SUCCESSFUL	The status of the last call.

EVENTS: TEXT NOTIFICATIONS LIST

Bracelet Strap Tamper Bracelet Strap Clear	+BSTP -BSTP	911 Exclusion Alarm 911 Exclusion Alarm Clear	+E911 -E911
Low Battery Alarm On Charger (only notifies after low battery)	+BATT +CHG	911 Inclusion Alarm 911 Inclusion Alarm Clear	+I911 -I911
Message Gap Message Gap Clear	+MGAP -MGAP	BluHome: BluTag Bracelet Strap BluHome: BluTag Bracelet Strap Clear	+HBSTP -HBSTP
No GPS No GPS Clear	+NGPS -NGPS	BluHome: Curfew Violation (Late Arrival) BluHome: Curfew Violation (Late Arrival) Clear	+BHCUR -BHCUR
Active Exclusion Alarm Active Exclusion Alarm Clear	+EZ -EZ	BluHome: Curfew Alarm (Left Early) BluHome: Curfew Alarm (Left Early) Clear	+BHCUR -BHCUR
Inclusion Alarm Inclusion Alarm Clear	+IZ -IZ	BluHome: BluTag Low Battery Alarm BluHome: BluTag Low Battery Alarm Clear	+HBATT +HCHG
Cell ID Change Cell ID Change Clear	+CELL -CELL	BluHome: Lid Tamper BluHome: Lid Tamper Clear	+HLID -HLID
Silent Exclusion Alarm Silent Exclusion Alarm Clear	+EZS -EZS	BluHome: Power Loss BluHome: Power Loss Clear	+HPOW -HPOW
Silent Inclusion Alarm Silent Inclusion Alarm Clear	+IZS -IZS	BluHome: Message Gap BluHome: Message Gap Clear	+HMGAP -HMGAP

UNENROLLING AN ENROLLEE IN VERITRACKS

Unenroll enrollees in VeriTracks only when they are in your presence and in a controlled environment.

1. Plug in BluHome’s power and phone cords to upload BluTag’s last activity to VeriTracks.
 - If a “9” is required to dial out, BluHome will auto failover to dial a 9 after three missed calls. You can also change the phone number using BluHome’s setup menus.
2. Check Enrollee Status for a recent **BluHome last contact** time that was after the unit arrived in the office.
 - You may or may not get track data depending on how long BluTag was in motion during the enrollee’s trip to the office.
 - Since the enrollee unplugged and moved BluHome, one or more movement alarms and missed calls will be in the list of events.
3. Open the **Enrollment** tab > **Enrollment Entry** widget.

4. Drag from browse or search widget.
5. Click the unenroll icon.
6. A screen displays asking you to enter the reason for the unenrollment. Select the reason from the drop-down list.
7. Click **OK** to unenroll the enrollee.

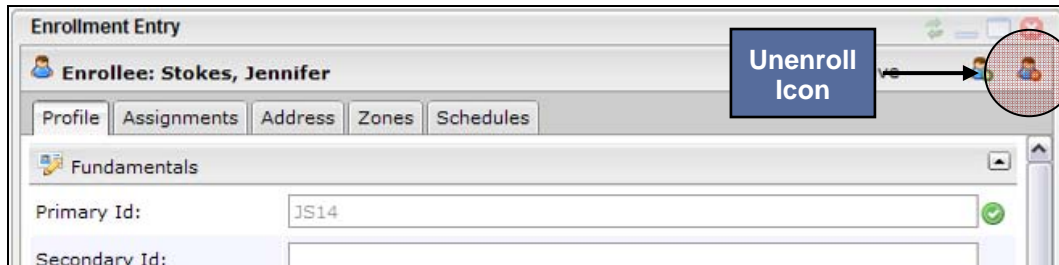


Figure 9 - Unenroll Icon

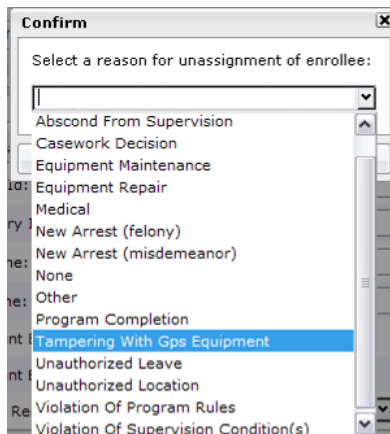


Figure 10 - Confirm Unenrollment Reason

NOTES: Unenrollment Notes:

- A. When an enrollee is unenrolled, VeriTracks orders BluTag into “deep sleep” mode.
- B. Attaching the charging coupler reactivates the device.
- C. If a device will be reinstalled on an enrollee in the next 24 hours, it is recommended to immediately place the device on a charger and leave it there until it is reinstalled.

The BluTag® device is now off. To turn it back on, place it on the charger.

UNINSTALLATION: REMOVING BLUTAG AND BLUHOME

The following steps are to be completed after unenrolling the enrollee in VeriTracks.

1. **Cut** the strap.
 2. **Cut** the collars.
 3. **Remove** the screws, clips, and collars.
 4. **Inspect** all parts for signs of tampering.
 5. **Clean** the lens and surrounding area of any dirt build up.
 6. **Shut down** the unit.
- If the enrollee has completed the program, no signs of tampering exist, and the units are not needed for evidence, place the equipment back into inventory.
 - If the device appears to be problematic, send it back to STOP (1212 North Post Oak Road #100, Houston, Texas 77055).