

*“The mission of the Atlanta HIDTA Program is to achieve measurable success in improving public safety and well-being by disrupting and dismantling drug trafficking and money laundering organizations through intelligence-driven multi-jurisdictional operations; to enhance the safety and effectiveness of law enforcement operations through training; and to improve communication and information sharing among criminal justice, drug prevention, and drug treatment professionals in support of the objectives of the Office of National Drug Control Policy.”*



# SAFETNet

## Event/Target Deconfliction

### Training Guide for Users & Agency Supervisors

# Administrator Contact Information

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# Connecting to SAFETNet

- Step 1
  - <http://www.atlantahidta.org/>
- Step 2
  - Select Deconfliction Tab
- Step 3
  - Log-in with  
username/password

**NOTICE: PLEASE DO NOT ENTER TEST RECORDS**

# What is SAFETNet?

- A comprehensive suite of applications to deconflict Event and Target Data.
- Secure Internet based application.
- Deconfliction prevents similar (*conflicting*) events and targets between law enforcement agencies.
- Event Deconfliction increases officer safety by comparing similar events around the same time and location as your event.
- Target Deconfliction provides case development and communication by pointing to similar targets worked by other agencies.
- Provides a method of sharing and gaining case information from other agencies. Builds cases through communication.

# What is SAFETNet?

- Maintains security of case information. Works as a pointer system for similar information. Case details are not transmitted; only contact information.
- Seamless connectivity through National Virtual Pointer System (NVPS) to other HIDTA SAFETNets, RISS Network and DEA's NDPIX for Person Targets.
- Automatic Messaging and immediate conflict alerts to both agents/agencies.
- Open to any law enforcement agency in the Georgia and North Carolina areas.
- Open to all types of law enforcement investigations. Narcotics, Burglary, Missing Persons, Kidnapping, Homicide, Traffic, Vice, Assault, Juvenile, Theft, Gangs, Cold Cases, Sex Offenders, Violent Crimes, Financial Crimes.

# User Levels

- “Level 1” is for all Agents to enter and maintain event and target information.
- “Level 2” is for Supervisors and Agency Group Users who can monitor or enter event and target information when the Agent is out in the field. The Agency Supervisor User can enter events/targets for the Group’s Agents.

# Edit Account

- Use the EDIT ACCOUNT feature at the Main Page to check your account information and make any changes or updates.
- Remember that the correct contact information (address, email, phone/cell/pager numbers) is **VERY IMPORTANT**.

# Entering Events & Targets

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

- **Events** – Event Deconfliction
- **Targets** – Target Deconfliction
- **Query** – Create reports of events/targets entries for monthly reports.
- **Edit Account** – Keep your user information up-to-date and change password.
- **Logoff** – Manually log-off of SAFETNet system.
- **Help** – Program Help Screens



## Important!

Please allow Pop-Up windows in Internet Explorer for the SAFETNet website.

# Entering an Event

- Select the Events button from the toolbar and select **Create New Event**.



- Or you can edit an event number that has or has not expired.



# Entering an Event

The screenshot shows the HIDTA Event Deconfliction Secure Web Site interface. At the top, it displays "Gulf Coast" and "HIDTA Event Deconfliction Secure Web Site" with version "v. 3.02". The main section is titled "Event" and contains several input fields and buttons. The "Command:" section has a dropdown menu set to "-None-" and a "Find" button. The "Users:" section has a dropdown menu set to "-Choose User-". The "Agency Event #" and "Event Type:" fields are present, with "Event Type:" set to "Choose Event Type". The "Date:" field is empty, and the "Time:" field is set to "HH" and "MM". There is a "Use Date Range" checkbox. The "Drug:" field is set to "-NONE-" and the "Qty:" field is empty. The "Street Value:" and "Remarks:" fields are empty. The "Geocoded Address" section has three radio buttons: "Intersection", "Address" (selected), and "Lat/Long". The "Address" field is highlighted in yellow, and the "Apartment/Suite" field is empty. The "City:" field is highlighted in yellow, and the "State:" dropdown menu is set to "State". The "County:" field is empty. The "Zip:" field is highlighted in yellow. At the bottom, there is an "Add My Target" button and three buttons: "Reset", "Verify Location", and "Submit Event".

- **Agency Event #** - Case number, agency event number. (Ops Plan, Case Number, Badge number, etc.)
- **Event Type** – Surveillance, arrest, search warrant, drug buy/sell, controlled delivery, etc.
- **Date/Time** – Date and time of event. Click the button next to the Date to select from a calendar. Time is recorded as military standard (00 hours through 23 hours.)
- A period of time for surveillance can be entered using the *Date Range* button.

# Entering an Event

- **Optional Information** (middle area) – Use this area to record details of drug buys or sells. The remarks field can record comments regarding surveillance locations or a requesting agent's name. **This section is optional and is not required.**
- **Location** – Location , Address or Latitude/Longitude. The location can be entered by Intersection (cross streets), Address or Latitude/Longitude.

The screenshot shows the 'Event Deconfliction Secure Web Site' interface. At the top, it says 'Gulf Coast HIDTA Event Deconfliction Secure Web Site v. 3.02'. The main form is titled 'Event' and contains several sections:

- Command:** A dropdown menu set to 'Users', with a 'Find' button.
- Agency Event #:** A text input field.
- Event Type:** A dropdown menu set to 'Choose Event Type'.
- Date:** A date picker with 'Time' dropdowns for 'HH' and 'MM', and a checkbox for 'Use Date Range'.
- Drug:** A dropdown menu set to '-NONE-', a 'Qty:' text input, and a '-Pick Units-' dropdown.
- Street Value:** A text input field.
- Remarks:** A text area.
- Geocoded Address:** Radio buttons for 'Intersection', 'Address' (selected), and 'Lat/Long'.
- Address:** A text input field.
- Apartment/Suite:** A text input field.
- City:** A text input field.
- State:** A dropdown menu set to 'State'.
- County:** A text input field.
- Zip:** A text input field.
- Buttons:** 'Add My Target', 'Reset', 'Verify Location', and 'Submit Event'.

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

Urban - 12 hours before and after the scheduled time(s), proximity of 0.10 miles

Rural - 12 hours before and after the scheduled time(s), proximity of 0.25 miles

# Entering an Event

## Verify Location

- When the event definition fields are completed, select the “Verify Location” button. If you entered the information in the Intersection or Address fields you should get a pop-up window (*Geocode Addresses*) displaying the results of the search. If more than one address is listed and displays on the map, choose the address location closest to your event location. Click the appropriate number from the list of addresses found.
- Some addresses (apartments or intersections) may result in multiple Geocode Address possibilities. Since Event Deconfliction is based on a radius to a location, you can probably choose the first choice on the list.

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

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



# Entering an Event

## Address Hints

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

- Remove any periods or commas from the address (490 N Elm St). Check the spelling of the address.
- Try removing the Dr, St, Ave or Blvd from the search.
- Try spelling-out some words. (St Charles; Saint Charles, Highway 90)
- Try combining two-word names. (La Place; Laplace)
- Try removing the prefix from addresses (instead of N. Causeway Blvd., try Causeway)
- If the address is still not found or if the location doesn't have an address, such as an Interstate location, you can use the "Pick" feature to manually identify the location of the event. Exit out of the Geocode Addresses window if it is still open.

The screenshot displays a web application interface for entering an event. The main window is titled "Event" and contains a search form with fields for Agency, Task Force, Agency Event #, Date, Time, and Event Type. A secondary window titled "Geocode Addresses" is open, showing a search for "4238 Magazine St" in New Orleans, LA. The Geocode window displays a list of matches with columns for Base, Score, Address, X, and Y. The top match is "100 4238 Magazine St 70115" with X=1866483.27062936 and Y=-2718074.90924049. A map on the right shows the location of 4238 Magazine St, 70115, with a red pin and a blue circle around it. The map includes zoom in/out, pan, and pick buttons.

Base	Score	Address	X	Y
1	100	4238 Magazine St 70115	1866483.27062936	-2718074.90924049

# Entering an Event

## *Manual Location Selection (Pick)*

- You can manually select a location on the map if the address can't be found or the location doesn't have an address (example: Interstate exit.)
- To manually select the location on the map, use the Zoom, Pan and Pick controls of the map.
- Zoom in **2X**, **4X** or **8X**
- Zoom out **2X**, **4X** or **8X**
- Pan on the visible map to move the map in that direction.
- Use Pick and then click on the map to select the approximate spot for the event.



**Reminder: A location must always be verified and marked with a green star before submitting the event.**

# Entering an Event

## Submit the Event

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

- Print this page** for your records or case file.

Following is a summary of the event entered. You can print this information for your records.

Event Id:	617
Agency Item:	fed2-0999
Event Type:	Buy
Event Status:	ACTIVE
Event DateTime:	4/4/2003 11:45:00 AM
Event Address:	322 Canal St., New Orleans LA 70113
Agent Name:	Federal 2 User
Agent Phone:	504-555-0000
Agent Pager:	504-555-1212
Agent Email:	fed02@fed2.gov
Agency Name:	Fed2
Agency Contact:	Federal 2 Supervisor
Agency Contact Phone:	504-555-0000



# Entering an Event

## Event Conflict Notification

- A warning message in red text will appear along the top of the screen and one or more phone numbers are displayed near the bottom to call for information on the conflict. (see image)
- A call and/or email is sent to both agencies associated with the events in conflict.
- The program automatically sends a page if a pager is listed.

The screenshot displays the HIDTA Event Deconfliction Secure Web Site interface. At the top, a red warning message states: "A conflict with this event exists. Read below your event details and contact the listed agent(s) immediately." Below this, a summary of the event is provided, including the following details:

Event Id:	672
Agency Ref:	3423879
Event Type:	Search
Event Status:	ACTIVE
Event Date Time:	1/22/2004 11:00:00 PM
Event Address:	3424 Magazine St , New Orleans LA 70115
Agent Name:	State 1 User
Agent Phone:	318-555-0000
Agent Pager:	318-555-1212
Agent Email:	state01@state1.la.us
Agency Name:	State1
Agency Contact:	
Agency Contact Phone:	

Below the event details, a message reads: "There may be conflicts with other events." At the bottom, a table lists the agent contact information:

Agent Phones:	504-555-0000
Agent Pagers:	504-555-1212

The interface also includes a map on the right side showing the event location in New Orleans, Louisiana, with a red line indicating the event path. The map includes navigation controls such as "Zoom In", "Zoom Out", "Pen", "Pick", and "Identify".

**When you receive a conflict, please call the conflicting agency IMMEDIATELY. If you are unable to contact the conflicting agent, call Atlanta HIDTA Deconfliction at 404-815-5559. They will be able to assist in contacting the conflicting agency.**

# Entering an Event

## Editing a Current (unexpired) Event

The screenshot shows a web form for editing an event. At the top, there is a button labeled "Create New Event" and the text "or Edit Existing Event:". Below this, there are two input fields: "Event ID #" (circled in red) and "Agency Event #". At the bottom of the form, there are two buttons: "Select For Edit" and "List Events".

- Select the Enter/Edit button from the tool bar.
- Enter the Event ID # in the “Event ID #” box and click the “Select for Edit” button. You should already have this number from a previously entered event. You can also select an event from the List Events button.
- Make any required changes using the same rules as above and resubmit by clicking the “Submit Event” button.
- Click the “Cancel Event” button if you wish to cancel the event.

# Entering an Event

## Query – Events (Reports)

- The Query button on the SAFETNet Navigation Menu allows you to search all of the events you have entered. Supervisors will be able to search events other agents within their agency has entered. You may search on Agency Item Number, User Name, Event Type, Drug Type, City, Address, Cross Street, City, State, Zip Code, Dates and Event Status. When completing a search by location, **YOU MUST** use the Geocode address that was used when initially submitting the event.
- To display specific information about an event from the Query Results, click the ID number of the event, which appears as a link.
- To create a report of your list of events, click the Report button below the list of events. This will generate an Adobe PDF file of at least 2 pages. The first page is a map of the event locations and the following pages are a text-only listing of the events. This report can be saved or printed.

# Entering a Target

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

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



# Entering a Target

Entering Targets in the Target Database Targets of investigations can be entered into SAFETNet and maintained. Using the TARGETS tab located at the top of the Main page, you can choose the Target type from the left side of the page.

Select **+ Add Target** to enter the Target info

Gulf Coast NVPS Test Site  
HIDTA Event Deconfliction Secure Web Site  
v. 3.33

ROLE: AGENCY

EVENTS TARGETS QUERY ADMIN EDIT ACCOUNT LOGOFF HELP

Listing Of All Person Targets

+ Add Target

ID	Case #	Owner	Agency	Agency Cmd	Last	First	Mid	Sex	Race	DOB	Expires	Status	
221	Test	Steve Williams	Police Department	Narcotics	GOLDS	TEST		M	W	02/13/1968	07/31/2009	ACTIVE	
184	test	Steve Williams	Police Department	Narcotics	PEREZ	CESAR	E	M		08/03/1984	04/27/2009	ACTIVE	
209	Test D	Steve Williams	Police Department	Narcotics	PERKINS	JOSHUA	LEE	M	W	10/15/1978	07/31/2009	ACTIVE	
222	GCH-516-05	Steve Williams	Police Department	Narcotics	PERKINS	JOSHUA	LEE	M	W	02/13/1973	07/31/2009	ACTIVE	
183	test306a	Steve Williams	Police Department	Narcotics	SINCLAIR	JON		M		03/30/1974	04/27/2009	ACTIVE	
230	GCH-1008-Test	Steve Williams	Police Department	Narcotics	SMITH	KEVIN		M	W	10/29/1973	04/27/2009	ACTIVE	
214	Test1003	Steve Williams	Police Department	Narcotics	WASHINGTON	GEORGE		M	W	09/11/1974	05/17/2009	ACTIVE	

# Entering a Target

- Enter the Target information and hit **Save** to save the Target in the database. Check the bottom of the screen for any current Target matches. (See Target Conflicts on next page.) The Target will be active in the system for two years. During target inquiries, targets are compared and given a score based on similar fields. Exact matches on a field are given the highest field score. Partial matches will receive a partial field score. The score is calculated and given a total Target score. Target scores above the matching threshold score will result in a conflict.
- Targets can be updated or modified as you gain more information. Use the green checkmark to edit or view a target. Each Target will be given an expiration date of two years from the date of entry/update. During that “Active” period, any inquiry through SAFETNet or NVPS that is similar to the target will create a conflict notification.  

- After a Target has expired, it will remain in your Target list and can be reactivated if needed.

# Entering a Target

## Target Types and Data Fields

### Target Types and Data Fields

Person	Vehicle	Weapon	Phone	Address	Business	Internet
Agency Case #	Agency Case #	Agency Case #	Agency Case #	Agency Case #	Agency Case #	Agency Case #
Last Name	License	Caliber	Phone Type	Address	Business Name	Screen Name
First Name	License State	Weapon Type (NCIC	Country	Apartment Number	Address	Email Name
Middle Name	License Expiration	Code)	Area Code	City	Notes	Email Domain
Moniker or Alias	License Type (NCIC	Manufacturer (NCIC	Number	State		Domain Name
Gang Affiliation	Code)	Code)	Extension	Zip Code		IP Address
Gender	VIN	Model	PIN	Notes		Internet Service
Race	Make (NCIC Code)	Serial Number	Owner Name			Provider
Date of Birth	Model (NCIC Code)	Finish (NCIC Code)	Notes			Owner Name
Age	Model Year	Owner Name				Notes
Address	Type (NCIC Code)	Notes				
SSN	Color					
State ID	Notes					
FBI ID						
Driver License						
Other ID						
Notes						

# Entering a Target

## TARGET CONFLICTS

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

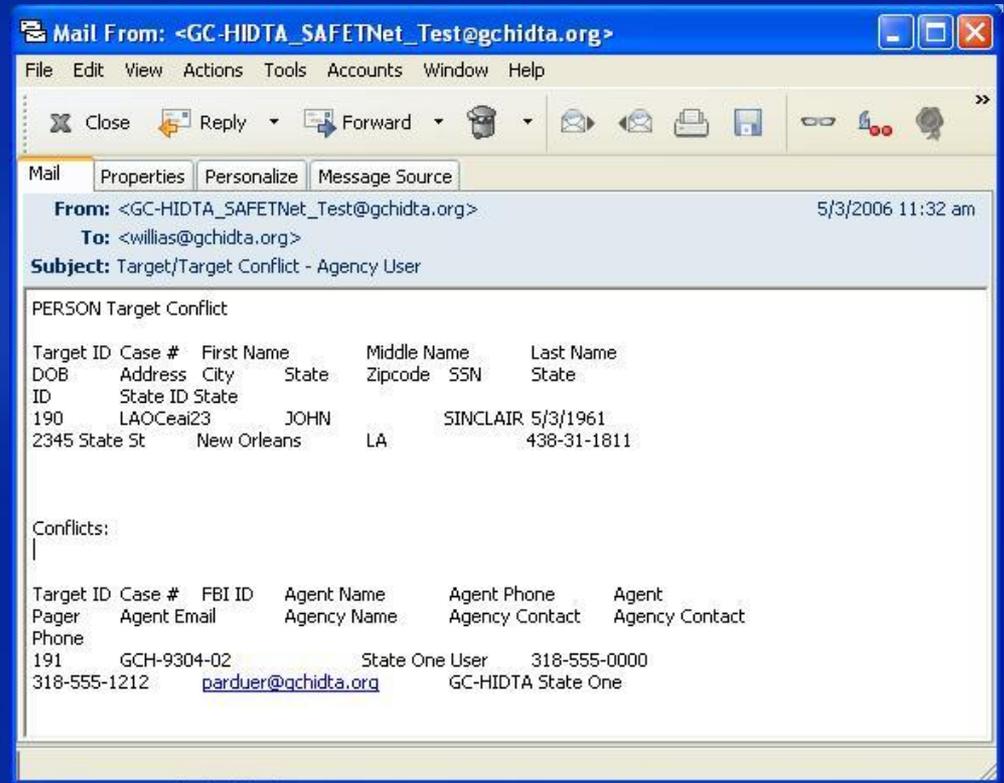
Possible Conflicts. Please review conflicts below.

Target ID	Case #	First Name	Middle Name	Last Name	Moniker	DOB	Address	City	State	Zipcode	SSN	State ID	State ID State	FBI ID	Agent Name	Agent Phone	Agent Email	Agency Name	Agency Contact
<b>Active Targets Above Conflict Threshold</b>																			
57	gch-1111	JOSHUA	LEE	PERKINS		02/18/1959				0					Federal One User	504-840-1400	parduer@gchicda.org	GC-HDTA Federal One	Federal One Supervisor
163	test01	JOSHUA	LEE	PERKINS		02/18/1959				0					Rebecca T. Quentmeyer	504-000-0000	quentmeyer@comcast.net	Police Department	Steve Williams
164	test000	JOSHUA	LEE	PERKINS		02/18/1958				0					Rebecca T. Quentmeyer	504-000-0000	quentmeyer@comcast.net	Police Department	Steve Williams
166	test123	JOSHUA	LEE	PERKINS		02/18/1958				0					Rebecca T. Quentmeyer	504-000-0000	quentmeyer@comcast.net	Police Department	Steve Williams
167	test1	JOSH	LEE	PERKINS		02/18/1958				0					Rebecca T. Quentmeyer	504-000-0000	quentmeyer@comcast.net	Police Department	Steve Williams

# Entering a Target

## TARGET CONFLICTS

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



**Please Note: A valid email address is required to receive result notifications from SAFETNet.**

**Deconfliction is a 24 hour, 365 day operation.**

**We are available to assist you at anytime.  
Please do not hesitate to call if you have login  
issues, trouble with the system or are out in  
the field and do not have access to the  
internet.**

**Deconflictions should be conducted 24hrs prior  
operation start time, unless circumstances  
exist that do not warrant a time limit.**

# Administrator Contact Information

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