

# Sex Offender Registry Tool (SORT)

## **USER MANUAL**

July 2010



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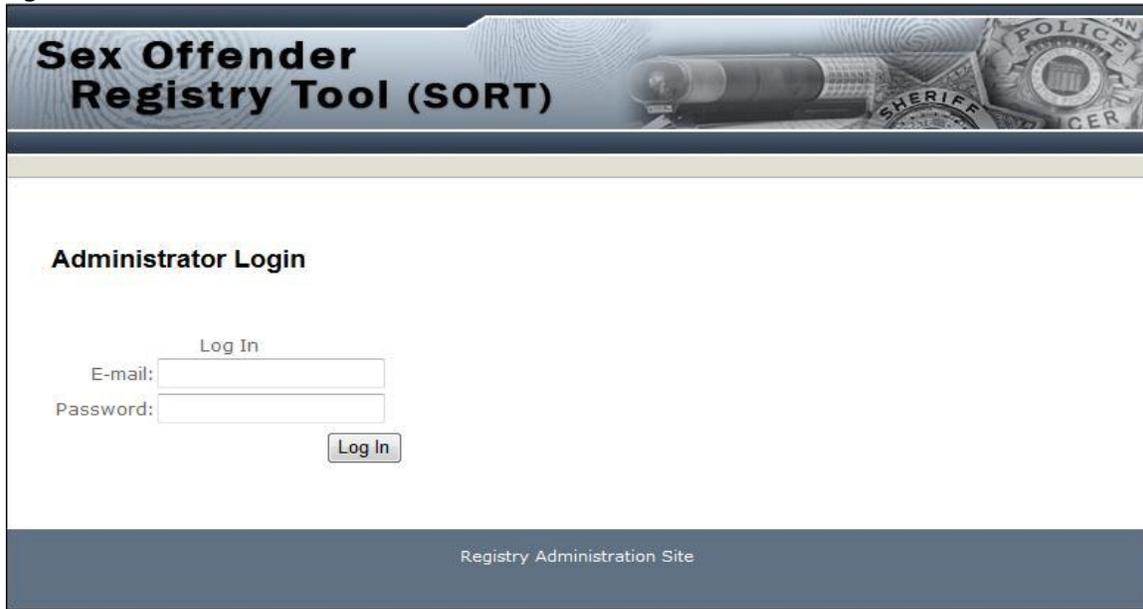
## Introduction

The Sex Offender Registry Tool (SORT) Web-based sex offender registry system serves as a jurisdiction's Sex Offender Registration and Notification Act (SORNA)-compliant system for registering the sex offenders for its jurisdiction. SORT has two parts to it—the administrative Web site and the public sex offender registry Web site. The administrative Web site is used to enter, edit, and delete sex offender information and modify the public sex offender registry Web site. The public sex offender Web site is the Web site that the general public will use to search for sex offenders registered by the jurisdiction. This manual is intended to explain the major parts of SORT and how to navigate the system.

### Administrative Site Login

To access the SORT administrative site, users will be presented with the system login form shown in Figure 1 below. Users should enter their e-mail address and the password previously supplied.

Figure 1



The screenshot shows the 'Sex Offender Registry Tool (SORT)' administrative login page. The header features the title 'Sex Offender Registry Tool (SORT)' and a background image of a fingerprint scanner, a pen, and police/sheriff badges. The main content area is titled 'Administrator Login' and contains a 'Log In' label above two input fields: 'E-mail:' and 'Password:'. A 'Log In' button is positioned below the password field. The footer of the page reads 'Registry Administration Site'.

### Administrative Site Home Page

After successfully logging in, a local jurisdiction user will be presented with the SORT administrative site home page shown in Figure 2 below, which allows the user to navigate to the different parts of the administrative site. The user's role will determine which tabs are shown.

**Figure 2**



The different parts of the administrative Web site, briefly described below, are more thoroughly described throughout the rest of the manual.

1. The welcome message shows who the user is logged in as and the jurisdiction with which he or she is associated.
2. The “Offenders” tab is used to add, edit, and delete offender information for the jurisdiction.
3. The “Public Web Site” tab is used to customize the public sex offender registry Web site for the jurisdiction.
4. The “Users” tab is used to create user accounts for the jurisdiction.
5. The “Reports” tab is used to generate reports about the information in the system.
6. The “Logout” link is used to end the user session and return to the login screen.



On each of these pages, a help section may be accessed by clicking on the question mark icon, located on the right side of the screen.

### Administrative Site Offenders Page

When the “Offenders” tab is selected from the home page, the user will see the Offenders page, shown in Figure 3 below.

**Figure 3**

Welcome Local Admin from Local Agency Logout

## Sex Offender Registry Tool (SORT)

Home **Offenders** Public Web Site Users Reports

[Add Offender](#) [View Absconders](#) ?

Click here to perform an [Advanced Search](#)

### Offender Search

Search Criteria

SID:

Last Name:  First Name:

Search All Jurisdictions

The Offenders page allows the user to do the following:

1. Add new offenders by clicking the “Add Offender” link.
2. View all the offenders marked as “Absconders” by clicking the “View Absconders” link.
3. Search for offenders in the jurisdiction’s registry system by State Identification Number (SID), last name, and/or first name. When a search is conducted, the search results will display only the offenders matching the search criteria, as shown in Figure 5.

## Offender Advanced Search Page

When the “Advanced Search” link on the Offender Search page (as shown in Figure 3) is selected, the Advanced Search page, shown in Figure 4, will display. From this page, the user has the option of inputting specific information that will narrow the results returned from an initiated search.

Figure 4

Home Offenders Public Web Site Users Reports

**NOTE: The advanced search only searches approved records. This search does not search pending offenders.**

### Offender Advanced Search

Search Criteria

**Offender Information**

SID:

Last Name:  First Name:

Offender Status:  Offender Tier:

Age Range:  (To)

Height Range:  ft.  in. (To)  ft.  in. Weight Range:  (To)  lbs

Race:  Ethnicity:

Gender:  Eye Color:

Hair Color:  Offense:

**Address**

Type of Match:  Exact

Address Line 1:  Address Line 2:

City:  State:

Zip Code:  County:

**Vehicles**

Vehicle Type:  Vehicle Make:

Vehicle Model:  Vehicle Color:

**Scars and Tattoos**

Scar #1:  Tattoo #1:

Scar #2:  Tattoo #2:

Scar #3:  Tattoo #3:

To perform the advanced search, the user may enter as much information as desired about the offender(s) being searched for and then click the “Search” button. When an advanced search is conducted, SORT will return offenders that match all of the criteria specified, so the more criteria provided, the fewer number of offenders will be returned.

## Offender Search Results

The Offender Search Results are displayed under the search criteria with the search criteria collapsed to save screen real estate. The Offender Search Results are displayed the same way on the Standard Search page and the Advanced Search page. When viewing the Offender Search Results, the user can specify new search criteria by expanding the search criteria section and searching with new search parameters.

Figure 5

The screenshot shows the SORT application interface. At the top, it says "Welcome Local Admin from Local Agency" and "Logout". The main header is "Sex Offender Registry Tool (SORT)". Below the header is a navigation menu with "Home", "Offenders", "Public Web Site", "Users", and "Reports". The "Offenders" tab is selected. The main content area has links for "Add Offender" and "View Absconders", and a link to "Advanced Search". Below this is the "Offender Search" section with a search criteria input field. The "Offender Search Results" section shows "Total number of results: 1". A table displays the results for John G. Doe, including his picture, name, aliases (J D, Doe, Jack Z, Smith, Johnny), location (2044 Doomar Dr., Tallahassee, FL 32308), and submission status (Active). Action buttons for "Public View", "View", and "Edit" are provided for the record.

Picture	Name	Location	Submission Status	
	<u>Doe, John G</u> Aliases: <ul style="list-style-type: none"><li>J D</li><li>Doe, Jack Z</li><li>Smith, Johnny</li></ul>	<b>Primary Residence</b> <ul style="list-style-type: none"><li>2044 Doomar Dr.</li><li>Tallahassee, FL 32308</li></ul>	Active	<a href="#">Public View</a> <a href="#">View</a> <a href="#">Edit</a>

Once the desired record is located, by clicking the appropriate button, the user can see the public view of the offender's information, view the offender's detailed information, or edit the offender's detailed information. Clicking the "Public View" button opens the form shown in Figure 6, which shows the public Web site view of the offender's information. Clicking the "View" or "Edit" button opens the form shown in Figure 7, which shows all of the offender information in editable format.

## Offender Public View Page

The information shown in Figure 6 is the only publicly available information that is used by the public Web site part of SORT.

To edit all of the offender’s information, click the “Edit Offender Details” link at the top of the offender details form.

Figure 6

Home
Offenders
Public Web Site
Users
Reports

[Edit Offender Details](#)
 [Return to Search Results](#)
 [Return to Search Form](#)

### Doe, John

Main

Other Addresses

Scars

Tattoos

Vehicle Information

Picture Date: 2/27/2010

**Name:**

First Name: John

Middle Name:

Last Name: Doe

**Aliases:**

JD

Doe, Jack

Smith, Johnny

**Gender/Race/DOB:**

Gender: Male

Race: White

Date of Birth: 06/12/1968

**Primary Address:**

123 College Avenue

Tallahassee, FL 32301

County: Leon

**Physical Description:**

Height: 5 FT 10 IN

Weight: 180 LBS

Hair Color: Brown

Eye Color: Brown

**Offenses:**

Conviction Date	Offense Code	Offense
01/01/1992	215-A	Statutory Rape

## Offender Information

### Offender Tab

The main offender information form, shown in Figures 7 and 8, can be accessed three ways. First, when the “View” button on the Search Results page shown in Figure 5 is clicked, the user opens the main offender information form with read-only permissions. Second, when the “Edit” button on the Search Results page is clicked, the user opens the main offender information form with editing capabilities. Third, when the “Edit Offender Details” link on the Public View page is clicked, the main offender information form is opened and also allows for editing capabilities.

Figure 7

Home	<b>Offenders</b>	Public Web Site	Users	Reports			
Offender	Addresses	Aliases	Alternate Identifiers	Contact	Documents	Employment	Images
Internet Identifiers	Licenses	Offenses	Scars	School Information	Tattoos	Vehicle Information	Verification Dates

Offender Summary



Name: Smith, John Henry

SID:  Offender Type:  Scheduled Appearance Date:

SSN: 123-45-6789 System Registration Date: 4/3/2007 Notification Date:

DOB: 3/27/1956 Verification Basis Date: 3/20/2010 Overdue Date:

Active: True Registration End Date:  Last Verification Date:

Asterisks (\*) indicate **required** fields. ?

**Offender:**

SID:

Prefix:

First Name:\*  Middle Name:

Last Name:\*  Suffix:

Gender:\*

SSN:\*  DOB:\*

Mobile Phone:  Mobile Phone 2:

Other Phone:  Other Phone 2:

**Registration Information:**

Initial Registration Date:\*

System Registration Date:\*

Verification Basis Date:

Offender Type:

Term of Registration:

Appearance Frequency:

Registration End Date:

NCIC Offender Status:

Display on Public Web Site:

Deceased:

Active:

Absconder:

Figure 8

**Physical Description:**

Height:\* 5 feet 10 inches      Weight:\* 180 lbs

Hair Color:\* Brown      Eye Color:\* Brown

Race:\* White      Ethnicity:

Birth State: California      Birth Country: United States of America (USA)

**Identifiers:**

**Fingerprint Information:** Fingerprints taken on 8/27/2007 and submitted to FBI through department livescan.

**Palm Print Information:** Palm Prints taken on 8/27/2007 and submitted to FBI through department livescan.

**DNA Information:** DNA sample taken on 8/27/2007 and submitted to FBI through department lab.

Passport Number:      Immigration Status:

Immigration ID:      Criminal History Link ID:

FBI Number:      NCIC Number:

[Update](#)   [Cancel](#)   [Create offender relocation task](#)   [View Change History](#)   [Delete](#)

Registry Administration Site

## Offender

- Offender Summary – All of the forms within the Offender record include a collapsible summary bar at the top that displays a summary of the offender’s information.
  - Submit Offender – Click the “Submit Offender” button to designate that the offender’s information is ready for the state agency designee to verify the information. The “Submit Offender” button is not available until after the “Print Offender Report” button has been clicked.
  - Print Offender Report – Clicking on this button provides a PDF document of the information available in the offender’s file. This button must be clicked before the “Submit Offender” button is visible when adding a new offender.
  - Export to XML – Clicking on this button will export all of the offender information to an XML file.
- SID – Enter the offender’s state identification number.
- Prefix – Select a prefix for the offender’s name.
- First Name – Enter the offender’s first name.
- Middle Name – Enter the offender’s middle name.
- Last Name – Enter the offender’s last name.
- Suffix – If a suffix exists, select the suffix for the offender.
- Gender – Select the offender’s gender.

- SSN – Enter the offender’s social security number.
- DOB – Enter the offender’s official date of birth.
- Mobile Phone – Enter the offender’s mobile telephone number.
- Mobile Phone 2 – Enter the offender’s second mobile telephone number.
- Other Phone – If the offender has another telephone number, enter the offender’s additional telephone number.
- Other Phone 2 – If the offender has another telephone number, enter the offender’s additional telephone number.

### Registration Information

- Initial Registration Date – Enter the date that the offender was first registered with a registration jurisdiction. This date will be different from the “System Registration Date” if the offender was originally registered by another jurisdiction.
- System Registration Date – Enter the date the offender was registered with this jurisdiction. If this jurisdiction is the original jurisdiction for the offender, then this date should be the same as the “Initial Registration Date.”
- Verification Basis Date – Enter the base date the system should use to schedule the offender’s verification appearance dates.
- Offender Type – Select the jurisdiction-defined offender type from the list.
- Term of Registration – Select how long the offender must be registered as a sex offender.
- Appearance Frequency – Select how frequently the offender must make an in-person appearance with this jurisdiction.
- Registration End Date – Enter the date the offender’s registration requirement ends.
- NCIC Offender Status – Select the appropriate National Crime Information Center (NCIC)-compliant offender status.
- Display on Public Web Site – Select this check box to include the offender on the public registry Web site.
- Deceased – Select this check box if the offender is deceased.
- Active – Select this check box if the offender is currently designated as a sex offender and under the registration authority of this jurisdiction.
- Inactive Description – Enter details about the offender’s inactive status (only shows if the “active” check box is not checked).
- Absconder – Select this check box if the offender is deemed to be an absconder.
- Absconder Details – Enter details about the offender’s absconder status. The details here will be displayed on the public registry Web site to provide the public with more information about the absconding status of the offender so they can determine the proper amount of caution to be exercised if they come into contact with the offender.

### Physical Description

- Height – Enter the offender’s height in feet and inches. For example, if an offender is 6’ 2”, then “6” should be entered for feet and “2” should be entered for inches.
- Weight – Enter the offender’s weight.
- Hair Color – Select the offender’s hair color.
- Eye Color – Select the offender’s eye color.
- Race – Select the offender’s race.
- Ethnicity – Select the offender’s ethnicity.
- Birth State – Select the offender’s birth state.
- Birth Country – Select the offender’s birth country.

### Identifiers

- Fingerprint Information – Enter information about the offender’s fingerprints.
- Palm Print Information – Enter information about the offender’s palm prints.
- DNA Information – Enter information about the offender’s DNA sample.
- Passport Number – Enter the offender’s passport number.
- Immigration Status – Enter the immigration status for the offender.
- Immigration ID – Enter the identification number of the offender’s immigration documents if located in another system.
- Criminal History Link ID – Enter the ID number of the offender’s criminal history record if located in another system.
- FBI Number – Enter the number assigned by the Federal Bureau of Investigation (FBI), if applicable.
- NCIC Number – Enter the appropriate National Crime Information Center (NCIC) number.
- Insert – Click the “Insert” link to add the information to the system.
- Cancel – Click the “Cancel” link to clear the form and not add the information to the system.
- Create offender relocation task – Click the “Create offender relocation task” link to fill out an offender relocation task form for submission to another registration jurisdiction through the SORNA Exchange Portal.
- View Change History – Click the “View Change History” link to view the different revisions of the offender’s information.
- Delete – Click the “Delete” link to remove the offender information from the system. This option is available only to local users assigned the “Admin” role.

## Addresses Tab

The Addresses page, shown in Figure 9, below contains all the residential-type addresses—whether they are primary addresses, temporary addresses, mailing addresses, or other addresses—where the offender resides or habitually lives.

Figure 9

Home | **Offenders** | Public Web Site | Users | Reports

Offender | **Addresses** | Aliases | Alternate Identifiers | Contact | Documents | Employment | Images

Internet Identifiers | Licenses | Offenses | Scars | School Information | Tattoos | Vehicle Information | Verification Dates

Offender Summary | Submit Offender | Print Offender Report | Export To XML

**Offender Addresses:** ?

[Add New Address](#)

	Type	Street	City	State	Zip Code	Is Current	
<a href="#">Edit</a>	Mailing Address Only	444 Appleyard Dr.	Tallahassee	FL	32303	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
<a href="#">Edit</a>	Other	1900 Lawson Rd	Tallahassee	FL	32308	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
<a href="#">Edit</a>	<b>Primary</b>	<b>2044 Doomar Dr.</b>	<b>Tallahassee</b>	<b>FL</b>	<b>32308</b>	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
<a href="#">Edit</a>	Primary	1121 Winifred Dr	Tallahassee	FL	32309	<input type="checkbox"/>	<a href="#">Delete</a>

Asterisks (\*) indicate required fields.

**Edit Offender Address:**

Type: \*

Is Current Address:

Description:

Phone:

Street: \*

Street 2:

City: \*

State: \*

Zip Code: \*

County:

Country:

Latitude:

Longitude:

Hover over for Tip:  Automatically Geocode Address

Start Date:

End Date:

Responsible Agency:

[Update](#) [Cancel](#)

[Send Notifications](#)

Warning: This address is within the specified distance of a protected location.

### Offender Addresses

- Add New Address – Click the “Add New Address” link to add an address for the offender.
- Address List – The offender address list shows the addresses that are in the database for the offender.
- Edit – Click the “Edit” link to edit the offender’s address using the “Edit Offender Address” form. To complete the edit, click the “Update” link; to cancel the edit, click the “Cancel” link.
- Delete – Click the “Delete” link to delete the address from the offender address list.

### Add/Edit Offender Address

- Type – Select the type of address being entered for the offender.
- Primary – A “Primary” address is the residential address the offender occupies most often. Only one address can be listed as the “Primary” address.
- Temporary – A “Temporary” address is an address that the offender will occupy for a specific period of time.
- Other – The “Other” selection is an address where the offender habitually stays, but not as often as the primary address. For instance, an offender may stay at a friend’s house on a regular basis, but not as often as the offender’s reported primary address.
- Mailing Address Only – The “Mailing Address Only” selection is an address where the offender only receives mail. For instance, an offender may have a residence but may receive mail at a post office box.
- Is Current Address – Select the check box if the address is current and not historical.
- Description – Enter a description of the address being entered. The information in this field is especially helpful if the address type is either “Temporary” or “Other.”
- Phone – Enter the offender’s phone number at the address.
- Street – Enter the street address for the offender’s address.
- Street 2 – Enter additional street address information for the offender’s address.
- City – Select the city for the offender’s address. If the “Out of State” option is selected in this field, then a field where the name of the city can be specified will appear.
- Out of State City – If the city for the offender’s address is outside of the user’s state, then the city can be manually entered here.
- State – Select the state for the offender’s address. The “Out of Country” option can be selected if the address is outside of the United States.
- Zip Code – Enter the zip code for the offender’s address.
- County – Select the county for the offender’s address.
- Country – Select the country for the offender’s address.
- Latitude – The latitude will be automatically filled in based on the other address information if it can be geocoded. If the latitude is not

automatically filled in, one can be entered manually as long as the “Automatically Geocode Address” check box is not checked.

- Longitude – The longitude will be automatically filled in based on the other address information if it can be geocoded. If the longitude is not automatically filled in, one can be entered manually as long as the “Automatically Geocode Address” check box is not checked.
- Automatic Geocoding – The “Automatically Geocode Address” check box should be checked if the system should try to geocode the address entered. If a latitude and longitude are entered manually using a handheld GPS or other means, then this check box should be unchecked so the system does not overwrite the manually entered information. Also, if the user unchecks the “Automatically Geocode Address,” the map pin can be dragged to the location where the address should be geocoded, and the system will record the latitude and longitude.
- Start Date – Enter the date the offender started or will start occupying the address.
- End Date – Enter the date the offender stopped occupying the address.
- Responsible Agency – Select the agency that has sex offender-related law enforcement responsibilities for the address.
- Insert – Click the “Insert” link to add the address to the system. When the address is inserted and it can be geocoded, a map will appear showing the location. If the address cannot be geocoded, a message that says “The address added was not able to be geocoded” will appear instead of the map.
- Cancel – Click the “Cancel” link to clear the form and not add the address to the system.
- Send Notifications – When an address is added or edited, a “Send Notifications” button will appear providing the user with the ability to generate community notifications for the address. The system will compare the address with the information provided by users that registered for community notifications to determine which e-mail addresses qualify for the notification. The user can modify the message that will be sent prior to clicking the “Send” button.

## Aliases Tab

The Aliases page, shown in Figure 10 below, contains all the known aliases for the offender.

Figure 10

	First Name	Middle Name	Last Name	Last Updated	
<a href="#">Edit</a>	J	D		04/19/2010	<a href="#">Delete</a>
<a href="#">Edit</a>	Jack	Z	Doe	04/19/2010	<a href="#">Delete</a>
<a href="#">Edit</a>	Johnny		Smith	04/05/2010	<a href="#">Delete</a>

### Current Aliases

- Aliases List – This list shows the aliases that are in the database for the offender.
- Edit – Click the “Edit” link to edit the offender’s alias in-line. To complete the edit, click the “Update” link; to cancel the edit, click the “Cancel” link.
- Delete – Click the “Delete” link to delete the alias from the offender’s current aliases list.

### Add New Alias

- First Name – Enter the first name of the offender’s alias.
- Middle Name – Enter the middle name of the offender’s alias.
- Last Name – Enter the last name of the offender’s alias.
- Insert – Click the “Insert” link to add the information to the system.
- Cancel – Click the “Cancel” link to clear the form and not add the information to the system.

## Alternate Identifiers Tab

The Alternate Identifiers page, shown in Figure 11 below, contains other information about the offender, such as other dates of birth or social security numbers that the offender has been known to use.

Figure 11

The screenshot shows the 'Alternate Identifiers' tab in the SORT application. At the top, there is a navigation menu with options: Home, Offenders, Public Web Site, Users, Reports, Offender, Addresses, Aliases, Alternate Identifiers, Contact, Documents, Employment, Images, Internet Identifiers, Licenses, Offenses, Scars, School Information, Tattoos, Vehicle Information, and Verification Dates. Below the menu, there are buttons for 'Submit Offender', 'Print Offender Report', and 'Export To XML'. The main content area is titled 'Alternate Identifiers Information' and contains a table with the following data:

	Type	Value	Last Updated	
<a href="#">Edit</a>	DOB	12/12/2001	04/09/2010	<a href="#">Delete</a>
<a href="#">Edit</a>	SSN	123-12-7894	04/09/2010	<a href="#">Delete</a>

Below the table, there is a note: 'Asterisks (\*) indicate required fields.' Underneath is a section titled 'Add Alternate Identifiers' with a form containing the following fields:

Type: \*    
Value: \*

At the bottom of the form are 'Insert' and 'Cancel' buttons. The footer of the page reads 'Registry Administration Site'.

### Alternate Identifiers Information

- Alternate Identifiers List – This list shows the alternate identifiers that are in the database for the offender.
- Edit – Click the “Edit” link to edit the offender’s alternate identifiers in-line. To complete the edit, click the “Update” link; to cancel the edit, click the “Cancel” link.
- Delete – Click the “Delete” link to delete the alternate identifier from the list.

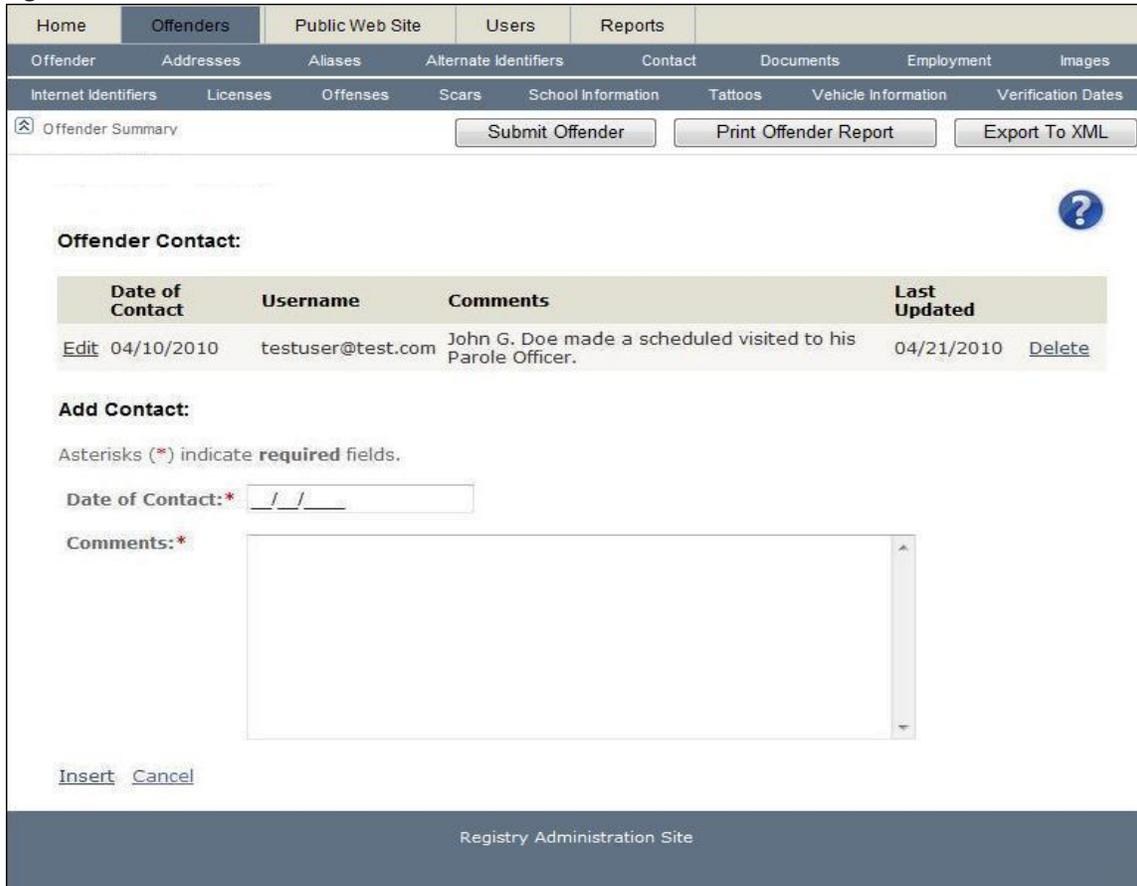
### Add Alternate Identifiers

- Type – Choose “DOB” if entering an alternate date of birth; choose “SSN” if entering an alternate social security number or state ID number.
- Value – Enter the date of birth (DOB), social security number (SSN), or the state ID number for the alternate identifier and click “Insert.”

## Contact Tab

The Contact page, shown in Figure 12 below, contains information about any contact that has been made with the offender.

Figure 12



### Offender Contact

- Offender Contact List – This list shows the contacts that are in the database for the offender.
- Edit – Click the “Edit” link to edit the offender’s contact using the “Edit Contact” form. To complete the edit, click the “Update” link; to cancel the edit, click the “Cancel” link.
- Delete – Click the “Delete” link to delete the contact from the offender’s contacts list.

### Add/Edit Contact

- Date of Contact – Enter the date the offender was contacted.
- Comments – Enter a summary of the contact with the offender.
- Insert – Click the “Insert” link to add the information to the system.

- Cancel – Click the “Cancel” link to clear the form and not add the information to the system.

### Documents Tab

The Documents page, shown in Figure 13 below, enables the jurisdiction to upload documents or other files relative to the offender.

**Figure 13**

The screenshot shows the 'Documents' tab in the SORT application. The navigation menu at the top includes Home, Offenders (selected), Public Web Site, Users, Reports, Offender, Addresses, Aliases, Alternate Identifiers, Contact, Documents, Employment, Images, Internet Identifiers, Licenses, Offenses, Scars, School Information, Tattoos, Vehicle Information, and Verification Dates. Below the menu is a search bar with the text 'Offender Summary' and three buttons: 'Submit Offender', 'Print Offender Report', and 'Export To XML'. The main content area is titled 'Offender's Documents on File' and contains a table with the following data:

Document Name	Document Description	Last Updated	Read
John Doe Details.pdf	Registration Documentation	10/16/2009	<a href="#">Get File</a> <a href="#">Delete</a>

Below the table, there is a note: 'Asterisks (\*) indicate required fields.' and a section titled 'Add New Offender Document:' with a form containing the following fields:

- Upload document \* (with a 'Browse...' button)
- Document description (text area)
- Insert button

The footer of the page reads 'Registry Administration Site'.

### Offender's Documents on File

- Documents List – This list shows the documents that are currently stored for the offender.
- Get File – Click the “Get File” button to open the document.
- Delete – Click the “Delete” link to delete the file from the database.

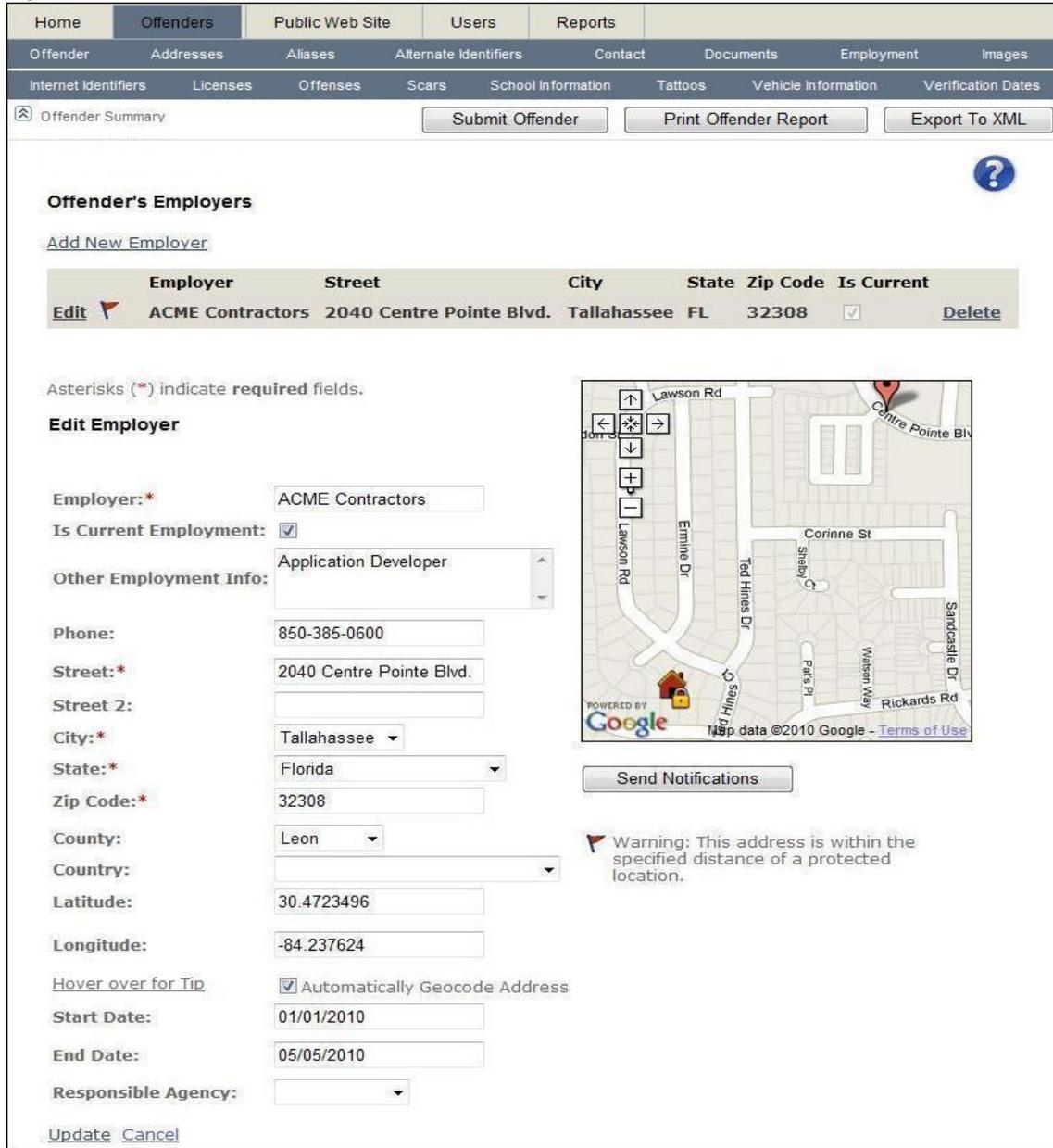
**Add New Offender Document**

- Upload Document – Enter the path to the document that is to be uploaded for the offender, or click the “Browse” button to navigate to the document.
- Document Description – Type a description of the document being uploaded so it can be identified from the documents list without having to be opened.
- Insert – Click the “Insert” button to store the document.

## Employment Tab

The Employment page, shown in Figure 14 below, contains the information about the offender's place of employment.

Figure 14



Home   **Offenders**   Public Web Site   Users   Reports

Offender   Addresses   Aliases   Alternate Identifiers   Contact   Documents   Employment   Images

Internet Identifiers   Licenses   Offenses   Scars   School Information   Tattoos   Vehicle Information   Verification Dates

Offender Summary   Submit Offender   Print Offender Report   Export To XML

**Offender's Employers**

[Add New Employer](#)

	Employer	Street	City	State	Zip Code	Is Current	
<a href="#">Edit</a>	ACME Contractors	2040 Centre Pointe Blvd.	Tallahassee	FL	32308	<input checked="" type="checkbox"/>	<a href="#">Delete</a>

Asterisks (\*) indicate required fields.

**Edit Employer**

Employer: \* ACME Contractors

Is Current Employment:

Other Employment Info: Application Developer

Phone: 850-385-0600

Street: \* 2040 Centre Pointe Blvd.

Street 2:

City: \* Tallahassee

State: \* Florida

Zip Code: \* 32308

County: Leon

Country:

Latitude: 30.4723496

Longitude: -84.237624

Hover over for Tip:  Automatically Geocode Address

Start Date: 01/01/2010

End Date: 05/05/2010

Responsible Agency:

[Update](#) [Cancel](#)

Map showing location: 2040 Centre Pointe Blvd, Tallahassee, FL. Includes a "Send Notifications" button and a warning: "Warning: This address is within the specified distance of a protected location."

### Offender's Employers

- Add New Employer – Click the “Add New Employer” link to add an employer for the offender.
- Employer List – The offender employer list shows the employers that are in the database for the offender.
- Edit – Click the “Edit” link to edit the offender’s employer information using the “Edit Employer” form. To complete the edit, click the “Update” link; to cancel the edit, click the “Cancel” link.
- Delete – Click the “Delete” link to delete the employer from the offender’s employer list.

### Add New/Edit Employer

- Employer – Enter the name of the offender’s employer.
- Is Current Employment – Select the check box if the employment information is current and not historical.
- Other Employment Info – Enter additional information about the offender’s employment that should be shared with the public.
- Phone – Enter the employer’s phone number.
- Street – Enter the street address for the offender’s employer.
- Street 2 – Enter additional street address information for the offender’s employer.
- City – Select the city for the employer’s address. If the “Out of State” option is selected in this field, then a field where the name of the city can be specified will appear.
- Out-of-State City – If the city for the offender’s address is outside of the user’s state, then the city can be manually entered here.
- State – Select the state for the employer’s address. The “Out of Country” option can be selected if the address is outside of the United States.
- Zip Code – Enter the zip code for the employer’s address.
- County – Enter the county for the employer’s address.
- Country – Select the country for the employer’s address.
- Latitude – The latitude will be automatically filled in based on the other address information if it can be geocoded. If the latitude is not automatically filled in, one can be entered manually as long as the “Automatically Geocode Address” check box is not checked.
- Longitude – The longitude will be automatically filled in based on the other address information if it can be geocoded. If the longitude is not automatically filled in, one can be entered manually as long as the “Automatically Geocode Address” check box is not checked.
- Automatic Geocoding – The “Automatically Geocode Address” check box should be checked if the system should try to geocode the address entered. If a latitude and longitude are entered manually using a handheld GPS or other means, then this check box should be unchecked so the system does not overwrite the manually entered information. Also, if the user unchecks the “Automatically Geocode Address,” the map pin can be dragged to the

location where the address should be geocoded and the system will record the latitude and longitude.

- Start Date – Enter the date the offender started or will start employment at the address.
- End Date – Enter the date the offender stopped employment at the address.
- Responsible Agency – Select the agency that has sex offender-related law enforcement responsibilities for the address.
- Insert – Click the “Insert” link to add the employer information to the system. When the information is inserted and the address can be geocoded, a map will appear showing the location. If the address cannot be geocoded, a message that says “The address added was not able to be geocoded” will appear instead of the map.
- Cancel – Click the “Cancel” link to clear the form and not add the employer information to the system.
- Send Notifications – When employment information is added or edited, a “Send Notifications” button will appear providing the user with the ability to generate community notifications for the address. The system will compare the address with the information provided by users that registered for community notifications to determine which e-mail addresses qualify for the notification. The user can modify the message that will be sent prior to clicking the “Send” button.

## Images Tab

The Images page, shown in Figure 15 below, contains the images of the offender that have been uploaded to the system.

Figure 15

The screenshot shows the 'Images' tab in the SORT application. The navigation menu includes Home, Offenders, Public Web Site, Users, Reports, Offender, Addresses, Aliases, Alternate Identifiers, Contact, Documents, Employment, Images, Internet Identifiers, Licenses, Offenses, Scars, School Information, Tattoos, Vehicle Information, and Verification Dates. The main content area is titled 'Offender's Images on File' and contains a table with the following data:

Image	Primary	Display	Photo Date	Last Updated
<a href="#">Edit</a> 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	02/27/2010	03/02/2010
<a href="#">Edit</a> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	02/22/2010	03/08/2010
<a href="#">Edit</a> 	<input type="checkbox"/>	<input checked="" type="checkbox"/>		03/26/2010

Each row includes a 'Delete' link. Below the table, there is a note: 'Asterisks (\*) indicate required fields.' The 'Add New Offender Image' section includes the following form fields:

- Image: \* (text input field with a 'Browse...' button)
- Primary Image:
- Display image on public Web site:
- Photo Date: (text input field)

An 'Insert' button is located at the bottom of the form.

### Offender's Images on File

- Images List – The list shows images that are currently stored for the offender.
- Edit – Click the “Edit” link to edit the offender’s image in-line. To complete the edit, click the “Update” link; to cancel the edit, click the “Cancel” link.
- Delete – Click the “Delete” link to delete the image from the offender’s images list.

### Add New Offender Image

- Image – Enter the path to the image file that is to be uploaded for the offender, or click the “Browse” button to navigate to the image file.

- Primary Image – The “Primary Image” check box designates the uploaded image as the image that will be used as the thumbnail image and will be the image displayed on the offender’s public Web site details page first.
- Display Image on Public Web Site – Select this check box if the image should be shown on the public Web site.
- Photo Date – Enter the date the photo was taken.
- Insert – Click the “Insert” button to add the image to the system.

### Internet Identifiers Tab

The Internet Identifiers page, shown in Figure 16 below, contains information about usernames and/or e-mail addresses the offender uses to communicate over the Internet. The system captures the username and the site the username is affiliated with, since usernames are unique only within the site with which they are affiliated.

**Figure 16**

Home Offenders Public Web Site Users Reports

Offender Addresses Aliases Alternate Identifiers Contact Documents Employment Images

Internet Identifiers Licenses Offenses Scars School Information Tattoos Vehicle Information Verification Dates

Offender Summary Submit Offender Print Offender Report Export To XML

**Offender's Internet Identifiers**

Internet Identifier	Site Affiliation	Is Current	Last Updated
<a href="#">Edit</a> JohnDoe123	Facebook	<input checked="" type="checkbox"/>	04/21/2010 <a href="#">Delete</a>
<a href="#">Edit</a> jdoe89@gmail.com	E-mail	<input type="checkbox"/>	03/22/2010 <a href="#">Delete</a>

Asterisks (\*) indicate required fields.

**Add New Internet Identifier**

Internet Identifier:\*

Site Affiliation:\*

Is Current:

[Insert](#) [Cancel](#)

Registry Administration Site

### Offender's Internet Identifiers

- Internet Identifiers List – This list shows the Internet identifiers that are currently stored for the offender.
- Edit – Click the “Edit” link to edit the offender’s Internet identifier in-line. To complete the edit, click the “Update” link; to cancel the edit, click the “Cancel” link.
- Delete – Click the “Delete” link to delete the Internet identifier from the offender’s list.

### Add New Internet Identifier

- Internet Identifier – Enter the offender’s e-mail address or Internet username. For example, if the offender has a Facebook account and the username is “johnsmith,” then the “Internet Identifier” is “johnsmith.”
- Site Affiliation – Enter the Internet site with which the identifier is affiliated. For example, if the offender has a Facebook account and the username is “johnsmith,” then the “Site Affiliation” is “Facebook.” For e-mail addresses, list the “Site Affiliation” as “E-mail.”
- Is Current – Select the check box if the Internet Identifier is current and not historical.
- Insert – Click the “Insert” link to add the information to the system.
- Cancel – Click the “Cancel” link to clear the form and not add the information to the system.

### Licenses Tab

The Licenses page, shown in Figure 17 below, contains information about any professional licenses the offender holds.

Figure 17

The screenshot shows the 'Licenses' tab in the SORT application. At the top, there is a navigation menu with tabs for Home, Offenders, Public Web Site, Users, Reports, Offender, Addresses, Aliases, Alternate Identifiers, Contact, Documents, Employment, Images, Internet Identifiers, Licenses, Offenses, Scars, School Information, Tattoos, Vehicle Information, and Verification Dates. Below the navigation is an 'Offender Summary' section with buttons for 'Submit Offender', 'Print Offender Report', and 'Export To XML'. The main content area is titled 'Offender's License Information' and contains a table with the following data:

License Number	License Description	Issuing State	Is Current	Last Updated
<a href="#">Edit</a> 1234567	Drivers License	FL	<input checked="" type="checkbox"/>	04/08/2010 <a href="#">Delete</a>

Below the table, there are radio buttons for 'Driver's License' (selected) and 'Professional License'. Underneath is the 'Edit Driver's License Information' section, which includes a note: 'Asterisks (\*) indicate required fields.' The form contains the following fields:

- License Number: \* [text input]
- Issuing State: [dropdown menu]
- Expiration Date: [text input]
- Is Current:

At the bottom of the form are 'Insert' and 'Cancel' buttons. The footer of the page reads 'Registry Administration Site'.

### Offender's License Information

- Licenses List – This list shows the licenses that are currently stored for the offender.
- Edit – Click the “Edit” link to edit the offender’s license information in-line. To complete the edit, click the “Update” link; to cancel the edit, click the “Cancel” link.
- Delete – Click the “Delete” link to delete the license from the offender’s license list.

### Add Offender’s License Information

- License Type Selector – Select whether the license being entered for the offender is a driver’s license or a professional license.
- License Number – Enter the license number for the offender’s license.
- License Type – If the license is a professional license, enter the type of license being entered.
- Issuing Agency – If the license is a professional license, enter the agency that issued the license.
- Issuing State – Select the state that issued the license.
- Expiration Date – Enter the expiration date of the license.
- Is Current – Select the check box if the license is current and not historical.
- Insert – Click the “Insert” link to add the information to the system and to the licenses list.
- Cancel – Click the “Cancel” link to clear the form and not add the information to the system.

## Offenses Tab

The Offenses page, shown in Figures 18 and 19, contains information about crimes for which the offender has been convicted.

Figure 18

Home Offenders Public Web Site Users Reports

Offender Addresses Aliases Alternate Identifiers Contact Documents Employment Images

Internet Identifiers Licenses Offenses Scars School Information Tattoos Vehicle Information Verification Dates

Offender Summary Submit Offender Print Offender Report Export To XML

### Offender's Offenses

Arrest ID	Offense Date	Arrest Date	Conviction Date	Counts	Offense Code	Registrable Offense	
<a href="#">Edit</a>			03/12/1992	0	1456	<input type="checkbox"/>	<a href="#">Delete</a>
<a href="#">Edit</a> 12345	12/01/2009		01/01/2010	5	555	<input checked="" type="checkbox"/>	<a href="#">Delete</a>

[Add New Offense](#)

Asterisks (\*) indicate required fields.

### Edit Offense Information

In State  Out of State

Conviction Date:

Offense Date:

Offense Code: \*

Offense: \*

Figure 19

**Optional Fields**

Please note the following fields are not SORNA required...

Arrest ID:	<input type="text"/>
Arrest Date:	<input type="text"/>
Number of Counts:	<input type="text"/>
Resulted In Conviction:	<input type="checkbox"/>
State of Conviction:	<input type="text"/>
Registerable Offense:	<input type="checkbox"/>
Offense Location:	<input type="text"/>
Additional Information:	<input type="text"/>
Victim Age:	<input type="text"/>
Victim Sex:	<input type="text"/>
Victim Age2:	<input type="text"/>
Victim Sex2:	<input type="text"/>
Victim Age3:	<input type="text"/>
Victim Sex3:	<input type="text"/>
Victim Age4:	<input type="text"/>
Victim Sex4:	<input type="text"/>

[Insert](#) [Cancel](#)

### Offender's Offenses

- Offenses List – This list shows the offenses that are currently stored for the offender.
- Edit – Click the “Edit” link to edit the offender’s offense information using the “Edit Offense” form. To complete the edit, click the “Update” link; to cancel the edit, click the “Cancel” link.
- Delete – Click the “Delete” link to delete the offense from the offender’s offenses list.

### Add/Edit Offense Information

- In-State or Out-of-State Selection – Select whether the offense was committed within your state or outside your state.
- Conviction Date – Enter the date of the conviction.
- Offense Date – Enter the date the offense was committed.
- Offense Code – Enter or select the code that was violated by the offense.
- Offense – Enter a description of the offense or verify the offense description that was entered because of the offense code selected.

- Arrest ID – Enter the arrest identification number if applicable.
- Arrest Date – Enter the date of the arrest.
- Number of Counts – Enter the number of counts included in the offense conviction.
- Resulted in Conviction – Select the check box if this offense resulted in a conviction.
- State of Conviction – Select the state where the conviction was made.
- Registerable Offense – Select the check box if this offense results in sex offender registration requirements.
- Offense Location – Enter the location where the offense was committed.
- Additional Information – Enter additional information about the offense.
- Victim Age (1–4) – Enter the age of the victim(s).
- Victim Sex (1–4) – Select the sex of the victim(s).
- Insert – Click the “Insert” link to add the information to the system.
- Cancel – Click the “Cancel” link to clear the form and not add the information to the system.

### Scars Tab

The Scars page, shown in Figure 20 below, contains information about scars the offender has.

**Figure 20**

Home Offenders Public Web Site Users Reports

Offender Addresses Aliases Alternate Identifiers Contact Documents Employment Images

Internet Identifiers Licenses Offenses Scars School Information Tattoos Vehicle Information Verification Dates

Offender Summary Submit Offender Print Offender Report Export To XML

**Scars:**

	Location	Description	Last Updated	
<a href="#">Edit</a>	Abdomen	Appendix removal scar	03/11/2010	<a href="#">Delete</a>
<a href="#">Edit</a>	Arm, right upper	4 inch knife scar	03/11/2010	<a href="#">Delete</a>

Asterisks (\*) indicate required fields.

**Add New Scar**

Location: Abdomen

Description:

[Insert](#) [Cancel](#)

Registry Administration Site

### Scars

- Scars List – This list shows the scars that are currently stored for the offender.
- Edit – Click the “Edit” link to edit the offender’s scar information using the “Edit Scar” form. To complete the edit, click the “Update” link; to cancel the edit, click the “Cancel” link.
- Delete – Click the “Delete” link to delete the scar from the offender’s scars list.

### Add/Edit Scar Information

- Location – Select the location of the scar.
- Description – Enter a description of the scar.
- Insert – Click the “Insert” link to add the information to the system.
- Cancel – Click the “Cancel” link to clear the form and not add the information to the system.

## School Information Tab

The School Information page, shown in Figure 21 below, contains information about where the offender attends school.

Figure 21

The screenshot displays the 'Offender's School Information' page. At the top, there is a navigation menu with tabs for Home, Offenders, Public Web Site, Users, and Reports. Below this is a sub-menu with tabs for Offender, Addresses, Aliases, Alternate Identifiers, Contact, Documents, Employment, and Images. A secondary row of tabs includes Internet Identifiers, Licenses, Offenses, Scars, School Information, Tattoos, Vehicle Information, and Verification Dates. The main content area features a 'Submit Offender' button, a 'Print Offender Report' button, and an 'Export To XML' button. A table lists school information with columns for School Name, Street, City, State, Zip Code, and Is Current. Below the table is an 'Edit Offender's School Information' form with various input fields and a map of Florida State University.

	School Name	Street	City	State	Zip Code	Is Current	
<a href="#">Edit</a>	Florida State University	600 W. College Ave.	Tallahassee	FL	32301	<input type="checkbox"/>	<a href="#">Delete</a>

Asterisks (\*) indicate required fields.

**Edit Offender's School Information**

School Name: \* Florida State University

Is Current School:

Additional Info: Majoring in Political Science

Phone: 850-644-1200

Street: \* 600 W. College Ave.

Street 2:

City: \* Tallahassee

State: \* Florida

Zip Code: \* 32301

County: Leon

Country:

Latitude: 30.4407591

Longitude: -84.2908215

Hover over for Tip:  Automatically Geocode Address

Start Date: 08/30/2008

End Date:

Responsible Agency:

[Update](#) [Cancel](#)

### Offender's School Information

- Add New School – Click the “Add New School” link to add a school for the offender.
- School Information List – This list shows the school information that is in the database for the offender.

- Edit – Click the “Edit” link to edit the offender’s school information using the “Edit Offender’s School Information” form. To complete the edit, click the “Update” link; to cancel the edit, click the “Cancel” link.
- Delete – Click the “Delete” link to delete the school information from the school information list.

### Add/Edit Offender’s School Information

- School Name – Enter the name of the school.
- Is Current School – Select the check box if the school information is current and not historical information.
- Additional Info – Enter additional information about the offender’s education.
- Phone – Enter the telephone number for the school.
- Street – Enter the street address for the school.
- Street 2 – Enter additional street address information for the school.
- City – Enter the city for the school’s address. If the “Out of State” option is selected in this field, then a field where the name of the city can be specified will appear.
- Out-of-State City – If the city for the offender’s address is outside of the user’s state, then the city can be manually entered here.
- State – Select the state for the school’s address. The “Out of Country” option can be selected if the address is outside of the United States.
- Zip Code – Enter the zip code for the school’s address.
- County – Enter the county for the school’s address.
- Country – Select the country for the school’s address.
- Latitude – The latitude will be automatically filled in based on the other address information if it can be geocoded. If the latitude is not automatically filled in, one can be entered manually as long as the “Automatically Geocode Address” check box is not checked.
- Longitude – The longitude will be automatically filled in based on the other address information if it can be geocoded. If the longitude is not automatically filled in, one can be entered manually as long as the “Automatically Geocode Address” check box is not checked.
- Automatic Geocoding – The “Automatically Geocode Address” check box should be checked if the system should try to geocode the address entered. If a latitude and longitude are entered manually using a handheld GPS or other means, then this check box should be unchecked so the system does not overwrite the manually entered information. Also, if the user unchecks the “Automatically Geocode Address,” the map pin can be dragged to the location where the address should be geocoded and the system will record the latitude and longitude.
- Start Date – Enter the date the offender started or will start attending the school.
- End Date – Enter the date the offender stopped attending the school.
- Responsible Agency – Select the agency that has sex offender-related law enforcement responsibilities for the address.

- Insert – Click the “Insert” link to add the school information to the system. When the information is inserted and the address can be geocoded, a map will appear showing the location. If the address cannot be geocoded, a message that says “The address added was not able to be geocoded” will appear instead of the map.
- Cancel – Click the “Cancel” link to clear the form and not add the information to the system.
- Send Notifications – When school information is added or edited, a “Send Notifications” button will appear providing the user with the ability to generate community notifications for the address. The system will compare the address with the information provided by users that registered for community notifications to determine which e-mail addresses qualify for the notification. The user can modify the message that will be sent prior to clicking the “Send” button.

## Tattoos Tab

The Tattoos page, shown in Figure 22 below, contains information about tattoos the offender has.

Figure 22

**Tattoos:**

	Location	Description	Last Updated	
<a href="#">Edit</a>	Ankle, right	Dragon tattoo	03/11/2010	<a href="#">Delete</a>
<a href="#">Edit</a>	Calf, left	bullet hole	04/09/2010	<a href="#">Delete</a>

Asterisks (\*) indicate **required** fields.

**Add New Tattoo**

Location:

Description:

[Insert](#) [Cancel](#)

Registry Administration Site

## Tattoos

- Tattoos List – This list shows the tattoos that are currently stored for the offender.
- Edit – Click the “Edit” link to edit the offender’s tattoo information using the “Edit Tattoo” form. To complete the edit, click the “Update” link; to cancel the edit, click the “Cancel” link.
- Delete – Click the “Delete” link to delete the tattoo from the offender’s tattoos list.

### Add/Edit Tattoo Information

- Location – Select the location of the tattoo.
- Description – Enter a description of the tattoo.
- Insert – Click the “Insert” link to add the information to the system.

- Cancel – Click the “Cancel” link to clear the form and not add the information to the system.

## Vehicle Information Tab

The Vehicle Information page, shown in Figure 23 below, contains information about vehicles that are owned or used by the offender.

Figure 23

The screenshot shows the 'Offender's Vehicle Information' section of the SORT application. At the top, there is a navigation menu with tabs for Home, Offenders, Public Web Site, Users, Reports, Offender, Addresses, Aliases, Alternate Identifiers, Contact, Documents, Employment, Images, Internet Identifiers, Licenses, Offenses, Scars, School Information, Tattoos, Vehicle Information, and Verification Dates. Below the menu, there are buttons for 'Submit Offender', 'Print Offender Report', and 'Export To XML'. The main content area is titled 'Offender's Vehicle Information' and contains a table with the following data:

	State	License Plate #	Year	Make	Model	Color	Is Current	
<a href="#">Edit</a>	NY	234LHK	2008	BMW	524 Series	Black	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
<a href="#">Edit</a>	IN	123ERT	1997	Honda	Civic (and CRX)	Black	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
<a href="#">Edit</a>	DE	987GBV	2009	Acura	Integra	Beige	<input type="checkbox"/>	<a href="#">Delete</a>

Asterisks (\*) indicate required fields.

**Add Vehicle Information**

License Plate Number: \*

State Registered:

License Plate Type:

License Plate Expiration Date:

Vehicle Identification Number (VIN):

Vehicle Type: \*

Vehicle Year:

Vehicle Make: \*

Vehicle Model: \*

Vehicle Style:

Vehicle Color: \*

Additional Details:

General Parking Locations: \*

Is Current:

[Insert](#) [Cancel](#)

## Offender's Vehicle Information

- Offender's Vehicle Information List – This list shows the vehicles that are currently stored for the offender.

- Edit – Click the “Edit” link to edit the offender’s vehicle information using the “Edit Vehicle Information” form. To complete the edit, click the “Update” link; to cancel the edit, click the “Cancel” link.
- Delete – Click the “Delete” link to delete the vehicle from the offender’s vehicle information list.

### Add/Edit Vehicle Information

- License Plate Number – Enter the vehicle’s license plate number.
- State Registered – Select the state where the vehicle is registered. The “Out of Country” option can be selected if the address is outside of the United States.
- License Plate Type – Select the vehicle’s license plate type.
- License Plate Expiration Date – Enter the expiration date of the vehicle’s license.
- Vehicle Identification Number (VIN) – Enter the Vehicle Identification Number (VIN).
- Vehicle Type – Select the vehicle type.
- Vehicle Year – Select the vehicle year.
- Vehicle Make – Select the vehicle make. The values in this list are dependent on the vehicle type selection.
- Vehicle Model – Select the vehicle model. The values in this list are dependent on the vehicle make selection.
- Vehicle Style – Select the vehicle style.
- Vehicle Color – Select the vehicle color.
- Additional Details – Enter additional information about the vehicle.
- General Parking Locations – Enter information about where the offender typically parks the vehicle.
- Is Current – Select the check box if the vehicle is currently owned or operated by the offender and the information is not a historical record.
- Insert – Click the “Insert” link to add the information to the system.
- Click the “Cancel” link to clear the form and not add the information to the system.

## Verification Dates Tab

The Verification Dates page, shown in Figure 24 below, contains the dates when the offender has made an in-person appearance to verify the accuracy of the information in the registry. The Verification Dates tab is not available until after the offender’s initial record has been approved by the state user.

Figure 24

Offender Summary Print Offender Report Export To XML

**Offender's Verification Dates**

	Verification Appearance Date	Scheduled Appearance Date	Last Updated	
<a href="#">Edit</a>	03/27/2010	03/28/2010	04/22/2010	<a href="#">Delete</a>
<a href="#">Edit</a>		12/28/2009	04/21/2010	<a href="#">Delete</a>
<a href="#">Edit</a>	09/29/2009	09/28/2009	04/22/2010	<a href="#">Delete</a>

Asterisks (\*) indicate required fields.

**Verification Date**

Scheduled Appearance Date:

Verification Appearance Date:

Notification Date:

Overdue Date:

[Insert](#) [Cancel](#)

Registry Administration Site

### Offender’s Verification Dates

- Verification Dates List – This list shows the dates that the offender has made in-person appearances.
- Edit – Click the “Edit” link to edit the offender’s verification date in-line. To complete the edit, click the “Update” link; to cancel the edit, click the “Cancel” link.
- Delete – Click the “Delete” link to delete the verification date from the verification dates list.

### Add New Verification Date

- Scheduled Appearance Date – The system automatically generates the next date the offender is scheduled to make an in-person appearance so the actual date of the in-person appearance can be associated with the scheduled date. This date is based on the “System Registration Date” and “Appearance Frequency” set on the “Offender” tab.
- Verification Appearance Date – Enter the date the offender made an in-person appearance.
- Insert – Click the “Insert” link to add the information to the system.
- Cancel – Click the “Cancel” link to clear the form and not add the information to the system.

## Public Web Site Setup Page

### Web Site Setup Tab

SORT enables a jurisdiction to customize the look and content of its public sex offender Web site. When a user clicks the “Public Web Site” tab on the SORT administrative site home page, the public Web site customization page, shown in Figure 25 below, is opened. The public Web site page contains two forms that allow the jurisdiction to set up the public Web site and manage the resources shown on the “Resources” tab of the public Web site.

Figure 25

Home   Offenders   **Public Web Site**   Users   Reports

Web Site Setup   Resources   Notification Setup   FAQs

**You are currently viewing the [Live settings](#).**

Asterisks (\*) indicate **required** fields.

**Public Web Site Setup:**

**Web Site Title:\*** State X

**Template:\*** SheriffPolice1   [View Templates](#)   [More...](#)

**Seal:**

**Remove seal:** [Remove Seal](#)

**Address:** 2050 Centre Pointe Blvd

**City:** Tallahassee

**State:** Florida

**Zip Code:** 32308

**Phone:** 850-385-0600

**Web Site Address:**

**Welcome Message:\***  
Welcome to the State X public sex offender website. On this site you can search for information about sex offenders that are registered with the State X Department of Public Safety.

**Conditions of Use:\***  
The State X Department of Public Safety has not considered or assessed the specific risk that any sex offender displayed on this web site will commit another offense or the nature of any future crimes that may be committed.  
Only information on registered sex offenders allowed to be disclosed under State X law appears on this web site. State law does not allow offenses other than the crimes for which the convicted sex offender is required to register to be disclosed here.

**Disable Geocoding and Mapping Features:**

Registry Administration Site

The “Web Site Setup” form allows the jurisdiction to do the following:

1. Provide a name for the Web site.
2. Select a template that will determine the way the public site looks. The SORT system has six different templates to choose from, so all of the jurisdictions that use this system do not have an identical public sex offender registry Web site. Click “View Templates” to view all the template designs available, or click “More” to access files for customizing your jurisdiction’s Web site template discussed in the next section.
3. Upload the jurisdiction’s seal.
4. Add the address and phone number of the jurisdiction’s agency that manages sex offender registration.
5. Add the Web site address for the official public Web site of the jurisdiction.
6. Add a welcome message to the home page of the public Web site.
7. Add conditions of use that users must accept in order to use the Web site.
8. Enable or disable the public Web site features that use mapping and geocoding. Disabling these features will remove the map from the offender search and change the way the community notifications and the geographic searching work on the public Web site.
9. To view the Web site changes without publishing them, click the “Preview Site” button.
10. To save and publish the Web site changes so they are applied to the live public Web site, click the “Save and Publish” button.

### Resources Tab

The “Resources” tab, shown in Figure 26 below, enables the jurisdiction to add links to online sex offender safety and education resources by entering the resource’s Web site address and selecting the appropriate category. The links that are added on this form will be listed on the Resources page on the public Web site.

**Figure 26**

Home	Offenders	Public Web Site	Users	Reports	
		Web Site Setup	Resources	Notification Setup	FAQs

**Resources:** 

Web Site Address	Resource Category	
<a href="#">Edit</a> http://www.nsopw.gov	Preventing and Responding to C...	<a href="#">Delete</a>

**Add Resources:**

Asterisks (\*) indicate **required** fields.

**Web Site Address:\***

**Resource Category:\***

[Insert](#) [Cancel](#)

Registry Administration Site

### Resources

- Resources List – This list shows the resources that are in the system.
- Edit – Click the “Edit” link to edit the resource using the “Edit Resources” form. To complete the edit, click the “Update” link; to cancel the edit, click the “Cancel” link.
- Delete – Click the “Delete” link to delete a resource from the resources list and the public Web site Resources page.

### Add/Edit Resources

- Web Site Address – Enter the Web site address of the resource.
- Resource Category – Select the appropriate category for the resource being added. The category will determine how the resource link is grouped on the public Web site Resources page.
- Insert – Click the “Insert” link to add the resource to the system.
- Cancel – Click the “Cancel” link to clear the form and not add the resource to the system.

## Notification Setup Tab

The “Notification Setup” tab, shown in Figure 27 below, enables the jurisdiction to customize the default community notification e-mail message. The community notification message is sent to individuals who register to receive e-mail messages about offenders who register addresses near them.

Figure 27

Home   Offenders   **Public Web Site**   Users   Reports

Web Site Setup   Resources   **Notification Setup**   FAQs

**Community Notification Setup:** 

Asterisks (\*) indicate required fields.

Notification Subject: \*   State X - Offender Notification

Notification Message: \*   The following offender has registered a new address with State X that is near an address that you have registered with our community notification system.  
[OFFENDER NAME]  
For more information about this offender, please visit http://State.nsopw.gov and search for the name listed above. If you wish to discontinue these notifications, please visit http://State.nsopw.gov, and follow the instructions for the "Remove Community Notification"

[Update](#)   [Cancel](#)

Insert [OFFENDER NAME] where you want the offender's name to appear in the notification message.

Registry Administration Site

## Notification Setup

- Notification Subject – Enter the text to use as the subject of the community notification messages.
- Notification Message – Enter the text to use as the body of the community notification messages. Enter [OFFENDER NAME] within the text where the offender’s name should be added to the message.
- Update – Click the “Update” link to update the community notification message settings with the changes made.
- Cancel – Click the “Cancel” link to remove the changes and not update the community notification message.

## FAQs Tab

The FAQs tab enables the jurisdiction to populate the Frequently Asked Questions (FAQs) tab on the public Web site. Providing FAQs on the public Web site allows the Web site users to view

answers to popular questions without having to contact the sex offender registration agency and wait for a response.

**Figure 28**

The screenshot shows the 'Public Web Site' section of the SORT application. The navigation menu includes 'Home', 'Offenders', 'Public Web Site', 'Users', and 'Reports'. Under 'Public Web Site', there are sub-menus for 'Web Site Setup', 'Resources', 'Notification Setup', and 'FAQs'. The 'FAQs' section is active, displaying a table of existing FAQs and a form to add new ones.

FAQLink	FAQResult	OrderBy	LastUpdated	
<a href="#">Edit</a> this is a test to test the len...	this is a test to test the len...	1	02/03/2010	<a href="#">Delete</a>
<a href="#">Edit</a> What do i do when blah blah bl...	blah blah blah blah blah blah ...	2	02/03/2010	<a href="#">Delete</a>

**Add FAQs:**

Asterisks (\*) indicate **required** fields.

FAQ Question: \*

FAQ Answer: \*

Display Order: \*

[Insert](#) [Cancel](#)

Registry Administration Site

### FAQs

- FAQs List – This list shows FAQs that are in the system.
- Edit – Click the “Edit” link to edit the FAQ using the “Edit FAQ” form. To complete the edit, click the “Update” link; to cancel the edit, click the “Cancel” link.
- Delete – Click the “Delete” link to delete a FAQ from the list and the public Web site FAQs page.

### Add/Edit FAQs

- FAQ Question – Enter the question.
- FAQ Answer – Provide an answer to the question.
- Display Order – Enter the position within the list of questions where this question should appear.

- Insert – Click the “Insert” link to add the FAQ to the system.
- Cancel – Click the “Cancel” link to clear the form and not add the FAQ to the system.

## Users Tab

The administrative site Users page is used to create read-only, standard, or admin users for a jurisdiction. When a user clicks on the “Users” tab on the administrative site home page, the form shown in Figure 29 below is opened.

**Figure 29**

E-mail	First Name	Last Name	Role	Last Updated	
<a href="#">Edit</a> localadmin@state.gov	Local	Admin	Admin	04/27/2010	<a href="#">Delete</a>

Asterisks (\*) indicate **required** fields.

**Add New User:**

E-mail:\*

Password:\*

Password Requirements:

First Name:\*

Last Name:\*

Role:\*

[Insert](#) [Cancel](#)

Registry Administration Site

## Administer Users

- Users List – This list shows the users that are currently stored for the jurisdiction.
- Edit – Click the “Edit” link to edit the user in the “Edit User” form. To complete the edit, click the “Update” link; to cancel the edit, click the “Cancel” link.
- Delete – Click the “Delete” link to delete the user from the system.

### Add New/Edit User

- E-mail – Enter the e-mail address of the user, which will serve as the user’s username.
- Password – Enter the password for the user. The system requires the use of strong passwords that have at least 8 characters and include at least one symbol, one uppercase letter, and one number.
- First Name – Enter the first name of the user.
- Last Name – Enter the last name of the user.
- Role – Select the role of the user, either “Admin,” “Standard,” or “Read-Only.” Users with the “Admin” role can access every function of the system. Users with the “Standard” role can only add offender information, edit offender information, and run reports; they cannot create custom fields, customize the public Web site, or delete offenders. Users with the “Read-Only” role can only view the offender information in the system.
- Insert – Click the “Insert” link to add the user to the system.
- Cancel – Click the “Cancel” link to clear the form and not add the user to the system.

## Reports Tab

The administrative site Reports page, shown in Figure 30 below, is used to generate reports about the information in the system. When a user clicks on the “Reports” tab, a listing of reports available to the user will be displayed.

**Figure 30**



## Management Console Tab

The Management Console page, shown in Figure 31 below, enables state users to access the system-wide management functions for the application. Within the Management Console, users can manage state user accounts, manage jurisdictions and associated local user accounts, modify lookup tables, manage protected locations, manage Offender Relocation Tasks from the SORNA Exchange Portal, view system log messages, and view state-level reports by clicking on the appropriate sub-tab.

**Figure 31**



## Management Console State Users Tab

The State Users page, shown in Figure 32 below, is used to add new state-level users or edit existing state-level users. If there are state users in the system, then a table of existing users will be displayed.

Figure 32

The screenshot shows the 'Management Console' interface with the 'State Users' tab selected. The navigation menu includes Home, Offenders, Management Console, State Users, Jurisdictions, Lookup Tables, Protected Locations, Relocation Tasks, System Log, and Reports. The 'Administer Users' section contains a table of existing users and a help icon. Below the table is a note about asterisks indicating required fields. The 'Add New User' form includes input fields for E-mail, Password, First Name, Last Name, and a dropdown for Role, along with 'Insert' and 'Cancel' buttons. The footer of the page reads 'Registry Administration Site'.

E-mail	First Name	Last Name	Role	Last Updated
<a href="#">Edit</a> stateadmin@state.gov	State	Admin	State Admin	03/12/2010
<a href="#">Edit</a> statestandard@state.gov	State	Standard	State Standard	04/26/2010

Asterisks (\*) indicate **required** fields.

**Add New User:**

E-mail:\*

Password:\*

Password Requirements:

First Name:\*

Last Name:\*

Role:\*

[Insert](#) [Cancel](#)

### Add/Edit User

- E-mail – Enter the user’s e-mail address, which is the user’s username.
- Password – Enter the password for the user. The system requires the use of strong passwords that have at least eight characters and include at least one symbol, one uppercase letter, and one number.
- First Name – Enter the first name of the user.
- Last Name – Enter the last name of the user.
- Role – Select the role of the user, either “State Admin” or “State Standard.” Users with the “State Admin” role can access every function of the system. Users with the “State Standard” role cannot manage state users, protected locations, lookup tables, or jurisdictions.
- Insert – Click the “Insert” link to add the user to the system.

- Cancel – Click the “Cancel” link to clear the form and not add the user to the system.

## Management Console Jurisdictions Tab

The Jurisdictions page, shown in Figures 33 and 34, lists all of the existing jurisdictions within the system and provides the ability to add new jurisdictions or edit existing jurisdictions.

**Figure 33**

The screenshot displays the 'Management Console' interface. The 'Jurisdictions' tab is active. The page includes a table with the following data:

ID	Name	MasterPage	DateAdded	LastUpdated
<a href="#">Edit</a> county	Leon County	Sheriff2	7/15/2010 12:23:05 PM	7/15/2010 12:30:29 PM
<a href="#">Edit</a> Public	State SOR	SheriffPolice2	7/15/2010 12:19:22 PM	7/15/2010 12:19:22 PM

## Jurisdictions

- Add New – Click the “Add New” link to create a new jurisdiction.
- Edit – Click the “Edit” link to edit a jurisdiction’s information or add or edit users associated with the jurisdiction.

Figure 34

The screenshot shows a web form titled "Add / Edit Users". At the top left, there is a link "Add / Edit Users" and a help icon (question mark in a blue circle). Below the link, a note states: "Asterisks (\*) indicate required fields." The form is organized into sections:

- Jurisdiction Setup:**
  - Jurisdiction ID:\*** Text input field containing "Public".
  - Jurisdiction Name:\*** Text input field containing "State SOR".
  - Template:\*** Dropdown menu showing "SheriffPolice2".
  - Seal:** Image selection area with a "Browse..." button.
  - Street:** Text input field.
  - City:** Text input field.
  - State:\*** Dropdown menu showing "Florida".
  - Zip:** Text input field.
  - Phone:** Text input field with a hyphen separator.
  - Web Site Address:** Text input field containing "http://www.yourdomain.com".
- Welcome Message:** A large text area for entering a welcome message.
- Conditions of Use:** A large text area for entering conditions of use.
- Disable Geocoding and Mapping Features:** A checkbox that is currently unchecked.

An "Update" button is located at the bottom left of the form.

### Add/Edit Jurisdictions

- Add/Edit Users – The “Add/Edit Users” link opens the users form shown in Figure 35 and is used to add or edit user accounts associated with the jurisdiction being added or edited.
- Jurisdiction ID – The Jurisdiction ID is the unique identifier for the jurisdiction. If the jurisdiction public Web site feature is used, then the Jurisdiction ID here must match the virtual directory alias (IIS 6.0) or application alias (IIS 7.0).
- Jurisdiction Name – Enter the name of the jurisdiction. This name will be used to identify the jurisdiction throughout the administrative site and will be the name displayed in the banner of the jurisdiction’s public Web site.
- Template – Choose the default template to use for the jurisdiction’s public Web site.
- Seal – Select a seal graphic to display on the jurisdiction’s public Web site.
- Street – Enter the jurisdiction’s street address.

- City – Enter the jurisdiction’s city.
- State – Select the jurisdiction’s state.
- Zip Code – Enter the jurisdiction’s zip code.
- Phone – Enter the jurisdiction’s phone number.
- Web Site Address – Enter the Web site address of the jurisdiction’s existing Web site if there is one.
- Welcome Message – Enter a welcome message to be displayed on the jurisdiction’s public Web site home page.
- Conditions of Use – Enter the conditions of use that a user must agree to in order to use the jurisdiction’s public Web site.
- Disable Geocoding and Mapping Features – Select the “Disable Geocoding and Mapping Features” check box if the jurisdiction does not want to display maps or use geocoding features on the public Web site. Disabling these features will remove the map from the offender search and change the way the Community Notifications and the Geographic Searching work on the public Web site.

Users

The Users page shown in Figure 35 below is used to add new users or edit existing users. If there are users in the system associated with the jurisdiction being edited, then a table of existing users will be displayed.

Figure 35

**Administer Users for Leon County**

E-mail	First Name	Last Name	Role	Last Updated
<a href="#">Edit</a> localadmin@state.gov	Local	Admin	Admin	07/15/2010
<a href="#">Edit</a> localreadonly@state.gov	Local	Read-Only	Read-Only	07/15/2010
<a href="#">Edit</a> localstandard@state.gov	Local	Standard	Standard	07/15/2010

Asterisks (\*) indicate required fields.

**Add New User:**

E-mail: \*

Password: \*

Password Requirements:

First Name: \*

Last Name: \*

Role: \*

[Insert](#) [Cancel](#)

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Add/Edit User

- E-mail – Enter the user’s e-mail address.
- Password – Enter the password for the user. The system requires the use of strong passwords that have at least eight characters and include at least one symbol, one uppercase letter, and one number.
- First Name – Enter the first name of the user.
- Last Name – Enter the last name of the user.
- Role – Select the role of the user, either “Admin,” “Standard,” or “Read-Only.” Users with the “Admin” role can access every jurisdiction function of the system. Users with the “Standard” role can only add offender information, edit offender information, and run reports; they cannot create custom fields, customize the public Web site, or delete offenders. Users

with the “Read-Only” role can only view the offender information in the system.

- Insert – Click the “Insert” link to add the user to the system.
- Cancel – Click the “Cancel” link to clear the form and not add the user to the system.

### Management Console Lookup Tables Tab

The Lookup Tables page, shown in Figures 36 and 37, is used to manage the lookup tables that populate various drop-down lists throughout the system. In some cases, the lookup tables are dependent on one another, so users must populate dependent tables in the appropriate order. For example, in the lookup table shown in Figure 36 below, “Appearance Frequency” includes another lookup table, “Offender Type,” as one of its fields. Therefore, in order to appropriately populate the “Appearance Frequency” lookup table, the user must first populate the “Offender Type” lookup table.

Figure 36

Home   Offenders   **Management Console**   State Users   Jurisdictions   **Lookup Tables**   Protected Locations   Relocation Tasks   System Log   Reports

**Lookup Tables Management** 

Lookup Table: Appearance Frequency ▾

Description	Offender Type	Months	Sort Order	
6 Months	Tier 2	6	2	<a href="#">Delete</a>
12 Months	Tier 1	12	2	<a href="#">Delete</a>
3 Months	Tier 3	3	2	<a href="#">Delete</a>

**Add New Lookup Value:**

Description:\*

Offender Type:\* Tier 1 ▾

Months:\*

Sort Order:\*

[Insert](#) [Cancel](#)

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To manage a lookup table, select it from the “Lookup Table” drop-down list as shown in Figure 37 below. Once the desired lookup table is selected, the existing lookup table values appear in the list and the “Add New Lookup Value” form displays the appropriate input fields needed to add a new value.

Figure 37

**Lookup Tables Management**

Lookup Table: Appearance Frequency

Description	Months	Sort Order	
6 Months	6	2	<a href="#">Delete</a>
12 Months	12	2	<a href="#">Delete</a>
3 Months	3	2	<a href="#">Delete</a>

**Add New Lookup**

Description: \*  
Offender Type:  
Months: \*  
Sort Order: \*

[Insert](#) [Cancel](#)

Registry Administration Site

### Lookup Tables

- Lookup Table – Select the appropriate lookup table from the list.
- Lookup Table Value List – The lookup table value list shows the values currently included in the selected lookup table.
- Delete – Click the “Delete” link to delete the value from the lookup table value list. The system enforces referential integrity, so a value cannot be deleted if it is currently used by a record.
- Insert – Click the “Insert” link to add the user to the system.
- Cancel – Click the “Cancel” link to clear the form and not add the user to the system.

### Add New Lookup Value

The “Add New Lookup Value” form will change depending on the selected lookup table. Most forms will include a value and a description field.

- Value – Enter the value that should be added to the selected lookup table.
- Description – Enter a description of the value that is being added. Some lookup tables do not have a description field. If the description field is available, this will be the information the system shows a user in the selection list.

## Management Console Protected Locations Tab

The Protected Locations page, shown in Figure 38 below, is used to enter locations such as schools, churches, day cares, etc., that the users should be warned about if an offender’s address entered into SORT is within the specified radius. For example, if a school is added as a protected location and the “Distance” is set to 500 yards, any offender residence, employer, or school address entered into SORT that is within a 500-yard radius will be flagged with a warning that the address is within the specified radius of a protected location.

Figure 38

The screenshot displays the 'Protected Locations' management console. At the top, there is a navigation bar with tabs for Home, Offenders, Management Console, State Users, Jurisdictions, Lookup Tables, Protected Locations (selected), Relocation Tasks, System Log, and Reports. Below the navigation bar, the 'Protected Locations' section is titled, and there are links for 'Add New Location' and 'Import New Locations'. A table lists three existing locations:

Name	Street	City	State	Zip Code	Last Updated	
<a href="#">Edit</a> Preschool	810 Piedmont Drive	Tallahassee	FL	32312	04/22/2010	<a href="#">Delete</a>
<a href="#">Edit</a> Daycare	1910 Doomar Drive	Tallahassee		32308	04/22/2010	<a href="#">Delete</a>
<a href="#">Edit</a> Elementary School	33 Main Street	Glen Rock	PA	17327-1234	04/22/2010	<a href="#">Delete</a>

Below the table, a note states: 'Asterisks (\*) indicate required fields.' The 'Add Location' form includes the following fields:

- Name:\*
- Additional Info:
- Street:\*
- Street 2:
- City:\*
- State:\*
- Zip Code:\*
- County:
- Latitude:
- Longitude:
- Automatically Geocode Address
- Distance:\*

At the bottom of the form, there are 'Insert' and 'Cancel' buttons.

### Protected Locations

- Add New Location – Click the “Add New Location” link to add a new protected location.
- Import New Locations – Click the “Import New Locations” link to import a CSV file of protected locations into SORT.
- Protected Location List – The offender address list shows the addresses that are in the database for the offender.
- Edit – Click the “Edit” link to edit the location using the “Edit Location” form. To complete the edit, click the “Update” link; to cancel the edit, click the “Cancel” link.
- Delete – Click the “Delete” link to delete the location from the location list.

### Add/Edit Location

- Name – Enter the name of the location being added.
- Additional Info – Enter additional information about the location as necessary.
- Street – Enter the street address of the location.
- City – Enter the city for the location.
- State – Select the state for the location.
- Zip Code – Enter the zip code of the location.
- Latitude – The latitude will be automatically filled in based on the address information if it can be geocoded. If the latitude is not automatically filled in, one can be entered manually as long as the “Automatically Geocode Address” check box is not selected.
- Longitude – The longitude will be automatically filled in based on the address information if it can be geocoded. If the longitude is not automatically filled in, one can be entered manually as long as the “Automatically Geocode Address” check box is not selected.
- Automatic Geocoding – The “Automatically Geocode Address” check box should be selected if the system should try to geocode the address entered. If a latitude and longitude are entered manually using a handheld GPS or other means, this check box should be unchecked so the system does not overwrite the manually entered information. Also, if the user unchecks the “Automatically Geocode Address,” the map pin can be dragged to the location where the address should be geocoded and the system will record the latitude and longitude.
- Distance – Enter the distance that will generate a warning if an offender’s address is within that distance from this location’s address. For example, if “100” is entered into this box, the system will show a warning flag when a user inserts a home, employment, or school address that is within a 100-yard radius of this location’s address.
- Insert – Click the “Insert” link to add the location to the system. When the location is inserted and it can be geocoded, a map will appear showing the location. If the address cannot be geocoded, a message reading “The address added was not able to be geocoded” will appear instead of the map.

- Cancel – Click the “Cancel” link to clear the form and avoid adding the location to the system.

## Management Console Relocation Tasks Tab

The Relocation Tasks page, shown in Figures 39 and 40, is used to retrieve Offender Relocation Tasks from the SORNA Exchange Portal that have been assigned to this jurisdiction.

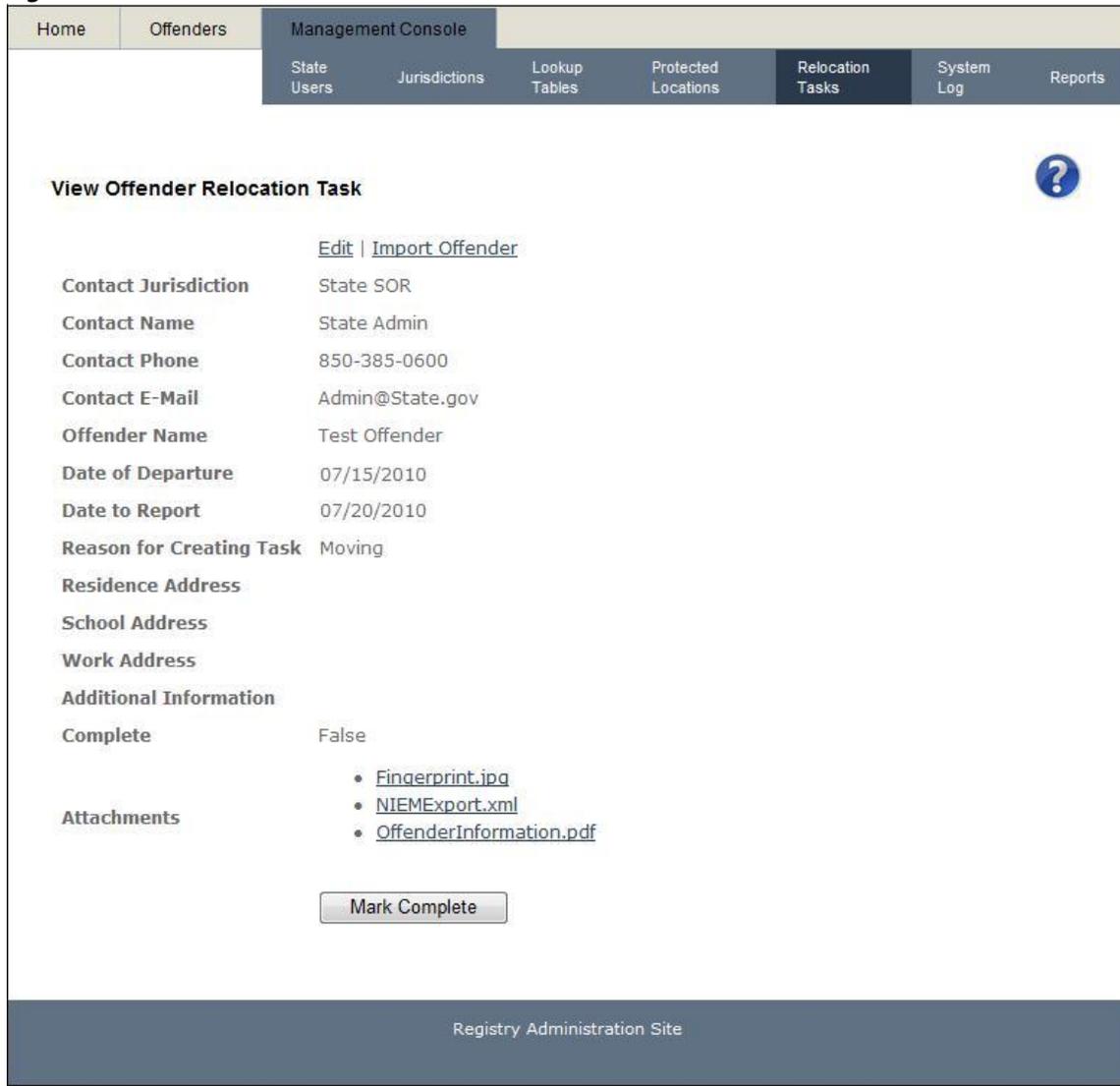
Figure 39

Offender Name	Contact Name	Contact Jurisdiction	Date of Departure	Date To Report	Complete
<a href="#">Test Offender</a>	State Admin	State SOR	07/15/2010	07/20/2010	False

- Username – Enter your SORNA Exchange Portal username.
- Password – Enter your SORNA Exchange Portal password
- Jurisdiction – Select your jurisdiction from the drop-down menu. If SORT has been configured with a default jurisdiction, then the appropriate jurisdiction should show and not need to be changed.
- Load – Select this button to retrieve a current list of Offender Relocation Tasks from the SORNA Exchange Portal.
- Offender Name Link – Once the list of Offender Relocation Tasks has been retrieved from the SORNA Exchange Portal, the offender’s name can be clicked to access the details of the task.

The Offender Relocation Task details page, shown in Figure 40, shows all of the information contained in the Offender Relocation Task.

Figure 40



- Edit – Click the “Edit” link to open the Offender Relocation Task on the SORNA Exchange Portal.
- Import Offender – Click the “Import Offender” link to begin the import process which is described in the [Import an Offender](#) section of this manual. This link is available only if the Offender Relocation Task contains the NIEMExport.xml attachment.
- Mark Complete – Click the “Mark Complete” button to change the status of the Offender Relocation Task to “complete” on the SORNA Exchange Portal.

## Management Console System Log Tab

The “System Log” tab, shown in Figure 41 below, provides information that may be useful to system administrators when troubleshooting system errors. The system log displays errors and informational messages for the past seven days.

Figure 41

Date/Time	Level	Message
4/22/2010 9:50:28 AM	INFO	User testuser@test.com logged in
4/21/2010 11:06:31 PM	ERROR	Error writing the XML System.Net.Mail.SmtpException: The SMTP server requires a secure connection or the client was not authenticated. The server response was: 5.7.1 Client was not authenticated at System.Net.Mail.MailCommand.CheckResponse(SmtpStatusCode statusCode, String response) at System.Net.Mail.MailCommand.Send(SmtpConnection conn, Byte[] command, String from) at System.Net.Mail.SmtpTransport.SendMail(MailAddress sender, MailAddressCollection recipients, String deliveryNotify, SmtpFailedRecipientException& exception) at System.Net.Mail.SmtpClient.Send(MailMessage message) at JurisdictionBusiness.ErrorHandler.WriteXML(Exception objErr, String siteName, String notes, String xsPath, String emailTo).cs:line 479

## Management Console Reports Tab

The “Reports” tab within the Management Console, shown in Figure 42 below, provides access to state-level reports.

Figure 42

Select a report from below.

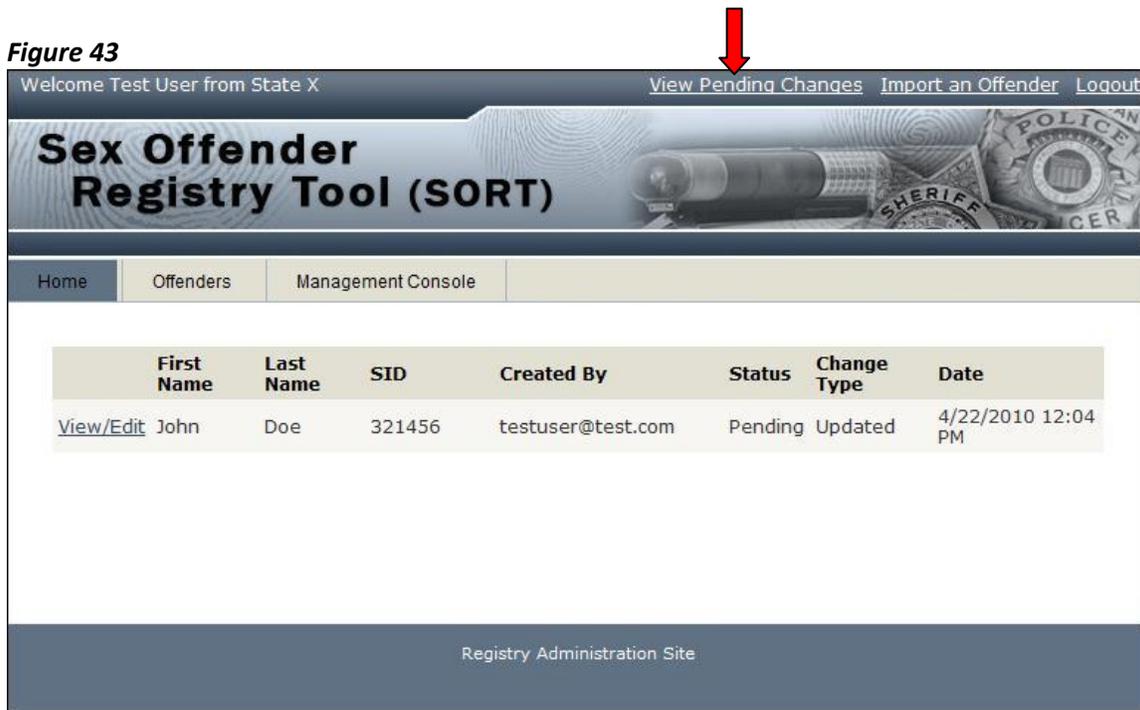
- [Absconded or Compliant Offenders](#) - Chart detailing the number of absconded offenders versus compliant offenders.
- [Offender Addresses Per City](#) - Graph detailing the number of addresses registered by offenders per city.

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## Pending Changes

The Pending Changes page, shown in Figure 43 below, is used by state users to view, edit, and approve or reject changes that have been made to offender records before they are written to the database. The Pending Changes list shows all of the offender information changes that are awaiting approval. The list displays the name of the offender, the offender's SID, the user that has made the changes, the status of the change, the type of change, and the date and time of the most recent change. When an offender is new, the change type is "New" and status is "Pending" while the offender information is being added to the system and the user has not clicked the "Submit Offender" button. Once the user has finished adding the offender and has clicked the "Submit Offender" button, the status will display "Submitted." The status change lets the state-level users know that the local user is finished adding the information and is ready for the state user to approve the record. When an existing offender record is being edited, the change type is "Updated" and the status is "Pending." To view, edit, and approve or reject changes to offender information, click the "View/Edit" link next to the appropriate offender's record.

Figure 43



The screenshot shows the user interface of the Sex Offender Registry Tool (SORT). At the top, there is a navigation bar with the text "Welcome Test User from State X" on the left and three links: "View Pending Changes", "Import an Offender", and "Logout". A red arrow points to the "View Pending Changes" link. Below the navigation bar is a header section with the title "Sex Offender Registry Tool (SORT)" and a background image of a fingerprint, a pen, and police/sheriff badges. Underneath the header is a breadcrumb trail with "Home", "Offenders", and "Management Console". The main content area features a table with the following data:

	First Name	Last Name	SID	Created By	Status	Change Type	Date
<a href="#">View/Edit</a>	John	Doe	321456	testuser@test.com	Pending	Updated	4/22/2010 12:04 PM

At the bottom of the page, there is a footer with the text "Registry Administration Site".

View/Edit Pending Changes

The offender information Pending Changes page, shown in Figure 44 below, displays all of the offender information tabs that are used to enter and edit offender information. The system highlights in red the tabs that include changes, so the approver can focus his or her attention on what has changed. When an approver views a tab that contains changes, the list items or fields that contain the changes will include a blue icon with an “i” for information to clearly identify to the user what has changed within the form. If the changed information is a text box or drop-down list, it will have a red border as well. On forms where the list contains only part of the record information, the user can click the “Edit” link to view all of the changes in the edit form.

Figure 44

Offender Summary

Approve All Changes    Reject All Changes    Print Offender Report    Export To XML

**Current Aliases:**

	First Name	Middle Name	Last Name	Last Updated		Status
<a href="#">Edit</a>	Harold <i>i</i>		Jackson <i>i</i>	04/22/2010 <i>i</i>	<a href="#">Delete</a>	New <i>i</i>
<a href="#">Edit</a>	J	D		04/19/2010	<a href="#">Delete</a>	Active
<a href="#">Edit</a>	Jack	Z	Doe	04/19/2010	<a href="#">Delete</a>	Active
<a href="#">Edit</a>	Johnny		Smith	04/05/2010	<a href="#">Delete</a>	Active

Asterisks (\*) indicate required fields.

**Add New Alias:**

First Name: \*

Middle Name:

Last Name:

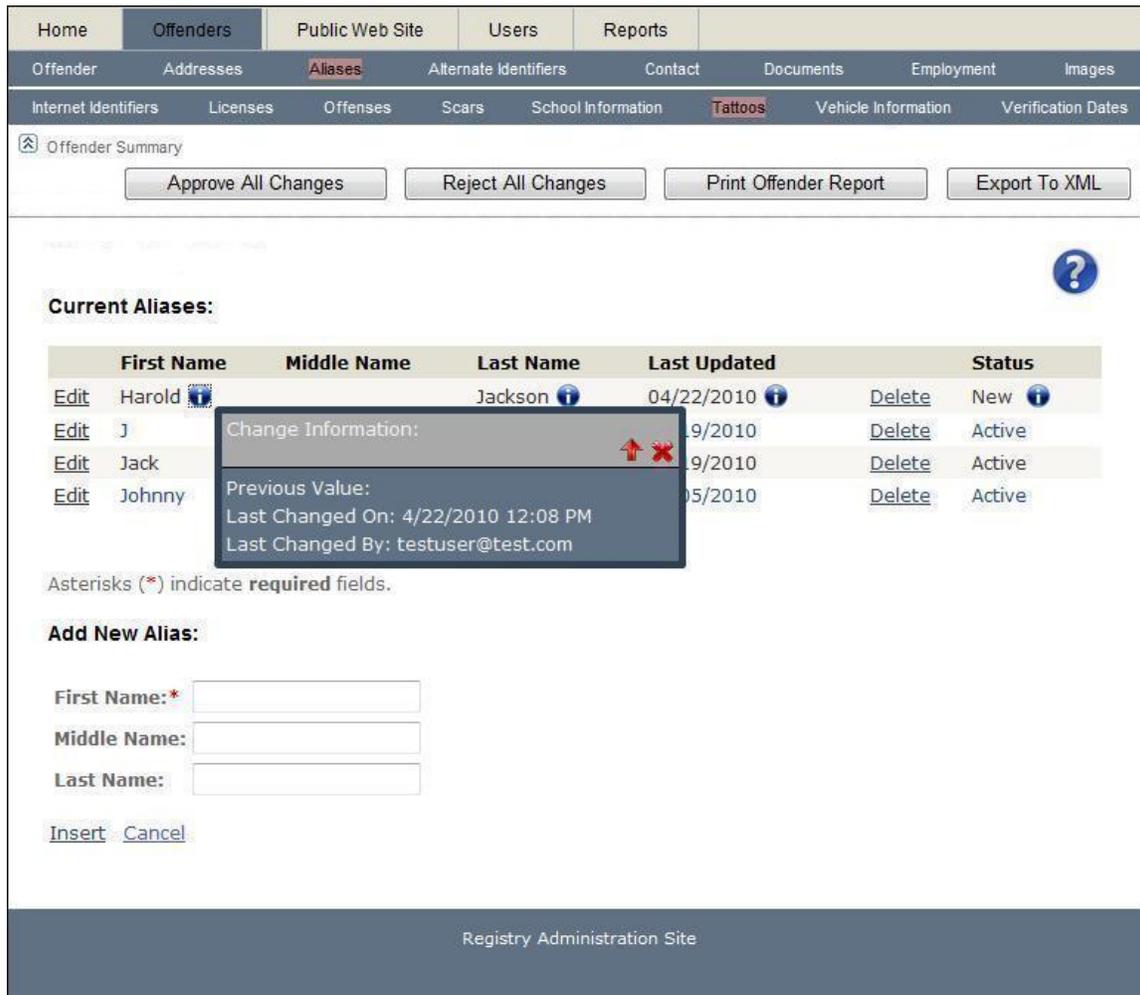
[Insert](#) [Cancel](#)

Registry Administration Site

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To view information about the change, the approver can click the blue icon to open the “Change Information” box, shown in Figure 45 below, which displays what the previous value was, whether the change is an update, and when the change was made and by which user. The “Change Information” box also includes a red up arrow icon that allows the approver to revert the change back to the previous value. The approver can click the red “X” icon to close the “Change Information” box. When the approver has reviewed all of the changes to the offender information, the approver can click “Approve All Changes” to permit the changes to be written to the database or click to remove all submitted changes and revert all changes to their previous values. If the approver clicks “Reject All Changes” to a new offender, then the offender is removed from the system.

Figure 45



The screenshot shows the 'Aliases' tab in the SORT application. At the top, there are navigation tabs: Home, Offenders, Public Web Site, Users, Reports, Offender, Addresses, Aliases, Alternate Identifiers, Contact, Documents, Employment, Images, Internet Identifiers, Licenses, Offenses, Scars, School Information, Tattoos, Vehicle Information, and Verification Dates. Below the navigation is an 'Offender Summary' section with buttons for 'Approve All Changes', 'Reject All Changes', 'Print Offender Report', and 'Export To XML'. The main content area is titled 'Current Aliases:' and contains a table with columns: First Name, Middle Name, Last Name, Last Updated, and Status. The table has three rows of aliases. A 'Change Information' pop-up box is open over the 'Last Updated' column of the second row, showing the previous value and the date and user who made the change. Below the table, there is a section for 'Add New Alias:' with input fields for First Name, Middle Name, and Last Name, and buttons for 'Insert' and 'Cancel'. The footer of the page reads 'Registry Administration Site'.

	First Name	Middle Name	Last Name	Last Updated	Status
<a href="#">Edit</a>	Harold		Jackson	04/22/2010	New
<a href="#">Edit</a>	J			09/2010	Active
<a href="#">Edit</a>	Jack			09/2010	Active
<a href="#">Edit</a>	Johnny			05/2010	Active

Asterisks (\*) indicate required fields.

**Add New Alias:**

First Name: \*

Middle Name:

Last Name:

[Insert](#) [Cancel](#)

Registry Administration Site

## Import an Offender

The Import an Offender page, shown in Figure 46 below, is utilized by state users to import an offender’s record into the database. There are four steps in the import process.

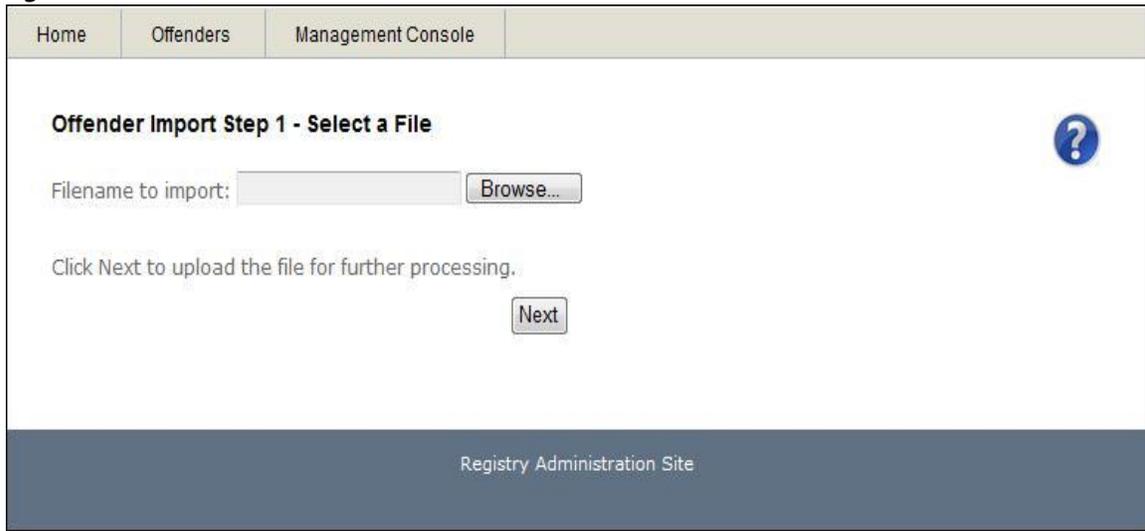
Figure 46



### Offender Import Step 1

The first step in the import process is to enter a path to the file to be imported. To browse to the file, click the “Browse” button and navigate to the file. Once the file has been located, click the “Next” button.

Figure 47



## Offender Import Step 2

In the second step in the import process, the system will advise whether there were any problems with the uploaded file. If there were no problems or if the problems found are only warnings, the import process can be continued by clicking the “Next” button. If critical errors were found, the system will not allow the import process to continue and the “Next” button will be disabled.

**Figure 48**



Offender Import Step 3

In the third step in the import process, the user can preview all of the offender information that will be imported into the system if the process continues. To continue, the user can click the “Next” button.

Figure 49

Home	Offenders	Management Console	
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**Offender Import Step 3 - Preview**

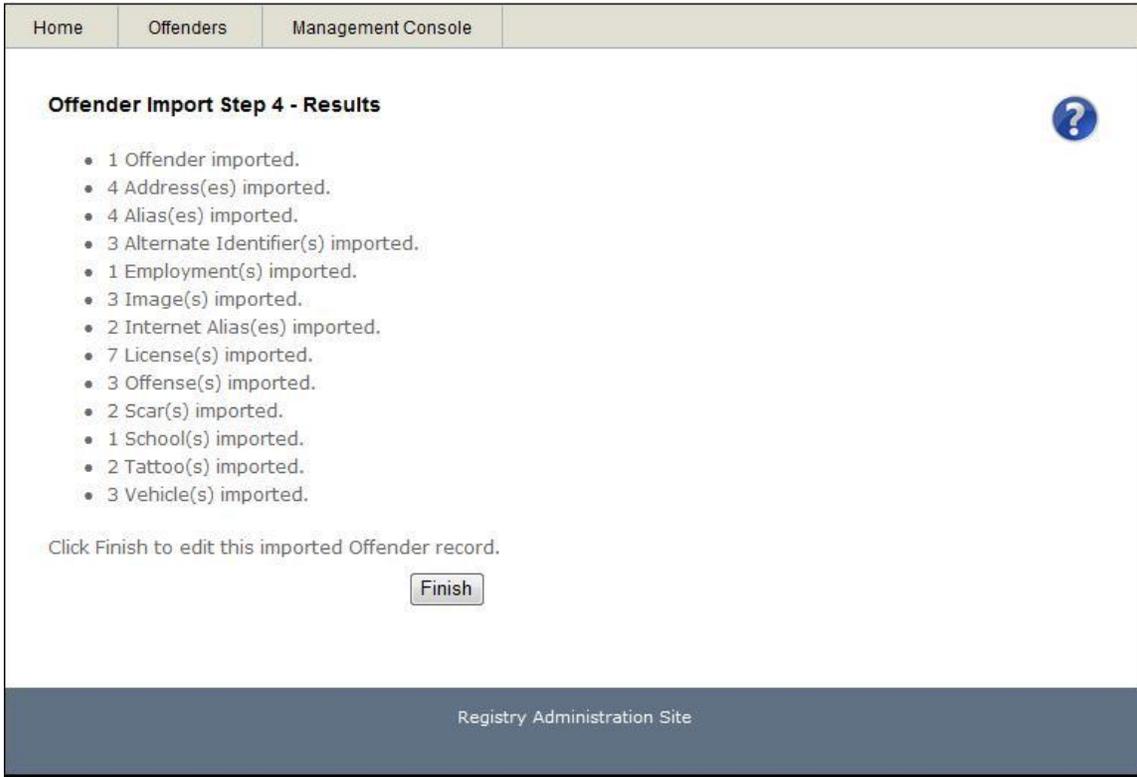
Please click Next to import the offender if this preview looks accurate.

OFFENDER INFORMATION			
SED 321456	Offender ID	Deceased true	
Offender Type Tier 3	Term of Registration Life	Appearance Frequency 3 Months	Offender Status ACTIVE - HOMELESS
Last Name Doe	First Name John	Middle Name G	Suffix
Date of Birth 1985-02-02	Place of Birth (State/Country) CA/US	Social Security Number 123-45-1234	Race/Ethnicity White (W)/
Gender M	Height 70 Inches	Weight 180 LBS	Eye Color Brown (BRO)      Hair Color Brown (BRO)
Home Telephone 850-555-5678	Work Telephone 850-222-7689	Mobile Telephone 850-444-7891	Other Telephone
Initial Registration Date 2010-03-11	System Registration Date 2009-03-28	Registration End Date 2025-02-25	Ascender true
<b>ASCENDER DETAILS</b> offender has a history of abduction and his last known whereabouts where in the Hanover Park area.			
<b>INACTIVE DESCRIPTION</b>			
<b>FINGER PRINTS</b> Fingerprints taken on 8/27/2007 and submitted to FBI through department livescan.			
<b>PALM PRINTS</b> Palm Prints taken on 8/27/2007 and submitted to FBI through department livescan.			
<b>DNA</b> DNA sample taken on 8/27/2007 and submitted to FBI through department lab.			
Passport Number	Immigration Status	Immigration ID	Criminal History Link ID
FBI Number	NCEC Number		
ALIAS(ES)			
First Name J	Middle Name D	Last Name	
First Name Jack	Middle Name Z	Last Name Doe	
First Name Johnny	Middle Name	Last Name Smith	
First Name Harry	Middle Name	Last Name Jackson	
SCARS, MARKS, TATTOOS			
Scar NCEC Code SC UR ARM	Location Arm, right upper	Description 4 inch knife scar	

## Offender Import Step 4

In the final step in the import process, the system provides a summary of the information that has been imported to the system. Click the “Finish” button to edit the imported record.

**Figure 50**

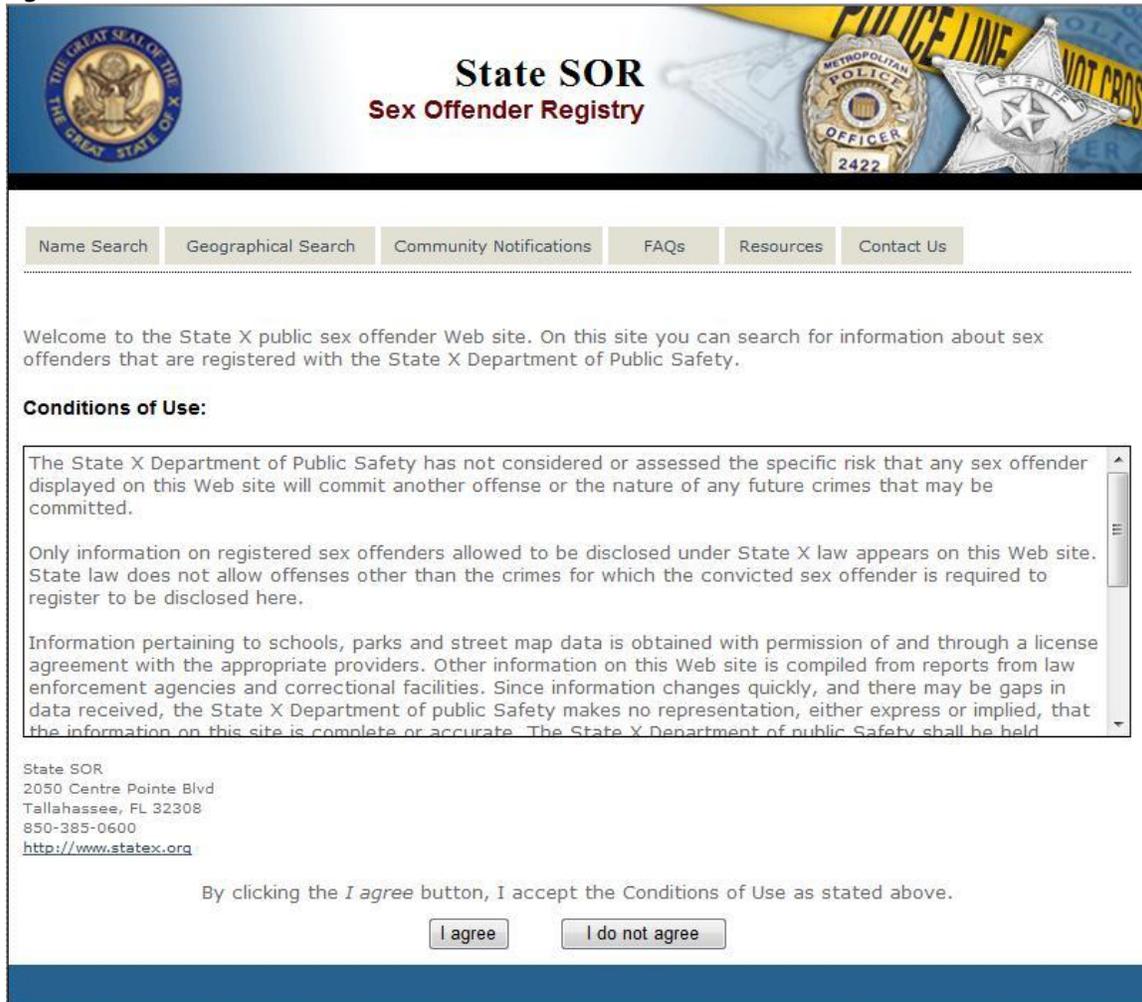


## SORT Public Sex Offender Registry Web Site

The public sex offender registry Web site for your jurisdiction can be accessed using the public Web site address that was sent to you when your jurisdiction was first set up on the SORT. The public Web site uses the settings you designated in the public Web site customization page on the administrative Web site. Therefore, before you access the Web site, you should input some information on the public Web site customization page.

When the public sex offender registry Web site is accessed, the Conditions of Use page, shown in Figure 51 below, is opened.

Figure 51



The public registry Web site for your jurisdiction may look different, depending on the template that you have chosen in the public Web site customization settings on the administrative Web site. To continue, click the “I agree” button.

When a user clicks the “I agree” button, the main public registry Web site offender search page, shown in Figure 52 below, is opened.

**Figure 52**



The screenshot shows the 'State SOR Sex Offender Registry' search page. At the top, there is a header with the Great Seal of the State of Texas on the left and a police badge on the right. Below the header is a navigation menu with buttons for 'Name Search', 'Geographical Search', 'Community Notifications', 'FAQs', 'Resources', and 'Contact Us'. The main content area is titled 'Name Search:' and contains a form with two input fields for 'Last Name' and 'First Name', a 'Search' button, and a 'Clear Form' button.

The search page provides navigation to the following Web site functions.

**Name Search**—used to search for sex offenders by name. To conduct a search, a user must supply at least the first letter of the last name. Both fields use the “like operator,” so a search for the last name “Jo” will return sex offenders with the last name “Jones,” “Johnson,” “Jordan,” etc.

**Geographical Search**—used to search for sex offenders located within a 1-, 2-, or 3-mile radius of the specified address or within a specific zip code.

**Community Notifications**—allows members of the public to sign up to be notified about sex offenders who live, work, or attend school near an address or within a zip code that they specify.

**FAQs**—allows members of the public to view Frequently Asked Questions (FAQs) and their corresponding answers.

**Resources**—provides a list of links to online sex offender safety and education resources.

**Contact Us**—provides a way for the public to contact the jurisdiction. When the form is filled out and submitted, the contents will be e-mailed to the e-mail addresses of the SORT admin and standard user accounts for that jurisdiction.



