

DCJS Arrest Alert Notification Guide



Division of Criminal
Justice Services

New York State Division of Criminal Justice Services
80 South Swan Street, Albany, New York 12110

www.criminaljustice.ny.gov

Introduction

Background

The New York State Division of Criminal Justice Services (DCJS), through the eJustice portal, has created an application designed to monitor persons of interest through email and text messaging notifications. This application is known as Arrest Alert. The arrest alert application assists state and local police officers, peace officers and prosecutors by sending an immediate notification when a person of interest has been arrested and the fingerprints processed by DCJS. Users of the Arrest Alert application are able to subscribe to persons of interest using the New York State Identification number (NYSID). Once a subscription is established the user will begin to receive instantaneous arrest alerts which are delivered 24 hours a day, 7 days a week, 365 days a year. This new application notifies the subscriber 30 days prior and again 7 days prior to a subscription expiring and allows the subscriber to extend a subscription 180 days from the original 180-day subscription.

Arrest Alert notifications are sent via a short message service (SMS) text message to the user's mobile device and eJustice Portal inbox. Users will also have the option to download the Arrest Alert mobile application to their mobile device, in which they will be notified of new alerts through a push notification. The Arrest Alert system came to fruition after discussions with agencies such as the Manhattan District Attorney's Office, the Dutchess County Sheriff's Office, the Baltimore Maryland State's Attorney's Office, the Philadelphia District Attorney's Office, and St. Louis District Attorney's Office; all of whom employ systems to track persons of interest.

Purpose of Training Manual

This training manual will guide arrest alert users (state and local law enforcement, probation and parole officers, and prosecutors) through the steps necessary to access the Arrest Alert application via the eJustice portal in order to subscribe to arrest alerts. The training manual will also provide directions on managing subscriptions for both the general subscriber and the Agency Administrator roles. Arrest Alert users will also have the option to download the Arrest Alert Mobile Application, which will allow them to access their arrest alerts in real time on their mobile device. The mobile application is available for iPhone as well as Android. This training guide will demonstrate how users can download the app to their mobile device, set up login, and access arrest alert subscriptions.

Definitions

The following definitions will be helpful when utilizing the Arrest Alert Notification Guide:

- 1) **Terminal Access Coordinator** or TAC – the person responsible at the local agency level for the management and oversight of eJusticeNY.
- 2) **Subscriber** – the arrest alert user.
- 3) **Subscription** – the person in which the subscriber wishes to receive notifications regarding arrest status.
- 4) **NYSID** – the New York State identification number assigned to anyone who has been fingerprinted.
- 5) **Agency Administrator Role** – the oversight given to agency representative assigned to oversee the Arrest Alert application.
- 6) **Person of Interest** - An individual whose arrest activity is relevant to a current law enforcement investigation or court proceeding.

Access Requirements

Prior to accessing Arrest Alert, each user must have:

- 1) An active eJusticeNY portal account.
- 2) The agency TAC assign subscriber or agency admin role for arrest alert in eJusticeNY portal.
- 3) Agree to comply with your agencies Use and Dissemination agreement regarding eJusticeNY usage.

How to Utilize this Guide

This guide will assist agencies and assigned users in subscribing to arrest alerts. First-time users can best utilize this guide by following the step-by-step instructions contained within, which describe how to login to the Arrest Alert system and how to navigate through the subscription process. To quickly reference a specific section of this guide, users can refer to the Table of Contents and select the hyperlink for the corresponding section. For questions regarding the system, users can contact: **New York State ITS Help-Desk** for assistance at **844-891-1786** or fixit@its.ny.gov.



Note: Using the “Back” button in your browser could cause you to lose any unsaved progress. When using Arrest Alert within eJusticeNY it is best to always utilize the buttons and key prompts within eJusticeNY, not those on your web browser.



Reminder: It is important to remember before utilizing Arrest Alert to either disable your web browser's pop-up blocker or add ejustice.ny.gov to your list of exceptions for pop-ups.

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Section 1: Accessing Arrest Alert: Subscriber Role

In this section you will learn how to:

- ✓ Login to the DCJS eJusticeNY portal.
- ✓ Access the Arrest Alert system.

Logging into your DCJS eJusticeNY account

Navigate to <https://www.ejustice.ny.gov/>.

The screenshot shows the eJusticeNY Integrated Justice Portal. At the top, there is a header with the eJusticeNY logo and the text 'eJusticeNY INTEGRATED JUSTICE PORTAL'. Below the header, there is a section titled 'ACCEPTABLE USE POLICY FOR USERS OF NYeNet APPLICATIONS'. The policy text states: 'This application uses the Central Directory Service of the NYeNet for authentication and authorization. In addition to any obligations arising under acceptable use policies implemented by NYeNet Participating Organizations, logging into this application indicates your agreement to abide by the following:'. There are seven numbered items in the policy. Below the policy is a login form with the following elements: a 'Username' input field, a 'Password' input field, a 'LOGIN' button, a link for 'Forgot your Username or Password?', and a link for 'Agency Assistance & Contact Information'. The login form is highlighted with a red rectangular box. At the bottom left of the page, there is a small text '[P226]'.

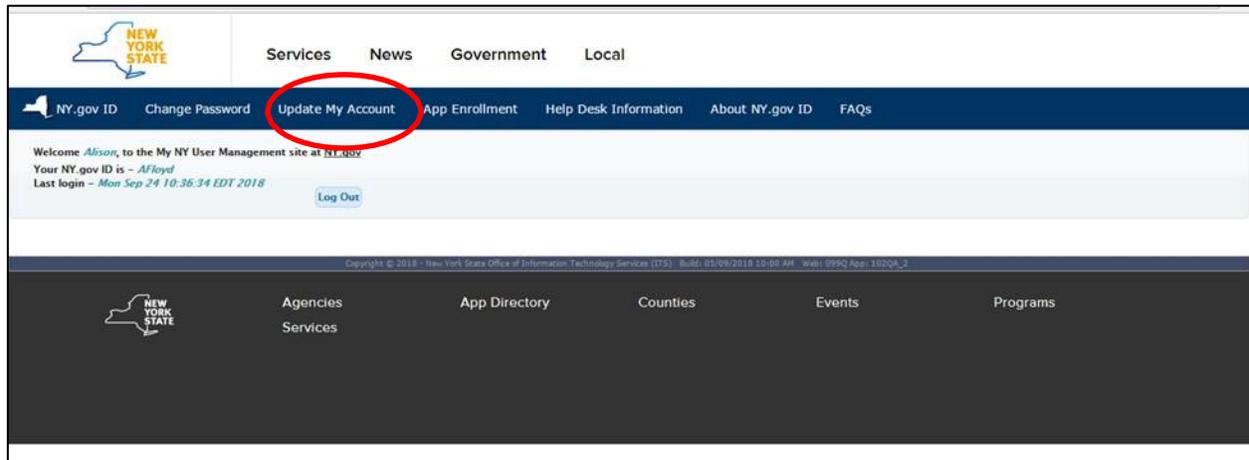
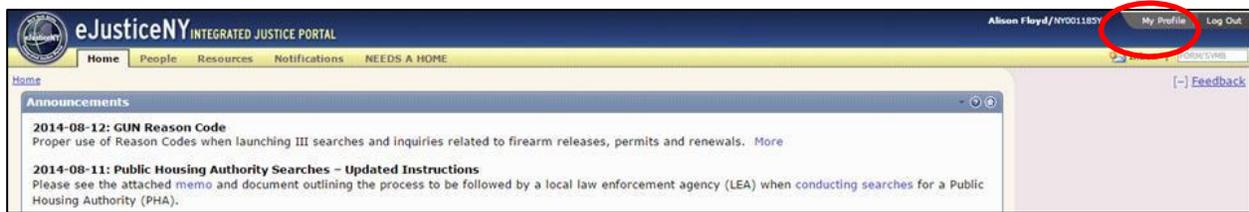
Enter your username and password on the eJusticeNY login screen. Then, select 'Login'. If you experience problems logging in or still need to create a user account, contact your Terminal Access Coordinator (TAC).

Updating your Contact Information to Receive Email and Text Alerts



In order to utilize the arrest alert application a **current email address and mobile phone number are necessary**. Please verify your contact information in the eJusticeNY portal or My.NY.gov.

To verify your contact information from the eJusticeNY main page select 'My Profile' in the top right-hand corner of the page, as shown below.



On the 'My Profile' page, select 'Update My Account' from the tabs above to verify or modify your contact information.

The screenshot shows the 'Update My Account' form. The contact information fields are highlighted with a red box:

- Postal Code: 12307
- Country: United States
- Email Address: AArrestTester@dcs.ny.gov
- Telephone Number: 123-456-7890
- Mobile: 518-123-4567

Below the contact information is the 'Password Reset Information' section, which includes three shared secret questions:

- Shared Secret Question 1: What was the name of my first pet? (Answer: ****)
- Shared Secret Question 2: What is your favorite vegetable or fruit? (Answer: ****)
- Shared Secret Question 3: Who was your first employer? (Answer: ****)

A 'Modify Account' button is located at the bottom of the form. The footer contains copyright information for 2018 and a list of navigation links: Agencies, App Directory, Counties, Events, and Programs.

Review your account information and make any necessary updates. Specifically, verify your agency e-mail address and mobile number are correct, as they are necessary to receiving arrest alerts. Please note that arrest alert updates and information will be sent to agency e-mails ONLY, not personal e-mail addresses.

Syracuse NEW YORK

* Postal Code: 12307 * Country: United States

* Email Address: AArrest.Tester@dcjs.ny.gov

Telephone Number: 123-456-7890 Extension:

Mobile: 518-123-4567 Fax Number:

Password Reset Information

* Shared Secret Question 1: What was the name of my first pet?
 * Answer: **** * Confirm Answer: ****

* Shared Secret Question 2: What is your favorite vegetable or fruit?
 * Answer: **** * Confirm Answer: ****

* Shared Secret Question 3: Who was your first employer?
 * Answer: **** * Confirm Answer: ****

[Modify Account](#)

Copyright © 2018 - New York State Office of Information Technology Services (ITS) Build: 10/03/2016 3:03 PM Web: 100Q Appl: 102QA_1

NEW YORK STATE
 Agencies Services App Directory Counties Events Programs

Once updates are complete, select 'Modify Account'.

NY.gov ID ACCOUNT UPDATE

Before you continue please confirm the information below. If any information needs to be corrected please click on the "Back" button below and make the necessary corrections.

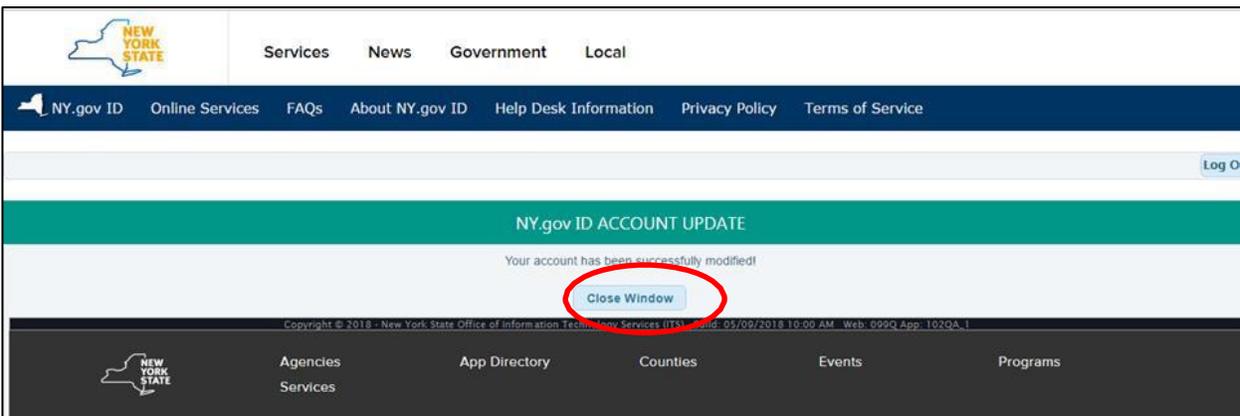
First Name	AArrest
Middle Initial	
Last Name	Tester
Gender	
Date Of Birth (MM/DD/YYYY)	
Address	123 North Main Street
Address Line 2	
City	Syracuse
State	NY
Postal Code	12307
Country	us
Email Address	AArrest.Tester@dcjs.ny.gov
Telephone Number	123-456-7890
Mobile	518-123-4567
Fax Number	

Password Reset Information

Shared Secret Question #1: What was the name of my first pet?
 Shared Secret Question #2: What is your favorite vegetable or fruit?
 Shared Secret Question #3: Who was your first employer?
 Shared Secret Answers: (Not Shown)

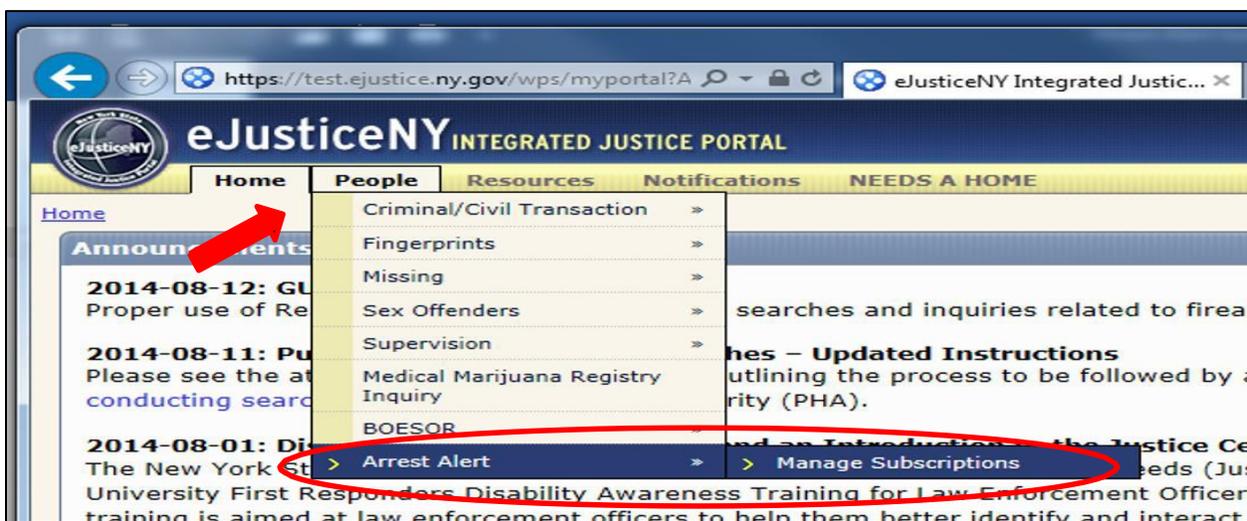
[Back](#) [Confirm](#)

Once you select 'Modify Account', you will see this confirmation page. Select 'Confirm' below to officially confirm your changes.

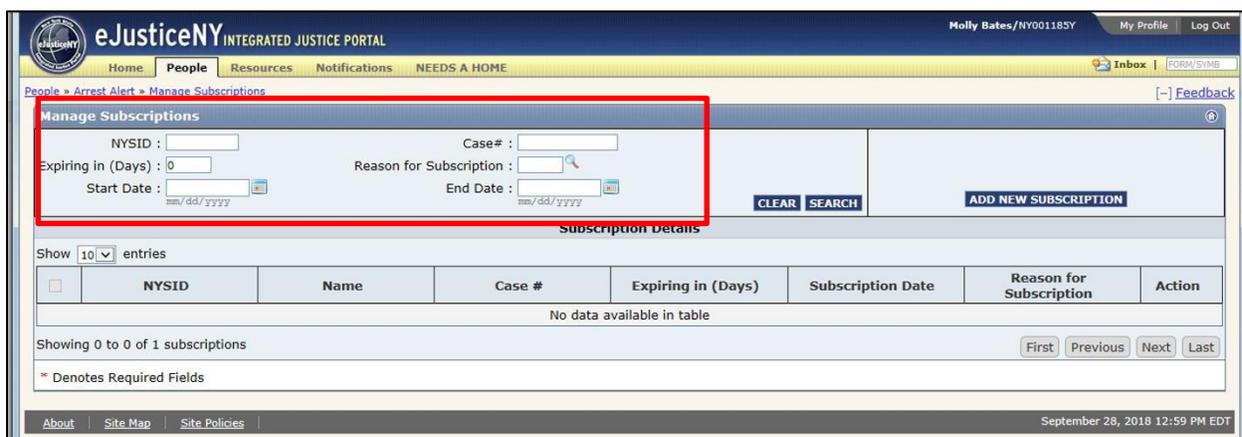


Your account has now been successfully modified. Select 'Close Window'.

Navigating to Arrest Alert



Return to the eJusticeNY homepage and select the 'People' tab at the top of the screen. Scroll down to the 'Arrest Alert' tab and highlight 'Manage Subscriptions'.



From the 'Manage Subscriptions' page, also known as the main page for the Arrest Alert system. First time users will have no subscriptions. You may now begin to add, delete and manage arrest alert subscriptions.

Section 2: Managing Arrest Alert Subscriptions: Subscriber Role

Section 2 will teach you how to:

- ✓ Add new subscriptions
- ✓ Add comments
- ✓ Search, extend, and unsubscribe from subscriptions
- ✓ Receive arrest alert notifications via e-mail, eJustice Portal Inbox Personal Tab
- ✓ Receive arrest alert notifications via text message

Adding New Subscriptions

The screenshot shows the 'Manage Subscriptions' page in the eJusticeNY portal. The page includes a search form with the following fields: NYSID, Case #, Expiring in (Days) (set to 0), Start Date (mm/dd/yyyy), Reason for Subscription, and End Date (mm/dd/yyyy). There are 'CLEAR' and 'SEARCH' buttons. A red circle highlights the 'ADD NEW SUBSCRIPTION' button located in the bottom right corner of the form area.

From the 'Manage Subscriptions' page, also known as the main page for the Arrest Alert system, select the 'Add New Subscription' button in the right-hand corner of the page to begin adding subscriptions.

The screenshot shows the 'Add New Subscription' page. A red box highlights the following required fields (indicated by a red asterisk *): NYSID, Name/Case #, Reason for Subscription, Notification Email (with a blacked-out value), Notification Mobile (111-111-1111), and Comment (with a 250 character limit). There are also checkboxes for 'Mark Subscription As Confidential' and 'Mark Comment As Confidential'. 'CLEAR', 'CANCEL', and 'SUBMIT' buttons are visible at the bottom right.

Begin by filling in the boxes relevant to the person you are interested in receiving alerts about. The fields denoted with a red asterisk (*) are required: NYSID, Case #, Reason for Subscription, Notification E-mail, Notification Mobile, and Comment(s). Each field must be populated in order for the application to save. If any of the required information is unknown to the subscriber, please enter any characters. Try to be as accurate as possible to ensure application utility.

The screenshot shows the 'Add New Subscription' form in the eJusticeNY portal. The 'NYSID' field is highlighted with a red box. Other fields include 'Name/Alias', 'Case #', 'Reason for Subscription', 'Notification Email', 'Notification Mobile', and 'Comment'. The 'Notification Mobile' field is pre-filled with '111-111-1111'. There are 'CLEAR', 'CANCEL', and 'SUBMIT' buttons at the bottom right.

The NYSID number is the New York State ID number associated with the person. The NYSID field is required. If the person has never been arrested before or fingerprinted in New York State, they will not have a NYSID number and you will not yet be able to receive alerts relevant to them.

The screenshot shows the 'Add New Subscription' form. The 'Name/Alias' field is highlighted with a red box. Other fields include 'Case #', 'Reason for Subscription', 'Notification Email', 'Notification Mobile', and 'Comment'. The 'Notification Mobile' field is pre-filled with '111-111-1111'. There are 'CLEAR', 'CANCEL', and 'SUBMIT' buttons at the bottom right.

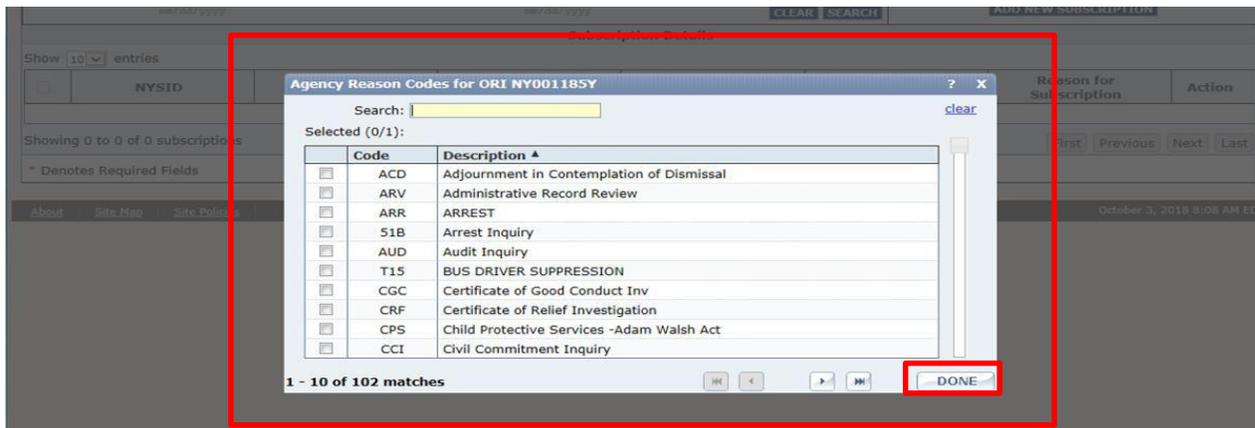
The Name/Alias of the subject is not a required field. However, you can enter their name or alias, if you know it. You will be able to search that information later, if desired.

The screenshot shows the 'Add New Subscription' form. The 'Case #' field is highlighted with a red oval. Other fields include 'NYSID', 'Name/Alias', 'Reason for Subscription', 'Notification Email', 'Notification Mobile', and 'Comment'. The 'Notification Mobile' field is pre-filled with '111-111-1111'. There are 'CLEAR', 'CANCEL', and 'SUBMIT' buttons at the bottom right.

The Case # is the number that has been assigned to the individual via the user's case management system utilized by their individual agency. If a case number is not available or unknown, please populate the field to the best of your ability.

The screenshot shows the 'Add New Subscription' form. The 'Reason for Subscription' field is highlighted with a red oval. Other fields include 'NYSID', 'Name/Alias', 'Case #', 'Notification Email', 'Notification Mobile', and 'Comment'. The 'Notification Mobile' field is pre-filled with '111-111-1111'. There are 'CLEAR', 'CANCEL', and 'SUBMIT' buttons at the bottom right.

Next, select the magnifying glass icon next to 'Reason for Subscription' to select the reason you are subscribing to the individual, for example ARR = Arrest.



When you select the icon you will see a list of options to choose from. A description of each code is also provided. You will only be able to use reason codes associated with your agencies ORI. Select the right arrow on the bottom of the page to search through the codes. Once you have found the code you are looking for, select 'Done'. This list is interactive so, for example, if you type "Arr", only options containing "Arr" will appear.

Some common Reason Codes you may encounter, or wish to use, include:

ACD: Adjournment in Contemplation of Dismissal

ARR: Arrest

CRI: Criminal Investigations

DAI: District Attorney Investigations

GUN: Firearm Related Inquiry

WAR: Warrant Investigation

Add New Subscription
 * Denotes Required Fields
 Reason for Subscription: [Dropdown menu]
 Notification Email: [Text field]
 Notification Mobile: 111-111-1111
 Mark Subscription As Confidential:
 Comment: [Text area]
 Mark Comment As Confidential:
 CLEAR CANCEL SUBMIT

Next, on the subscription screen you will also see 'Notification E-mail' and 'Notification Mobile'. These fields are automatically generated from the information provided in your eJusticeNY profile or your my.NY.gov account. The arrest alert text and email notifications will be sent to this contact information; therefore it is very important to ensure this information is up to date. If this information is not up to date, please refer to Section 1: Accessing Arrest Alert.

The screenshot shows the 'Add New Subscription' form in the eJusticeNY portal. The form includes fields for NYSID, Name/Alias, Case#, Reason for Subscription, Notification Email, and Notification Mobile. A red box highlights the 'Mark Subscription As Confidential' checkbox, which is currently unchecked. Below this is a text area for a comment, also with a red box, and a 'Mark Comment As Confidential' checkbox. At the bottom right, there are 'CLEAR', 'CANCEL', and 'SUBMIT' buttons.

You can choose to mark each subscription as confidential. To do this, check the box. If you mark a subscription as confidential, only your agency administrator and DCJS operations can view it. If the box is left unchecked, the subscription can be shared with other subscribers for information-sharing purposes.



Please note, the confidential box is a future enhancement and is not functional at this time.

This screenshot is similar to the previous one, but the red box highlights the 'Comment' text area. The 'Mark Subscription As Confidential' checkbox is still unchecked. The 'Mark Comment As Confidential' checkbox is also visible below the comment area.

Subscribers have the ability to add a comment(s) to the subscription. Comments may include notes or a description of why you are interested in tracking the specific individual. This field is required in order for the application to process the subscription request and cannot remain empty.

This screenshot shows the bottom right corner of the form, where the 'CLEAR', 'CANCEL', and 'SUBMIT' buttons are highlighted with a red box. The 'Comment' text area is still visible above them.

You can also clear or cancel subscriptions on this page if needed. By selecting 'Clear', you will erase all information you typed into the fields above. By selecting 'Cancel', you will be brought back to the main subscription page, and nothing will be saved to the database.

Once you have completed all the required fields, select 'Submit', in the bottom right-hand corner of the page.

The screenshot shows a 'Confirmation of Subscription' dialog box. The text inside reads 'A new Subscription has been created'. The 'OK' button at the bottom right of the dialog is highlighted with a red box. The background shows the 'Mark Comment As Confidential' checkbox and '250 Character(s) Remaining' text from the previous form.

Click 'Ok' on the 'Confirmation of Subscription' page. You are now subscribed to this alert!

The screenshot shows the 'Manage Subscriptions' page in the eJusticeNY Integrated Justice Portal. The page includes a search form with fields for NYSID, Case#, Expiring in (Days), Reason for Subscription, Start Date, and End Date. Below the search form is a table titled 'Subscription Details' with the following data:

NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Action
19979592R	John Sample	12345	180	10/03/2018	ARR	[Edit] [Add] [Remove]

The table shows one subscription entry for 'John Sample' with Case # 12345, expiring in 180 days, on 10/03/2018, with a reason of 'ARR'. The 'Action' column contains icons for editing, adding, and removing the subscription.

Now, your 'Manage Subscriptions' page will look like the one above. When you log in to the Arrest Alert system you will see your subscriptions and their identifying information.

The screenshot shows the 'Manage Subscriptions' page in the eJusticeNY Integrated Justice Portal, displaying a form for adding a new subscription. A red box highlights a message: "Has no history/no releasable history." A red arrow points to the 'Comment' field, which contains the text "Second degree murder". The form includes fields for NYSID (19968072Y), Name/Alias (Cobby Eif), Case # (15), Reason for Subscription (ARR), Notification Email, Notification Mobile, and a checkbox for 'Mark Subscription As Confidential'. The 'Comment' field has a 250 character limit. Buttons for 'CLEAR', 'CANCEL', and 'SUBMIT' are visible at the bottom right.



While adding new subscriptions, you may encounter situations where the NYSID does not have releasable history and is therefore not available for subscription. If this is the case you will not be able to subscribe to the specific individual, and therefore cannot receive arrest alerts for them.

Adding Comments

Subscription Details							
NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Action	
37008Y	HELEN111	5506	148	07/16/2018	DAI		
37001R	KRAMER CRATER	967-L3	159	07/26/2018	51B		
37000Z	RUPERT BROCKLE	98-K' 6	159	07/25/2018	ARR		
37016Y	JOHNNY TUNES	65P873	159	07/20/2018	ARR		
37051Z	BILLYRAY	43X61	161	07/18/2018	ARR		
37021J	WILEY COYOTE	K764	162	08/03/2018	JUV		
37022H	BIGGY G	599T	162	08/03/2018	PSC		
37020L	LINDA GRIFTER	Y6348	162	08/03/2018	PSC		
37011N	OLIVER CONWELL	V5326	162	08/03/2018	INQ		
37010P	MARY SCARY	4R37T	162	08/03/2018	51B		

Once you have subscribed to one or more individuals, you may want to add comments or make adjustments to existing comments. To do this, select the 'Edit' icon, the blue button on the right side of the screen.

Confidential : No
 Subscription Date : 08/28/2018
 Expiration Date : 02/24/2019
 ORI : NY001185Y
 NYSID : 37046N
 Name/Alias : SIMON BARR SINISTER
 Case# : K884T
 Reason for Subscription : DOM - Domestic Violence and Stalking
 * Notification Email :
 * Notification Mobile : 111-111-1111

Comment	User	Date	Confidential
TEST	aa_subscriber1	8-28-2018	No

ADD **CANCEL** **SUBMIT**

* Denotes Required Fields

After selecting the 'Edit' icon, you will be brought to the screen above. All of the information is relevant to the specific subscription. Notice the 'Comment' box. This is where all comments will show up for an individual subscription. Currently, the Comment box reads "Test". To add additional comments, select the "Add" button on the right.

Confidential : No
 Subscription Date : 08/28/2018
 Expiration Date : 02/24/2019
 ORI : NY001185Y

Comment :

250 Character(s) Remaining

Mark Comment As Confidential:

CANCEL **OK** **ADD** **CANCEL** **SUBMIT**

* Denotes Required Fields

Upon clicking 'Add', a comment box will appear. You can add up to 250 characters for comments in the box. When you're finished, select 'Ok'. All comments remain visible and are not editable once established.

eJusticeNY INTEGRATED JUSTICE PORTAL

Balamurogan Ramacubramanian/NY001185Y My Profile Log Out

Home People Resources Notifications NEEDS A HOME

People Arrest Alert Manage Subscriptions

Add Comment

Confidential : No
 Subscription Date : 08/28/2018
 Expiration Date : 02/24/2019
 ORI : NY001185Y
 NYSID : 37046N
 Name/Alias : SIMON BARR SINISTER
 Case# : K884T
 Reason for Subscription : DOM - Domestic Violence and Stalking
 Notification Email :
 Notification Mobile : 111-111-1111

Subscription Comments

Comment	User	Date	Confidential
TEST	aa_subscriber1	8-28-2018	No
Adding a Comment Here	aa_subscriber1	8-29-2018	No

CANCEL SUBMIT

About Site Map Site Policies August 29, 2018 8:11 AM EDT

Now that the comment has been added, you will be brought back to the page with the individual's subscription information. To accept the changes, select 'Submit'.

eJusticeNY INTEGRATED JUSTICE PORTAL

Douglas Smith/NY001185Y My Profile Log Out

Home People Resources Notifications NEEDS A HOME

People Arrest Alert Manage Subscriptions

Manage Subscriptions

NYSID : Case# :
 Expiring in (Days) : Reason for Subscription :
 Start Date : End Date :

CLEAR SEARCH ADD NEW SUBSCRIPTION

Subscription Table

Show	NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Action
10	37008Y	HELEN111	5506	148	07/16/2018	DAI	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	37001R	KRAMER CRATER	967-L3	159	07/26/2018	51B	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	37000Z	RUPERT BROCKLE	98-K' 6	159	07/25/2018	ARR	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	37016Y	JOHNNY TUNES	65P873	159	07/20/2018	ARR	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	37051Z	BILLYRAY	43X61	161	07/18/2018	ARR	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	37021J	WILEY COYOTE	K764	162	08/03/2018	JUV	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	37022H	BIGGY G	599T	162	08/03/2018	PSC	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	37020L	LINDA GRIFTER	Y6348	162	08/03/2018	PSC	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	37011N	OLIVER CONWELL	V5326	162	08/03/2018	INQ	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	37010P	MARY SCARY	4R37T	162	08/03/2018	51B	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 10 of 30 subscriptions

First Previous 1 2 3 Next Last

* Denotes Required Fields

After clicking 'Submit', you will be brought to the 'Manage Subscriptions' page. Subscriptions are displayed in ascending order by 'expiring in days'.

Searching Subscriptions

Arrest Alert allows the user to search subscriptions by various criteria to find certain individuals more efficiently.

To search subscriptions, begin on the 'Manage Subscriptions' page. Below the 'Manage Subscriptions' tab, you will see various search fields you can use to narrow your search. Please note you can search on any combination of these fields at any given time.

NYSID

NYSID is the first search field. Type the NYSID you are searching for in the search field and hit 'Search'. Below, you will see that the search returned the subscription information (Name of the individual, case number, expiring in days, subscription date, and reason for subscription) for the NYSID number in question. Each NYSID number is unique, so this type of search will only yield one result per NYSID number.

The screenshot shows the 'Manage Subscriptions' page in the eJusticeNY portal. The search fields are highlighted with a red box:

- NYSID : 37026K
- Expiring in (Days) : 0
- Start Date : [calendar icon]
- Case# : [input field]
- Reason for Subscription : [input field]
- End Date : [calendar icon]

A red arrow points to the **SEARCH** button. Below the search fields, the 'Subscription Details' table is displayed:

NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Action
37026K	NORTON TIPPS	03568	153	06/27/2018	IAD	[edit] [add] [delete]

Showing 1 to 1 of 1 subscriptions

Expiring in Days

You can also search for subscriptions using the 'Expiring in Days' search field. Each subscription is set to expire 180 days from date of original subscription. Therefore, you can enter any number up to and including 180 days. After doing so, select 'Search'. You will notice in the screenshot below that the search returned multiple hits associated with the number of days selected. In this example, any subscriptions expiring in 153 days or less are displayed in ascending order.

The screenshot shows the 'Manage Subscriptions' page in the eJusticeNY portal. The search field 'Expiring in (Days) : 153' is highlighted with a red box. A red arrow points to the **SEARCH** button. Below the search fields, the 'Subscription Details' table is displayed:

NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Action
37043Z	BILL EDWARDS	236986	151	07/03/2018	51B	[edit] [add] [delete]
37014H	HECTOR ROMAN	11448877	151	06/27/2018	ACD	[edit] [add] [delete]
37032Y	PETER PAN	00215	151	06/27/2018	INQ	[edit] [add] [delete]
37026K	NORTON TIPPS	03568	153	06/27/2018	IAD	[edit] [add] [delete]
37007Q	SHELDON WHITE	123697	153	06/22/2018	CTA	[edit] [add] [delete]
37006H	WILLIAM RYDER	1114443	153	06/22/2018	DET	[edit] [add] [delete]

Showing 1 to 6 of 6 subscriptions



Note you can extend subscriptions before they expire. This feature will be addressed on Page 19 of this manual.

Case Number

Next, you can search by case number. Enter the case number into the corresponding 'Case #' search field and select 'Search'.

The screenshot shows the 'Manage Subscriptions' page in the eJusticeNY Integrated Justice Portal. The user is logged in as Balamurugan Ramasubramanian/NY001185Y. The page has a navigation bar with 'Home', 'People', 'Resources', 'Notifications', and 'NEEDS A HOME'. Below the navigation bar, there are search fields for 'NYSID', 'Expiring in (Days)', 'Start Date', 'Case #', 'Reason for Subscription', and 'End Date'. The 'Case #' field is highlighted with a red box, and a red arrow points to the 'SEARCH' button. The 'ADD NEW SUBSCRIPTION' button is also visible. Below the search fields, there is a table titled 'Subscription Details' showing one subscription for NORTON TIPPS with Case # 03568. The table has columns for 'NYSID', 'Name', 'Case #', 'Expiring in (Days)', 'Subscription Date', 'Reason for Subscription', and 'Action'. The 'Case #' column is highlighted with a red box. The table shows 1 subscription out of 1 total.

NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Action
37026K	NORTON TIPPS	03568	153	06/27/2018	IAD	[+]

Reason for Subscription

You can also search by 'Reason for Subscription', which is the reason you are interested in tracking each subscription. To see the list of reason codes you can choose, select the magnifying glass icon next to the 'Reason for Subscription' field. Choose the appropriate reason code and select done.

The screenshot shows the 'Manage Subscriptions' page in the eJusticeNY Integrated Justice Portal. The user is logged in as Balamurugan Ramasubramanian/NY001185Y. The page has a navigation bar with 'Home', 'People', 'Resources', 'Notifications', and 'NEEDS A HOME'. Below the navigation bar, there are search fields for 'NYSID', 'Expiring in (Days)', 'Start Date', 'Case #', 'Reason for Subscription', and 'End Date'. The 'Reason for Subscription' field is highlighted with a red box, and a red arrow points to the 'SEARCH' button. The 'ADD NEW SUBSCRIPTION' button is also visible. Below the search fields, there is a table titled 'Subscription Details' showing one subscription for SIMON BARR SINISTER with Reason for Subscription DOM. The table has columns for 'NYSID', 'Name', 'Case #', 'Expiring in (Days)', 'Subscription Date', 'Reason for Subscription', and 'Action'. The 'Reason for Subscription' column is highlighted with a red box. The table shows 1 subscription out of 1 total.

NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Action
37046N	SIMON BARR SINISTER	K884T	179	08/28/2018	DOM	[+]

In the example provided, the reason code selected was DOM. Select 'Search', and the search will return all current subscriptions that are associated with this reason code. In this case, there was only one relevant subscription. Please note that the Reason Code must be verified if extending a subscription.

Dates

Finally, you can search by both the start and end date of the subscription, if you know them. Fill in the dates above and select 'Search'.

eJusticeNY INTEGRATED JUSTICE PORTAL Balamurugan Ramasubramanian/NY001185Y My Profile Log Out

Home People Resources Notifications NEEDS A HOME Inbox FORMS/MS

People » Arrest Alert » Manage Subscriptions [-] Feedback

Manage Subscriptions

NYSID : Case# :

Expiring in (Days) : Reason for Subscription :

Start Date : End Date :

Subscription Details

Show 10 entries

<input type="checkbox"/>	NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Action
<input type="checkbox"/>	37014H	HECTOR ROMAN	11448877	151	06/27/2018	ACD	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="checkbox"/>	37032Y	PETER PAN	00215	151	06/27/2018	INQ	<input type="button" value="+"/> <input type="button" value="-"/>
<input type="checkbox"/>	37026K	NORTON TIPPS	03568	153	06/27/2018	IAD	<input type="button" value="+"/> <input type="button" value="-"/>

Showing 1 to 3 of 3 subscriptions

* Denotes Required Fields

About Site Map Site Policies August 29, 2018 8:27 AM EDT



The dates must be within a 10-day period. In the example above, the selected start date is 6/23/2018 and the selected end date is 07/02/2018.

eJusticeNY INTEGRATED JUSTICE PORTAL Balamurugan Ramasubramanian/NY001185Y My Profile Log Out

Home People Resources Notifications NEEDS A HOME Inbox FORMS/MS

People » Arrest Alert » Manage Subscriptions [+ Feedback

Manage Subscriptions

NYSID : Case# :

Expiring in (Days) : Reason for Subscription :

Start Date : End Date :

Subscription Details

Show 10 entries

To clear any searches in the search fields, select 'Clear'. Now, you will see the blank 'Manage Subscriptions' screen.

Extending Subscriptions

Every subscription has a default setting of 180 days. The subscriptions will automatically be deleted after 180 days, however they can be extended. There is no limit on the number of times you can extend any subscription. Users will receive an e-mail at 30 days and again at 7 days to their agency e-mail address, notifying them that a subscription is nearing expiration. When extending a current subscription you are certifying that the reason for the original subscription is still valid. If this is not the case you must delete the subscription and re-subscribe using a current Reason Code, or simply delete the subscription if there is no legitimate reason to continue the subscription.

The screenshot shows the 'Manage Subscriptions' page in the eJusticeNY portal. At the top, there are navigation tabs for Home, People, Resources, Notifications, and NEEDS A HOME. Below these are search filters for NYSID, Case #, Expiring in (Days), Reason for Subscription, Start Date, and End Date. A table titled 'Subscription Details' lists 8 subscriptions. The 'Action' column for each row contains three icons: a blue checkmark, a green plus sign, and a red minus sign. A red arrow points to the green plus sign icon for the subscription with NYSID 37007Q.

NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Action
37026K	NORTON TIPPS	03568	153	06/27/2018	IAD	[Checkmark] [Green Plus] [Red Minus]
37007Q	SHELDON WHITE	123697	153	06/22/2018	CTA	[Checkmark] [Green Plus] [Red Minus]
37006H	WILLIAM RYDER	1114443	153	06/22/2018	DET	[Checkmark] [Green Plus] [Red Minus]
37069K	GILBERT DUNNY	K884T	179	08/28/2018	ARR	[Checkmark] [Green Plus] [Red Minus]
37046N	SIMON BARR SINISTER	K884T	179	08/28/2018	DOM	[Checkmark] [Green Plus] [Red Minus]
37043Z	BILL EDWARDS	236986	180	07/03/2018	51B	[Checkmark] [Green Plus] [Red Minus]
37014H	HECTOR ROMAN	11448877	180	06/27/2018	ACD	[Checkmark] [Green Plus] [Red Minus]
37032Y	PETER PAN	00215	180	06/27/2018	INQ	[Checkmark] [Green Plus] [Red Minus]

To extend a subscription, click the green plus sign icon in the action column next to the subscription you want to extend.

The screenshot shows the 'Subscription Details' table with a confirmation dialog box overlaid. The dialog box has a title 'Confirm Extend Subscription/s' and a message: 'Subscription will be extended to 180 days. Do you want to continue?'. Below the message are 'CANCEL' and 'OK' buttons. A red arrow points to the 'OK' button.

NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Action
37008Y	HELEN111			16/2018	DAI	[Checkmark] [Green Plus] [Red Minus]
37001R	KRAMER CRATER			26/2018	51B	[Checkmark] [Green Plus] [Red Minus]
37000Z	RUPERT BROCKLE			25/2018	ARR	[Checkmark] [Green Plus] [Red Minus]
37016Y	JOHNNY TUNES			27/2018	ARR	[Checkmark] [Green Plus] [Red Minus]
37051Z	BILLYRAY			11/2018	ARR	[Checkmark] [Green Plus] [Red Minus]
37021J	WILEY COYOTE	K764	162	08/03/2018	JUV	[Checkmark] [Green Plus] [Red Minus]
37022H	BIGGY G	599T	162	08/03/2018	PSC	[Checkmark] [Green Plus] [Red Minus]
37020L	LINDA GRIFTER	Y6348	162	08/03/2018	PSC	[Checkmark] [Green Plus] [Red Minus]
37011N	OLIVER CONWELL	V5326	162	08/03/2018	INQ	[Checkmark] [Green Plus] [Red Minus]

Upon selecting the icon, you will be given the following confirmation message. All extensions will automatically default to 180 days. After confirming you want to extend the subscription, select 'OK'.

The screenshot shows the 'Manage Subscriptions' interface. At the top, there are search fields for NYSID, Case#, Expiring in (Days), Reason for Subscription, Start Date, and End Date. Below these is a table of subscriptions. A modal window is open over the table, displaying the message 'Confirmation of Subscription Extension' and 'Subscription extended successfully'. An 'OK' button is visible in the modal, with a red arrow pointing to it.

	NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Action
<input type="checkbox"/>	37043Z	BILL EDWARDS	2369		07/03/2018	51B	
<input type="checkbox"/>	37014H	HECTOR ROMAN	1144		06/27/2018	ACD	
<input type="checkbox"/>	37032Y	PETER PAN	0021		06/27/2018	INQ	
<input type="checkbox"/>	37026K	NORTON TIPPS	03568	153	06/27/2018	IAD	
<input type="checkbox"/>	37007Q	SHELDON WHITE	123697	153	06/22/2018	CTA	
<input type="checkbox"/>	37006H	WILLIAM RYDER	1114443	153	06/22/2018	DET	
<input type="checkbox"/>	37069K	GILBERT DUNNY	K884T	179	08/28/2018	ARR	
<input type="checkbox"/>	37046N	SIMON BARR SINISTER	K884T	179	08/28/2018	DOM	

After selecting 'OK', you will receive the following message above, indicating your subscription has been extended successfully. Select 'OK' to confirm extension and return to the 'Manage Subscriptions' page.

The screenshot shows the 'Manage Subscriptions' interface after the extension. The 'Expiring in (Days)' column has been updated for the selected subscription (37043Z) to 180 days. This row is highlighted with a red box.

	NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Action
<input type="checkbox"/>	37026K	NORTON TIPPS	03568	153	06/27/2018	IAD	
<input type="checkbox"/>	37007Q	SHELDON WHITE	123697	153	06/22/2018	CTA	
<input type="checkbox"/>	37006H	WILLIAM RYDER	1114443	153	06/22/2018	DET	
<input type="checkbox"/>	37069K	GILBERT DUNNY	K884T	179	08/28/2018	ARR	
<input type="checkbox"/>	37046N	SIMON BARR SINISTER	K884T	179	08/28/2018	DOM	
<input type="checkbox"/>	37043Z	BILL EDWARDS	236986	180	07/03/2018	51B	
<input type="checkbox"/>	37014H	HECTOR ROMAN	11448877	180	06/27/2018	ACD	
<input type="checkbox"/>	37032Y	PETER PAN	00215	180	06/27/2018	INQ	

The 'Expiring In (Days)' column has now been updated to 180 days, as shown above.

Unsubscribe from a Subscription

Users can unsubscribe from any previous subscriptions. For this example, we will unsubscribe from Bazooka Joe.

The screenshot shows the 'Manage Subscriptions' interface. At the top, there are search filters for NYSID, Case#, Expiring in (Days), Reason for Subscription, Start Date, and End Date. Below these is a table of subscriptions. The row for 'BAZOOKA JOE' (NYSID 37036R) is highlighted in red. A red arrow points to the minus icon in the 'Action' column for this row.

	NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Action
<input type="checkbox"/>	37026K	NORTON TIPPS	03568	153	06/27/2018	IAD	<input type="checkbox"/> + -
<input type="checkbox"/>	37007Q	SHELDON WHITE	123697	153	06/22/2018	CTA	<input type="checkbox"/> + -
<input type="checkbox"/>	37006H	WILLIAM RYDER	1114443	153	06/22/2018	DET	<input type="checkbox"/> + -
<input type="checkbox"/>	37069K	GILBERT DUNNY	K884T	179	08/28/2018	ARR	<input type="checkbox"/> + -
<input type="checkbox"/>	37036R	BAZOOKA JOE	385K5	180	08/29/2018	ARV	<input type="checkbox"/> + -
<input type="checkbox"/>	37043Z	BILL EDWARDS	236986	180	07/03/2018	51B	<input type="checkbox"/> + -
<input type="checkbox"/>	37014H	HECTOR ROMAN	11448877	180	06/27/2018	ACD	<input type="checkbox"/> + -
<input type="checkbox"/>	37032Y	PETER PAN	00215	180	06/27/2018	INQ	<input type="checkbox"/> + -

To do this, click the red minus icon in the action column.

The screenshot shows the same 'Manage Subscriptions' page, but with a 'Confirm Unsubscription' dialog box overlaid. The dialog contains the text 'Are you sure you want to unsubscribe this subscription?' and two buttons: 'CANCEL' and 'OK'. The 'OK' button is highlighted with a red box.

After clicking the red minus icon, you will need to confirm that you wish to unsubscribe. Select 'OK' to confirm that you are unsubscribing.

The screenshot shows the 'Manage Subscriptions' page with a 'Confirmation of Unsubscription' dialog box overlaid. The dialog contains the text 'Subscription unsubscribed successfully' and an 'OK' button. A red arrow points to the 'OK' button.

You are now successfully unsubscribed. Select 'Ok' again to return to the main page.

eJusticeNY INTEGRATED JUSTICE PORTAL

Balamurugan Ramasubramanian/NY001182Y My Profile Log Out

Home People Resources Notifications NEEDS A HOME

People Arrest Alert Manage Subscriptions Broadcasts

Manage Subscriptions

NYSID : Case# :

Expiring in (Days) : 0 Reason for Subscription :

Start Date : End Date :

CLEAR SEARCH ADD NEW SUBSCRIPTION

Subscription Details

Show 10 entries

	NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Action
<input type="checkbox"/>	37026K	NORTON TIPPS	03568	153	06/27/2018	IAD	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	37007Q	SHELDON WHITE	123697	153	06/22/2018	CTA	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	37006H	WILLIAM RYDER	1114443	153	06/22/2018	DET	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	37069K	GILBERT DUNNY	K884T	179	08/28/2018	ARR	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	37046N	SIMON BARR SINISTER	K884T	179	08/28/2018	DOM	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	37043Z	BILL EDWARDS	236986	180	07/03/2018	51B	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	37014H	HECTOR ROMAN	11448877	180	06/27/2018	ACD	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	37032Y	PETER PAN	00215	180	06/27/2018	INQ	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Showing 1 to 8 of 8 subscriptions

First Previous 1 Next Last

* Denotes Required Fields

Upon selecting 'Ok' you will be brought back to 'Manage Subscriptions' page.

Back on the Manage Subscriptions page, you will see that Bazooka Joe has been removed from the page, which means you are no longer subscribed to him.

Arrest Alert Monitoring

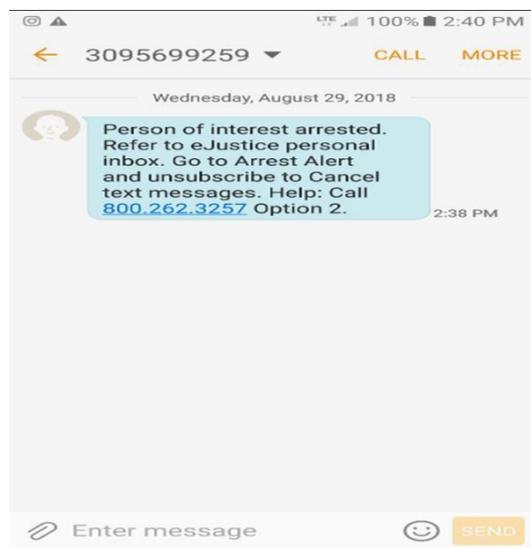
Any instances of misuse of this application must be reported to DCJS Office of Public Safety by email at give@dcjs.ny.gov and Office of Audit Services and Compliance by email at DCJSInternAuditComp@dcjs.ny.gov or by calling (518) 457-1417.

Arrest Alert Notifications

- A. Text Message
- B. eJustice Portal Inbox Personal Tab
- C. Mobile Application Push Notification

Text Message

When you subscribe to receive arrest alert notifications, you will receive a text message on the mobile phone number you provided through your MY.Ny.gov account. The text message you receive will not contain any sensitive information. It will inform you that a person of interest (someone you subscribed to) has been arrested. You will be directed to refer to the eJustice Portal Inbox Personal Tab. The text message you receive will look like the one below:



eJustice Portal Inbox Personal Tab

In addition to receiving a text message, you will receive an e-mail alert to the e-mail address you provided through your ny.gov account. The e-mail, like the text message, will inform you of the arrest and direct you to check your eJustice Portal Inbox Personal Tab for detailed information. An example of the e-mail is provided below:

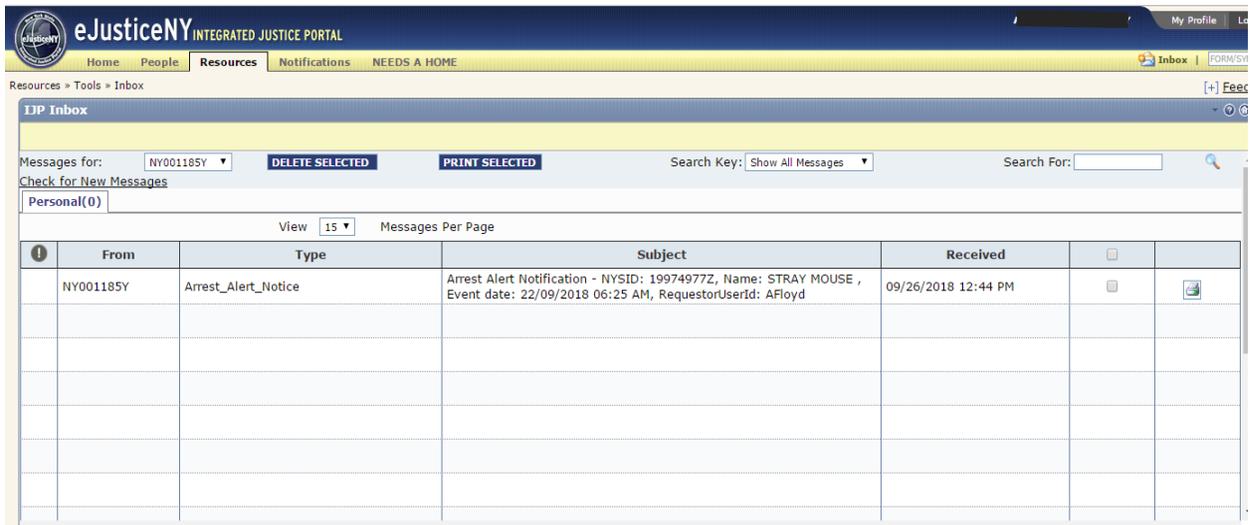


eJustice Portal Inbox Personal Tab

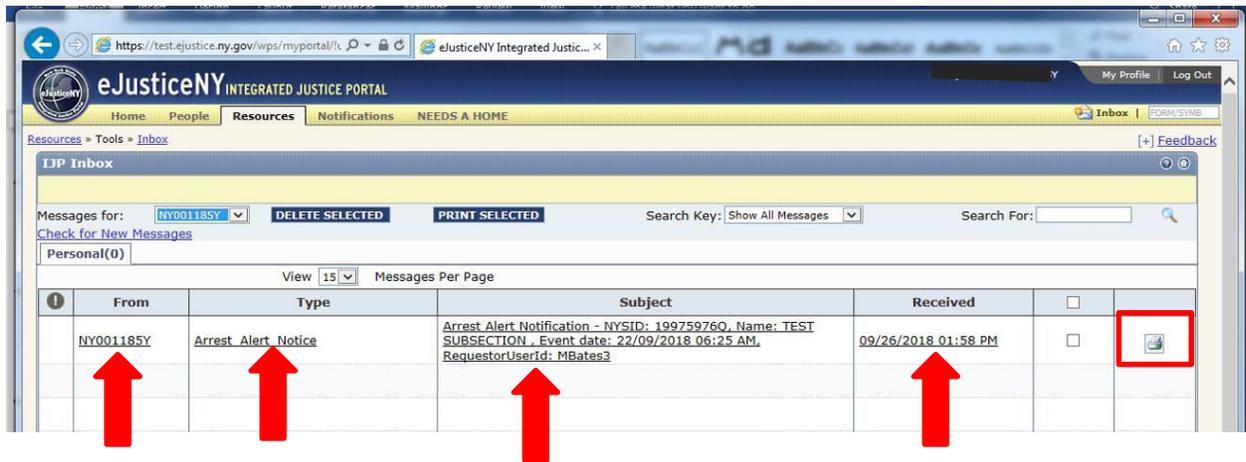
In order to obtain specific information from the arrest alert received, log into your eJustice account to view your Portal Inbox. Select 'Inbox' in the top right-hand corner of the page.



Please note that portal e-mails eventually expire. Please view arrest alert notifications in a timely manner when you receive them.



To view the arrest notification, click on any of the underlined fields from the notification. You may also view and print the notification by clicking the printer icon.



The arrest notification will contain the pedigree and identifying information of the arrestee (Name, Date of Birth, etc.). The arrest information will be provided from the arrest transaction submitted by the arresting agency. This notification can be printed or deleted by clicking those buttons below.

Message Detail

Arrest Notification

To ORI: NY001185Y

DCJS - Bureau of Information Systems - December 27, 2018 10:47 am

NYSID: 19975976Q

According to our records, you have subscribed to the following individual.
This notification was disseminated due to receipt of an Arrest Fingerprint card by DCJS.

Arrest/Charge Information
Arrest Date: August 07, 2014 06:25 am (06:25:00)

Name: SUBSECTION TEST
Date of Birth: January 01, 1971
US Citizen: No
Sex: Male
Race: White
Ethnicity: Not Hispanic
Height: 5' 05"
Weight: 140
Age at time of crime/arrest: 42
Address: 80 S SWAN ST, CLIFTON PARK,
Fax Number: 0
Place of Arrest: City of Syracuse, Onondaga County, NY
Arrest Type: Complaint
Criminal Justice Tracking Number: 55062233
Arresting Agency: [ONONDAGA CO SHERIFF'S OFFICE](#)
Arresting Officer ID: OCS1673
Arrest Number: 20180102
Arraignment: [Albany City Court](#)

Crime Information:
Date: 2013-05-01 Location: City of Albany, Albany County, NY

Arrest Charges:
-- Criminal Possession Controlled Substance- 7th Degree
PL220.03 Class A Misdemeanor Degree 7 NCIC 3599

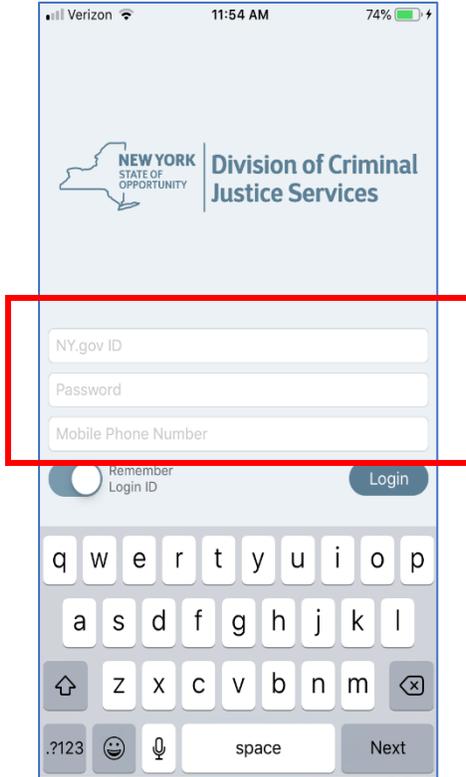
Subscription Notes:
TESTING

Disclaimer:
You are receiving this arrest alert notification due to your subscription via the eJustice Portal's Arrest Alert Application. This may or may not be your specific subject of interest. Thus, it is strongly recommended that you confirm the identity of the subject prior to taking action. If you have questions regarding this arrest, please contact the arresting agency. If you have technical issues with this notification please contact New York State ITS help desk.

PREVIOUS NEXT **DELETE PRINT**

Mobile Application Push Notification

If you wish to receive arrest alert push notifications to your mobile device, you can download the Arrest Alert Mobile Application for iPhone or Android. Download the app and login using your NY.Gov ID account. Once you have logged in, you can view existing alerts and receive push notifications when a person of interest has been arrested.

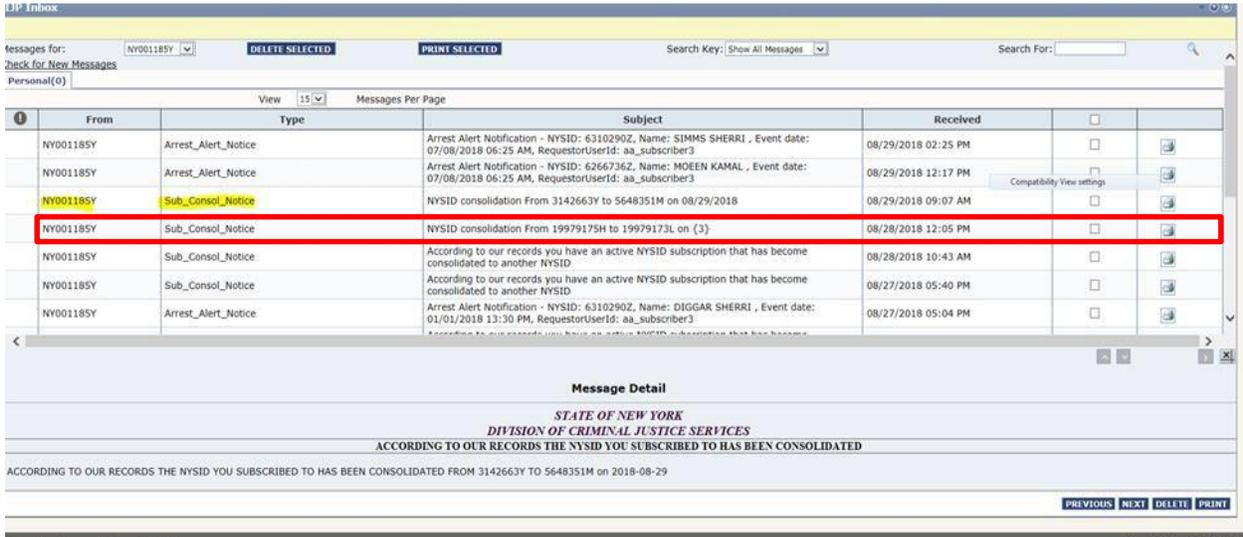


For more detailed instructions on utilizing the mobile application, please refer to Section 5 of this training guide.

Additional Notifications

NYSID Consolidation Messages:

In some circumstances individuals are assigned different New York State Identification Numbers (NYSID) identification numbers. When this occurs eJustice automatically consolidates those numbers into one valid NYSID. When this occurs in the Arrest Alert system, the subscriber will be notified through the eJustice Portal Inbox Personal tab.



The screenshot shows the 'Inbox' interface with a list of messages. The highlighted message is:

From	Type	Subject	Received
NY001185Y	Arrest_Alert_Notice	Arrest Alert Notification - NYSID: 6310290Z, Name: SIMMS SHERRI , Event date: 07/08/2018 06:25 AM, RequestorUserid: aa_subscriber3	08/29/2018 02:25 PM
NY001185Y	Arrest_Alert_Notice	Arrest Alert Notification - NYSID: 6266736Z, Name: MOEEN KAMAL , Event date: 07/08/2018 06:25 AM, RequestorUserid: aa_subscriber3	08/29/2018 12:17 PM
NY001185Y	Sub_Consol_Notice	NYSID consolidation From 3142663Y to 5648351M on 08/29/2018	08/29/2018 09:07 AM
NY001185Y	Sub_Consol_Notice	NYSID consolidation From 19979175H to 19979173L on (3)	08/28/2018 12:05 PM
NY001185Y	Sub_Consol_Notice	According to our records you have an active NYSID subscription that has become consolidated to another NYSID	08/28/2018 10:43 AM
NY001185Y	Sub_Consol_Notice	According to our records you have an active NYSID subscription that has become consolidated to another NYSID	08/27/2018 05:40 PM
NY001185Y	Arrest_Alert_Notice	Arrest Alert Notification - NYSID: 6310290Z, Name: DIGGAR SHERRI , Event date: 01/01/2018 13:30 PM, RequestorUserid: aa_subscriber3	08/27/2018 05:04 PM

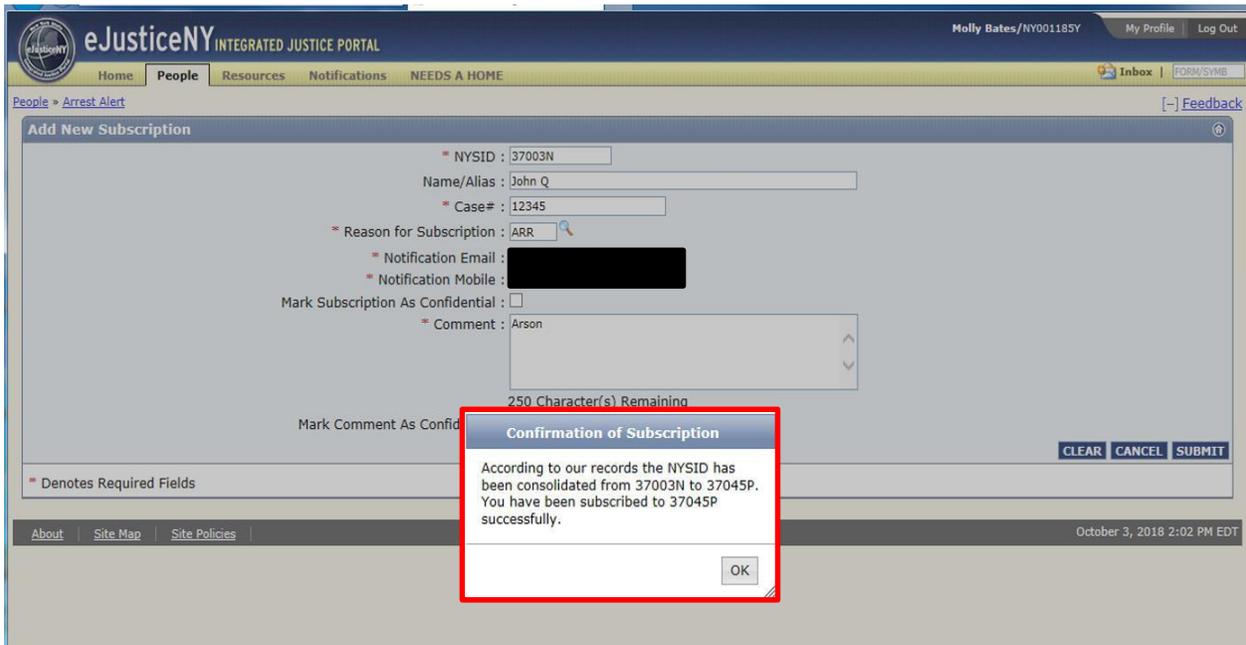
Below the list, the 'Message Detail' section shows the following text:

**STATE OF NEW YORK
DIVISION OF CRIMINAL JUSTICE SERVICES**

ACCORDING TO OUR RECORDS THE NYSID YOU SUBSCRIBED TO HAS BEEN CONSOLIDATED

ACCORDING TO OUR RECORDS THE NYSID YOU SUBSCRIBED TO HAS BEEN CONSOLIDATED FROM 3142663Y TO 5648351M ON 2018-08-29

If the NYSID has been consolidated prior to user subscription, the subscriber will receive a pop-up notification during the subscription request. This pop-up will provide the valid NYSID and this NYSID will be correctly populated throughout the arrest alert system.



The screenshot shows the 'Add New Subscription' form in the eJusticeNY portal. The form fields include:

- NYSID: 37003N
- Name/Alias: John Q
- Case#: 12345
- Reason for Subscription: ARR
- Notification Email: [Redacted]
- Notification Mobile: [Redacted]
- Mark Subscription As Confidential:
- Comment: Arson

A 'Confirmation of Subscription' dialog box is displayed over the form, containing the following text:

According to our records the NYSID has been consolidated from 37003N to 37045P. You have been subscribed to 37045P successfully.

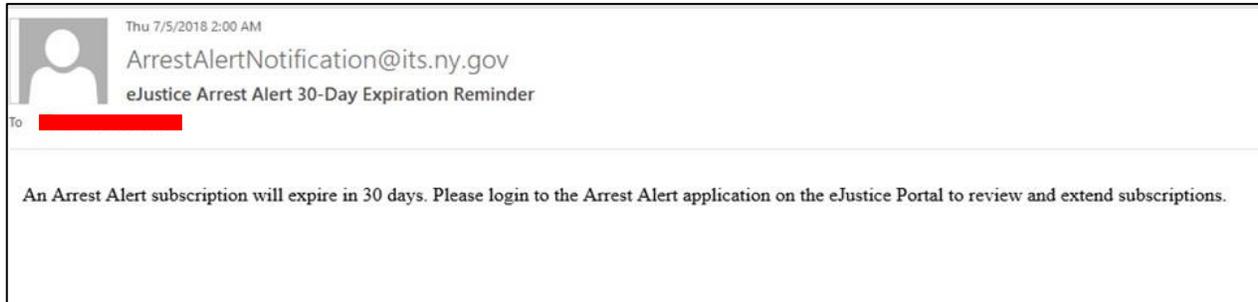
The dialog box has an 'OK' button.

Arrest Alert Expiration Notice:

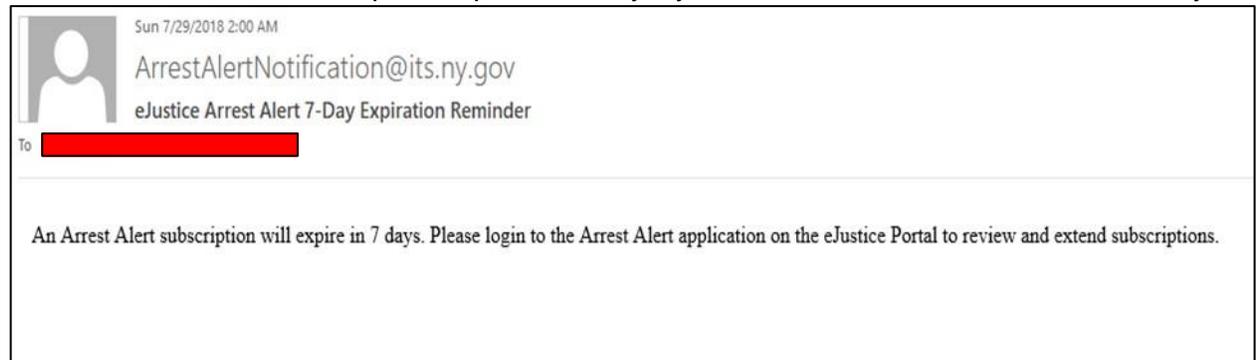
Arrest Alert will generate emails to the subscriber when an arrest alert subscription is set to expire in 30 days and again in 7 days. If you would like review which subscription is set to expire or extend any subscriptions, please log in to the Arrest Alert application to manage your subscriptions. When extending a subscription you are certifying that the initial reason is still valid. If this is not the case you must unsubscribe.

30 Day Expire Notice E-mail:

When an Arrest Alert subscription expires in 30 days, you will receive the e-mail above. Then, you can login to the eJustice portal and extend the subscription if you wish.

**7 Day Expire Notice Email:**

When an Arrest Alert subscription expires in 7 days, you will receive the e-mail above. Then, you can



login to the eJustice portal and extend the subscription if you wish.

Sorting Subscriptions by Column:

The screenshot shows the 'Manage Subscriptions' interface. At the top, there are search filters for 'NYSID', 'Case #', 'Expiring in (Days)', 'Reason for Subscription', 'Start Date', and 'End Date'. Below these is a table with the following columns: 'NYSID', 'Name', 'Case #', 'Expiring in (Days)', 'Subscription Date', 'Reason for Subscription', and 'Action'. The first row of the table is highlighted with a red box. The 'Action' column contains icons for edit, delete, and refresh.

NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Action
37008V	MELBELL	5506	148	07/16/2018	DAI	[Icons]
37001R	KRAMER CRATER	967-L3	159	07/26/2018	51B	[Icons]
37000Z	RUPERT BROCKLE	98-K 6	159	07/25/2018	ARR	[Icons]
37016V	JOHNNY TUNES	65P873	159	07/20/2018	ARR	[Icons]
37051Z	BILLYRAY	43X61	161	07/18/2018	ARR	[Icons]
37021J	WILEY COYOTE	K764	162	08/03/2018	JUV	[Icons]
37022H	BEGGY G	599T	162	08/03/2018	PSC	[Icons]
37020L	LINDA GRIFTER	Y634B	162	08/03/2018	PSC	[Icons]
37011H	OLIVER CONWELL	V5326	162	08/03/2018	INQ	[Icons]
37010P	MARY SCARY	4R37T	162	08/03/2018	51B	[Icons]



Please note that both the agency administrator and all subscribers can sort subscriptions by column on the 'Manage Subscriptions' page. To do this, select any of the columns (highlighted above in yellow), and double click on it.

The screenshot shows the 'Manage Subscriptions' interface. At the top, there are search filters for 'Subscriber', 'NYSID', 'Case #', 'Expiring in (Days)', 'Reason for Subscription', 'Start Date', and 'End Date'. Below these is a table with the following columns: 'NYSID', 'Name', 'Case #', 'Expiring in (Days)', 'Subscription Date', 'Reason for Subscription', 'Requester', and 'Action'. The 'Name' column is highlighted in yellow and has a red box around it. The table is sorted alphabetically by name.

NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Requester	Action
37005J	CRAFTY MCFINSTER	998G	164	10/10/2018	ARR		[Icon]
37029P	EDDIE FINN NEW SUBSCRIPTION	M8734	129	09/05/2018	ARR		[Icon]
1395613J	FRANK CABELL	65M4	109	08/16/2018	ARR		[Icon]
8021179P	GREEN HORNET	J763	165	10/11/2018	INQ		[Icon]
37014H	HECTOR ROMAN	11448877	122	06/27/2018	ACD		[Icon]
37014H	HECTOR ROMAN	420001	123	06/20/2018	ARV		[Icon]
1365002Q	HOWARD DUCK	43T2	165	10/11/2018	ARR		[Icon]
19979594N	Jessica Rabbit	9	150	09/26/2018	EDI		[Icon]
19979592R	JK Rowling	45	150	09/26/2018	CPS		[Icon]
19979934Q	JOE DIRT	M745	165	10/11/2018	ARR		[Icon]

In the example above, the 'Name' column was sorted. Notice that now the names are in alphabetical order. To switch the column back to its original state, double click again.

Section 3:

Accessing Arrest Alert: Agency Administrator Role

Section 3 will teach the Agency Administrator how to:

- ✓ Assign Subscriber Role to Users
- ✓ Navigate to Arrest Alert

Assigning Arrest Alert Subscriber or Agency Admin Roles

The Agency TAC is responsible for requesting access to the Arrest Alert application for all agency users. The Agency Admin role must be assigned and can be either the TAC or another person assigned by the agency. This is achieved in the same manner TACs currently use for other eJustice applications and processes. To specifically request the Arrest Alert application the TAC must request the following from ITS: AA subscriber or AA Agency Admin for a specific user along with their eJustice identifying information.

Logging into your DCJS eJustice account

Enter your username and password on the eJusticeNY login screen. Then, select Login.

ACCEPTABLE USE POLICY FOR USERS OF NYeNet APPLICATIONS

This application uses the Central Directory Service of the NYeNet for authentication and authorization. In addition to any obligations arising under acceptable use policies implemented by NYeNet Participating Organizations, logging into this application indicates your agreement to abide by the following:

1. You shall use this application only for purposes directly related to the conduct of official business and the application shall not be used for nonpublic purposes including, but not limited to, the pursuit of personal activities, the mass distribution of unsolicited messages ("spamming"), and the promotion of commercial ventures or religious or political causes.
2. You shall be responsible for any activity attributable to the use of your account whether by you or any other person.
3. You shall not engage in activities that may cause interference with or disruption to any network, information service, equipment or user thereof.
4. You shall comply with all applicable confidentiality and security requirements and shall not seek information on other users or attempt to obtain access to, copy, or modify other users' files without express permission.
5. You shall not violate the rights of any person or entity protected by copyright, trade secret, patent, or other similar laws or regulations.
6. You shall not use this application for any illegal purpose, including, but not limited to, the transmission of obscene or harassing materials, and
7. You must report any abuse or misuse of this application to OIT and you shall cooperate fully in any investigation into any such abuse or misuse.

LOGIN

[Forgot your Username or Password?](#)
[Agency Assistance & Contact Information](#)

[P226]

The screenshot shows the eJusticeNY Integrated Justice Portal. The 'People' tab is active, and the 'Arrest Alert' sub-tab is circled in red. The page includes a navigation menu with 'Home', 'People', 'Resources', 'Notifications', and 'NEEDS A HOME'. The 'Arrest Alert' sub-tab is highlighted, and the 'Manage Subscriptions' link is also visible.

Once logged in, click on the 'People' tab at the top of the screen then select the 'Arrest Alert' tab.

The screenshot shows the 'Manage Subscriptions' page. The page includes a form for adding new subscriptions with fields for 'Subscriber', 'NYSID', 'Case #', 'Reason for Subscription', 'Expiring in (Days)', 'Start Date', and 'End Date'. Below the form is a table of existing subscriptions with columns for 'NYSID', 'Name', 'Case #', 'Expiring in (Days)', 'Subscription Date', 'Reason for Subscription', 'Requester', and 'Action'. The 'Requester' column is circled in red.

	NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Requester	Action
<input type="checkbox"/>	37020L	SUPER MARIO	447953	139	06/20/2018	CGC		<input type="checkbox"/>
<input type="checkbox"/>	37004L	CONRAD065	E369W	140	07/19/2018	IGR		<input type="checkbox"/>
<input type="checkbox"/>	37003N	TIMOTHYCOR	9962	140	07/19/2018	INQ		<input type="checkbox"/>
<input type="checkbox"/>	37014H	suresh	444444444444	140	07/18/2018	CGC		<input type="checkbox"/>
<input type="checkbox"/>	37014H	HECTOR ROMAN	420001	140	06/20/2018	ARV		<input type="checkbox"/>
<input type="checkbox"/>	37002P	RED FOX	69873	140	06/20/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	2727144Z		123	151	07/27/2018	ACD		<input type="checkbox"/>
<input type="checkbox"/>	37046N	test	etst	151	07/25/2018	51B		<input type="checkbox"/>
<input type="checkbox"/>	5816309Q	sdsdsdsds	121212	151	07/23/2018	51B		<input type="checkbox"/>
<input type="checkbox"/>	5816309Q	ANYNAME	123	151	07/12/2018	PRG		<input type="checkbox"/>

As the agency administrator, you will be able to see all subscriptions that have been set up by other members of your agency. Notice the heading labeled 'Requester'. In the Subscriber role, the requester will always be the same person. In the Agency Admin role, the requester can be any subscriber who has been given access to the Arrest Alert system.



Please note, that while the agency administrator can manage subscriptions from other subscribers, the agency administrator will not automatically receive arrest alerts for those subscriptions. If the agency administrator wishes to receive alerts in conjunction with agency subscribers, the admin must also subscribe to the individual(s) of interest.

Section 4: Managing Arrest Alert Subscriptions: Agency Admin Role

Section 4 will teach the Agency Admin how to:

- ✓ Search Subscriptions
- ✓ Extend Subscriptions
- ✓ Remove a Subscription
- ✓ Add/Edit Comments

Searching Subscriptions

Each agency using the Arrest Alert application must assign an agency admin role user. This can be the TAC of other assigned personnel. As the agency administrator, you can search any available subscriptions relevant to your agency members.

In this example, you can see 10 available subscriptions out of 49 total subscriptions. To find other possible subscriptions, you can use the following search fields: The system will return up to 50 subscriptions at a time. If you are interested in more than 50 subscriptions, you will need to narrow your search.

The screenshot displays the 'Manage Subscriptions' page in the eJUSTICE INTEGRATED JUSTICE PORTAL. The search fields are highlighted with a red box. The table below shows 10 subscriptions with columns for NYSID, Name, Case #, Expiring in (Days), Subscription Date, Reason for Subscription, Requester, and Action.

	NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Requester	Action
<input type="checkbox"/>	37049H	FREDERICO	28976	91	07/12/2018	WAR		<input type="checkbox"/>
<input type="checkbox"/>	37051Z	GERALD70	4E852	91	07/12/2018	CRI		<input type="checkbox"/>
<input type="checkbox"/>	37011N	PERRY MASONARY	63642	110	06/28/2018	IAD		<input type="checkbox"/>
<input type="checkbox"/>	37056J	BOB_MONEY-RED' DOOR	P987Y	124	08/14/2018	ARV		<input type="checkbox"/>
<input type="checkbox"/>	37021J	RALPH CEE	353569	124	06/20/2018	INQ		<input type="checkbox"/>
<input type="checkbox"/>	1395613J	FRANK CABELL	65M4	126	08/16/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	37045P	sdsdsdsds	asasasasaa	127	08/17/2018	ARV		<input type="checkbox"/>
<input type="checkbox"/>	37032Y	test	test	130	07/19/2018	DNA		<input type="checkbox"/>
<input type="checkbox"/>	19979112P	tt	444	132	08/22/2018	T15		<input type="checkbox"/>
<input type="checkbox"/>	19960272Q	NATHAN MOTT	9873	133	08/23/2018	ARR		<input type="checkbox"/>

Subscriber User ID: By searching this category, you will be able to find and view all of the subscriptions of the subscriber(s) you choose.

NYSID: The New York State Identification Number assigned to an individual once they have been fingerprinted in New York State.

Expiring in Days: The number of days left until a subscription expires (up to 180-day maximum).

Case #: The tracking number assigned by the agency or the subscriber.

Reason Code: The reason the subscriber wishes to track the specific individual.

Start and End Date (10-day Max Span): The start date is the date on which the subscription began, and the end date is the date on which the subscription will end.

Search by Subscriber User ID:

The screenshot shows the 'Manage Subscriptions' interface. The 'Subscriber' field is populated with 'aa_admin1' and the 'SEARCH' button is highlighted. Below the search form is a table of subscription details.

NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Requester	Action
19979112P	tt	444	63	08/22/2018	T15	aa_admin1	[icon]
5005236R		test	69	08/28/2018	T15	aa_admin1	[icon]
37014H	suresh	444444444444	70	07/18/2018	CGC	aa_admin1	[icon]
6310290Z		456	86	09/14/2018	PRR	aa_admin1	[icon]
37017M		ddd	86	09/14/2018	MPI	aa_admin1	[icon]
37036R		5564	86	09/14/2018	LTA	aa_admin1	[icon]
3683712P		131	86	09/14/2018	INQ	aa_admin1	[icon]
9103790P		vf	86	09/14/2018	T15	aa_admin1	[icon]
9124004Z		123	86	09/14/2018	DNA	aa_admin1	[icon]
37045P	CHARLIE GREEN	7634	112	10/10/2018	ARR	aa_admin1	[icon]

Type the name of the Subscriber into the 'Subscriber' field above. For this example, we will use the name aa_admin1. Then select 'Search'.

Your search results will now show all subscriptions associated with the subscriber aa_admin1.

Search by NYSID:

The screenshot shows the 'Manage Subscriptions' interface. The 'NYSID' field is populated with '19975976Q' and the 'SEARCH' button is highlighted. Below the search form is a table of subscription details.

NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Requester	Action
19975976Q	Benjamin Buttons	3	167	09/26/2018	51B	[redacted]	[icon]

To search by NYSID number, type the number of the individual into the 'NYSID' search field. For this example, we are going to use the NYSID number 19975976Q. After filling in the search field, select 'Search'.

Benjamin Buttons is the individual associated with this specific NYSID number. Accordingly, your search will result in the subscription for Benjamin Buttons.

Search by Expire in Days:

The screenshot shows the 'Manage Subscriptions' interface. The search criteria are: Subscriber (empty), NYSID (empty), Expiring in (Days): 150, Case # (empty), Reason for Subscription (empty), Start Date (mm/dd/yyyy), and End Date (mm/dd/yyyy). The 'SEARCH' button is highlighted with a red box. Below the search form is a table of subscription details.

Show	NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Requester	Action
<input type="checkbox"/>	37049H	FREDERICO	28976	91	07/12/2018	WAR		<input checked="" type="checkbox"/>
<input type="checkbox"/>	37051Z	GERALD70	4E852	91	07/12/2018	CRI		<input checked="" type="checkbox"/>
<input type="checkbox"/>	37011N	PERRY MASONARY	63642	110	06/28/2018	IAD		<input checked="" type="checkbox"/>
<input type="checkbox"/>	37056J	BOB_MONEY-RED' DOOR	P987Y	124	08/14/2018	ARV		<input checked="" type="checkbox"/>
<input type="checkbox"/>	37021J	RALPH CEE	353569	124	06/20/2018	INQ		<input checked="" type="checkbox"/>
<input type="checkbox"/>	1395613J	FRANK CABELL	65M4	126	08/16/2018	ARR		<input checked="" type="checkbox"/>
<input type="checkbox"/>	37045P	sdsdsdsds	asasasasaa	127	08/17/2018	ARV		<input checked="" type="checkbox"/>
<input type="checkbox"/>	37032Y	test	test	130	07/19/2018	DNA		<input checked="" type="checkbox"/>
<input type="checkbox"/>	19979112P	tt	444	132	08/22/2018	T15		<input checked="" type="checkbox"/>
<input type="checkbox"/>	19960272Q	NATHAN MOTT	9873	133	08/23/2018	ARR		<input checked="" type="checkbox"/>

Showing 1 to 10 of 27 subscriptions

You can search for any number of expiration days up to 180. For this example, we will use 150 days. Type '150' into the Expiring in Day(s) search field, then select 'Search'.

Your search results will yield any subscription that expires in 150 days or less. You will notice your total search results have now decreased from 49 to 27 subscriptions.

Search by Case #:

The screenshot shows the 'Manage Subscriptions' interface. The search criteria are: Subscriber (empty), NYSID (empty), Expiring in (Days): 0, Case #: 12345, Reason for Subscription (empty), Start Date (mm/dd/yyyy), and End Date (mm/dd/yyyy). The 'SEARCH' button is highlighted with a red box. Below the search form is a table of subscription details.

Show	NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Requester	Action
<input type="checkbox"/>	37010P	7 DAY NOTICE ACCOUNT	77777	7	10/10/2018	ARR		<input checked="" type="checkbox"/>
<input type="checkbox"/>	19974977Z	Cheshire Cat	25	7	09/26/2018	51B		<input checked="" type="checkbox"/>
<input type="checkbox"/>	37011N	30 DAY NOTICE ACCOUNT	303030	30	10/10/2018	ARR		<input checked="" type="checkbox"/>
<input type="checkbox"/>	37045P	John Q	12345	30	10/03/2018	ARR		<input checked="" type="checkbox"/>
<input type="checkbox"/>	19979592R	John Sample	12345	30	10/03/2018	ARR		<input checked="" type="checkbox"/>
<input type="checkbox"/>	37049H	FREDERICO	28976	88	07/12/2018	WAR		<input checked="" type="checkbox"/>
<input type="checkbox"/>	37051Z	GERALD70	4E852	88	07/12/2018	CRI		<input checked="" type="checkbox"/>
<input type="checkbox"/>	37011N	PERRY MASONARY	63642	107	06/28/2018	IAD		<input checked="" type="checkbox"/>
<input type="checkbox"/>	37021J	RALPH CEE	353569	121	06/20/2018	INQ		<input checked="" type="checkbox"/>
<input type="checkbox"/>	1395613J	FRANK CABELL	65M4	123	08/16/2018	ARR		<input checked="" type="checkbox"/>

Showing 1 to 10 of 58 subscriptions

To search by Case #, enter the case # assigned by your agency that you are interested in. For this example, we will use 'Case # 12345'. Then, select Search.

Manage Subscriptions

Subscriber: NYSID: Expiring in (Days): 0 Start Date: Case #: 12345 Reason for Subscription: End Date: CLEAR SEARCH ADD NEW SUBSCRIPTION

Subscription Details

Show 10 entries

NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Requester	Action
37045P	John Q	12345	30	10/03/2018	ARR		<input type="checkbox"/>
19979592R	John Sample	12345	30	10/03/2018	ARR		<input type="checkbox"/>

Showing 1 to 2 of 2 subscriptions

First Previous 1 Next Last

CLEAR EXTEND UNSUBSCRIBE

* Denotes Required Fields

Case 12345 has two subscriptions associated with it. Accordingly, your search will yield both results.

Search by Reason Code:

Manage Subscriptions

Subscriber: NYSID: Expiring in (Days): 0 Start Date: Case #: Reason for Subscription: End Date: CLEAR SEARCH ADD NEW SUBSCRIPTION

Subscription Details

To search by Reason Code, refer to the 'Reason for Subscription' field. Click on the magnifying glass icon next to the field.

Upon selecting the magnifying glass icon, you will be given a list of the reason codes associated with your agency's ORI, listed in alphabetical order. There are 10 codes per page. Next to each code is a brief description of what it means. This helps subscribers to identify WHY they are interested in a specific individual.

If you do not see the code you want, continue to the next page by selecting the single arrow icon on the right. This is the 'Next Page' icon. To skip to the very last page of codes, select the double arrow icon on the right.

To go back to the previous page of codes, select the single arrow icon on the left. To return to the first page of codes, select the double arrow icon on the left.

Agency Reason Codes for ORI NY001185Y

Search: clear

Selected (0/1):

Code	Description
<input type="checkbox"/> ACD	Adjudgment in Contemplation of Dismissal
<input type="checkbox"/> ARV	Administrative Record Review
<input type="checkbox"/> ARR	ARREST
<input type="checkbox"/> 51B	Arrest Inquiry
<input type="checkbox"/> AUD	Audit Inquiry
<input type="checkbox"/> T15	BUS DRIVER SUPPRESSION
<input type="checkbox"/> CGC	Certificate of Good Conduct Inv
<input type="checkbox"/> CRF	Certificate of Relief Investigation
<input type="checkbox"/> CPS	Child Protective Services -Adam Walsh Act
<input type="checkbox"/> CCI	Civil Commitment Inquiry

1 - 10 of 102 matches

Navigation:



You may also narrow down the list of codes by beginning to type the desired reason code, and the code you are looking for will be displayed.

Manage Subscriptions

Subscriber:
 NYSID:
 Expiring In (Days):
 Start Date: End Date:

Reason for Subscription:

Subscription Details

	NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Requester	Action
<input type="checkbox"/>	37010P	7 DAY NOTICE ACCOUNT	77777	7	10/10/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	37011N	30 DAY NOTICE ACCOUNT	303030	30	10/10/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	37045P	John Q	12345	30	10/03/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	19979592R	John Sample	12345	30	10/03/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	1395613J	FRANK CABELL	65M4	123	08/16/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	19960272Q	NATHAN MOTT	9873	130	08/23/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	37045P	JOHNNY NEW SUBSCRIPTION	H7634	143	09/05/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	37029P	EDDIE FINN NEW SUBSCRIPTION	M8734	143	09/05/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	8440461P	OSCAR GROUCH	22589	171	10/03/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	37007Q	ROLLIN NOLAN	543Y6	178	10/10/2018	ARR		<input type="checkbox"/>

Showing 1 to 10 of 17 subscriptions

For this example, we will use the Reason Code ARR for Arrest. Select 'Search'. Your results will be all subscriptions within your agency that utilize the reason code ARR.

Search by Start Date and End Date:

Manage Subscriptions

Subscriber:
 NYSID:
 Expiring In (Days):
 Start Date: End Date:

Reason for Subscription:

Subscription Details

	NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Requester	Action
<input type="checkbox"/>	5005236R		test	132	08/28/2018	T15		<input type="checkbox"/>
<input type="checkbox"/>	37046N	TONY BOOTS	M763	132	08/28/2018	GUN		<input type="checkbox"/>
<input type="checkbox"/>	37069K	MILLER COATS	B534	132	08/28/2018	DLR		<input type="checkbox"/>
<input type="checkbox"/>	37060R	MARCUS SEABORN	M8734	132	08/28/2018	DPR		<input type="checkbox"/>
<input type="checkbox"/>	37016Y	JOKER	P9896	133	08/28/2018	LTA		<input type="checkbox"/>
<input type="checkbox"/>	37015Q	THE PENGUIN	5879F	133	08/28/2018	CRT		<input type="checkbox"/>
<input type="checkbox"/>	37014H	suresh	444444444444	133	07/18/2018	CGC		<input type="checkbox"/>
<input type="checkbox"/>	37014H	HECTOR ROMAN	11448877	133	06/27/2018	ACD		<input type="checkbox"/>
<input type="checkbox"/>	37014H	HECTOR ROMAN	420001	134	06/20/2018	ARV		<input type="checkbox"/>
<input type="checkbox"/>	37008Y	RALPH	K3327	135	08/31/2018	CRF		<input type="checkbox"/>

Finally, you can search by both the start and end date of the subscription, if you know them. Fill in the dates you are looking for and select 'Search'.



Please note, the start and end dates must be within a 10-day period. In the example above, we will use 6/20/2018 and 6/27/2018

eJusticeNY INTEGRATED JUSTICE PORTAL Alison Floyd/NY001185Y My Profile Log Out

Home People Resources Notifications NEEDS A HOME Inbox FORMS

People Arrest Alert Manage Subscriptions Feedback

Manage Subscriptions

Subscriber:
 NYSID: Case#:
 Expiring in (Days): Reason for Subscription:
 Start Date: End Date:

Subscription Details

Show 10 entries

<input type="checkbox"/>	NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Requester	Action
<input type="checkbox"/>	37021J	RALPH CEE	353569	118	06/20/2018	INQ		<input type="checkbox"/>
<input type="checkbox"/>	37014H	HECTOR ROMAN	11448877	133	06/27/2018	ACD		<input type="checkbox"/>
<input type="checkbox"/>	37014H	HECTOR ROMAN	420001	134	06/20/2018	ARV		<input type="checkbox"/>
<input type="checkbox"/>	37006H	WILLIAM RYDER	1114443	147	06/22/2018	DET		<input type="checkbox"/>
<input type="checkbox"/>	37026K	NORTON TIPPS	03568	155	06/27/2018	IAD		<input type="checkbox"/>

Showing 1 to 5 of 5 subscriptions

* Denotes Required Fields

After selecting 'Search', your results will contain any subscriptions within the 10-day time frame you chose.

Extending Subscriptions

Every subscription has an expiration date of 180 days from the date it was set up. As the designated agency administrator, you have the ability to extend any subscription on behalf of the subscribers.

Subscriber:
 NYSID: Case#:
 Expiring in (Days): Reason for Subscription:
 Start Date: End Date:

Subscription Details

Show 10 entries

<input type="checkbox"/>	NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Requester	Action
<input checked="" type="checkbox"/>	37010P	7 DAY NOTICE ACCOUNT	77777	4	10/10/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	19974977Z	Cheshire Cat	25	4	09/26/2018	51B		<input type="checkbox"/>
<input type="checkbox"/>	37011N	30 DAY NOTICE ACCOUNT	303030	27	10/10/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	37045P	John Q	12345	27	10/03/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	19979592R	John Sample	12345	27	10/03/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	37011N	PERRY MASONARY	63642	104	06/28/2018	IAD		<input type="checkbox"/>
<input type="checkbox"/>	37021J	RALPH CEE	353569	118	06/20/2018	INQ		<input type="checkbox"/>
<input type="checkbox"/>	1395613J	FRANK CABELL	65M4	120	08/16/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	19979112P	tt	444	126	08/22/2018	T15		<input type="checkbox"/>
<input type="checkbox"/>	19960272Q	NATHAN MOTT	9873	127	08/23/2018	ARR		<input type="checkbox"/>

Showing 1 to 10 of 54 subscriptions

* Denotes Required Fields

To extend a subscription, mark the box in the first column on the left. For this example, we will use '7 Day Account Notice'. Mark the box next to 7 Day Account Notice. Then, select 'Extend'.

Subscriber :
 NYSID : Case# :
 Expiring in (Days) : Reason for Subscription :
 Start Date : End Date :

Subscription Details

Show 10 entries

<input type="checkbox"/>	NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Requester	Action
<input checked="" type="checkbox"/>	37010P	7 DAY NOTICE ACCOUNT	77777	4	10/10/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	19974977Z	Cheshire Cat	25	4	09/26/2018	51B		<input type="checkbox"/>
<input type="checkbox"/>	37011N	30 DAY NOTICE ACCOUNT	30303			ARR		<input type="checkbox"/>
<input type="checkbox"/>	37045P	John Q	12345			ARR		<input type="checkbox"/>
<input type="checkbox"/>	19979592R	John Sample	12345			ARR		<input type="checkbox"/>
<input type="checkbox"/>	37011N	PERRY MASONARY	63642			ARR		<input type="checkbox"/>
<input type="checkbox"/>	37021J	RALPH CEE	35356			INQ		<input type="checkbox"/>
<input type="checkbox"/>	1395613J	FRANK CAMBELL	65M4	120	08/16/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	19979112P	tt	444	126	08/22/2018	T15		<input type="checkbox"/>
<input type="checkbox"/>	19960272Q	NATHAN MOTT	9873	127	08/23/2018	ARR		<input type="checkbox"/>

Showing 1 to 10 of 54 subscriptions

* Denotes Required Fields

You will see this confirmation notice asking you to confirm the subscription extension. To confirm, select 'Ok'. To cancel the extension, select 'Cancel'.

eJusticeNY INTEGRATED JUSTICE PORTAL

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Home People Resources Notifications NEEDS A HOME

People Arrest Alert Manage Subscriptions

Subscription Details

Show 10 entries

<input type="checkbox"/>	NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Requester	Action
<input checked="" type="checkbox"/>	37010P	7 DAY NOTICE ACCOUNT	77777	4	10/10/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	19974977Z	Cheshire Cat	25	4	09/26/2018	51B		<input type="checkbox"/>
<input type="checkbox"/>	37011N	30 DAY NOTICE ACCOUNT	30303			ARR		<input type="checkbox"/>
<input type="checkbox"/>	37045P	John Q	12345			ARR		<input type="checkbox"/>
<input type="checkbox"/>	19979592R	John Sample	12345	27	10/09/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	37011N	PERRY MASONARY	63642	104	06/28/2018	IAD		<input type="checkbox"/>
<input type="checkbox"/>	37021J	RALPH CEE	35356	118	06/20/2018	INQ		<input type="checkbox"/>
<input type="checkbox"/>	1395613J	FRANK CAMBELL	65M4	120	08/16/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	19979112P	tt	444	126	08/22/2018	T15		<input type="checkbox"/>
<input type="checkbox"/>	19960272Q	NATHAN MOTT	9873	127	08/23/2018	ARR		<input type="checkbox"/>

Showing 1 to 10 of 54 subscriptions

Once you confirm the subscription you will receive the message above, stating the subscription has been extended successfully. Select 'Ok'. You will be brought back to the main subscription page, and the 'Expiring in Day(s)' category will be updated for 7 Day Account Notice.



As the agency admin you can extend multiple subscriptions at the same time. Check the subscriptions you wish to extend in the first column and complete the extension process as described above.

Removing Subscriptions

As the agency administrator, you also have the authority to unsubscribe from alerts on behalf of the subscriber.

Subscriber :

NYSID :

Expiring in (Days) :

Start Date :

Case# :

Reason for Subscription :

End Date :

Subscription Details

Show entries

☐	NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Requester	Action
<input type="checkbox"/>	37045P	JOHNNY NEW SUBSCRIPTION	H7634	140	09/05/2018	ARR		<input type="button" value="⚙"/>
<input type="checkbox"/>	37029P	EDDIE FINN NEW SUBSCRIPTION	M8734	140	09/05/2018	ARR		<input type="button" value="⚙"/>
<input type="checkbox"/>	37007Q	1111	222	142	09/07/2018	ACD		<input type="button" value="⚙"/>
<input type="checkbox"/>	19979352Q	BULL WINKLE	H7633	142	09/07/2018	ARV		<input type="button" value="⚙"/>
<input type="checkbox"/>	37045P		123	147	09/12/2018	PRG		<input type="button" value="⚙"/>
<input checked="" type="checkbox"/>	37006H	WILLIAM RYDER	1114443	147	06/22/2018	DET		<input type="button" value="⚙"/>
<input type="checkbox"/>	6310290Z		456	149	09/14/2018	PRR		<input type="button" value="⚙"/>
<input type="checkbox"/>	37069K		5456	149	09/14/2018	MAR		<input type="button" value="⚙"/>
<input type="checkbox"/>	37017M		ddd	149	09/14/2018	MPI		<input type="button" value="⚙"/>
<input type="checkbox"/>	37036R		5564	149	09/14/2018	LTA		<input type="button" value="⚙"/>

Showing 21 to 30 of 54 subscriptions

* Denotes Required Fields

The process to unsubscribe is similar to extending subscriptions. To unsubscribe from William Ryder, select the check box in the first column next to his NYSID number. Then, select 'Unsubscribe'.

Subscriber :

NYSID :

Expiring in (Days) :

Start Date :

Case# :

Reason for Subscription :

End Date :

Subscription Details

Show entries

☐	NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Requester	Action
<input type="checkbox"/>	37045P	JOHNNY NEW SUBSCRIPTION	H7634	140	09/05/2018	ARR		<input type="button" value="⚙"/>
<input type="checkbox"/>	37029P	EDDIE FINN NEW SUBSCRIPTION	M8734	140	09/05/2018	ARR		<input type="button" value="⚙"/>
<input type="checkbox"/>	37007Q	1111	222			ACD		<input type="button" value="⚙"/>
<input type="checkbox"/>	19979352Q	BULL WINKLE	H7633			ARV		<input type="button" value="⚙"/>
<input type="checkbox"/>	37045P		123			PRG		<input type="button" value="⚙"/>
<input checked="" type="checkbox"/>	37006H	WILLIAM RYDER	1114443			DET		<input type="button" value="⚙"/>
<input type="checkbox"/>	6310290Z		456			PRR		<input type="button" value="⚙"/>
<input type="checkbox"/>	37069K		5456			MAR		<input type="button" value="⚙"/>
<input type="checkbox"/>	37017M		ddd	149	09/14/2018	MPI		<input type="button" value="⚙"/>
<input type="checkbox"/>	37036R		5564	149	09/14/2018	LTA		<input type="button" value="⚙"/>

Showing 21 to 30 of 54 subscriptions

Confirm Unsubscription

Selected Subscription(s) will be unsubscribed. Do you want to continue?

Notify Subscriber/s :

You will receive the confirmation notice above. In this confirmation notice there is a check box labeled 'Notify Subscriber', which will notify the subscriber associated with the alert that the agency administrator has unsubscribed. Select the check box to notify the subscriber, then select 'OK' to proceed with unsubscribing. It is not required to notify the subscriber, so if you choose to not check the box, the subscriber will not be notified. If you decide not to proceed with this process, select 'Cancel'.

eJusticeNY INTEGRATED JUSTICE PORTAL

Home People Resources Notifications NEEDS A HOME Inbox FORM/SYMB

People > Arrest Alert > Manage Subscriptions [-] Feedback

Manage Subscriptions

Subscriber :
 NYSID : Case# :
 Expiring in (Days) : Reason for Subscription :
 Start Date : End Date :

CLEAR SEARCH **ADD NEW SUBSCRIPTION**

Subscription Details

Show 10 entries

<input type="checkbox"/>	NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Requester	Action
<input type="checkbox"/>	37007Q	1111	222	125	09/07/2018	ACD	aa_subscriber1	
<input type="checkbox"/>	19979352Q	BULL WINKLE	H76J3	125	09/07/2018	ARV	aa_subscriber4	
<input type="checkbox"/>	37045P		123	130	09/12/2018	PRG	aa_subscriber1	
<input type="checkbox"/>	6310290Z		456	132	09/14/2018	PRR	aa_admin1	
<input type="checkbox"/>	37069K		5456	132	09/14/2018	MAR	aa_subscriber1	
<input type="checkbox"/>	37017M		ddd	132	09/14/2018	MPI	aa_admin1	
<input type="checkbox"/>	37036R		5564	132	09/14/2018	LTA	aa_admin1	
<input type="checkbox"/>	3683712P		131	132	09/14/2018	INQ	aa_admin1	
<input type="checkbox"/>	9103790P		vf	132	09/14/2018	T15	aa_admin1	
<input type="checkbox"/>	9124004Z		123	132	09/14/2018	DNA	aa_admin1	

Showing 21 to 30 of 53 subscriptions

First Previous 1 2 3 4 5 Next Last

Upon selecting 'OK', you will be brought back to the Manage Subscriptions page. Notice that the subscription for William Ryder has been removed from the subscription listing.



As the agency administrator you can unsubscribe multiple subscriptions at the same time. Check the subscriptions you wish to delete in the first column and complete the deletion process as described above.

Adding and Editing Comments

The screenshot shows the 'Manage Subscriptions' interface. At the top, there are search filters for Subscriber, NYSID, Case#, Expiring in (Days), Reason for Subscription, Start Date, and End Date. Below the filters is a table of subscriptions. The table has columns for NYSID, Name, Case #, Expiring in (Days), Subscription Date, Reason for Subscription, Requester, and an action column with a pencil icon. The row for John Sample (NYSID: 19979592R) is highlighted with a red box, and a red arrow points to the pencil icon in the Requester column.

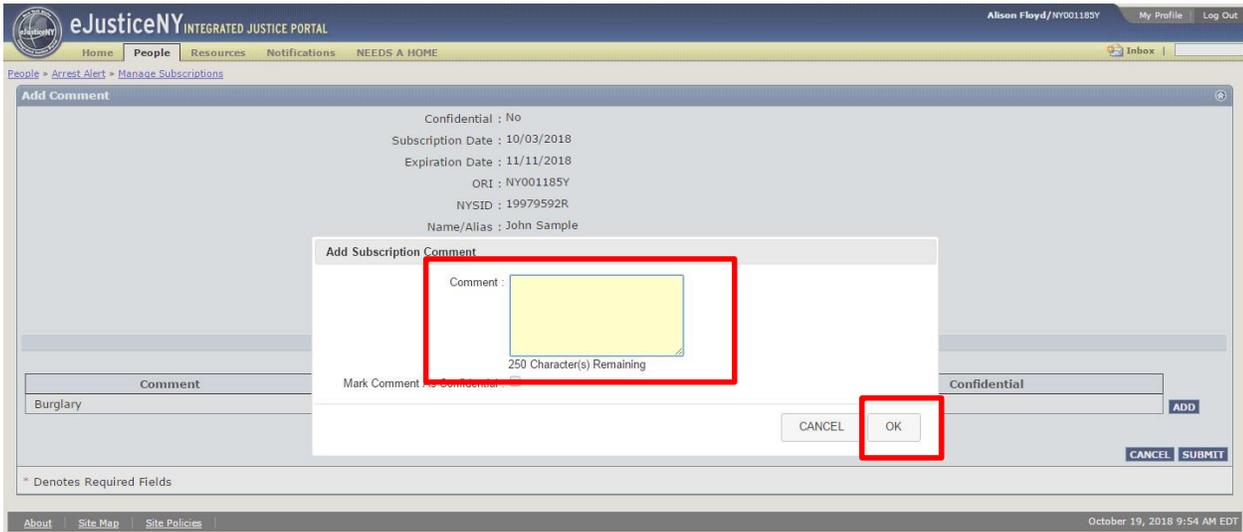
NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Requester	Action
37011N	30 DAY NOTICE ACCOUNT	303030	23	10/10/2018	ARR	aa_subscriber4	
37045P	John Q	12345	23	10/03/2018	ARR	MBates3	
19979592R	John Sample	12345	23	10/03/2018	ARR	MBates3	✎
37011N	PERRY MASONARY	63642	100	06/28/2018	IAD	DSmith12	✎
37021J	RALPH CEE	353569	114	06/20/2018	INQ	DSmith12	✎
1395613J	FRANK CAMBELL	65M4	116	08/16/2018	ARR	aa_subscriber4	✎
19979112P	tt	444	122	08/22/2018	T15	aa_admin1	✎
19960272Q	NATHAN MOTT	9873	123	08/23/2018	ARR	aa_subscriber4	✎
5005236R		test	128	08/28/2018	T15	aa_admin1	✎
37046N	TONY BOOTS	M763	128	08/28/2018	GUN	aa_subscriber4	✎

The agency administrator also has the ability to add and edit comments, on behalf of the subscribers, to any of the available subscriptions. To do this, select the pencil icon. This icon is found next to the requestor name corresponding with the subscription you are seeking. For this example, we will use John Sample. Select the pencil icon next to the requestor for John Sample, MBates3.

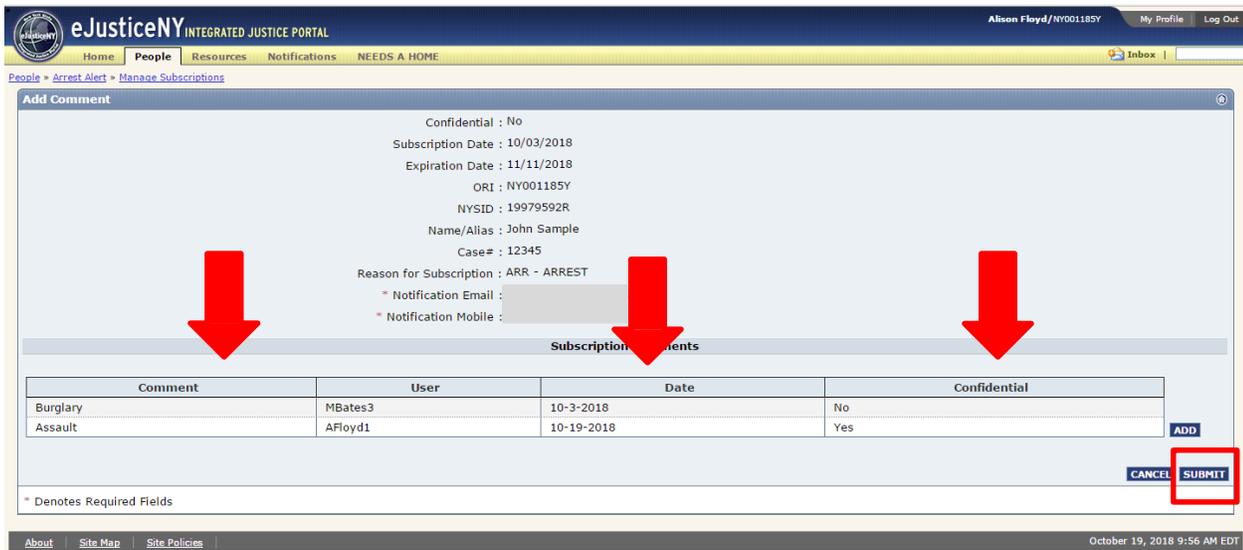
The screenshot shows the 'Add Comment' interface. It displays subscription details for John Sample (NYSID: 19979592R) and a table of subscription comments. The table has columns for Comment, User, Date, and Confidential. A red box highlights the 'ADD' button in the bottom right corner.

Comment	User	Date	Confidential
Burglary	MBates3	10-3-2018	No

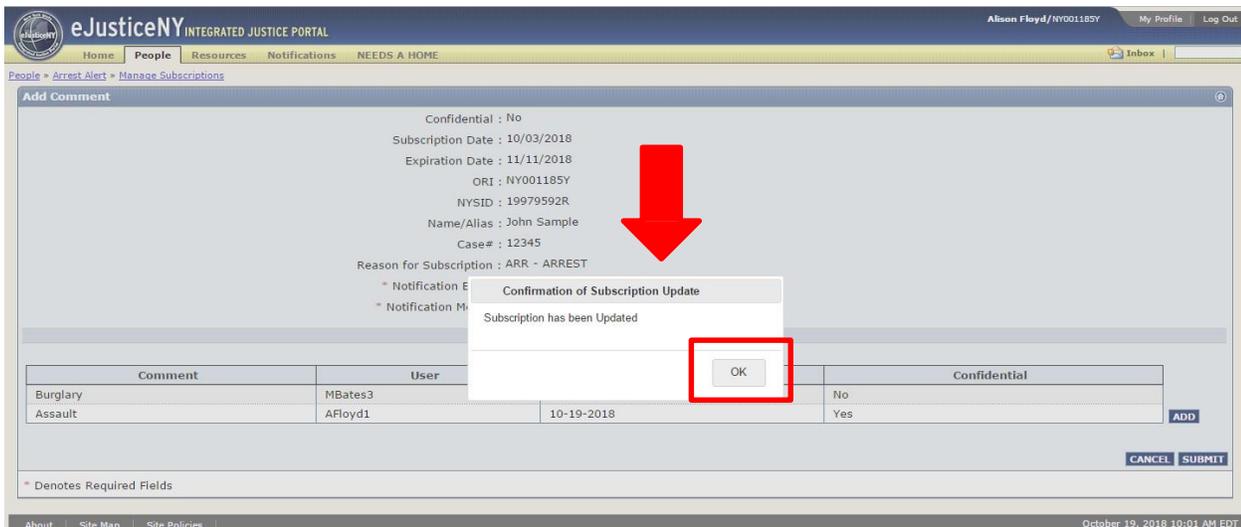
You can now view the subscription information for John Sample. The subscription comments are at the bottom of the page. To add comments, select 'Add'.



You will see the Comment box, where you can add additional information that is relevant to John Sample and the subscription. After adding comments, select 'Ok'.



After selecting 'Ok', you will be brought back to the Add Comment page. You can see the additional box where the comment has been added. The user who added the comment and the date it was added is also visible. Verify the subscription information is accurate, then select 'Submit'.



You will receive this message stating the 'Subscription has been Updated'. Select 'Ok'.

The screenshot shows the 'Manage Subscriptions' page in the eJusticeNY Integrated Justice Portal. At the top, there is a navigation bar with 'Home', 'People', 'Resources', 'Notifications', and 'NEEDS A HOME'. The user is logged in as 'Alison Floyd/NY001185Y'. Below the navigation bar, there are search filters for 'Subscriber', 'NYSID', 'Case #', 'Expiring in (Days)', 'Reason for Subscription', 'Start Date', and 'End Date'. There are 'CLEAR', 'SEARCH', and 'ADD NEW SUBSCRIPTION' buttons. Below the filters is a table titled 'Subscription Details' with columns: NYSID, Name, Case #, Expiring in (Days), Subscription Date, Reason for Subscription, Requester, and Action. The table contains 10 rows of subscription data. At the bottom, it says 'Showing 1 to 10 of 52 subscriptions' and has pagination controls (First, Previous, 1, 2, 3, 4, 5, Next, Last).

NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Requester	Action
37011N	30 DAY NOTICE ACCOUNT	303030	23	10/10/2018	ARR		<input type="checkbox"/>
37045P	John Q	12345	23	10/03/2018	ARR		<input type="checkbox"/>
19979592R	John Sample	12345	23	10/03/2018	ARR		<input type="checkbox"/>
37011N	PERRY MASONARY	63642	100	06/28/2018	IAD		<input type="checkbox"/>
37021J	RALPH CEE	353569	114	06/20/2018	INQ		<input type="checkbox"/>
1395613J	FRANK CABELL	65M4	116	08/16/2018	ARR		<input type="checkbox"/>
19979112P	tt	444	122	08/22/2018	T15		<input type="checkbox"/>
19960272Q	NATHAN MOTT	9873	123	08/23/2018	ARR		<input type="checkbox"/>
5005236R		test	128	08/28/2018	T15		<input type="checkbox"/>
37046N	TONY BOOTS	M763	128	08/28/2018	GUN		<input type="checkbox"/>

By selecting 'Ok', you will return to the Manage Subscriptions page, as shown above.

Sorting Subscriptions by Column:



Please note that both the agency administrator and all subscribers can sort subscriptions by column on the 'Manage Subscriptions' page. To do this, select any of the columns (highlighted below in yellow), and double click on it.

The screenshot shows the 'Manage Subscriptions' page with the table columns highlighted in yellow. A red box highlights the 'Show' dropdown menu and the first few rows of the table. The columns are: NYSID, Name, Case #, Expiring in (Days), Subscription Date, Reason for Subscription, and Action. The table contains 10 rows of subscription data. At the bottom, it says 'Showing 1 to 10 of 30 subscriptions' and has pagination controls (First, Previous, 1, 2, 3, Next, Last).

NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Action
37000Y	BILLY L	5506	188	07/16/2018	ARR	<input type="checkbox"/>
37001R	KRAMER CRATER	967-L3	159	07/26/2018	SIB	<input type="checkbox"/>
37000Z	RUPERT BROCKLE	98-K 6	159	07/25/2018	ARR	<input type="checkbox"/>
37016V	JOHNNY TUNES	65P873	159	07/20/2018	ARR	<input type="checkbox"/>
37051Z	BILLYRAY	43X61	161	07/18/2018	ARR	<input type="checkbox"/>
37021J	WILEY COYOTE	K764	162	08/03/2018	JUV	<input type="checkbox"/>
37022H	BIGGY G	599T	162	08/03/2018	PSC	<input type="checkbox"/>
37020L	LENDA GRIFTER	Y6348	162	08/03/2018	PSC	<input type="checkbox"/>
37011N	OLIVER CORWELL	V5326	162	08/03/2018	INQ	<input type="checkbox"/>
37010P	MARY SCARY	4R37T	162	08/03/2018	SIB	<input type="checkbox"/>

eJusticeNY INTEGRATED JUSTICE PORTAL

Home People Resources Notifications NEEDS A HOME

Alison Floyd/NY001185Y My Profile Log Out

Arrest Alert Manage Subscriptions

Manage Subscriptions

Subscriber :

NYSID :

Expiring in (Days) :

Start Date :

Case# :

Reason for Subscription :

End Date :

CLEAR SEARCH ADD NEW SUBSCRIPTION

Subscription Details

Show 10 entries

	NYSID	Name	Case #	Expiring in (Days)	Subscription Date	Reason for Subscription	Requester	Action
<input type="checkbox"/>	37005J	CRAFTY MCFINSTER	998G	164	10/10/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	37029P	EDDIE FINN NEW SUBSCRIPTION	M8734	129	09/05/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	1395613J	FRANK CAMBELL	65M4	109	08/16/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	8021179P	GREEN HORNET	J763	165	10/11/2018	INQ		<input type="checkbox"/>
<input type="checkbox"/>	37014H	HECTOR ROMAN	11448877	122	06/27/2018	ACD		<input type="checkbox"/>
<input type="checkbox"/>	37014H	HECTOR ROMAN	420001	123	06/20/2018	ARV		<input type="checkbox"/>
<input type="checkbox"/>	1365002Q	HOWARD DUCK	43T2	165	10/11/2018	ARR		<input type="checkbox"/>
<input type="checkbox"/>	19979594N	Jessica Rabbit	9	150	09/26/2018	EDI		<input type="checkbox"/>
<input type="checkbox"/>	19979592R	JK Rowling	45	150	09/26/2018	CPS		<input type="checkbox"/>
<input type="checkbox"/>	19979934Q	JOE DIRT	M745	165	10/11/2018	ARR		<input type="checkbox"/>

Showing 21 to 30 of 53 subscriptions

First Previous 1 2 3 4 5 Next Last

In the example above, the 'Name' column was sorted. Notice that now the names are in alphabetical order. To switch the column back to its original state, double click again.



Congratulations! You have now completed the Arrest Alert notification subscription process. If at any point you have questions about a particular step in this process, please refer back to the corresponding section of this guide.

If you continue to experience issues, please utilize the contact information provided in the introduction of this guide.

Arrest Alert Monitoring

TAC's are reminded that they are responsible for ensuring appropriate use of this application and shall conduct regular audits of the Arrest Alert application by members of their agency. This includes reviewing the eJusticeNY online audit log of Arrest Alert Subscriptions on a monthly basis. This review is necessary to safeguard against the possible misuse of the Arrest Alert System. More information on the TAC audit role can be found in the eJusticeNY portal. Any instances of misuse must be reported to DCJS Office of Public Safety by email at give@dcjs.ny.gov and Office of Audit Services and Compliance by email at DCJSInternAuditComp@dcjs.ny.gov or by calling (518) 457-1417.

Section 5: Arrest Alert Mobile Application: iPhone and Android

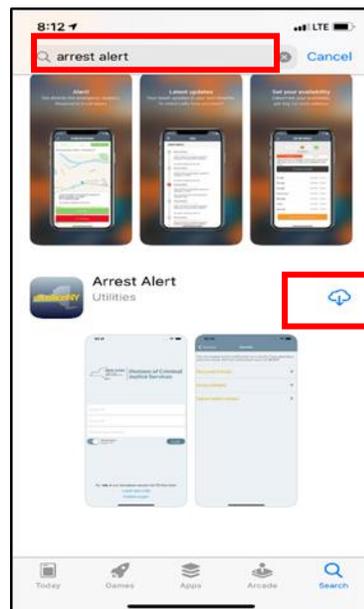
Section 5 will teach you:

- ✓ How to utilize the Arrest Alert Mobile application on both iPhone and Android devices

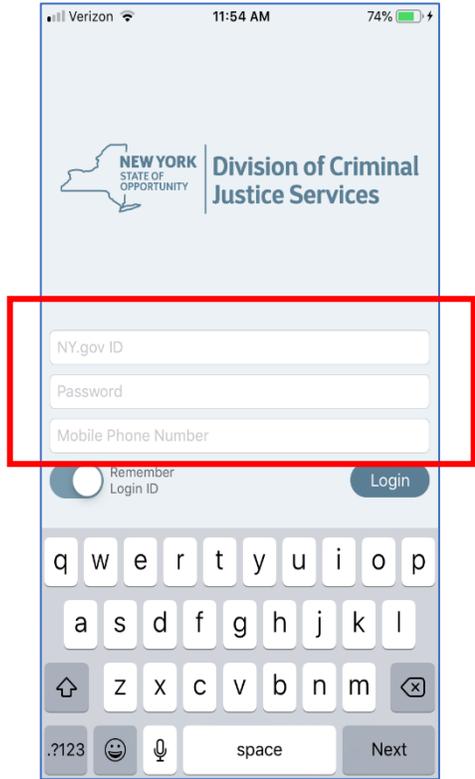
The mobile application allows you to view incoming and existing alerts from your phone through a push notification. This section is divided into two sub-sections: Arrest Alert Application, iPhone version, and Arrest Alert Application, Android version. Please refer to the steps below if you are an iPhone user. If you are an Android user, please refer to page 51.

Arrest Alert Application: iPhone

Navigate to the App Store and search for the Arrest Alert App, iPhone version, in the search bar. Select the app and begin download.

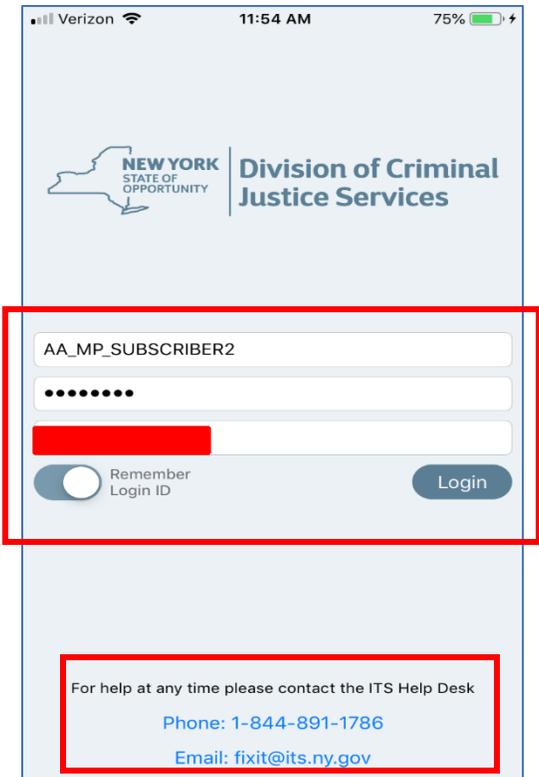


Upon opening the Arrest Alert mobile app, you will see a login screen.

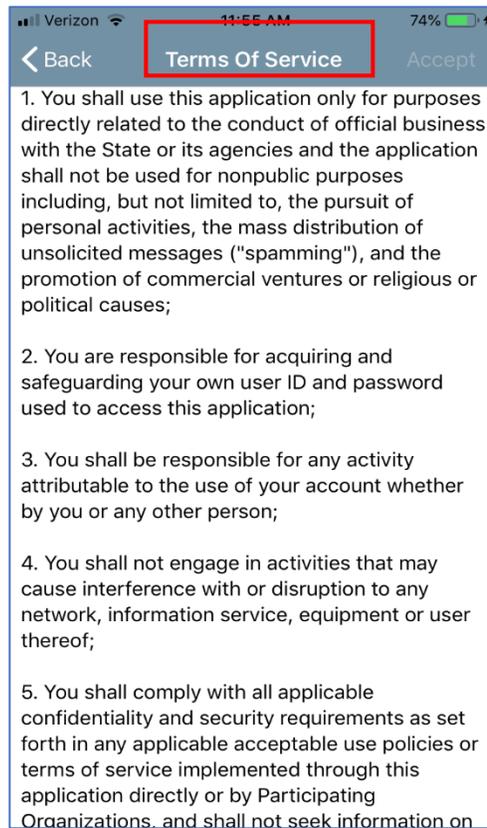


Similar to the Portal, you will be prompted to enter your Ny.gov ID, password, and mobile phone number. Your NY.gov ID and password are the same credentials you use to login to your eJustice account.

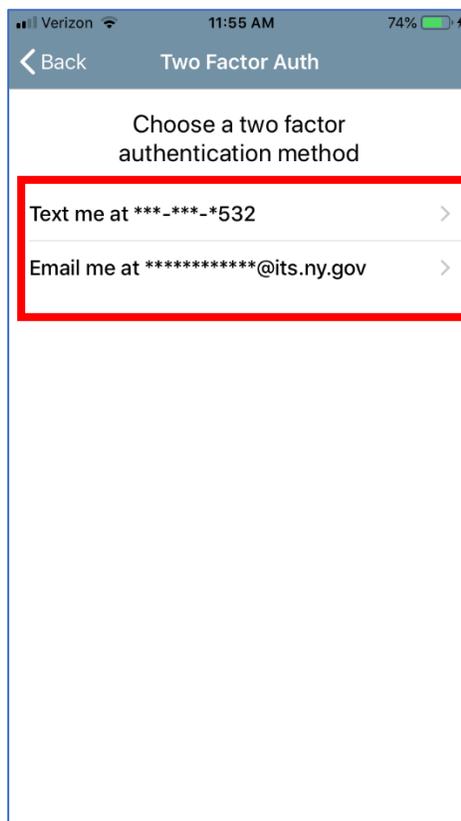
Once you have entered your NY.gov ID, password, and mobile phone number, select 'Login'. You can also choose 'Remember Login ID' to save your Login ID on the app. Please note you cannot save your password; accordingly you will have to enter your password each time you login to the app. On the login screen you will see the phone number and e-mail for the ITS Help Desk, should you encounter any problems.



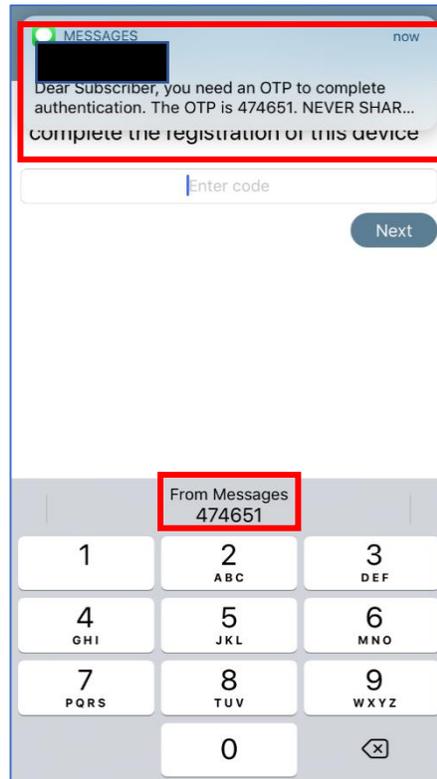
After selecting 'Login', you must review the Terms of Service. Scroll down the page to view the entire Terms of Service before selecting 'Accept' to continue the sign in process.



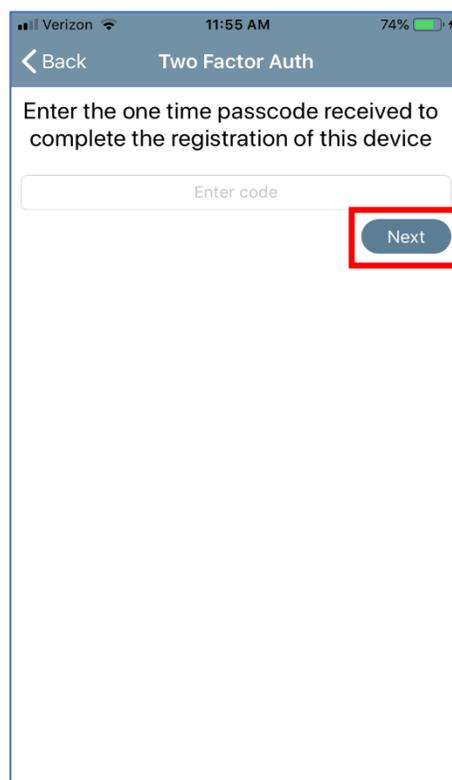
The first time you login to the mobile app, you will be asked to complete the two factor authentication method. Type in your mobile number and your agency e-mail address. Then, select the arrows on the right to proceed.



Next, you will receive a one-time passcode to complete your authentication. An example is shown below.

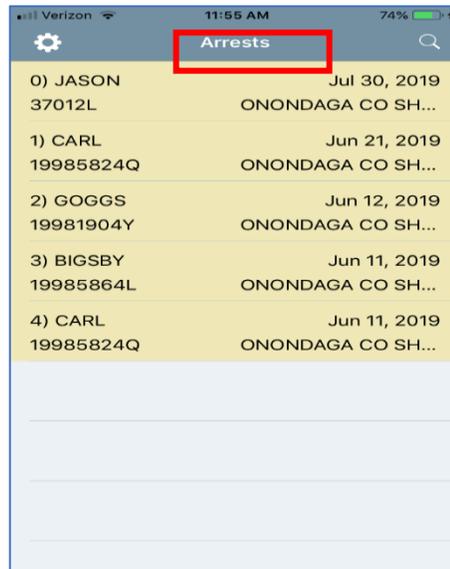


Enter the one-time passcode received into the box to complete the registration process. You can also click on the passcode when it populates above the number pad. Then, select 'Next'.

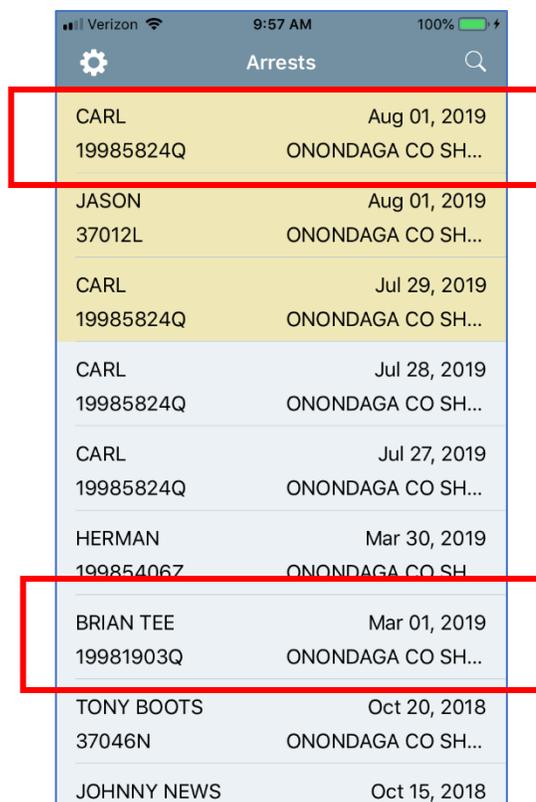


After selecting 'Next', you will be brought to the 'Arrests' section of the app. This section indicates arrest notifications you may receive based on your subscriptions. To manage your subscriptions, please login to your eJustice portal account.

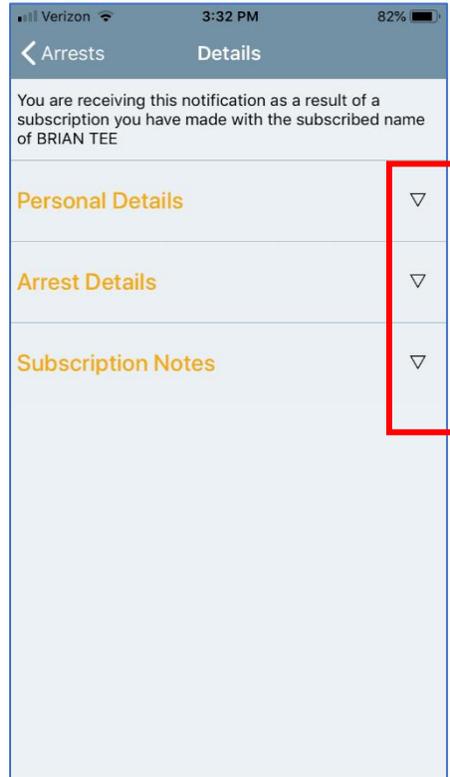
You will still receive an alert via e-mail if one of more of your subscribed individuals is arrested. However, you can also view the alerts in the app, as shown below. You will receive a text message on your mobile device alerting you of an arrest. Then, you can login to the app and view the alerts. If you have not yet set up any subscriptions, the 'Arrests' page will be empty.



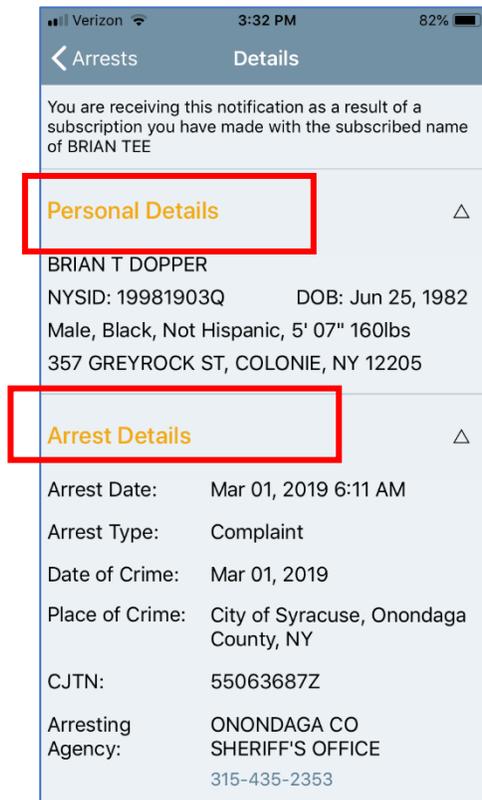
The screenshot above displays new alerts that have not been opened yet. The screenshot below shows both unopened and opened alerts. The unopened alerts are depicted in yellow, the opened alerts are depicted in white. You will see the categories of Name Subscribed to, NYSID, Date of Arrest, and Arresting Agency. To see additional arrest details for a specific alert, select one of the alerts below. As an example, we will use 'BRIAN TEE'.



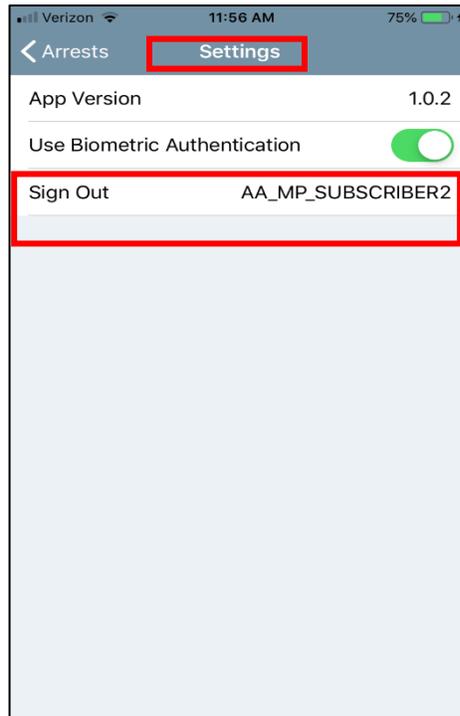
Selecting the name BRIAN TEE will bring you to the 'Details' page of the app. On this page, you can view Personal Details, Arrest Details, and/or Subscription Notes. To view any of the details, select the corresponding arrow(s) on the right.



By selecting the arrows, you can view the Personal Details and Arrest Details of BRIAN TEE. Any details provided in the Personal Details section below will reflect the arrest details related to the subject.



If you scroll down on the 'Details' page, you can view further arrest details for BRIAN TEE, including the arrest charges. Below Arrest Details is Subscription Notes. Any notes added when setting up a subscription will appear in Subscription Notes.



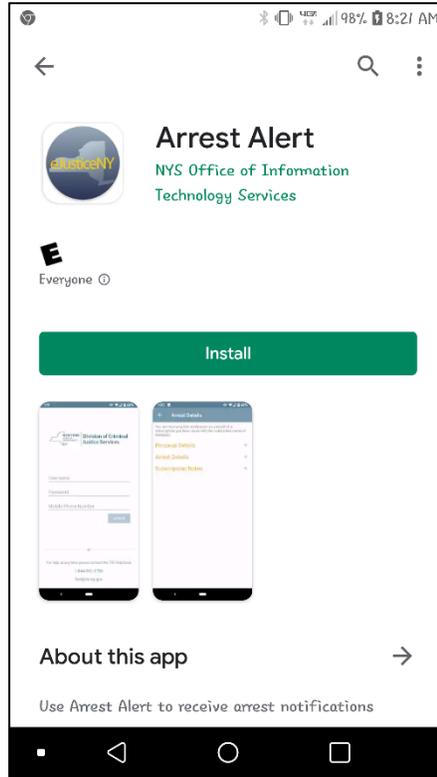
When you wish to log out of the app, navigate to 'Settings', and select 'Sign Out'.



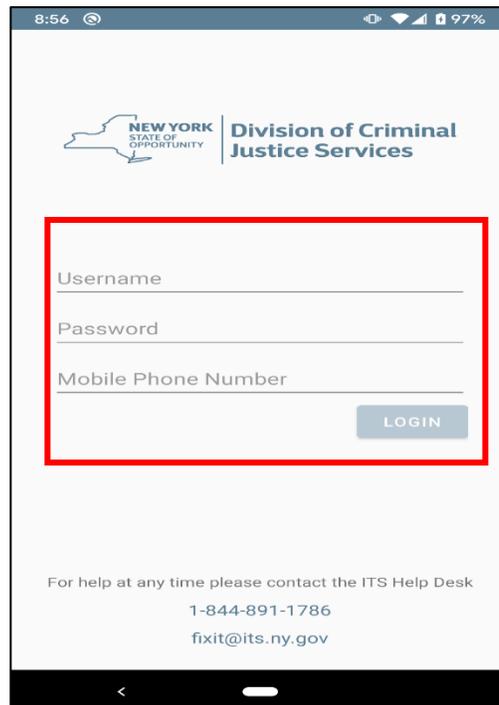
Congratulations! You have now learned how to utilize the Arrest Alert Mobile Application for iPhone. If at any point you have questions about a particular step in this process, please refer back to the corresponding section of this guide.

Arrest Alert Application: Android

Navigate to the App Store and search for the Arrest Alert App, Android version, using the search bar. Select the app and 'Install' to begin download.

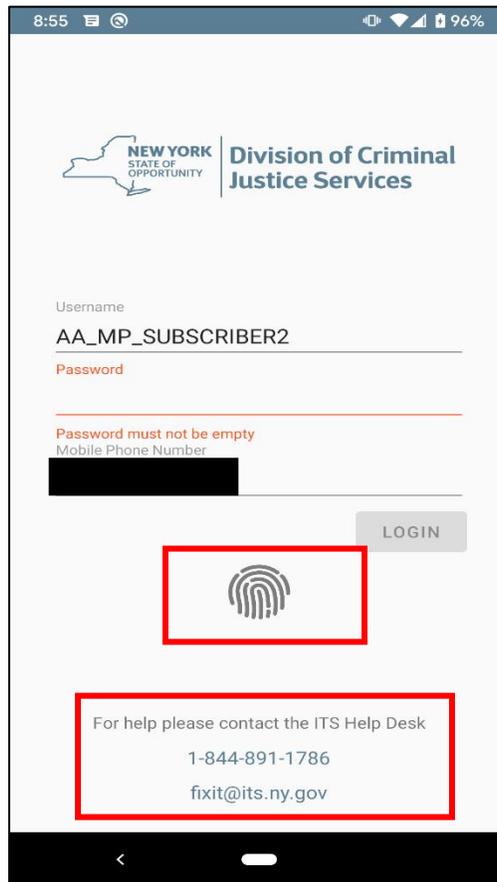


Upon opening the Arrest Alert mobile app, you will see the login screen.



Similar to the Portal, you will be prompted to enter your NY.gov ID, password, and mobile phone number. Your NY.gov ID and password should be the same credentials you use to login to your eJustice account.

Once you have entered your NY.gov ID, password, and mobile phone number, select 'Login'. You can also choose to set your 'Touch ID' using the thumbprint on the screen, in order to log in more quickly. Please note you cannot save your password; accordingly you will have to enter your password each time you login to the app. Take note of the contact information at the bottom of the login page for the ITS Help Desk, should you encounter any problems with the app.



8:55 96%

NEW YORK
STATE OF
OPPORTUNITY

Division of Criminal
Justice Services

Username
AA_MP_SUBSCRIBER2

Password

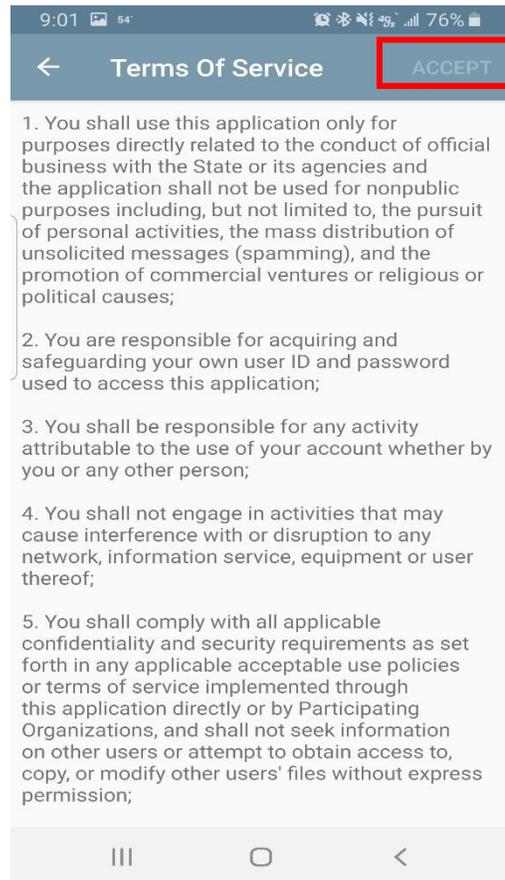
Password must not be empty

Mobile Phone Number

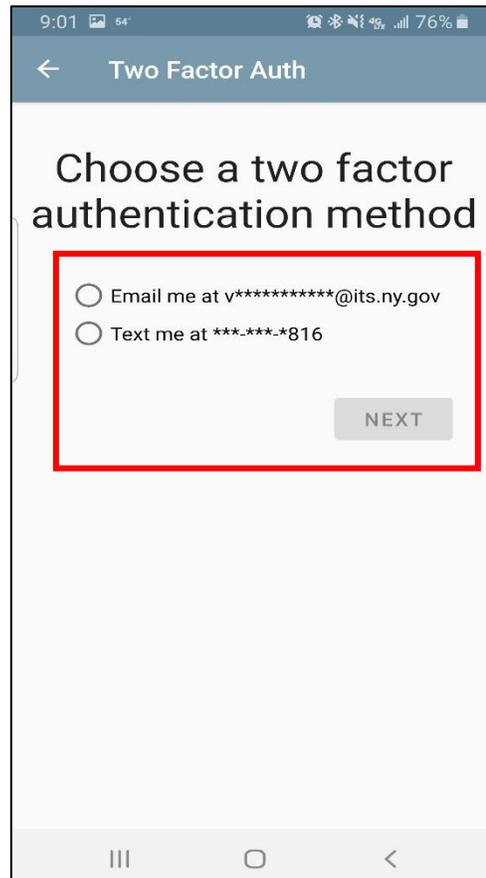
LOGIN

For help please contact the ITS Help Desk
1-844-891-1786
fixit@its.ny.gov

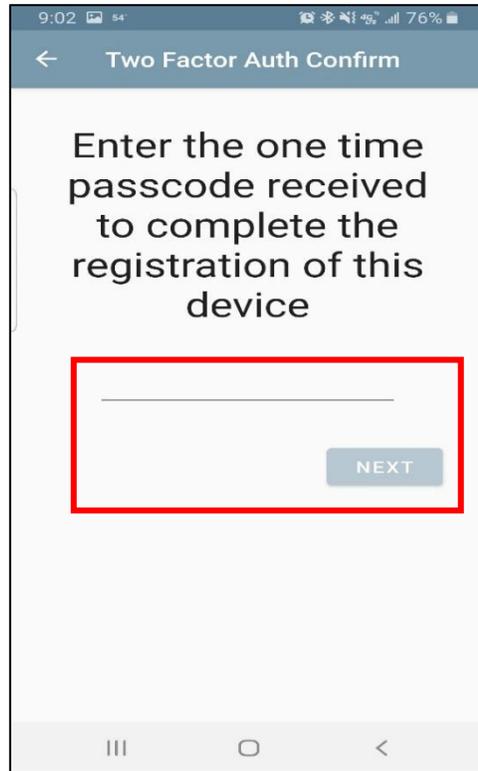
After selecting 'Login', you will be able to review the Terms of Service. Scroll down the page to read the entire terms of service before selecting 'Accept' to continue the sign in process.



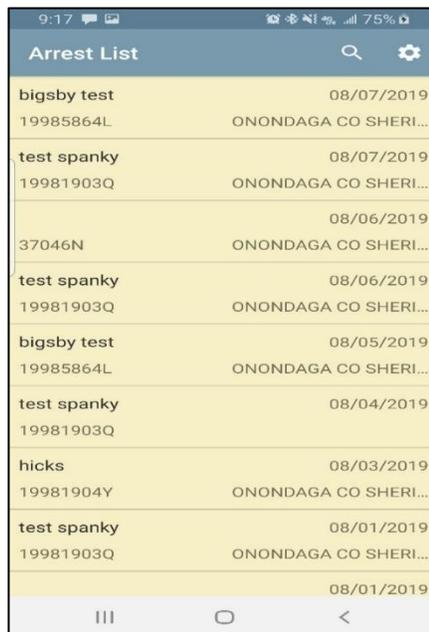
The first time you login to the mobile app, you will be asked to complete the two factor authentication method. Type in your mobile number and your agency e-mail address. Then, select 'Next' to proceed.



After selecting 'Next', you will be provided with the one-time passcode to complete the authentication of your device. The passcode will be captured automatically by the application and auto-populated into the box., Select 'Next' to proceed.



You will be brought to the 'Arrests' section of the app. This section displays arrest notifications you may receive based on your subscriptions. The subscriptions must still be managed on the eJustice Portal portion of the system.

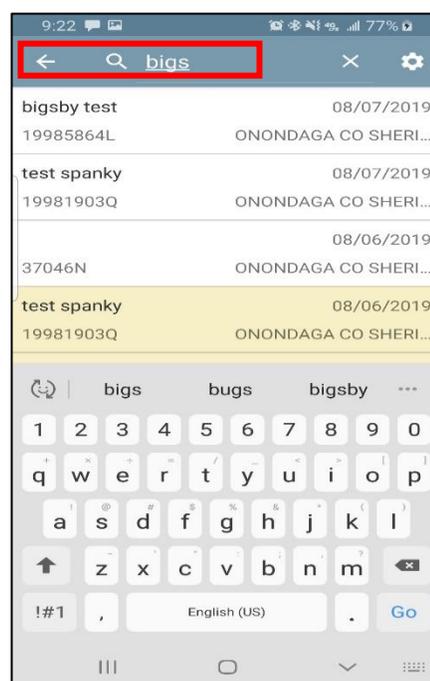


On the 'Arrest List' page, you can view a listing of any subscriptions you may have set up via eJustice. You will see that the list contains the Name Subscribed to, NYSID, Date of Arrest, and Arresting Agency. The listings above are unopened alerts, which is why they are yellow in color.

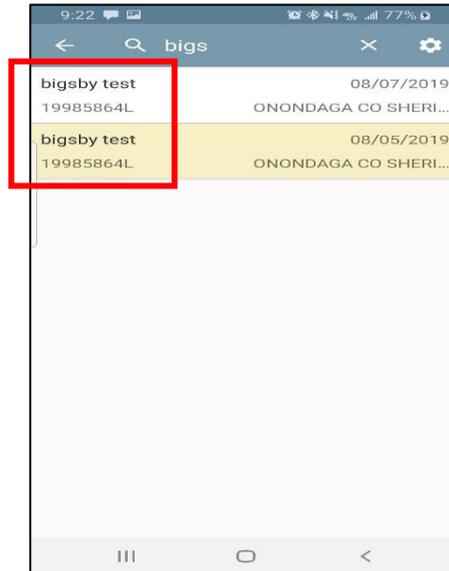
In the screenshot below, you will see alerts in yellow and white. The alerts in white are alerts that have been opened and viewed. If you have many alerts to view and want to save time, you can quickly find the one you are looking for by selecting the 'Search' icon, which looks like a magnifying glass.



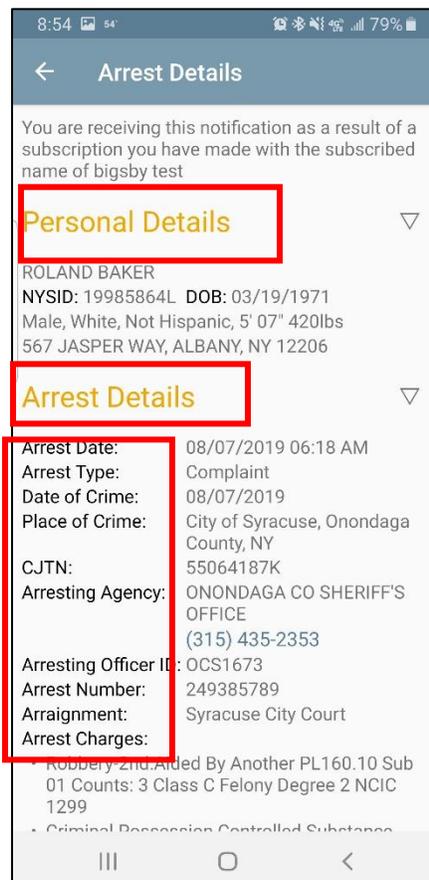
The 'Search' feature is utilized in the screenshot below, to find all alerts associated with the phrase of "bigs". Notice the various alert results provided when "bigs" is entered into the search bar. Select 'Enter' after entering the name or phrase you wish to search. To narrow the search even further, you can type the full name of the individual into the search bar. To return to the main 'Alerts' page where all of your alerts are shown, select the arrow next to the search icon to go back.



We chose to search the phrase “bigs”, shown in the previous screenshot. The results shown below are all alerts associated with that phrase. To see further details of an alert, click on the one you wish to view.



By clicking on the arrest details of an alert, you will be able to view all of the information below. The category 'Personal Details' contains the details you enter into the eJustice system when you set up the alert(s). The category 'Arrest Details' contains the information pertaining to the arrest in question which triggered the alert. You will be able to view the Arrest Date, Arrest Type, Date of Crime, Place of Crime, CJTN, Arresting Agency, Arresting Officer ID, Arrest Number, Arraignment, and Arrest Charges.



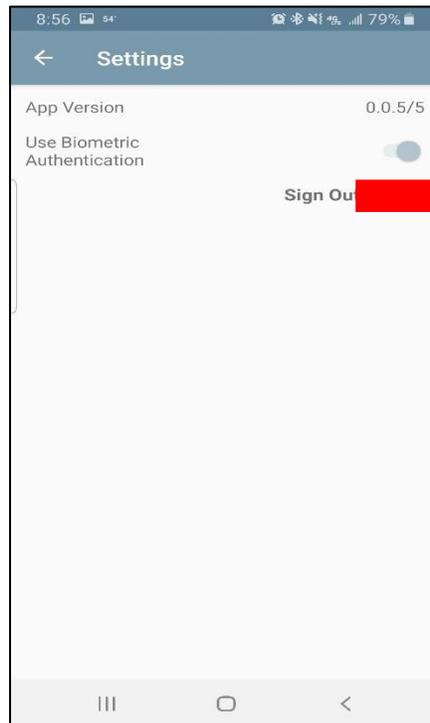
There is a final category on each alert called 'Subscription Notes', where you can view any additional notes made on an individual when you set up the alert. To view these notes, scroll down on the 'Arrest Details' page. Below, you will see the subscription notes category for Ronald Baker. Please note, you may add to the 'Subscription Notes' category for any of your alerts, but you will need to log in to eJustice to do so. You cannot make changes on the mobile app.



You can minimize any of the categories on the 'Arrest Details' page as well. Each category has an arrow next to it for this purpose. Minimize any of the categories by selecting the arrows.



Finally, should you wish to sign out of the app, go to 'Settings'. Then, select 'Sign Out', and you are all set!



Congratulations! You have now learned how to utilize the Arrest Alert Mobile application for Android. If at any point you have questions about a particular step in this process, please refer back to the corresponding section of this guide.

If you continue to experience issues, please utilize the contact information provided in the introduction of this guide.