

NORTH CAROLINA DEPARTMENT OF JUSTICE

Sex Offender Image Retrieval and Tracking System

User Manual for Sheriffs Offices

North Carolina State Bureau of Investigation

4/18/2013

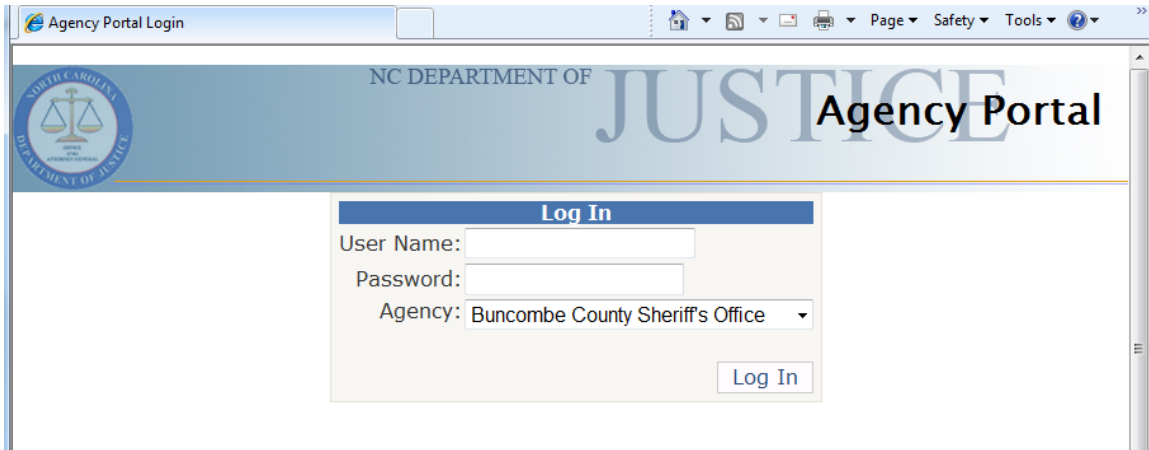


Law Enforcement/Criminal Justice Use Only

Accessing the Sex Offender Image Retrieval and Tracking System

To access the **Sex Offender Image Retrieval and Tracking System**, open your browser and type in the URL as follows:

- <https://ncagencyportal.ncdoj.gov>
- The Log In Screen will load as shown:



The screenshot shows a web browser window with the title "Agency Portal Login". The page header includes the North Carolina Department of Justice logo and the text "NC DEPARTMENT OF JUSTICE" and "JUSTICE Agency Portal". The main content area features a "Log In" form with the following fields: "User Name:" with a text input field, "Password:" with a text input field, and "Agency:" with a dropdown menu currently set to "Buncombe County Sheriff's Office". A "Log In" button is located at the bottom right of the form.

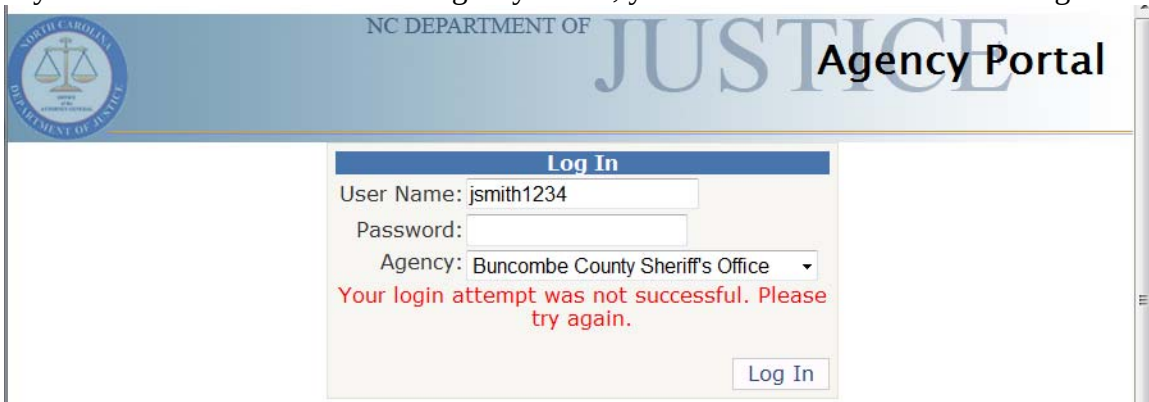
Enter your DCIN User Name and DCIN password.

Select your agency from the drop down list if it is not already selected.

NOTE: You are only authorized to access and/or change information for your county in SORTS.

Click Log In button.

If you have entered the incorrect Agency Name, you will receive the below message:



The screenshot shows the same "Log In" form as above, but with an error message displayed in red text below the "Agency:" dropdown: "Your login attempt was not successful. Please try again." The "User Name" field contains "jsmith1234" and the "Agency" dropdown is still set to "Buncombe County Sheriff's Office". The "Log In" button is still present at the bottom right.

Enter the correct Agency Name and continue.

A successful Log In will produce the following page:

The screenshot displays the 'Sex Offender Registration' portal. The interface includes a sidebar menu with 'SORTS' (Search/Upload, List, Pending, Declined, Expired, Preferences) and 'ON Track' (List, Enter SRN ..., Select). The main search area, titled 'SEARCH FOR OFFENDERS', allows users to search by number (NC DOC #, SRN), offender name (First Name, Last Name), or photos (Offenders Without Photos, Offenders Missing: Left Profile, Right Profile). The search criteria are currently set to 'All Offenders'.

Search for Offenders

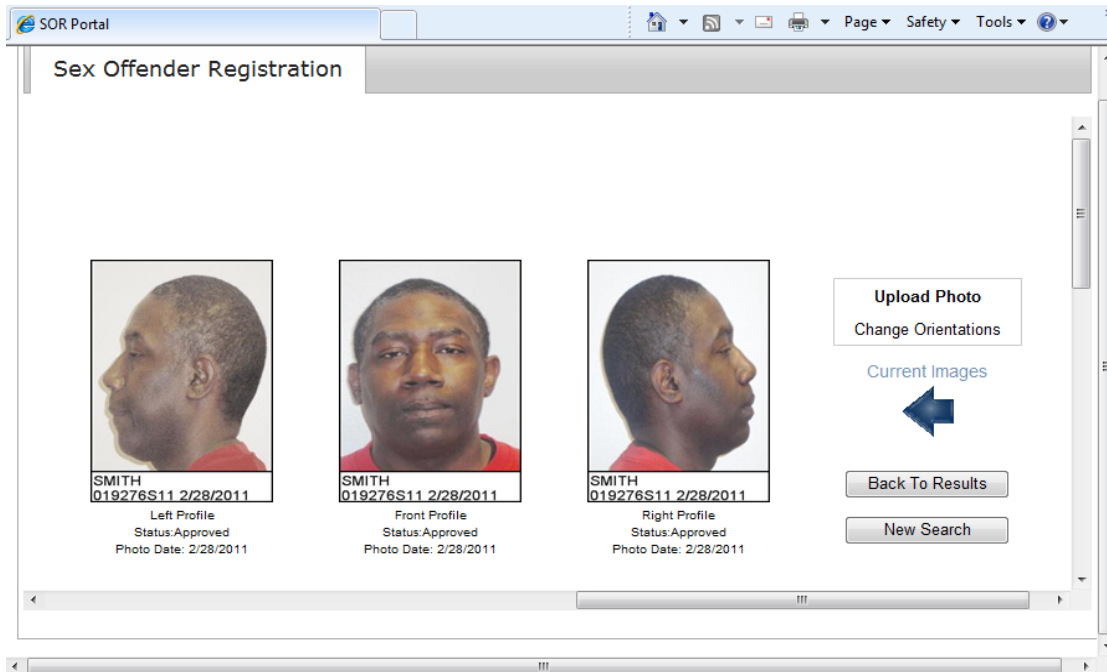
The Search function enables the user to search for a Sex Offender by using the following combinations:

- Department of Corrections number
- Sex Offender Registration number
- Name
- Photo Status
- Offenders that have no photos
- Offenders that have missing front-view, right profile or left profile, by identifying which photo type is missing.
- Out of state offenders
- Public offenders, non-public offenders or all offenders

An offender must be located via the Search page in order to upload photos for the offender.

Enter the Search criteria.

If one result is found, the Sex Offender Detail page for that offender will be displayed.



If no results are found, a message displays in red at the bottom of the screen.

Search:

Show Only Out-Of-State Offenders ☐

BY NUMBER

NC DOC #:

SRN:

BY OFFENDER NAME

First Name:

Last Name:

BY PHOTOS

Offenders Without Photos ☐

Offenders Missing: Left Profile ☒ Right Profile ☐

No Results Found.

If multiple offenders satisfy the search criteria, a Search Results page displays. If the search yields more than 200 results, a message displays at the top of the page indicating the number of results found and asking the user to refine the search. Only the first 200 records are returned.

Sex Offender Registration

SEARCH RESULTS
 Search Criteria: Missing Left:Y; County:BUNCOMBE
 162 Records Found.

[Print Results](#)

SRN #	Name	Registration Type	Registration Status	County	Left Photo	Front Photo
000878S3	ADAMS, THOMAS WILLIAM	Sexual Offender	Active Registration	BUNCOMBE	No	Yes
004962S7	AIKEN, HENRY CHRISTOPHER	Sexual Offender	Active Registration	BUNCOMBE	No	Yes
022932S6	ANDERSON, TONY L	Sexual Offender	Pending Registration	BUNCOMBE	No	Yes
002998S11	BARDIN, WILLARD	Sexual Offender	Active Registration	BUNCOMBE	No	Yes
009190S11	BARE, JERRY B	Sexual Offender	Active Registration	BUNCOMBE	No	Yes
003520S11	BARRETT, CHARLES WESLEY	Sexual Offender	Active Registration	BUNCOMBE	No	Yes

Click the Print Results button to print the Search Results.

Search Results

The Search results page will display the results from the Search with the offenders initially listed in alphabetical order. The Sex Offender Registration Number (SRN), Name, Registration Type, Registration Status, County, and availability of Left, Front and Center Photos are displayed for each result.

Sort order may be changed by clicking on Name heading to produce descending alphabetic order. Clicking on the SRN # heading will sort the list in ascending order by SRN #. Clicking SRN # again will change the sort order to descending.

The Search Results may be printed by clicking the Print Results button.

Clicking the SRN for a given offender opens the Detail page for that offender.

Sex Offender Registration

[LOGOUT](#)

Left Profile
Status:
Photo Date:

Front Profile
Status: Approved
Photo Date: 9/5/2000

Right Profile
Status:
Photo Date:

[Upload Photo](#)
[Change Orientations](#)
[Current Images](#)
[Back To Results](#)
[New Search](#)

Sex Offender Detail Page

The Sex Offender Detail page is accessed by clicking the link for the selected offender on the Search Results page. From this page, the user may upload photos, save the photo, delete a photo and show the chronological history of the photo.

The screenshot shows the 'Sex Offender Registration' page for a user named Adams, William. The page features a header with a 'LOGOUT' button. Below the header, there are three photo slots: 'Left Profile' (Status: Photo Date:), 'Front Profile' (Status: Approved, Photo Date: 9/5/2000), and 'Right Profile' (Status: Photo Date:). To the right of the photos is a section for 'Upload Photo' and 'Change Orientations', with a 'Current Images' link and a blue arrow pointing left. Below this are 'Back To Results' and 'New Search' buttons. The bottom of the page has a blue bar.

Public
ADAMS, THOMAS WILLIAM
Adams, William
SRN: 000878S3 **SID#:** NC0674963A
NC DOC#: **FBI#:** 406900CB4
Status: Active Registration
Reg. Type: Sexual Offender
Owner: NC0110000 **County:** BUNCOMBE
Race: W **Sex:** M
DOB(s): 4/6/1956
Height: 6' 00" **Weight:** 153 lbs.

Uploading a Photo

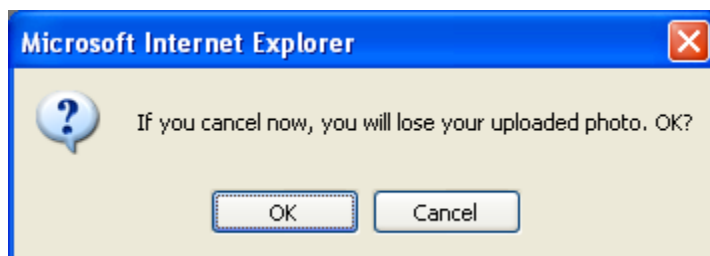
To upload a photo, enter the following:

- Photo Date (mm/dd/ccyy)
 - o **Note:** This date cannot be in the future.
- Select the Orientation
 - o **Note:** In order to upload a Left or Right Profile, a Front photo must already exist.
- File Name
 - o **Note:** File Name can be located by clicking the Browse button. Photo Date and Orientation must have already been entered.

Click Upload Photo button. A confirmation screen appears as below. Click Save Photo to complete upload process or Cancel.



If you click Cancel, you will see a popup asking if you are sure you want to cancel and lose the upload.



If a photo already exists for an orientation, it may be replaced by uploading a new one.



Change Photo Orientation

Photos may be moved to a different orientation by clicking the Change Orientation link.

Non-Public
PATTERSON, THOMAS JOSEPH
Tom, X

SRN: 000161S8	SID#: NC0667493A
NC DOC#:	FBI#: 158577JA4
Status: Expired Registration	
Reg. Type: Sexual Offender	
Owner: NC0160000	County: CARTERET
Race: W	Sex: M
DOB(s): 5/2/1942	
Height: 5' 08"	Weight: 155 lbs.

[Why are some orientation buttons disabled?](#)



No Photo Available

L F R



PATTERSON
000161S8 10/10/2009

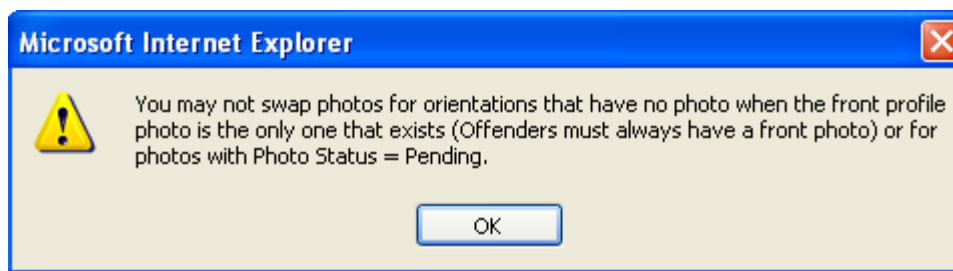
L F R



No Photo Available

L F R

Note that a front view must always exist in order for there to be a left and right photo. In this case the buttons on the front view are disabled, so the front view may not be moved to a side view.



Click the Save Orientation button.

Delete Photo

Photos may be deleted by clicking the Delete Photo link. User will be asked if he/she really wants to delete.

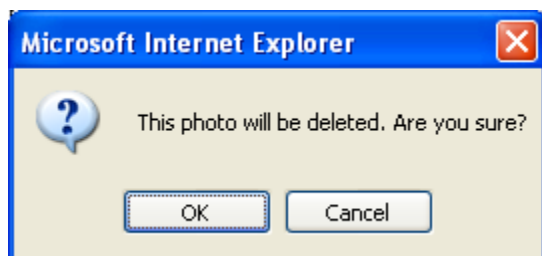


Photo History

The history of all photos uploaded, moved or deleted may be viewed by clicking the View History link.

Offender Details	
Current Photo	
☒	 SAWYER 015409S11 10/30/2012 Front Profile Status: Declined Photo Date: 10/30/2012 Delete Photo
☐	

Selecting the radio button next to a photo in the history will set that photo to the current photo.

SORTS - List

User may choose to see the Pending, Declined or Expired photos of offenders in their county.

The screenshot shows the 'SORTS - Search' interface. On the left is a navigation menu with 'SORTS' expanded, showing 'Search/Upload', 'List', 'Pending', 'Declined', 'Expired', and 'Preferences'. Below 'List' is 'ON Track' with a 'List' option. At the bottom of the menu is an 'Enter SRN ...' field and a 'Select' button. The main area is titled 'SEARCH FOR OFFENDERS' and contains several search filters: a 'Search:' dropdown set to 'All Offenders', a 'Show Only Out-Of-State Offenders' checkbox, input fields for 'NC DOC #:' and 'SRN:', input fields for 'First Name:' and 'Last Name:', an 'Offenders Without Photos' checkbox, and 'Offenders Missing' checkboxes for 'Left Profile' and 'Right Profile'. At the bottom are 'Clear' and 'Search' buttons.

Search Results – Pending

Click Pending in the List Menu. The Search Results – Pending page loads.

The screenshot shows the 'SORTS - Search' interface with the 'List' menu selected. The main area is titled 'SEARCH RESULTS' and displays a message: 'There are no Pending Photos in your queue.'

No Pending photos at this time. Pending photos are pending approval of the Sex Offender Coordination Unit before uploading to the Sex Offender Public Registry.

Search Results - Declined

Click Declined in the List Menu. The Search Results – Declined page loads.

SEARCH RESULTS - DECLINED

Print Results

SRN #	Name▲	Registration Type	Registration Status	County	Orientation
015409S11	SAWYER, DEAN A	Sexual Offender	Active Registration	BUNCOMBE	Front
015409S11	SAWYER, DEAN A	Sexual Offender	Active Registration	BUNCOMBE	Left
015409S11	SAWYER, DEAN A	Sexual Offender	Active Registration	BUNCOMBE	Right

The list of offenders may be sorted by SRN # or Name by clicking the header for the column.

The list may be printed by clicking the Print Results button.

The Offender's Detail page may be viewed by clicking the SRN #.

Search Results - Expired

Click Expired in the List menu. The Search Results - Expired page loads.

Expired Photos

SEARCH RESULTS - EXPIRED PHOTOS

Print Results

1 2 3 4 5 6 7 8 9 10 ... >>

SRN #	Name▲	County	Photo Date	Orientation
016626S7	ADAMS, SEAN T	BUNCOMBE	02/08/2010	Front
016626S7	ADAMS, SEAN T	BUNCOMBE	02/08/2010	Left
016626S7	ADAMS, SEAN T	BUNCOMBE	02/08/2010	Right
004962S7	AIKEN, HENRY CHRISTOPHER	BUNCOMBE	03/13/2000	Front
019974S4	ALEXANDER, JAMIE LEE	BUNCOMBE	08/18/2010	Front
019974S4	ALEXANDER, JAMIE LEE	BUNCOMBE	08/18/2010	Left
019974S4	ALEXANDER, JAMIE LEE	BUNCOMBE	08/18/2010	Right
020757S6	ALLEN, BRUCE J	BUNCOMBE	03/17/2011	Front

The list of offenders may be sorted by SRN #, Name or Photo Date by clicking the header for the column.

The list may be printed by clicking the Print Results button.

The Offender's Detail page may be viewed by clicking the SRN #.

Preferences

A new email address may be entered, with a confirmation of the email address, and the Default Sort order may be changed.

Choose My Preferences on the Menu and click Edit Preferences button.

The screenshot shows the 'SORTS - Agency Preferences' form. On the left is a navigation menu with 'SORTS' expanded, showing 'Search/Upload', 'List' (with sub-items 'Pending', 'Declined', 'Expired', and 'Preferences'), and 'ON Track' (with sub-item 'List'). Below the menu is an 'Enter SRN ...' field and a 'Select' button. The main form area contains the following fields: 'Agency Name' (Buncombe County Sheriff's Office), 'ORI' (NC0110000), 'Email' (jhowell@ncdoj.gov), and 'Default Sort' (radio buttons for 'Name' and 'SRN', with 'Name' selected). An 'Edit Preferences' button is at the bottom right.

Click Update button to save changes. Click Cancel to return to My Preferences page.

This screenshot shows the 'SORTS - Agency Preferences' form after clicking 'Edit Preferences'. The navigation menu is identical. The main form area now includes a 'New Email' field (jhowell@ncdoj.gov) and a 'Confirm Email' field (jhowell@ncdoj.gov) in addition to the other fields. The 'Default Sort' section remains the same. At the bottom right, there are 'Update' and 'Cancel' buttons instead of the 'Edit Preferences' button.

Email addresses are mandatory and if not present, no changes will be saved.

This screenshot shows the 'SORTS - Agency Preferences' form with an error. A red message 'Email address is mandatory' is displayed at the top of the form area. The navigation menu is the same. In the main form area, the 'New Email' and 'Confirm Email' fields are empty, while the other fields (Agency Name, ORI, Default Sort) remain filled. The 'Update' and 'Cancel' buttons are at the bottom right.

Declined Photos

Declined Photos must be replaced. To view declined photos, click on SRN # in list of Declined Photos. Offender Detail page will load.

Left Profile	Front Profile	Right Profile
		
BAKER 000899S3 10/10/2009	BAKER 000899S3 12/11/2008	
Status: Declined	Status: Approved	Status:
Photo Date: 10/10/2009	Photo Date: 12/11/2008	Photo Date:
View History Delete Photo	View History	

Buttons on the right: Up, Change, Current, New

In order to replace the declined photo with another photo, the declined photo must first be deleted.

If user attempts to upload a new photo without deleting the declined photo, an error message is generated.

Public
BAKER, DERRICK LYNN

SRN: 000899S3 **SID#:**
NC DOC#: **FBI#:** 21681CB8

Status: Active Registration
Reg. Type: Sexual Offender
Owner: NC0160000 **County:** CARTERET
Race: B **Sex:** M
DOB(s): 6/18/1969
Height: 5'06" **Weight:** 150 lbs.

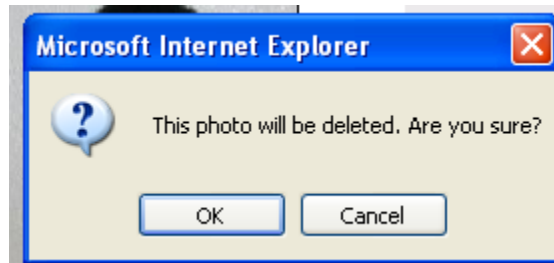
There is an undeleted Declined photo for this orientation. Please delete this photo before uploading a new one.

Photo Date: 10/10/2009 (mm/dd/ccyy)
Orientation: ☒ Left ☐ Front ☐ Right
File Name:

Uploaded files must be 220 x 300 pixels at 150 dpi resolution. The image file cannot be greater than 102 kB and must be of file type .jpg

In order to upload a Left or Right profile photo, a Front photo must already exist.

Delete the Declined Photo by clicking the Delete Photo link.



Click the OK button to delete photo.

A record of the action, but not the photo is kept in the history, which may be viewed by clicking on the View History link.



Expired Photos

Expired photos are those that are more than a year old. To view expired photos, click on SRN # in list of Expired Photos. Offender page will load.



At this point the photo may be confirmed by clicking the Confirm Photo button. Or a new photo may be uploaded by clicking the Offender Details button to go to the Offender Detail page.

Clicking the Return to List button reloads the Expired Photo Search page.

ON Track

ON Track is the Offender Name Tracking tool. It is included to associate the name the offender used at the time of conviction with each offense, and the name used at the time of sentencing with each offense, per SORNA regulations.

Clicking List under ON Track will provide a list of all offenders in your county that have missing ON Track data. Only offenders that have Active or Pending registrations will be listed.

Enter the SRN and click on Select to view ON Track data associated with one offender based on the SRN.

The screenshot shows the 'Sex Offender Registration' interface for the North Carolina Department of Justice. The main heading is 'Missing ON Track Data'. Below this, there is a message: 'This is a list of offenders without any conviction name information and whose registration status is 'Active' or 'Pending'.' The interface includes a sidebar with navigation options: 'SORTS' (Search/Upload, List, Pending, Declined, Expired, Preferences) and 'ON Track' (List, Enter SRN ..., Select). The main content area displays a table of offenders with columns for SRN, Name, and a 'Select' button. The table lists 12 offenders, including Allen, David Lynn; Harris, Timothy W; Parris, David Lee; Allen, Robert Eugene; Hawkins, James Marvin Jr; Patino, Jonathan Eric; Alvarado, Eugenio Pacheco; Head, David Lee; Patterson, Lonnie Jay; Anderson, John Robert; Heglund, Donald James; Perez, Oscar M; Anderson, Stacy; Henderson, Gregory Shaun; Perkins, Todd Wayne; Armand, Darryl Lenard Sr; Hendricks, Samuel Johnnie; and Platt, Bernard Michael.

SORTS	Missing ON Track Data
Search/Upload	
List	
Pending	
Declined	
Expired	
Preferences	
ON Track	
List	
Enter SRN ...	Select

SRN	Name
019615S7	Allen, David Lynn
008636S9	Harris, Timothy W
002294S3	Parris, David Lee
010023S5	Allen, Robert Eugene
011640S3	Hawkins, James Marvin Jr
020617S4	Patino, Jonathan Eric
011389S8	Alvarado, Eugenio Pacheco
008764S9	Head, David Lee
008387S1	Patterson, Lonnie Jay
004097S3	Anderson, John Robert
016379S4	Heglund, Donald James
021463S11	Perez, Oscar M
007821S2	Anderson, Stacy
008374S3	Henderson, Gregory Shaun
020046S3	Perkins, Todd Wayne
018820S3	Armand, Darryl Lenard Sr
018081S5	Hendricks, Samuel Johnnie
007502S11	Platt, Bernard Michael

Clicking the SRN from the list will bring up the offender's ON Track data to be completed. Select a name for each section and for each offense and click Save All before exiting this page.

The screenshot shows the 'ON Track' interface for the Henderson County Sheriff's Office. The main heading is 'ON Track'. Below this, there is a message: 'A blue Select button under Alias Names indicates that no aliases have been selected for that offense.' The interface includes a sidebar with navigation options: 'Offender Options (019615S7)' (Photos, ON Track) and 'SORTS' (Search/Upload, List, Pending, Declined, Expired, Preferences). The main content area displays a table of offender details for SRN 019615S7, including Offense Key, Offense Description, Conviction Date, Primary Name at Conviction, Alias Names at Conviction, and Primary Name at Sentencing. The table lists one offense: K001, INDECENT LIBERTY MINOR, with a conviction date of 2010-06-14. The Primary Name at Conviction is '<Select A Value>' and the Primary Name at Sentencing is '<Select A Value>'. There is a 'Save All' button at the bottom.

SRN	Offender Name	Registration Type	Registration Status	County
019615S7	ALLEN, DAVID LYNN	Sexual Offender	Active	HENDERSON

Offense Key	Offense Description	Conviction Date	Primary Name at Conviction	Alias Names at Conviction	Primary Name at Sentencing	
K001	INDECENT LIBERTY MINOR	2010-06-14	<Select A Value>	Select	<Select A Value>	Save

Save All

Adding only the Primary Name at Conviction without the Primary Name at Sentencing and clicking Save will cause an error notice in red “K002 Primary Name at Conviction and Primary Name at Sentencing are both required.” You must enter all names including the Alias Names at Conviction before saving.

ON Track Henderson County Sheriff's Office LOGOUT

Offender Options (010023S5)

Photos
ON Track

SORTS
Search/Upload
List
Pending
Declined
Expired
Preferences

ON Track
List
Enter SRN ... Select

A blue [Select](#) button under Alias Names indicates that no aliases have been selected for that offense.

SRN	Offender Name	Registration Type	Registration Status	County
010023S5	ALLEN,ROBERT EUGENE	Sexual Offender	Active	HENDERSON

K002: K002: Primary Name at Conviction and Primary Name at Sentencing are both required.

Offense Key	Offense Description	Conviction Date	Primary Name at Conviction	Alias Names at Conviction	Primary Name at Sentencing	
K002	INDECENT LIBERTY MINOR	2003-12-11	**Allen,Robert Eugene**	Select	<Select A Value>	Save
K001	INDECENT LIBERTY MINOR - SEX AROUSAL WITH A CHILD	2003-12-11	<Select A Value>	Select	<Select A Value>	Save

You may elect to save each individual offense change, or select Save All for offenders with more than one offense listed.

ON Track Henderson County Sheriff's Office LOGOUT

Offender Options (019615S7)

Photos
ON Track

SORTS
Search/Upload
List
Pending
Declined
Expired
Preferences

ON Track
List
Enter SRN ... Select

A blue [Select](#) button under Alias Names indicates that no aliases have been selected for that offense.

SRN	Offender Name	Registration Type	Registration Status	County
019615S7	ALLEN,DAVID LYNN	Sexual Offender	Active	HENDERSON

Offense Key	Offense Description	Conviction Date	Primary Name at Conviction	Alias Names at Conviction	Primary Name at Sentencing	
K001	INDECENT LIBERTY MINOR	2010-06-14	**Allen,David Lynn**	Select	<Select A Value> <Select A Value> Allen,Dave **Allen,David Lynn**	Save

Save All

Once the names have been added to each offense, the offender will be removed from the list of ‘Missing ON Track Data’, but you may still access this information by using the SRN under ON Track.

This caveat is added once all names have been updated in ON Track:

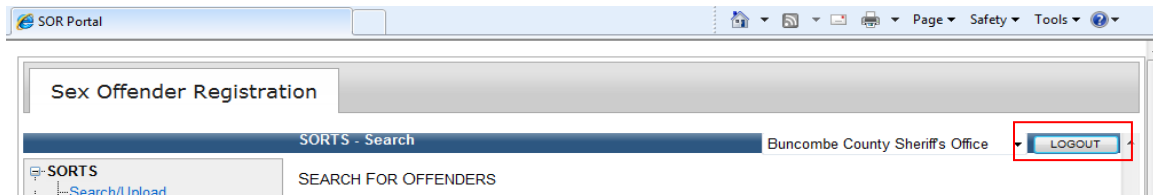
K001: Sentencing Name updated.

Conviction Name updated.

Aliases updated.

Logout

Logging out of SORTS is essential for system security and integrity.



User is logged out and the login screen is loaded.

