

# Offender Entry Website Manual



1<sup>st</sup> Edition

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## **Introduction**

The Offender Entry website is a software program provided by the Iowa DCI Crime Laboratory to facilitate the collection of offender DNA samples. Iowa Code Chapter 81 requires all offenders under supervision convicted of a felony or a misdemeanor sex offense to submit a DNA sample for DNA profiling. In 2013, House File 527 was passed to include certain aggravated misdemeanors. Please refer to House File 527 for the specifics of this law, which goes into effect on July 1, 2014.

The Offender Entry website is to be used for the sole purpose of offender DNA collection. Any misuse of the program will result in the termination of a user's access to the program. Any identifiable information accessible through the Offender Entry website is to be kept confidential by the collection agencies and is only to be used to assist in determining if a sample needs to be collected or not. Iowa Code Section 81.6 sets out criminal penalties related to DNA records and samples. Any person who knowingly or intentionally discloses a DNA record to a person or agency that is not authorized to have access to the record can be charged with an aggravated misdemeanor. Anyone who uses or obtains a DNA record for an unauthorized purpose can be charged with an aggravated misdemeanor. Any person who knowingly or intentionally alters or attempts to alter a DNA sample, falsifies the source of a DNA sample, or materially alters a collection container used to collect the DNA sample can be charged with a class D felony.

Please contact the Iowa DCI Crime Laboratory's PCO Section at 515-725-1500 if you experience any difficulties with the Offender Entry website, or if you have any questions regarding any part of the offender DNA collection process.

## **New Users Registration**

In order to use the Offender Entry Website an individual must have the following:

- Computer
  - Printer
  - Internet Access
  
  - ***Completed the training provided by the Iowa DCI Crime Laboratory***
    - a. By attending, in person, the local training session provided by the DCI Crime Laboratory

**OR**

  - b. By completing video training and quiz provided by the DCI Crime Laboratory.
- 
- ***An Offender Entry Website Account***
  - a. This account information will be provided on an individual-basis to trained personnel.

## Login

1. Notification will be emailed to the users stating that the Offender Entry Website has been activated.

- a. Users will be provided with the exact Offender Entry website address

**OR**

- b. Users can locate the link on the DCI Website.

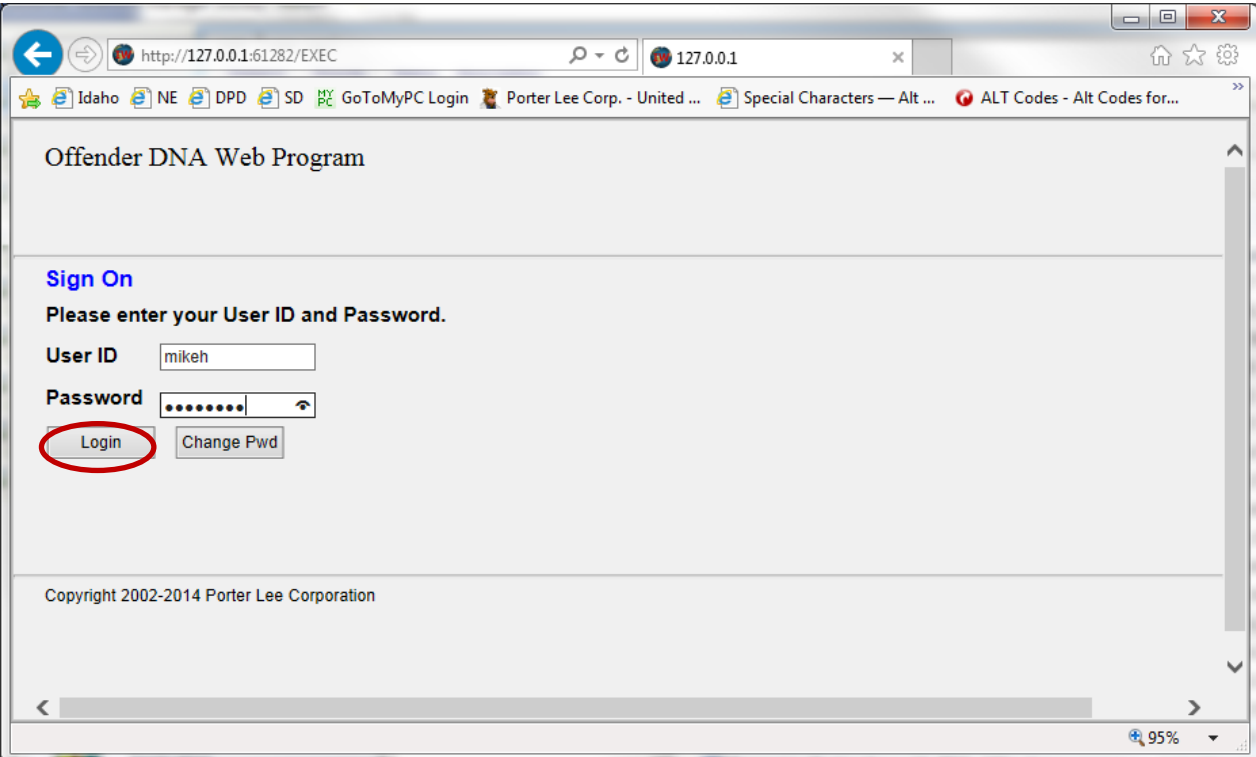
<http://www.dps.state.ia.us/DCI/index.shtml>

2. From the Offender Entry 'Sign On' Screen:

- a. Enter the User ID

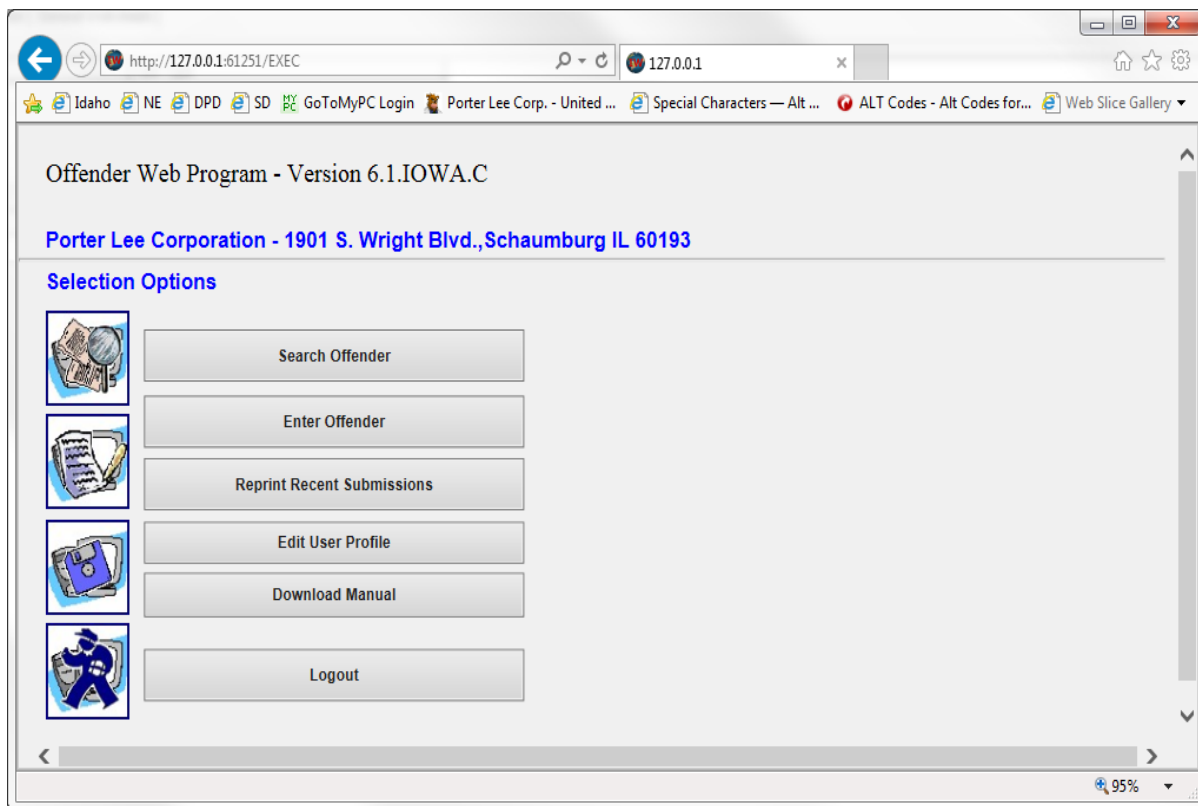
- b. Password

- c. Select 'Login'

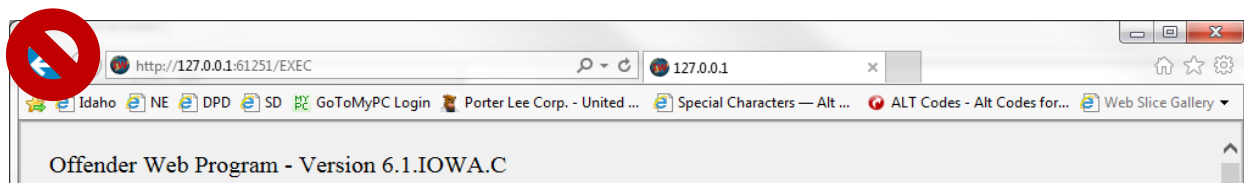


The screenshot shows a web browser window with the address bar displaying 'http://127.0.0.1:61282/EXEC'. The page title is 'Offender DNA Web Program'. Below the title, there is a 'Sign On' section with the instruction 'Please enter your User ID and Password.' The 'User ID' field contains the text 'mikeh'. The 'Password' field is masked with dots. Below the password field, there are two buttons: 'Login' and 'Change Pwd'. The 'Login' button is circled in red. At the bottom of the page, there is a copyright notice: 'Copyright 2002-2014 Porter Lee Corporation'.

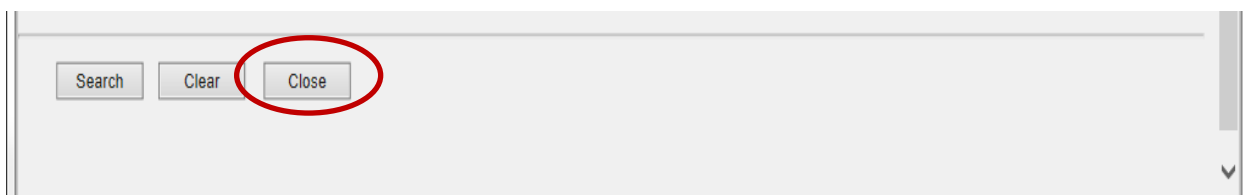
3. A successful login will take the user to the Offender Entry Home Screen.



**It is important to note that the web browser backward and forward buttons should not be used.**

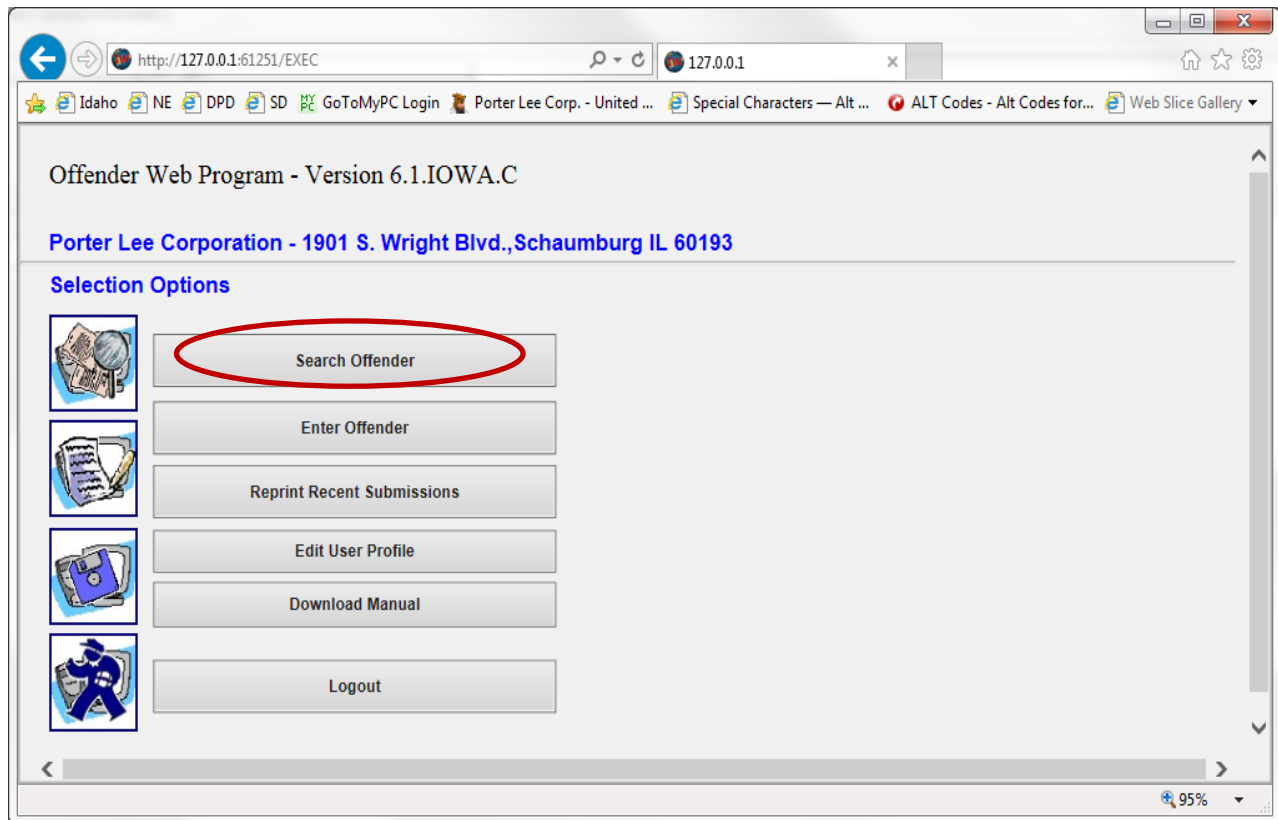


**Select the 'Close' button in subsequent screens to move to the previous screen.**



## Search Offender

1. From the Offender Entry Home Screen, select 'Search Offender'.



- a. 'Search Offender' button allows the user to search for Offenders currently in the Lab's database.
- b. This will prevent collecting duplicate samples from the same Offenders.

**THIS SEARCH SHALL BE DONE PRIOR TO ANY COLLECTION**

2. The 'Search Offender' screen is shown below.

The screenshot shows a web browser window with the address bar displaying 'http://127.0.0.1:61251/EXEC'. The browser's taskbar includes icons for Idaho, NE, DPD, SD, GoToMyPC Login, Porter Lee Corp. - United..., Special Characters — Alt..., ALT Codes - Alt Codes for..., and Web Slice Gallery. The main content area is titled 'Offender Web Program' and features a blue link for 'Porter Lee Corporation - 1901 S. Wright Blvd., Schaumburg IL 60193'. Below this is the 'Search Offender' section, which contains the instructions: 'Enter at least one field to Search. Can combine fields to narrow the search.' The search fields include: 'Last Name' and 'First Name' (text boxes), 'DCI#' and 'SSN' (text boxes), 'Date Of Birth' (text box with a 'mm/dd/yyyy' placeholder) and 'DOC#' (text box), 'Submitting Agency' (dropdown menu with '-- No Selection --'), and 'Qualifying Offense' (dropdown menu with '-- No Selection --'). At the bottom of the search section are three buttons: 'Search', 'Clear', and 'Close'. The browser's status bar at the bottom right shows a zoom level of 95%.

3. At least one field is required to perform a search. Information can be entered in any combination of fields to narrow the search.
4. The 'Last Name' and 'First Name' fields are programmed to perform wildcard searches.
  - a. For example: if 'Smith' and 'D' are entered into the 'Last Name' 'First Name' fields respectively, the search will result in finding Danny Smith, Donald Smith etc.
5. After entering the appropriate search criteria select 'Search'.



6. The search result screen will display all offenders that meet the search criteria.

Offender Web Program

Porter Lee Corporation - 1901 S. Wright Blvd., Schaumburg IL 60193

Search Result (Total Records: 0)

No matching records

-- No Selection --

<< Prev Next >> Close

Last Name  SID#

First Name  Date Of Birth

Middle Name  Sex  Race

SSN  FBI Number

Qualifying Offense  Submitting Agency

Date Collected

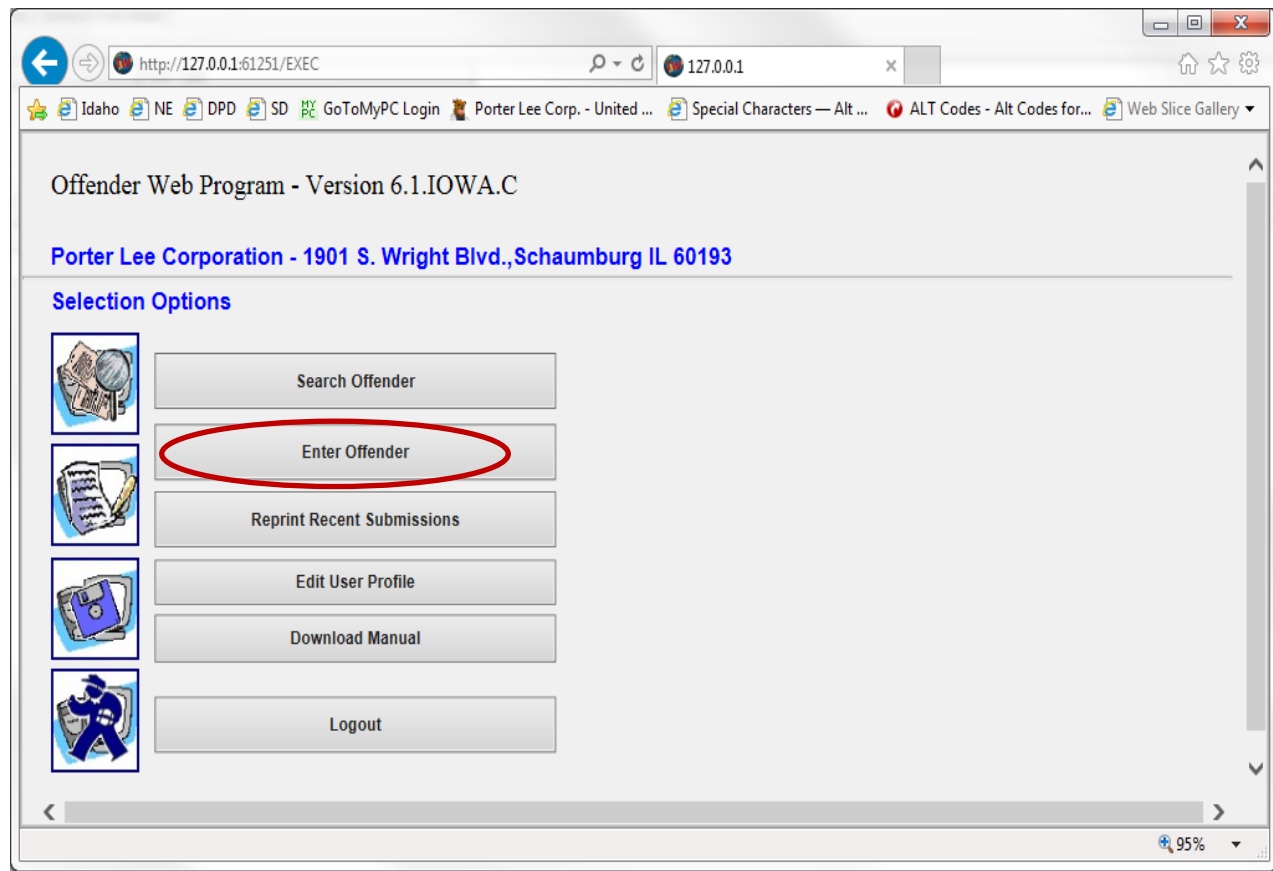
Date Received  Contact

☐ Need To Recollect Sample Phone

7. If you do not see the offender you are looking for in the display, make sure that there are not multiple pages to choose from.
8. The offender identifying information will be displayed in the lower portion of the 'Search Result' screen.
9. If the search results in 'No matching Records', then the sample will need to be collected.
10. If the 'Need to Recollect Sample' box is checked, then the sample will need to be recollected.

## Enter Offender

1. From the Offender Entry home screen select 'Enter Offender'.



2. The 'Enter Offender' screen is shown below:

Offender Web Program

Porter Lee Corporation - 1901 S. Wright Blvd., Schaumburg IL 60193

Enter Offender

Last Name	First Name	Middle Name	Birth Date	State ID	Date Entered
Waley	Terrance		10/14/1984		02/28/2014 04:25 PM
Test	----		03/07/2014		03/07/2014 11:04 AM
Person3	----		08/17/1990		03/07/2014 11:11 AM
Westin	Cory		06/10/1980		03/10/2014 11:52 AM

Sorted By: Date and Time Entered

Add Edit/View Delete Submit to LAB Close

3. To amend, complete or delete a previously entered offender:

a. Select the Offender then chose the following:

- 'Edit/View'.
- 'Delete'.
- 'Submit to Lab'.

4. To enter in a new offender select 'Add'.

5. Enter the offender information into the appropriate fields.

Offender Web Program

Porter Lee Corporation - 1901 S. Wright Blvd., Schaumburg IL 60193

**Enter Offender**

\* - required information. These fields must be completed in order to submit.

\* Kit Number

\* Sample Type

\* Date Collected  m/d/yyyy \* Time Collected

\* First Name  Middle Name

\* Last Name  Suffix

\* Date Of Birth  m/d/yyyy SSN

\* Sex  \* Race

DCI Number  FBI Number

DOC Number  JI Number

Alien Number  BOP Number

AFIS Live Scan #

\* Qualifying Offense

\* Check all that apply: ☐ Sex Offender Registry (SOR) ☐ Probation ☐ Court Order

☐ Incarceration ☐ Parole ☐ Other

\* Submitting Agency  Comments

Phone Number (847) 985-2060

\* Collected By

Save Cancel Submit to LAB

- a. Required fields will display in red.

**\*KIT NUMBER IS VERY IMPORTANT: PLEASE CONFIRM THAT IT HAS BEEN ENTERED CORRECTLY.\***

## Offender Web Program

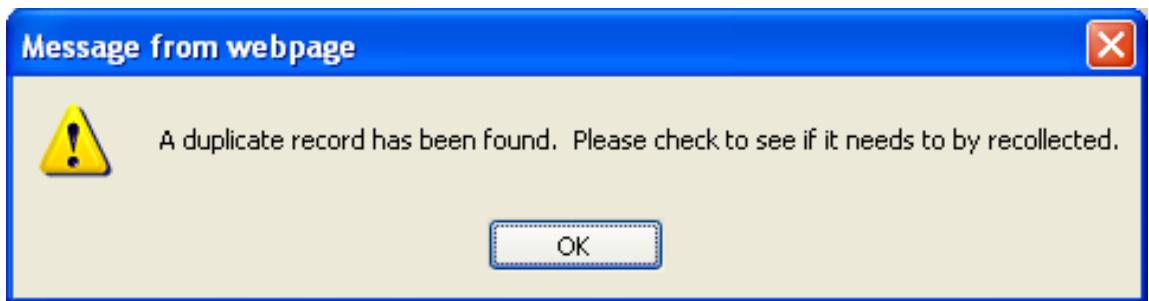
Porter Lee Corporation - 1901 S. Wright Blvd., Schaumburg IL 60193

### Enter Offender

\* - required information. These fields must be completed in order to submit.

* Kit Number	5816716		
* Sample Type	Buccal FTA		
* Date Collected	2/27/2014	m/d/yyyy	* Time Collected 09 : 15
* First Name	Cory	Middle Name	
* Last Name	Westin	Suffix	-- No Selection --
* Date Of Birth	6/10/1980	m/d/yyyy	SSN
* Sex	Male	* Race	White/Caucasian
DCI Number		FBI Number	
DOC Number		JI Number	
Alien Number		BOP Number	
AFIS Live Scan #			
* Qualifying Offense	Aggravated burglary		
* Check all that apply:	<input type="checkbox"/> Sex Offender Registry (SOR)	<input checked="" type="checkbox"/> Probation	<input checked="" type="checkbox"/> Court Order
	<input type="checkbox"/> Incarceration	<input type="checkbox"/> Parole	<input type="checkbox"/> Other
* Submitting Agency	Porter Lee Corporation	Comments	
Phone Number	(847) 985-2060		
* Collected By	Joe Sampson		
<div>Save Cancel Draft Sheet Submit to LAB</div>			

- Enter all available information, even if it is not required.
- Use the drop down lists to assist with selecting the appropriate data.
- If a sample already exists in the database, a message will pop up informing you that software has found a duplicate.



- Navigate to 'Search Offender' and repeat the search process to make sure that a sample does in fact exist in the database.
- If the sample does exist in the database and the 'Need to Recollect Sample' box is NOT checked, then the sample does not need to be collected.

**IMPORTANT:** If you have been contacted by the laboratory to recollect this sample and you still receive this message please contact the Iowa DCI Crime Lab, PCO Section at 515-725-1500.

e. Qualifying Offense

\* **Qualifying Offense** -- No Selection --

\* **Check all that apply:** ☐ Sex Offender Registry (SOR) ☐ Probation ☐ Court Order  
☐ Incarceration ☐ Parole ☐ Other

\* **Submitting Agency** Porter Lee Corporation

**Phone Number** (847) 985-2060

\* **Collected By**

**Comments**

Save Cancel Submit to LAB

i. Select the offense from the drop down list that best represents the most serious offense for which the offender was convicted and sentenced.

ii. Choices include:

1. Felony
2. Sexual Offense- Aggravated
3. Sexual Offense- Serious
4. NCIC
5. Aggravated Misdemeanor
6. Other

iii. If the crime code associated with the conviction is known. Please enter that information into the comments field.

f. Check All That Apply

- i. Select the criteria pertaining to the offender sample.
- ii. Multiple criteria may be selected if appropriate.

\* **Check all that apply:** ☐ Incarceration ☐ Parole ☐ Other

\* **Submitting Agency** Porter Lee Corporation

**Phone Number** (847) 985-2060

\* **Collected By**

**Comments**

Save Cancel Submit to LAB

6. Select 'Save' if the sample is not ready to submit to the laboratory or if additional information needs to be gathered.
7. Select 'Cancel' if it is determined that sample is not needed.
8. Select 'Submit to LAB' if the data entry is complete.

- a. A confirmation screen will appear to make sure that the collector wants to proceed.

Offender Web Program

**Porter Lee Corporation - 1901 S. Wright Blvd., Schaumburg IL 60193**

Offender Name: **Westin, Cory**  
Date of Birth: **06/10/1980**  
DCI  
Number: Sex: **Male**  
Race: **White/Caucasian**

Are you sure you want to submit this data?

**BE SURE TO:**

**1. SIGN THE PRINTED FORM AND ENCLOSE IT IN THE KIT**

**2. REMEMBER TO COLLECT PRINTS ON CARD**

- b. Select 'Yes'
- c. The Electronic DNA Database Collection card will then be generated.

- d. After the Electronic DNA Database Collection Card is generated, use your browser, select File→Print.

http://127.0.0.1:61251/EXEC 127.0.0.1

Idaho NE DPD SD GoToMyPC Login Porter Lee Corp. - United ... Special Characters — Alt ... ALT Codes - Alt Codes for...

Kit #: 5816716

**ELECTRONIC DNA DATABASE COLLECTION CARD**

(1) Date Collected: 2/27/2014 (2) Time Collected: 09:15

(3) Subject's Name (in full): Cory Westin

(4) Date Of Birth: 6/10/1980 (5) Social Security Number:

(6) Subject's Sex: Male (7) Race: White/Caucasian

(8) DCI Number: (9) FBI Number:

(10) DOC Number: (11) JI Number:

(12) Alien Number: (13) BOP Number

(14) AFIS Live Scan Number:

(15) Qualifying Offense: Aggravated burglary

☐ Sex Offender Registry (SOR) ☐ Incarceration ☒ Probation ☐ Parole ☒ Court Order ☐ Other

(16) Submitting Agency: Porter Lee Corporation

(17) Agency Phone Number: (847) 985-2060

(18) Person Collecting Samples: Joe Sampson

Signature: \_\_\_\_\_

(19) Comments: \_\_\_\_\_

95%

- e. Once the Electronic DNA Database Collection Card has been printed select 'Close'



- f. A completion screen will appear reminding the collector to:
  - i. Sign the printed Electronic DNA Database Collection Card and enclose it with the kit.
  - ii. Collect Fingerprints on the card.

The screenshot shows a web browser window with the address bar displaying 'http://127.0.0.1:53800/EXEC'. The page title is 'Offender Web Program'. Below the title, the address 'Porter Lee Corporation - 1901 S. Wright Blvd., Schaumburg IL 60193' is listed. The main content area displays the following information:

**Gibson, Gabriel**  
Date of Birth: **05/13/1988**  
DCI #: **383827**  
Sex: **Male**  
Race: **White/Caucasian**

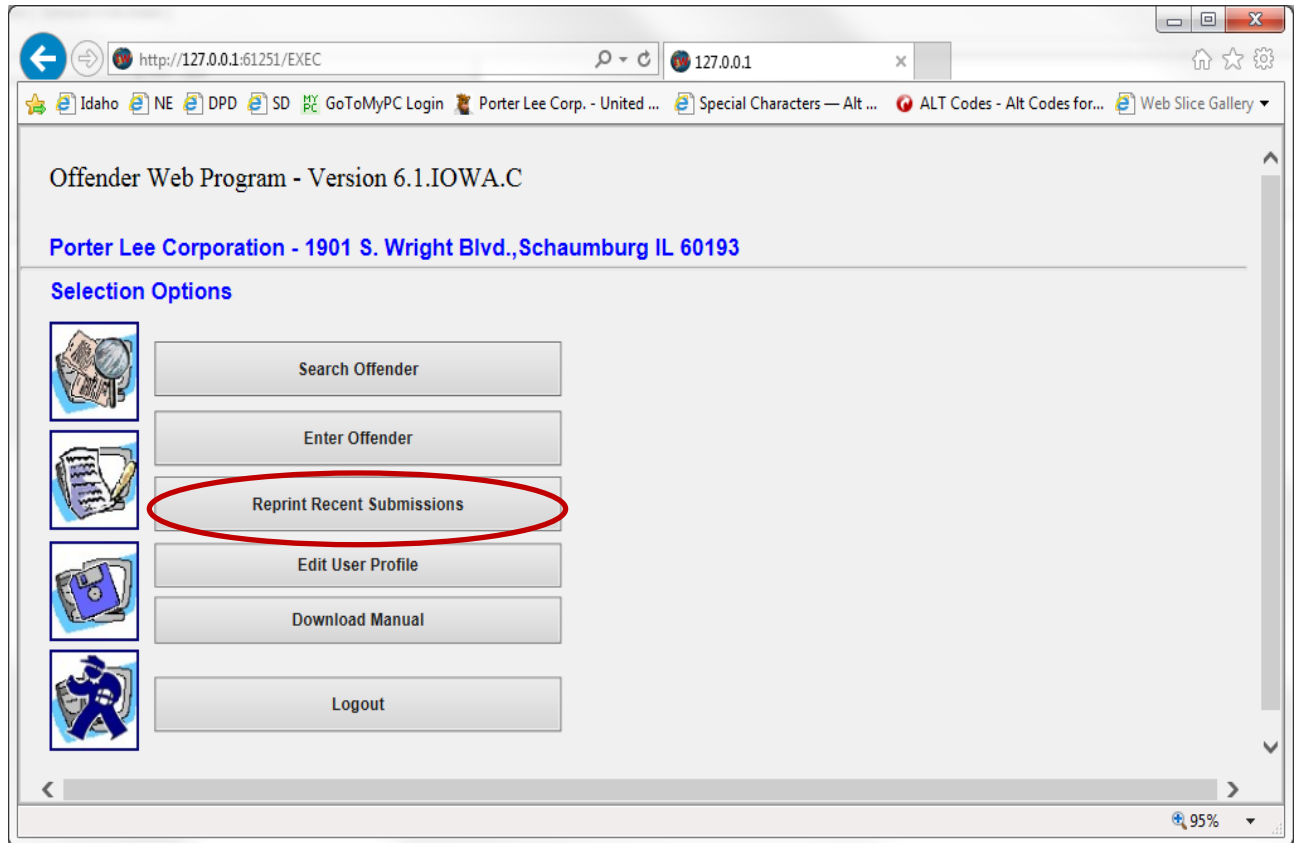
Below this information, a message reads: 'Accessing Form...Click "Done" when finished.' followed by a 'Done' button. At the bottom, a red heading 'BE SURE TO:' is followed by two numbered instructions in red: '1. SIGN THE PRINTED FORM AND ENCLOSE IT IN THE KIT' and '2. REMEMBER TO COLLECT PRINTS ON CARD'. The browser's taskbar at the bottom shows several open applications, including 'Idaho', 'NE', 'DPD', 'SD', 'GoToMyPC Login', 'Porter Lee Corp. - United ...', 'Special Characters - Alt ...', and 'ALT Codes - Alt Codes for...'. The zoom level in the bottom right corner is set to 95%.

- iii. Click done when prompted, this completes this process.

**An email notification will be sent out to the submitting agency when the sample has been scanned into the database at the DCI Crime Laboratory.**

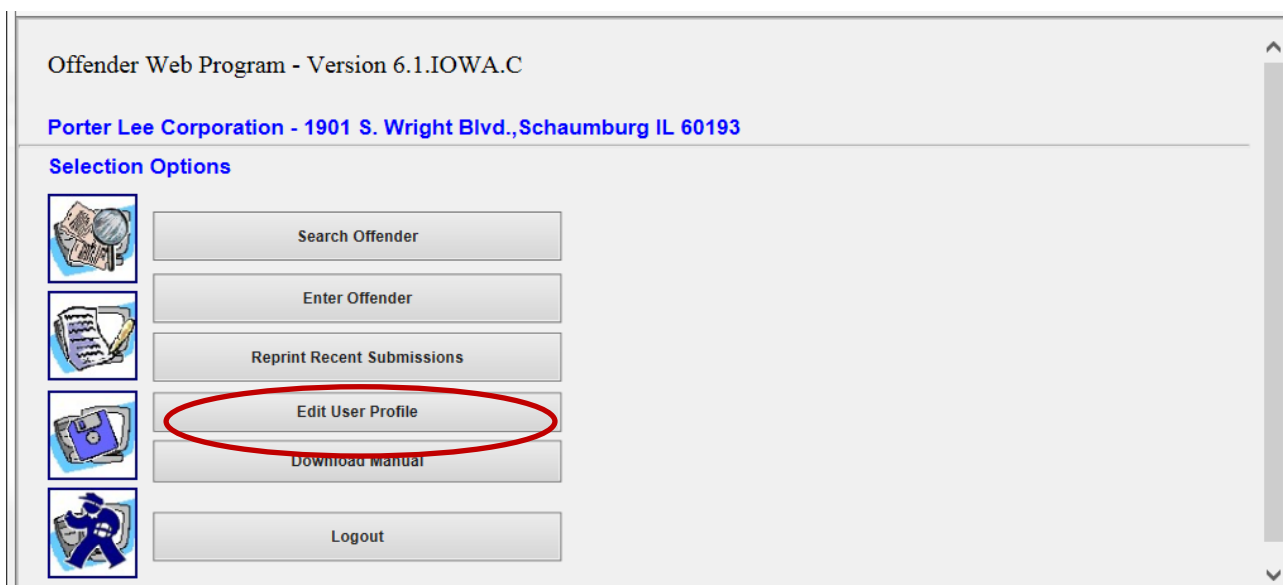
## Reprint Recent Submissions

1. If an additional copy of the Electronic DNA Database Collection Card is needed, select 'Reprint Recent Submissions' from the home screen.
2. Navigate to the appropriate offender name and select 'Reprint'



## Edit User Profile







1. Edit User Profile allows users to access their account information.



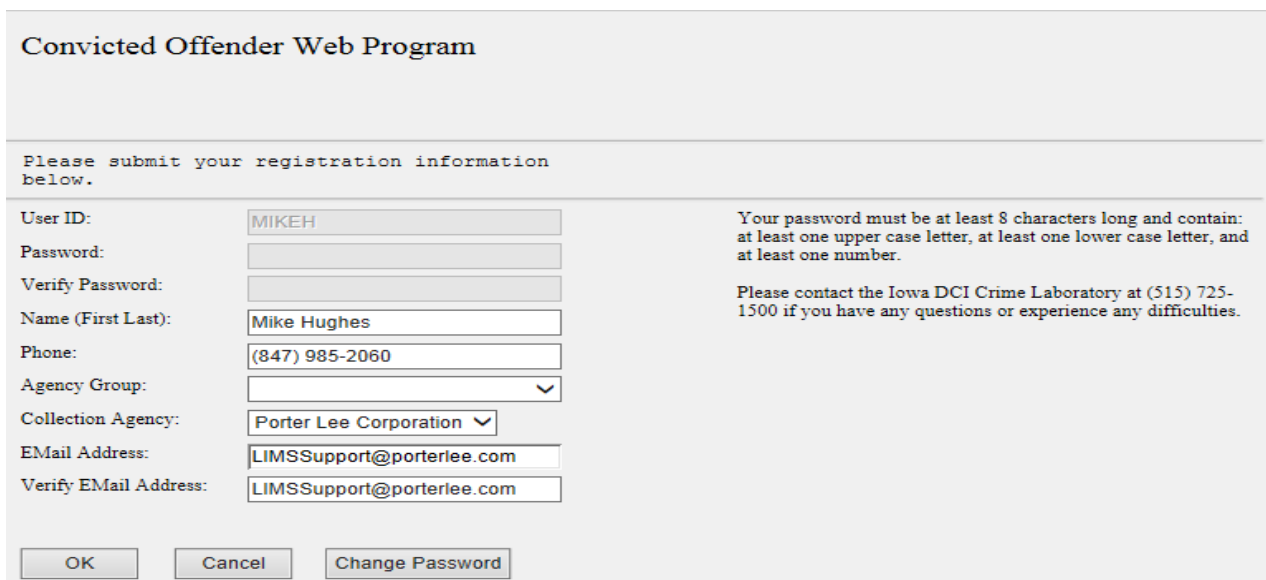
Offender Web Program - Version 6.1.IOWA.C

Porter Lee Corporation - 1901 S. Wright Blvd., Schaumburg IL 60193

**Selection Options**

	Search Offender
	Enter Offender
	Reprint Recent Submissions
	Edit User Profile
	Download Manual
	Logout

2. Updates can be made by users to their:
  - a. Passwords
  - b. Name
  - c. Phone number
  - d. Email Address



**Convicted Offender Web Program**

Please submit your registration information below.

User ID:	<input type="text" value="MIKEH"/>	Your password must be at least 8 characters long and contain: at least one upper case letter, at least one lower case letter, and at least one number.
Password:	<input type="password"/>	
Verify Password:	<input type="password"/>	Please contact the Iowa DCI Crime Laboratory at (515) 725-1500 if you have any questions or experience any difficulties.
Name (First Last):	<input type="text" value="Mike Hughes"/>	
Phone:	<input type="text" value="(847) 985-2060"/>	
Agency Group:	<input type="text" value=""/>	
Collection Agency:	<input type="text" value="Porter Lee Corporation"/>	
Email Address:	<input type="text" value="LIMSSupport@porterlee.com"/>	
Verify Email Address:	<input type="text" value="LIMSSupport@porterlee.com"/>	
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Change Password"/>		

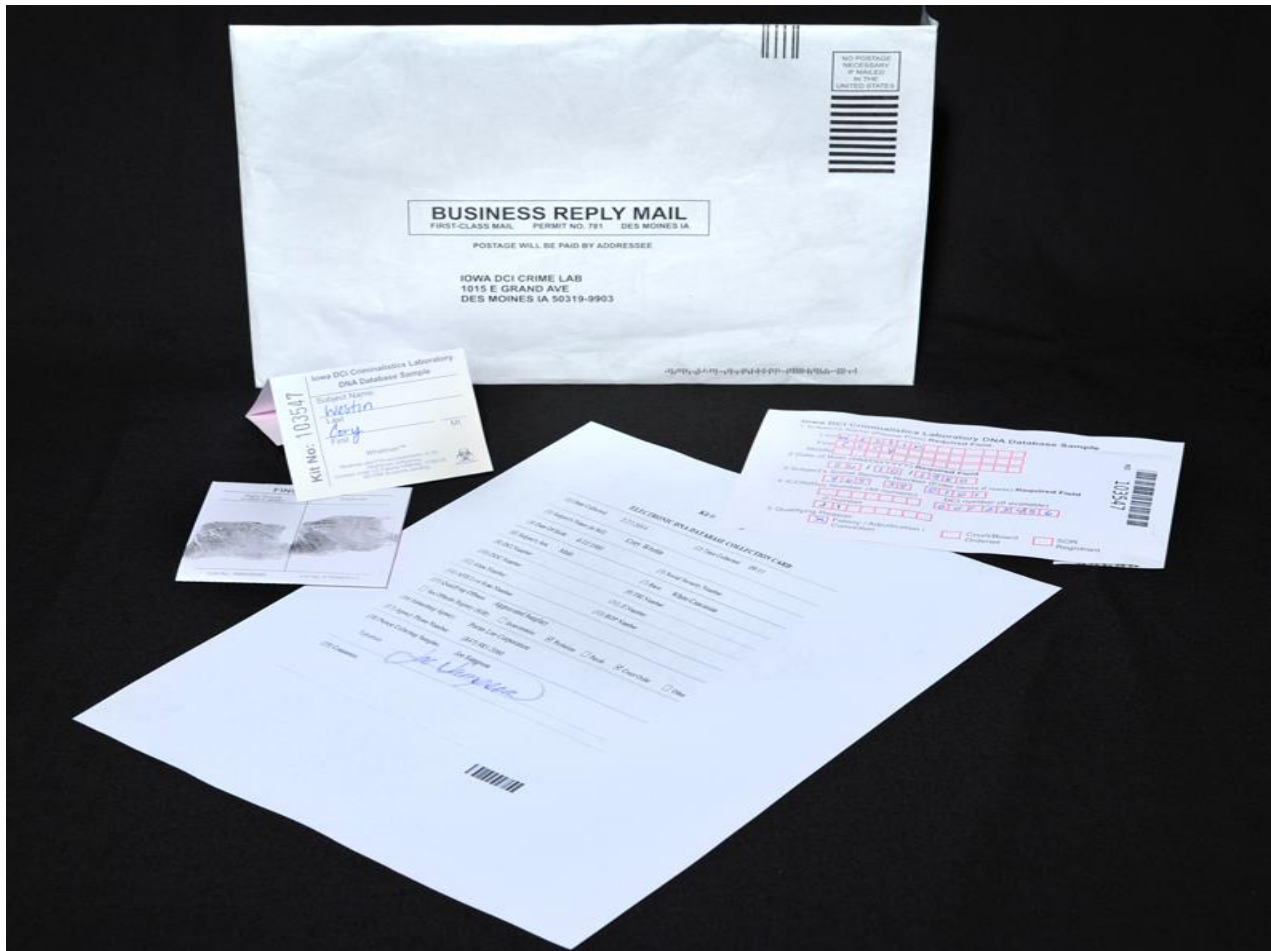
3. Changes to the following will require a call to the DCI Crime Laboratory:
  - a. User ID

## **Required Documentation**

1. Sign the Electronic DNA Database Collection Card.
2. Fill out the Collection envelope and FTA collection card.
3. Fingerprints are to be taken on the back of the FTA collection card at the time of the DNA collection.

## Packaging the DNA Kit

- The large white shipping envelope should contain:
  - a. A signed Electronic DNA Database Collection Card.
  - b. A completed DNA sample collection envelope and supporting information filled in on the FTA card.
  - c. DNA sample on the FTA paper.
  - d. Fingerprints on the back of the FTA card.



## Contacts

Eric Parry.....515-689-3609

Kathleen Kinseth.....515-559-7076

DCI Crime Lab.....515-725-1500