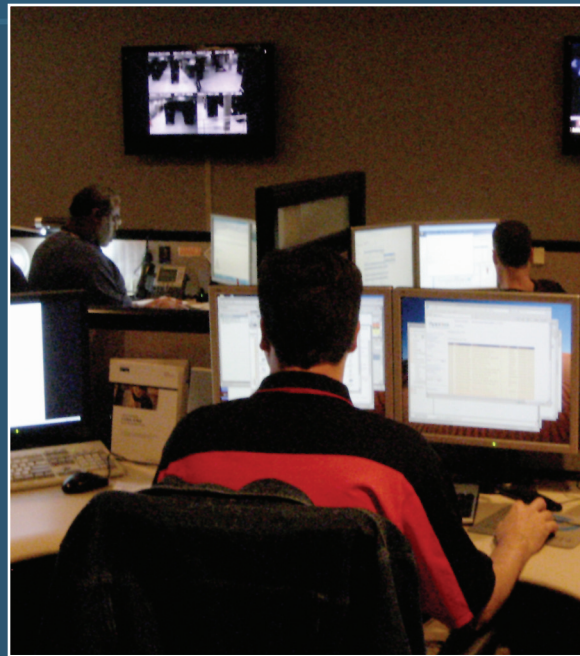## Effective Search Tips

- **Use the Logic Search.** A Logic Search will return matches that phonetically sound alike, are spelled similarly, and have numbers that may be slightly transposed. It is an effective tool in helping locate individuals who may change the spelling of their last name or switch digits on a date of birth when encountering law enforcement. An Exact Search will return only those records that match your search criteria exactly.

- **Enter all data that you have about the individual.** If you know the individual's full name, any monikers or date of birth, enter all of it. This will not only help you get the closest match first, but will also help match on multiple criteria.

- **Search all records and all locations.** Even if the offender you are looking for has lived in your state, make sure to search All States.

- **Utilize the link analysis capability.** Click the LinkedUp icon to view other individuals who are connected to your main subject.

If you still can not locate the offender, there are two additional ways to continually watch for the individual:

- **Create a Person of Interest record.** Then, whenever another user conducts searches on this individual, the Person of Interest record will include the information you have, allowing both agencies to work together in locating the individual.

- **Utilize the Watch feature.** If you are searching for an offender, set up a watch on the individual. The Watch feature continually watches the database, and if a record on that individual is entered into the system, you will be notified via e-mail. Also, allow other users to know you have the watch set up to help share information on locating the individual.

Still Have Questions?

A JusticeXchange users manual is available under the Help tab. You can also contact the Appriss Operations Center at 1-877-502-2501 or via e-mail at aocd@appriss.com to answer any other questions you may have.

New Users Guide

JusticeXchange®

The Criminal Justice Information Sharing Portal

POWERED BY Appriss

Frequently Asked Questions & Effective Search Tips to Maximize Your JusticeXchange Experience

Connecting Criminal Justice

JusticeXchange gives criminal justice professionals an instant, up-to-date database of booking records, warrants, and other data from thousands of agencies across the country. Link analysis and a mapping tool provide basic analytics to users. This guide will serve not only as a reference for our most commonly asked questions, but also provide effective search tips intended to help you streamline your search results.

FEATURES

Q. What features are in JusticeXchange?

A. Depending on your state, you may have access to the following:

- Searches – Person, OneDOJ, Vehicle, Narratives, Driver's License, and Location
- Reports – Currently Incarcerated, Recently Booked, Person of Interest, and Accessible Data
- LinkedUp, MapTracker, Watches, Photo History, Wanted Posters, Photo Lineups, Behavioral Reports, Link Analysis, and Mapping

ACCESS

Q. What do I do if I forget my user name or password?

A. Click either the "Forgot Password" or "Forgot User Name" link to retrieve the requested information.

Q. Is there a time when JusticeXchange would ever be unavailable?

A. It could possibly be unavailable on Wednesdays from 4:00 a.m. to 6:00 a.m. EST during the regularly scheduled maintenance window.

Q. My new co-worker wants access to JusticeXchange. Can I just let him use my user name and password?

A. Each JusticeXchange license is valid for one user. Contact your agency or state administrator to request additional licenses.

WATCHES

Q. How many watches can I enter?

A. Each user can enter up to 100 watches.

Q. Can I have a watch hit e-mail sent to more than one e-mail address?

A. Yes, in the My Profile tab, you can designate a primary e-mail address and two additional e-mail addresses. Also, on the Add Watch tab, you can enter up to five additional e-mail addresses.

Q. If I update my e-mail address in my profile, will all my watch hits now go to this new e-mail address?

A. Yes, e-mail watch hits are defaulted to go to the e-mail addresses in your profile. The only exception would be if you set up a watch and choose the option to "replace" your default option with someone else's e-mail address.

Q. I have a watch on an individual I know was booked into a participating facility. Why didn't I receive an e-mail letting me know?

A. Make sure your e-mail address is up to date in the My Profile tab. Also, make sure to whitelist the e-mail address of justicexchange@appriss.com in your spam filter to prevent your watch hit e-mails from being blocked.

DATA

Q. How can I find out which states and agencies are contributing data to JusticeXchange?

A. A listing of agencies by state is available under the Reports – Accessible Data tab.

Accessible Data	Currently Incarcerated	Person of Interest	Recent Bookings	Report Results			
Accessible Data - Kentucky (EST)							
Showing 1 through 86 of 86							
ORI #	County	Agency Name	Data Reporting	Beginning Date of Data	Data First Available	Data Last Updated	
KY0010008C	Adair	Adair County Regional Jail	Bookings	04/08/2004	04/16/2004	07/21/2008 07:19 am	
KY002008C	Allen	Allen County Jail	Bookings	04/12/2004	04/22/2004	07/21/2008 11:28 am	
KY004013C	Ballard	Ballard County Jail	Bookings	05/27/2004	06/02/2004	07/21/2008 12:24 pm	
KY0050000	Barren	Barren County Jail	Bookings	07/07/2004	07/26/2004	07/21/2008 11:50 am	
KY0070000	Bell	Bell County Jail	Bookings	10/21/2004	10/25/2004	07/21/2008 11:28 am	
KY0080000	Boone	Boone County Jail	Bookings	03/08/2004	05/26/2004	07/21/2008 12:24 pm	
KY0090000	Bourbon	Bourbon County Jail	Bookings	10/11/2004	10/19/2004	07/21/2008 12:24 pm	

Q. How current is the data in JusticeXchange?

A. Booking data is refreshed at least once every hour, and records management system data is refreshed daily. If you would like to find out when a specific facility most recently sent data to JusticeXchange, refer to the Accessible Data report.

Q. I was looking at an offender record for a current inmate in my facility, but I noticed some of the information is incorrect. How can I fix this?

A. JusticeXchange is interfaced with your jail booking system. Whenever you update your system with the correct information, the updates will also be sent to JusticeXchange.

Q. I am responsible within my agency for letting others know when an expungement request has been approved. How do I notify JusticeXchange of this request?

A. Click on the Help – Record Removal tab. Fill out the online form, and the requested record will be removed from JusticeXchange within 72 hours.

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