

To	From
BOARD OF HARBOR COMMISSIONERS	
EXECUTIVE DIRECTOR	
DED - ADMINISTRATION, EO, COS	
DED - PUB SAFETY & EMERG MGT, CHIEF	
DED - MKTG & CUSTOMER RELATIONS	
DED - DEVELOPMENT	
DED - STAKEHOLDER ENGAGEMENT	
SR DIR COMM & STAKEHOLDER ENGAGE	
SR DIR WORKFORCE & GOV AFFAIRS	
CHIEF FINANCIAL OFFICER	
ACCOUNTING	
CARGO INDUST REAL ESTATE	
CARGO MARKETING	
CITY ATTORNEY	
COMMISSION OFFICE	
COMMUNITY RELATIONS	
CONSTRUCTION	
CONSTRUCTION & MAINTENANCE	
CONTRACTS & PURCHASING	
DEBT & TREASURY MANAGEMENT	

CITY OF LOS ANGELES  
HARBOR DEPARTMENT

August 28, 2024

To	From
EMERGENCY MANAGEMENT	
ENGINEERING	
ENVIRONMENTAL MANAGEMENT	
FINANCIAL MANAGEMENT	
GOODS MOVEMENT	
GRAPHIC SERVICES	
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PORT PILOTS	
X PORT POLICE	X
RISK MANAGEMENT	
TRADE DEVELOPMENT	
WATERFRONT/COMM REAL ESTATE	
WHARFINGERS	

**SPECIAL ORDER 24-01**

**TO: All Port Police Sworn Personnel**

**SUBJECT: EXPANDED USE OF AUTOMATED LICENSE PLATE RECOGNITION**

In our ongoing efforts to enhance law enforcement efficiency and improve community safety, The Los Angeles Port Police will expand our use of Automated License Plate Recognition (ALPR) technology across the department. Effective immediately, all officers operating vehicles equipped with ALPR systems shall log on and activate the system during their scheduled patrol shift.

**GENERAL USE AND PRACTICES**

ALPR systems shall be deployed for official law enforcement purposes, including (but not limited to) locating stolen vehicles, suspect vehicles, stolen license plates, wanted or missing persons, or vehicles placed on special hot lists.

- ALPR systems shall be used only by sworn or civilian members of the department who have been trained and certified in the use of the equipment pursuant to department policy and procedures.
- No sworn or civilian member shall use or authorize the use of any ALPR system or ALPR database information for any reasons other than official law enforcement purposes.
- A hit by the ALPR system does not establish probable cause for taking law enforcement action. In the absence of exigent circumstances, stolen vehicle data must be confirmed with the communications prior to taking any related law enforcement action.

**OFFICER RESPONSIBILITIES**

- Ensure that the ALPR camera is properly affixed to their assigned police vehicle at the start of their shift and shall inspect the units for damage. Discovery of any ALPR equipment that is inoperable or damaged in any way shall not be used and shall immediately be reported to the ALPR Administrator.
- Officers shall start the ALPR system software to activate the system and receive the automatic updated hot list at the beginning of each shift. Officers in marked police vehicles shall keep the ALPR activated through their entire shift.

- Ensure that the ALPR system is operating properly in accordance with the ALPR training.
- ALPR operators shall confirm the ALPR information with the communications to confirm the status of the vehicle prior to taking enforcement or other type of police action absent of exigent circumstances.
- Officers shall continue to adhere to the ALPR policies and procedures outlined in policy section 462 of the Los Angeles Port Police Policy and Procedure manual.

SUPERVISORS RESPONSIBILITIES

- Ensure all officers under your supervision are adequately trained in the operation and functionality of the ALPR systems.
- Organize refresher training sessions as needed to keep staff updated on any changes in technology or procedures
- Regularly review ALPR usage reports to ensure officers are utilizing the system and logging on software during each patrol shift.
- Conduct random audits of ALPR data to verify compliance and identify potential misuse.

The expanded use of ALPR technology is a significant step forward in our commitment to utilize modern tools to enhance public and officer safety in the Port of Los Angeles. Your cooperation and adherence to these new protocols are crucial for the successful expansion of this initiative. Training will be scheduled for all sworn in the coming weeks.

  
THOMAS E. GAZSI  
Chief of Police

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