



Training Bulletin

Los Angeles Port Police

Thomas E. Gazsi, Chief of Police

AUTOMATED LICENSE PLATE READERS (ALPRs)

PURPOSE:

The purpose of this Training Bulletin is to establish a baseline of knowledge on the Automated License Plate Readers (ALPRs).

BACKGROUND:

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Los Angeles Port Police since 2007, to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates, and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction, and stolen property recovery. Most recently, the Los Angeles Port Police has selected **Vigilant Solutions** as the company to provide this technology for tactical and operational use.

DEFINITIONS:

Automated License Plate Reader (ALPR): A device that uses cameras and computer technology to compare digital images of license plates to lists of known plates of interest.

Hot List: License plates associated with vehicles of interest from an associated database, including, but not limited to, NCIC, DMV, Local BOLOs, etc.

Hit: Audible and Visual Alert from the ALPR system that a scanned license plate number may be in the National Crime Information Center (NCIC) or other law enforcement database for a specific reason including, but not limited to, being related to a stolen car, wanted person, missing person, domestic violence protective order or terrorist-related activity.

POLICY:

Please refer to the Los Angeles Port Police Department, Automated License Plate Readers (ALPRs) Policy Section 462.

CAPABILITIES:

“LPR Patrol”- is intended for operational use by police officers who will be operating an ALPR system from a marked police vehicle. A profile will enable an officer to login to the in-car ALPR system through a unique user ID and password (**must be reset every 90 days**).

The ALPR system, when operational, will automatically:

- I. Collect license plates from designated cameras installed on the police vehicle.
 - a. The system incorporates two cameras, one Infra-red, one color, into a single self-contained device.
 - b. The system has the ability to capture quality images in a variety of settings including darkness, oncoming headlights, bright sunlight, low sun, deep shadows and glare.
- II. Query those collected plates through Vigilant's Databases. Specially, the databases referred to as:
 - a. "*State Hot Lists*" (stolen and wanted vehicles that is updated periodically throughout each day by Vigilant).
 - b. "*Local Hot Lists*" (manually populated and updated by the LAPP Criminal Investigations Unit or other authorized LAPP personnel).
- III. Alert the user of any "*Hit*".
 - a. If the vehicle receives a match and gets a hit, the system will alert the officer with both an audible and visible alert.
 - b. Images of the license plate and vehicle, as well as a brief explanation of what the vehicle is wanted for will be displayed.
- IV. Retain the queried license plates and collected metadata including:
 - a. Global Positioning System (GPS) coordinates where license plate was Captured.
 - b. Date of the capture.
 - c. Time of the capture.

OFFICER RESPONSIBILITIES:

Officers **SHALL** verify any "hit" with the California Law Enforcement Telecommunications System (CLETS) and/or the LAPP Communications Unit and/or the LAPP Criminal Investigations Unit before taking any official enforcement action.

All arrest reports that result of the ALPR system should contain the following disclaimer:

- "The vehicle was initially brought to my attention via the use of an automated license plate recognition system. I visually verified the license plate of the vehicle in question and ran it through CLETS to confirm it was a wanted vehicle".

TRAINING VIDEOS / AIDS:

- Car Detector Mobile System V.5.0 – Operator Training PowerPoint.
- 1-hour free webinar for Vigilant Plate search basic operations.
Visit <https://register.gotowebinar.com/rt/775820211794144523> to access the training.
- Attached training document.

VIGILANT MOBILE LPR QUICK START GUIDE

LOG IN TO VIGILANT MOBILE LPR

1. Launch the Vigilant Mobile LPR icon from the MDC desktop:
2. Log in using your department email address and Vigilant password:



System	Shop 6700	...
Username	youremail@portla.org	Login
Password	XXXXXXXXXX	Close

OBSERVE HEALTH STATUS

1. Verify all HEALTH INDICATORS turn green.



- Cameras take about 90 seconds to turn green every time the vehicle is turned on.
- GPS may show red while in a parking garage due to loss of signal.

VERIFY HOTLISTS ARE DOWNLOADED

1. Click on **Learn** from health bar.



2. Verify the date is current and Synchronization Status is **Complete**. While downloading new hotlists, the status is **Synchronizing**. There are usually over 300,000 hot plates in California.

Hot-List Downloads from LEARN	
Hot Plates for Current User	448292
Synchronization Status	Complete
Hot-List Synchronized as of	08/27/18 17:30:23



ONCE ALL HEALTH INDICATORS ARE GREEN, YOU CAN MINIMIZE THE VIGILANT MOBILE LPR SOFTWARE. THE SYSTEM WILL CONTINUE TO READ LICENSE PLATES

CONFIRMING HITS

If a hot plate is detected, an alert will display MDC screen. Confirm that the image of the plate matches the text of the plate detection, and the plate state matches the want. Click **Correct Hit** or **Incorrect Hit** to confirm the hit then click **Close** to close the Alert

Stolen Vehicle Alert

Exact match
7HOH073
CA - 7HOH073
LPR Camera

Hit Description

Alert Type: Stolen Vehicle
Hot-List Source: CDMS Client
State: CA
Alarm Priority: High Level
Recovered: This veh was already covered on 7/1/18
Date of Load: 02-08-18
Date of Order: 02-08-18
Date of Scan: 02-08-18
Time of Scan: 11:00:12 AM

Sex: []
Age: []
Race: []
Action Taken: None
Comment: Action Taken:None

Correct Hit Incorrect Hit Close

HOTLISTS UPDATE APPROXIMATELY EVERY 4 HOURS.

ALWAYS VERIFY THE PLATE AND THE STATE OF AN ALPR HIT WITH A LIVE SYSTEM (RUN IN CAD OR VERIFY WITH DISPATCH) BEFORE TAKING ENFORCEMENT ACTION





Vigilant Mobile LPR DSP Control Center

Quick Reference Guide Ver 6.x

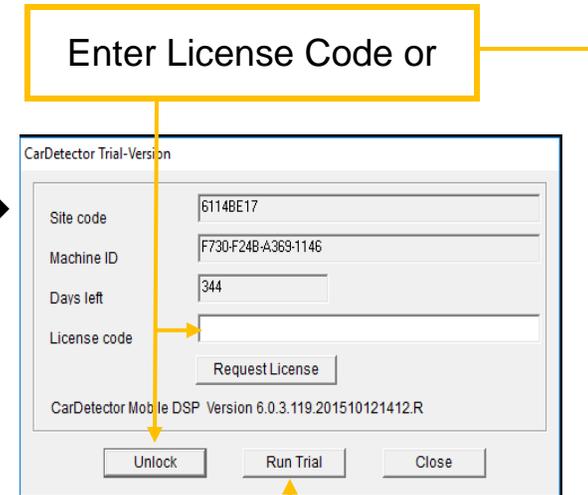
Getting Started



Desktop Icon

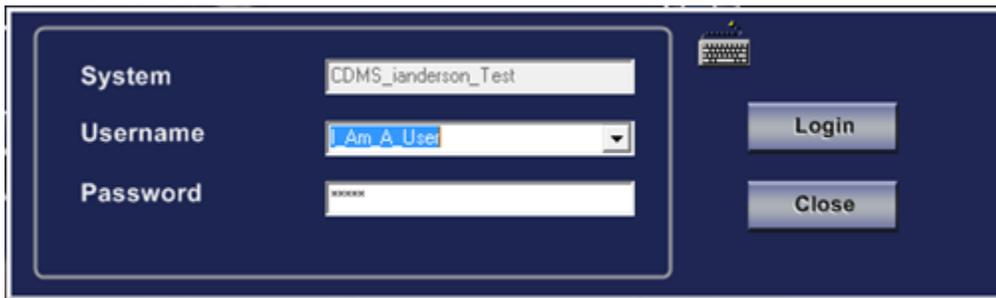


Operating Warning

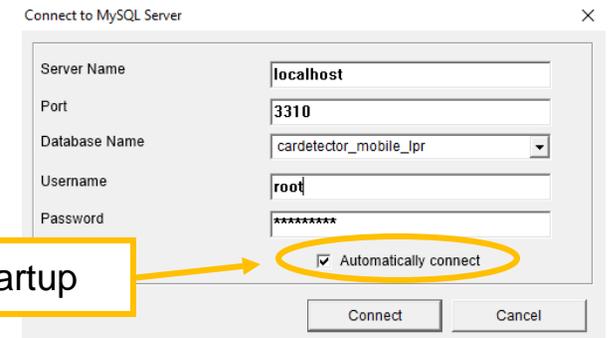


Enter License Code or

Run 60 Day Trial



Enter User Credentials



Faster Startup

Connect to CarDetector Database

Exploring the Main Screen

Control Buttons

Connection Status Lights

The screenshot shows the Vigilant Solutions software interface. On the left is a vertical menu of control buttons. At the top right are connection status lights. The main area features two camera feeds, a navigation bar with icons, a hit list, and a detection list. A callout box on the right lists the four information windows.

Control Buttons: Setup, Import Hot-List, Start Shift, Add Plate, Search, Day/Night, Minimize, Exit.

Connection Status Lights: Cam-1, LEARN, GPS, System.

Active Camera Feed: Shows a red SUV on a street.

Camera Navigation: Includes icons for Video, a color bar, a camera, a hand pointing, a camera lens, and a compass.

Hit List:

4FYK356
4FYK356
5WQU915
5WQU915

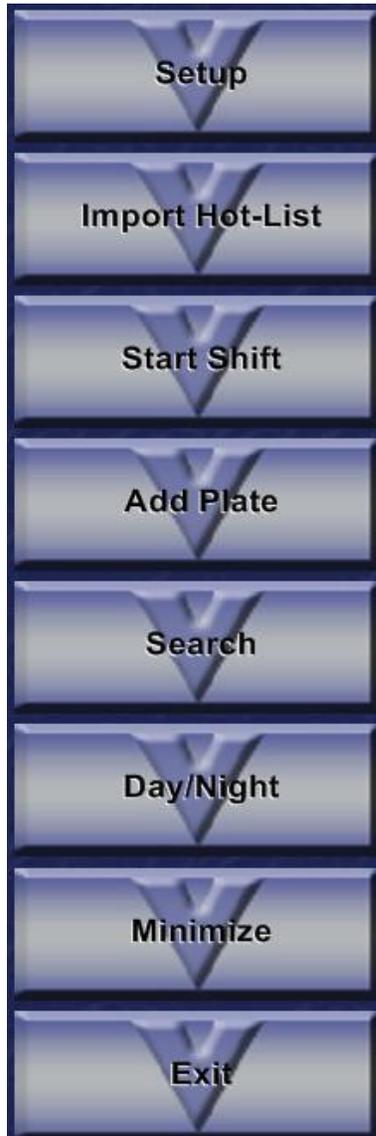
Detection List:

Plate	Plate Number	Camera
6BCR581	6BCR581	Camera #1
5VJZ267	5VJZ267	Camera #1
5HSE673	5HSE673	Camera #1
5LGS904	5LGS904	Camera #1
3USD408	3USD408	Camera #1
6DET142	6DET142	Camera #1

4 Information Windows:

- Active Camera Feed
- Detection Viewer
- Hit List
- Detection Plate List

Exploring the Control Buttons



Launches the main setup parameters and options for CarDetector

Allows the operator to add Hot-List files to the hotlist database

Bookmarks a period for reporting and exporting data records

Allows the operator to add single plates to the hotlist database

Search utility to access all LPR data in the local CDMS database

Switch between Day Mode Theme and Night Mode Theme

Minimizes the CarDetector app while operating in the background

Terminates the CarDetector program

Setup - Cameras/DSP's (Reaper Version)



Camera Audio OCR Alert Clean LEARN Proxy

Camera	Name	IP Address
<input checked="" type="checkbox"/> Cam-1	Camera Name	192.168.1.10
<input checked="" type="checkbox"/> Cam-2	Camera #2	192.168.1.11
<input checked="" type="checkbox"/> Cam-3	Camera #3	192.168.1.12
<input checked="" type="checkbox"/> Cam-4	Camera #4	192.168.1.13

Change DSP Config IP DSP Info

Apply Close

Activate Camera

Name Camera

Change DSP Button

Camera IP

Save Settings

DSP Configuration

CarDetector

Connected Successfully.

OK

OR

CarDetector

DSP not found.

OK

Setup - DSP Configuration

Manually Add IP of DSP

Choose your DSP

Select Checked IP

Change & Review Reaper's IP Address

View DSP Details

Network Configuration

Network Configuration [192.168.1.10]

Camera	Name	IP Address	
<input checked="" type="checkbox"/>	Cam-1	Camera Name	192.168.1.10
<input checked="" type="checkbox"/>	Cam-2	Camera #2	192.168.1.11
<input checked="" type="checkbox"/>	Cam-3	Camera #3	192.168.1.12
<input checked="" type="checkbox"/>	Cam-4	Camera #4	192.168.1.13

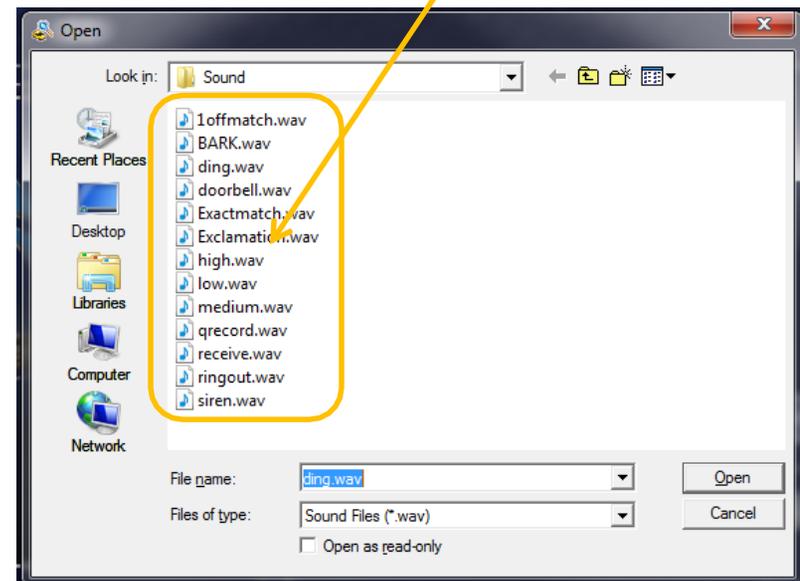
Host name	ReaperSD
IP Address	192.168.1.10
Subnet mask	255.255.255.0
Default gateway	192.168.1.10
DNS Server	0.0.0.0
Domain Name	
Engine Version	2.1.111815.1500
Video Output	

Setup - Audio Settings

Configure Audio Alerts Tab



Assign specific sound to detection types



Setup - OCR Settings

Reaper:

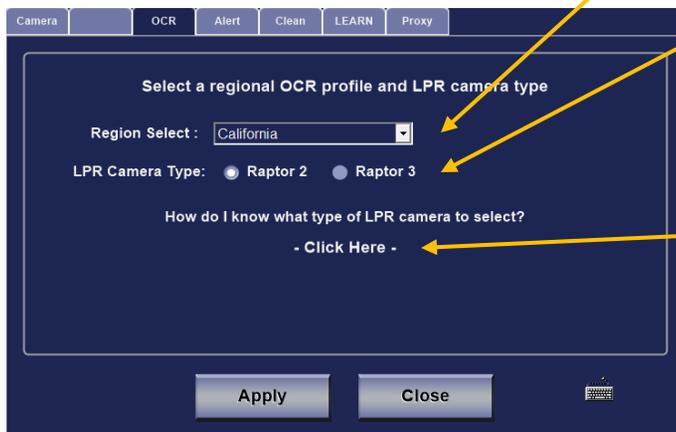
OCR Tab



Assign appropriate region to ensure accurate detection

Condor:

Select LPR Camera Type



Setup - Alert Settings

Set alert parameters and notification type for CarDetector Application

Alert Tab

Define method of matching detected plates to Hot-Lists

Hit Alert Matrix

	Plate1 Only	Plate1 & Plate2
Exact match	<input checked="" type="checkbox"/>	<input type="checkbox"/>
One-Off match	<input type="checkbox"/>	<input type="checkbox"/>

Ignore Out-of-State Alerts

Notifications

Sound Audio Alert	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Trigger Pop-Up Window	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Force Pop-Up Priority	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Require Hit Confirmation	<input checked="" type="radio"/> Yes	<input type="radio"/> No

Apply Close

Notification Type

Audio,
Pop-
Up's &
Require Hit Confirmation

Plate 1 VS Plate 2:

Plate 1 is the first interpretation the Engine read the plate to be and Plate 2 is the second interpretation of the same plate. They are not separate Detections.

Exact match + Plate 1 Only: make an alarm sound when any detected plate number on **Plate 1** column exactly matches all characters of a plate number in the hot list.

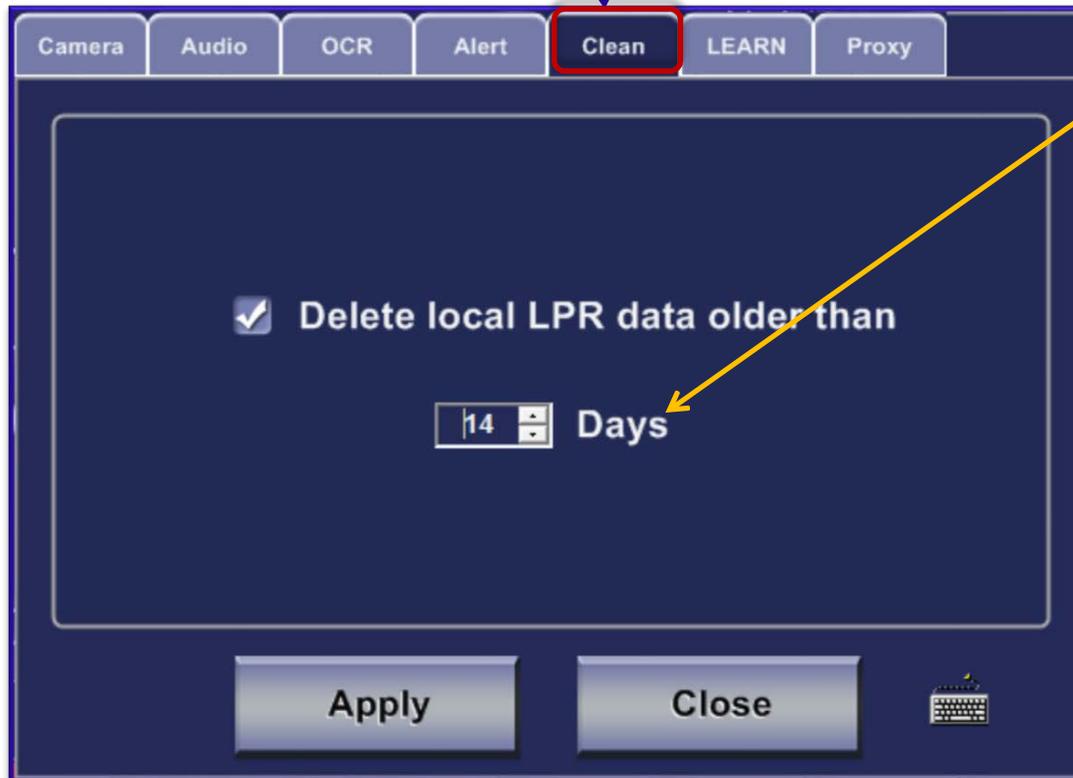
Exact match + Plate 1 & Plate 2: make an alarm sound when any detected plate number on **Plate 1** column and **Plate 2** column exactly matches all characters of a plate number in the hot list.

One-Off match + Plate 1 Only: make an alarm sound when any detected plate number on **Plate 1** column which has only one character difference from one of those of any plate number in the hot list (including the case if a plate with less or more than one character).

One-Off match + Plate 1 & Plate 2: make an alarm sound when any detected plate number on **Plate 1** column and **Plate 2** column which has only one character difference from one of those of any plate number in the hot list (including the case if a plate with less or more than one character).

Setup - Clean Settings

Clean Tab



Indicate cleanup cycle

Delete local LPR data older than [X] Days: check to enable Archive Maintenance. Specify the maximum number of days for the archive to hold. All data older than 'X' days will be deleted.

Note: Detection records remain in LEARN after local data is deleted

Setup - LEARN Settings

LEARN Tab

Camera Audio OCR Alert Clean **LEARN** Proxy

Website

Test Connection

Apply Close

Connect to the LEARN Server for advanced database features

LEARN Server IP Address is created in LEARN and cannot be changed

Verify valid connection to server

Establishes data transfer: From and To LEARN Server

Setup – Proxy Settings

Configure Proxy Settings

Camera Audio OCR Alert Clean LEARN **Proxy**

Use Internet Explorer Settings

Use CarDetector Settings

Using Proxy Server for your LAN

Address:

Port:

Bypass proxy server for local address

Advanced

Apply Close

Proxy settings are only needed if your connection to the internet requires it.

Ask your IT Department if you are having problems connecting to the internet

Import Hotlist



Easily import a custom hotlist for future alerting

This Allows you to import a Hotlist that is local to the system

A screenshot of the 'Hot-List Import' dialog box. It features a title bar 'Hot-List Import' and several input fields: 'Select a File:' with a text box and a 'Browse' button; 'Select a Template:' with a dropdown menu; 'Assign Alert Level:' with a checkbox and a dropdown menu; 'Application:' with a dropdown menu; and 'Make Inactive after' with a checkbox, a text box containing '0', and the label 'day(s)'. At the bottom are 'Import Hot-List' and 'Cancel' buttons.

Locate hotlist

Identify hotlist format

Create expiration for hotlist period

This is also where you would upload your BHL file from LEARN if you are doing a Make Base hotlist to load your Hotlist. Please contact your Agency Manager for more information.

Start Shift/End Shift



Bookmark detection period to create reports or export data for review

A screenshot of a 'Shift Report' web interface. At the top is a 'Shift Report' button. Below it are tabs for 'Export', 'Detections', and 'Hits'. The 'Hits' tab is active. Underneath, there's a 'Time Interval' dropdown set to 'Last 7 Days', and 'From' and 'To' date/time pickers. Below that is a section 'Select the Fields to output to the Report:' with 'Available Fields' and 'Report Data' lists, 'Add' and 'Remove' buttons, and an 'Order' dropdown. At the bottom are buttons for 'Export', 'for LEARN', 'New Shift', and 'Close'. The 'Export' and 'for LEARN' buttons are circled in yellow.

Identify desired data

Select detection time period

Create Report Elements

Reset shift

Ability to export detections and hits to be uploaded to LEARN. This is used if system is unable to have continuous connection to LEARN.

License plate data collection is independent of Start/End Shift function

Add Plate



Easily add an individual license plate to the Hot-List database

Add Hot Plate

License Plate #	<input type="text" value="TESTING"/>	State	<input type="text" value="CA"/>
Owner / VIN	<input type="text"/>	<input type="text"/>	
Year / Make / Model	<input type="text"/>	<input type="text"/>	<input type="text"/>
Alert Type	<input type="text" value="Abandoned Vehicle"/>	<input type="button" value="Add Alert Type"/>	
<input checked="" type="checkbox"/> Alarm Priority	<input type="text" value="Medium Level"/>		

Add Additional Hot-List Fields	
Title	Field Entry
<input type="text" value="Make"/>	<input type="text" value="Toyota"/>
<input type="text" value="Name"/>	<input type="text" value="John Doe"/>
<input type="text"/>	<input type="text"/>

Enter Details - Notes; Case #; Suspect Info; etc.

Add Comments to Record	
Subject	Comments / Message / Log
<input type="text" value="Suspicious"/>	<input type="text" value="This Vehicle seen each Friday evening at Approximately 7:00PM near 7-11 on 5th Street"/>

<input checked="" type="checkbox"/> Expire After	<input type="radio"/> <input type="text" value="96"/> Hours
	<input type="radio"/> <input type="text" value="0"/> Days

Distribute Hot-List	<input type="radio"/> Current User Only
	<input type="radio"/> All Agency LPR Systems



Add license plate to local vehicle only or distribute to all other LPR vehicles within agency

Search Utility



Search among Detections, Hot-Lists, and Hits for CDMS LPR data

Search LPR Records

Search Options

License Plate #

Record Type

Source

Match Type

Partial Plate

Record Volume

Search Return (0 Records)

Plate Number	Date	Type

Dropdown 1: Detection, Hit, Hot-List

Dropdown 2: Exact, *abc123, abc123*, *abc123*

Dropdown 3: Last 10 Records, Last 50 Records, Last 100 Records, Last 500 Records, All Records

Search Utility - Detections

Search LPR Records

Search Options

License Plate #

Record Type

Source

Match Type

Partial Plate

Record Volume



Record Detail

Plate Number **5YAD559**

Detected

Latitude 37.696565 Date 02-27-13

Longitude -121.778221 Time 02:53:30 PM PST

Search Return (50 Records)

Plate Number	Date	Type
4WRM987	02-27-13	Detection
5YAD559	02-27-13	Detection
4UKZ354	02-27-13	Detection
6DHE613	02-27-13	Detection

Comments

Comments / Message / Log

Subject

New Comment

Nearest Address

License Plate #: 5YAD559

Scan Date: 02-27-13

Scan Time: 02:53:30 PM PST

Nearest Address:

2000 Las Positas Ct
Alameda
CA 94551

Intersection:

Corte Glorieta
Portola Meadows Rd

Disclaimer: The address listed above is ONLY an estimate.

Camera #1

Select a Record to View

Find Location (Nearest Address)

Search Utility – Hot-list Record

Select a Search Criteria

Hot-List Record Detail

Search LPR Records

Search Options

License Plate #

Record Type

Match Type

Partial Plate

Record Volume

Hot-List File Record **3USD408**

Alarm	Amber
State	CA
Source	CDMS Client
Record ID	3USD408CA
Alarm Priority	High Level
Date Entered	09-05-2010
Date of Load	09-05-2010
Registered Owner	Jim Smith
Hair Color	Blonde
Age	33

Search Return (1 Records)

Plate Number	Date	Record
3USD408	09-05-2010	CDMS Client

Comments Comments / Message / Log

Subject

New Comment

Suspicious	09-05-2010	jharz88
------------	------------	---------

Add and View Hot-List Record Comments

Search Utility - Hits

Select Record Type 'Hit'

Hit Type

The screenshot shows the 'Search LPR Records' utility interface. It includes a 'Search Options' panel on the left with fields for License Plate #, Record Type (set to 'Hit'), Source (checked 'CDMS Client'), Match Type (set to 'All'), Partial Plate (set to 'Exact'), and Record Volume (set to 'Last 50 Records'). An 'Execute Search' button is at the bottom of this panel. The main area is divided into three sections: a photo of a silver car, a 'Detected Plate' section showing '4FYK356' and 'Hot Plate: 4FYK356 Stolen Vehicle', and a metadata section with Latitude (37.696477), Longitude (-121.778219), Date (02-27-13), and Time (11:36:16 AM PST). Below these is a 'Search Return' table with 2 records, and a 'Comments' section with a subject 'Chief's Car' and a message 'This Vehicle was stolen from the PD Parkinglot'. At the bottom are buttons for 'Output Report', 'Close', 'Map It', and 'Location'.

Plate Number	Date	Type
4FYK356	02-27-13	CDMS Client
4FYK356	02-27-13	CDMS Client

Subject	Comments / Message / Log
Chief's Car	This Vehicle was stolen from the PD Parkinglot
Chief's Car	New Comment
Chief's Car	02-28-13

Select a Record to View

GPS, Date & Time

Comments sent to LEARN

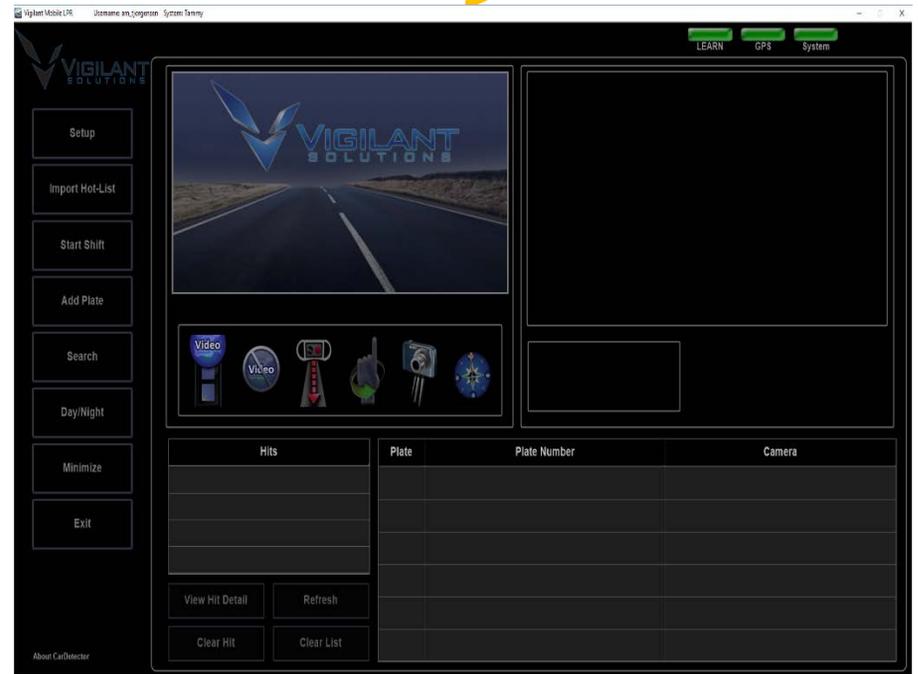
Day/Night Modes



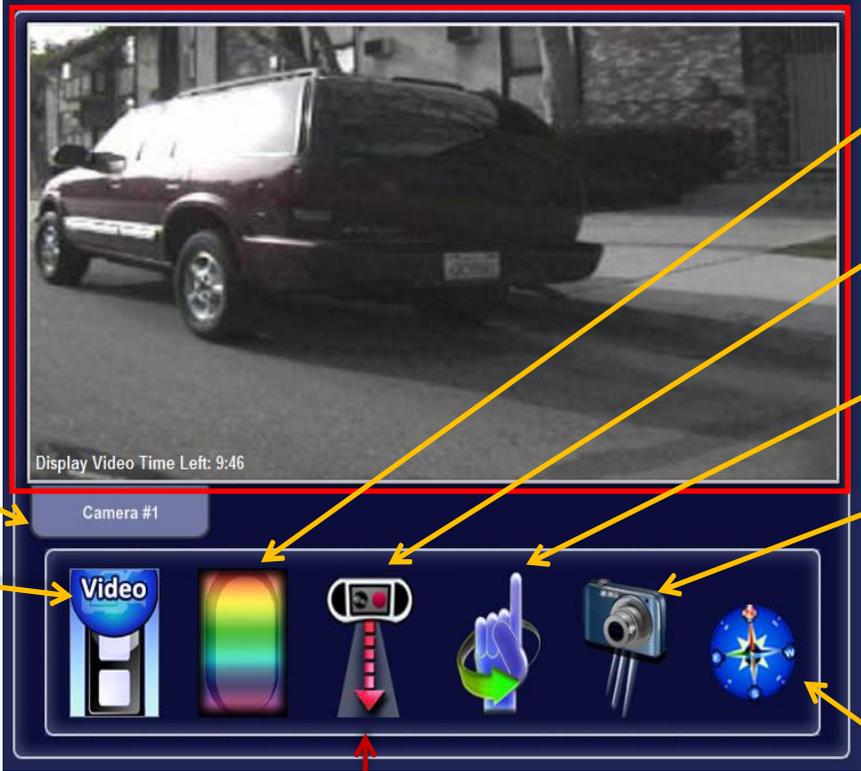
Toggle between Day Mode and Night Mode

Day Mode

Night Mode



Camera Navigation Bar



The screenshot shows a video feed of a dark SUV. Below the video is a navigation bar with several icons: a 'Video' icon, a rainbow spectrum icon, a camera with a red dot icon, a hand pointing icon, a camera icon, and a compass icon. A 'Camera #1' tab is visible above the navigation bar. A 'Display Video Time Left: 9:46' indicator is at the bottom left of the video frame.

Each camera tab allows the operator to view the active video of corresponding

Toggle between Color & IR Video

Camera Aiming

Manual LPR Capture Tool

Take a "Snapshot" of the active

Mobile Hit Hunter Tool

Show/Hide

Warning: Live video rendering should only be used while aiming cameras This helps to preserve computer

Camera Navigation Bar – Camera Aiming



Toggle between Color & IR Views

Aiming should always be conducted while viewing IR video

Pixel Height Box:
For proper aiming the pixel height should be between 14-19 (Green)

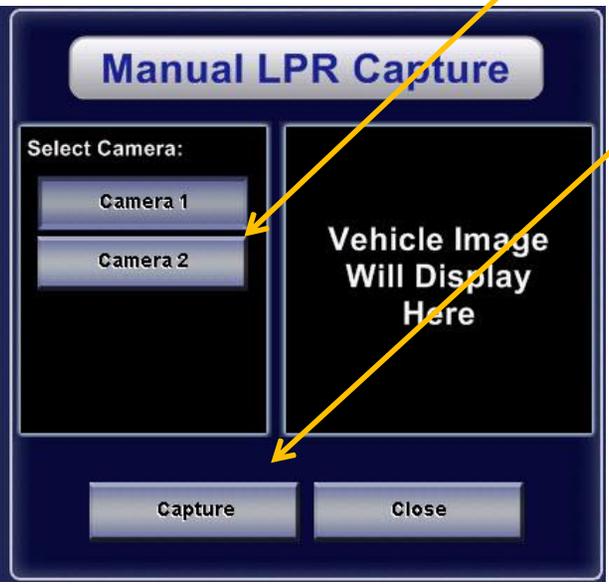
All cameras will render simultaneously and allow user to correctly aim each camera

Camera Navigation Bar – Manual Capture



Select Camera

Aim the camera at the desired License Plate and Capture the Image



Enter Plate number and Save

Camera Navigation Bar – Snap Shot



Target Image

Select Camera

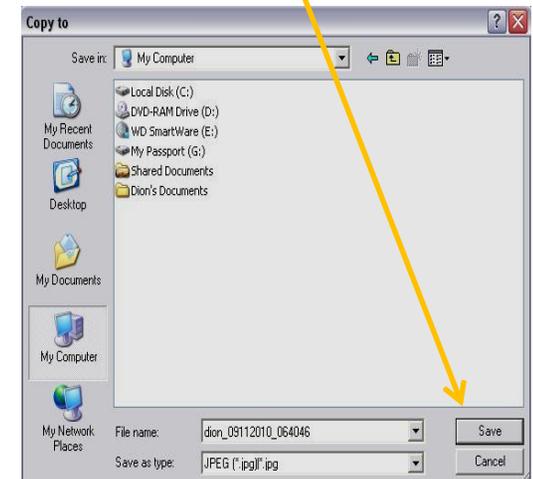
Select View

Capture

Save

A screenshot of the 'Snap Shot Utility' dialog box. On the left is a video feed of a silver car. Below the video is a 'Camera #1' label and a navigation bar with the same icons as the top image. The main area of the dialog has a title bar 'Snap Shot Utility'. Below it, 'Select Camera:' is followed by a 'Camera #1' button. 'Select Camera Mode:' is followed by a rainbow color bar. 'Record Image:' is followed by a 'Capture' button. At the bottom is a 'Close' button.

Take a snap shot of "live" IR or Color video



Mobile Hit Hunter



Vigilant Mobile LPR Username: am_tjorgensen System: Tammy

LEARN GPS System

Click to open full window and Zoom in/out on map

Hits	Plate	Plate Number	Camera

View Hit Detail Refresh

Clear Hit Clear List

About CarDetector

Mobile Hit Hunter – Configuration

To configure MHH

The screenshot displays the Mobile Hit Hunter application interface. A 'Configure' button is circled in yellow at the top left. A 'Mobile Hit Hunter Configuration' dialog box is open on the left, showing various settings for data display, volume, active LPR hits, hot-list sources, and alert types. A map of the Livermore area is shown in the background, with a blue circular area indicating a detected license plate and a green tick mark indicating the user's position. A popup window shows a video feed and details for a hit: Plate: 5TYP463, Date: 4/5/2017, Time: 08:24:59 PM, Alert(s): Stolen Vehicle. A yellow arrow points to the popup with the text 'Click on "tick mark" to get info on the "Hit"'. A blue box at the bottom of the map contains the following text: 'On the map these are the following "tick mark" Green: the position of the user Blue: the position of detected license plates Red: the position of the hit license plate.'

Mobile Hit Hunter Configuration

Configure the MHH utility for your session:

Data To Display: All

Volume: Last 500 Records

Active LPR Hits: Last 10 Days

Hot-List Source(s): All, ABC TEST, Anaheim War Test, Authorized123, Authorized123 - Informational DO NOT, Basic Test

Alert Type(s): All, OH STOLEN VEHICLE, OH STOLEN VEHICLE, 1998 WHI OH STOLEN VEHICLE, 2005 BLK/RED OH STOLEN VEHICLE, A

Display 'My' Location

Display 'My' Recent Detections

Display LPR 'Hit Range'

Audio Alert when new 'Hit' is within 'Range'

Match Hot-List State to record State

Save Cancel

Mobile Hit Hunter

Click on "tick mark" to get info on the "Hit"

Plate: 5TYP463
Date: 4/5/2017
Time: 08:24:59 PM
Alert(s): Stolen Vehicle

On the map these are the following "tick mark"
Green: the position of the user
Blue: the position of detected license plates
Red: the position of the hit license plate.

Detection View - Live

- Provides an IR image of license plate
- Verification can be made - plate number matches the OCR results
- Provides a color overview of the vehicle



Detection View - From Detection List

LPR Record Data includes: vehicle images, OCR results, GPS data, Date/Time stamp, and camera data

Plate Image

OCR Results

Capture Camera

Scroll to view more records

Edit plate data

Double-click on any record to see all relevant information

Plate	Plate Number	Camera
	4WRM987	Camera #1
	5YAD559	
	4UKZ354	
	6DHE613	
	5WQU915	
	5BYP824	

LPR Data Record



Plate Number

Camera #1

Date: 02-27-13 Latitude: 37.69656491
Time: 02:53:45 PM PST Longitude: -121.77822064

Hit View - From Hit List



Displays recent 'Hit' records from CarDetector activity

Displays Hot-List alarm type of the vehicle 'Hit' match

'Hit' Alert
An audible alert will sound and the alert screen will appear

Clears the Hit List at client level only

Clears the individual hit record at client level

Alarmed plates are also stored in LEARN

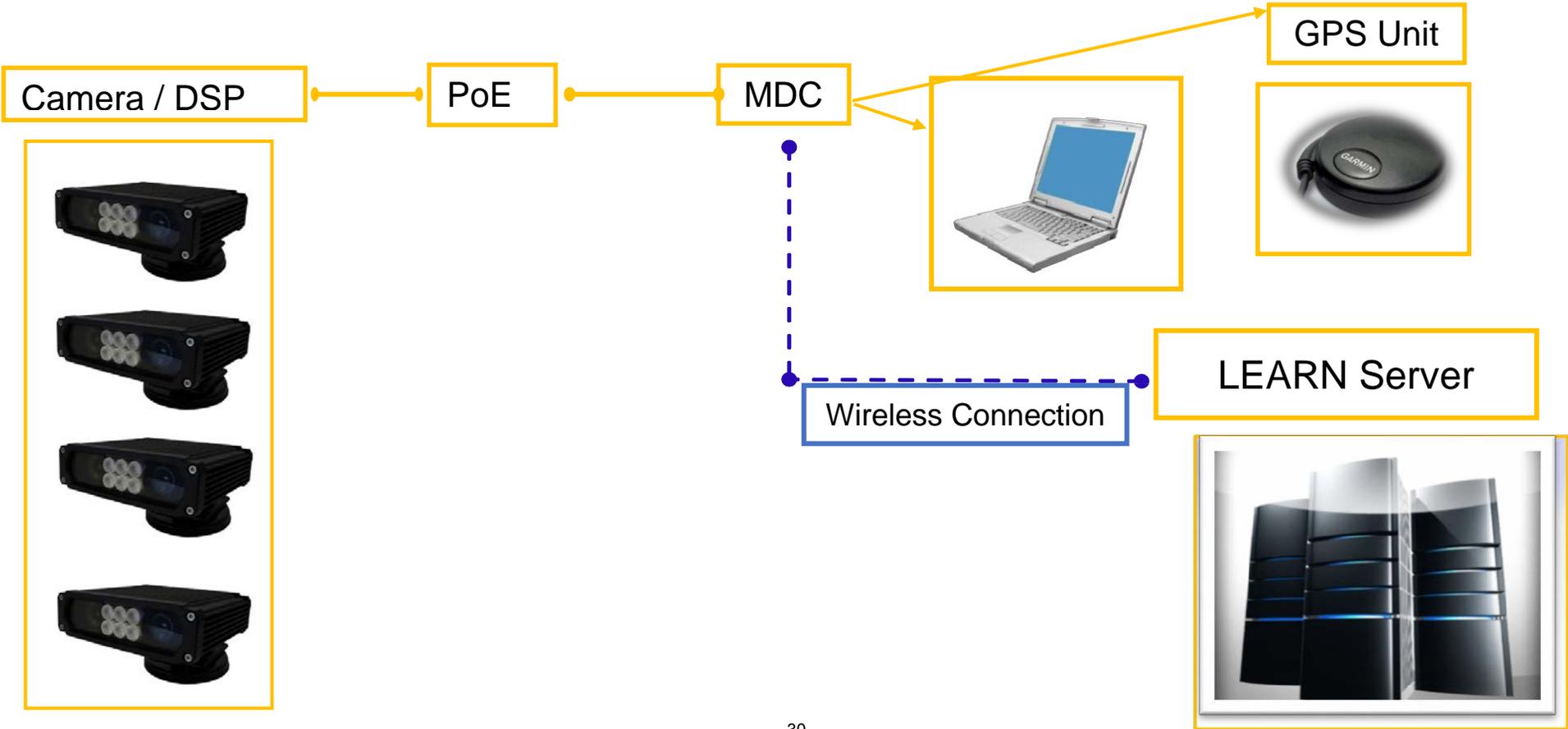


Status Lights – Overview (Reaper Model)

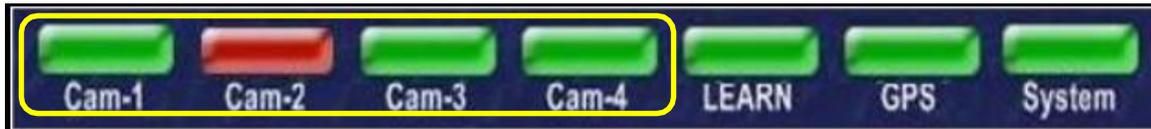


List the connection status of camera(s), LEARN connection, GPS, and system functions

Green = Good Connection ← **Status** → **Red** = Bad or No Connection



Status Lights - Cameras



Camera 1

Camera / Connection Status [Cam-1]

Connection (DSP)	
Color Video	
IR Video	

Close

**Good DSP Connection
Good Color Video Feed
Good IR Video Feed**

Camera 2

Camera / Connection Status [Cam-2]

Connection (DSP)	
Color Video	
IR Video	

Close

**Bad DSP Connection
Bad Color Video Feed
Bad IR Video Feed**

Status Lights - LEARN



Green Indicator Lights = Good LEARN Connection

LEARN Communication Status

LEARN Connectivity	
LPR Data UpLoads	
Hot-List Downloads	

LPR Uploads to LEARN

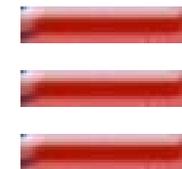
Transferred to LEARN	0
Currently Processing	0

Hot-List Downloads from LEARN

Hot Plates for Current User	5521
Synchronization Status	Complete
Hot-List Synchronized as of	02/27/13 12:13:58

Close

Red = No Connection



No Detections sent to LEARN

No Hotlist sent from LEARN to vehicles

Status Lights - GPS



GPS Receiver Status

Driver Installed	
GPS Device Connected	
Satellite Sync	

Location Coordinates (Live)

Longitude	-121.77818503
Latitude	37.69651806

Close

Nearest Address

License Plate #: 4WRM987
Scan Date: 02-27-13
Scan Time: 02:53:45 PM PST

Nearest Address:
2000 Las Positas Ct
Alameda
CA 94551

Intersection:
Corte Glorieta
Portola Meadows Rd

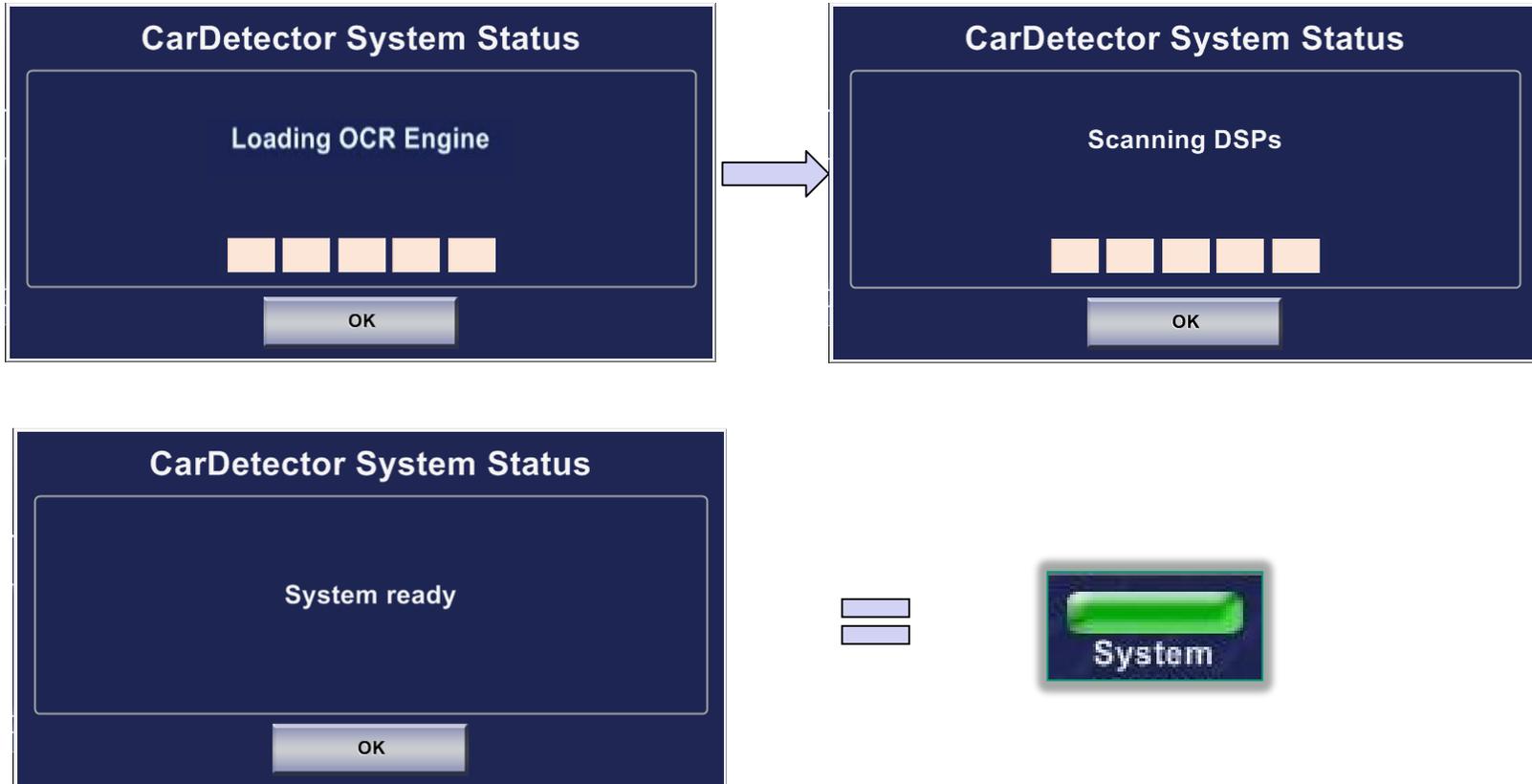
Disclaimer: The address listed above is ONLY an estimate.

Close

GPS Location – Location button (Search) Yields Nearest Address)

Status Lights - System

System Startup Process – Check System Components



If System Light is **RED**, LPR System cannot function

Automated License Plate Readers (ALPRs)

462.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage, and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

462.2 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Los Angeles Port Police to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates, and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction, and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Support Services Division Commander. The Support Services Division Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

462.2.1 ALPR ADMINISTRATOR

The Support Services Division Commander shall be responsible for developing guidelines and procedures to comply with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.
- (b) Training requirements for authorized users.
- (c) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.
- (d) Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.
- (e) The title and name of the current designee in overseeing the ALPR operation.
- (f) Working with the Custodian of Records on the retention and destruction of ALPR data.
- (g) Ensuring this policy and related procedures are conspicuously posted on the Department's website.

462.3 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

- (a) An ALPR shall only be used for official law enforcement business.

Automated License Plate Readers (ALPRs)

- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings, and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this Department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) No ALPR operator may access department, state, or federal data unless otherwise authorized to do so.
- (f) Officers shall verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before initiating a directed traffic enforcement stop or lawful detention that is based solely on an ALPR alert.

462.4 DATA COLLECTION AND RETENTION

The Support Services Division Commander is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with Department procedures.

All ALPR data downloaded to the server should be stored for a minimum of five years pursuant to the Los Angeles Harbor Department (LAHD) retention schedule. Thereafter, ALPR data should be purged in conformance with the LAHD document retention procedures unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action, or is subject to a discovery request or other lawful action to produce records. In those circumstances, the applicable data should be downloaded from the server onto portable media and booked into evidence.

462.5 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Los Angeles Port Police will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, and time (Civil Code § 1798.90.52).
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (c) ALPR system audits should be conducted on a regular basis.

For security or data breaches, see policy manual § 810.

Automated License Plate Readers (ALPRs)

462.6 POLICY

The policy of the Los Angeles Port Police is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Since such data may contain confidential information, it is not open to public review.

462.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

- (a) The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, who are signatories to a mutual participating agency agreement, or
- (b) If the agency makes a written request for the ALPR data that includes:
 1. The name of the agency.
 2. The name of the person requesting.
 3. The intended purpose of obtaining the information.
- (c) The request or participating agency agreement is reviewed by the Support Services Division Commander or their authorized designee and approved before the request is fulfilled.
- (d) The approved request or participating agency agreement is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in policy manual § 810 (Civil Code § 1798.90.55).

462.8 TRAINING

The Deputy Chief of Professional Development & Training Group should ensure that members receive department-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).