08-002: ALPR Car Deployment/Surveillance Technologies

PURPOSE
To establish protocol regarding the effective deployment of the Automatic License Plate Reader cars (ALPR), fixed ALPR cameras, Closed Circuit Television (CCTV) monitoring and to establish an efficient tracking system for their management and accountability of all related incidents.

The use of video surveillance and other advanced technologies in the field shall be guided by the United States Constitution and all applicable laws relating to a person's reasonable expectation of privacy. Specific guidelines for the practical use of ASAP technologies are guided by Department Policy, common sense, and fairness. The Compton Station Surveillance plan consists of the following technologies; video surveillance (recorded via automated computer server), Advanced Surveillance and Protection (ASAP) radio car(s) equipped with automatic license plate recognition (ALPR), fixed ALPR cameras, and other advanced technologies benefitting public and officer safety. The primary purpose of the Compton Station Surveillance program is to strengthen public safety and address quality of life issues in the community. Personnel that have access to monitors to view footage will passively monitor and not be dedicated solely to view cameras. This will be accomplished by streaming advanced technologies into the Compton Station Dispatch and other work stations to provide field and investigative personnel with real-time intelligence in the field, and video evidence for successful prosecution when applicable. Use of video surveillance and other related technologies by Department personnel shall be restricted solely for primary law enforcement functions. Recorded information used for evidentiary purposes or requested by court order shall be booked into evidence in accordance with Manual Policy and Procedures section §5-04/000. All data, including routine recordings and procedures regarding the CCTV system shall not be considered public information under the Public Records Act.

Sworn personnel may request a copy of a video recording when it relates directly to possible criminal activities. The procedures shall be as follows: When a deputy sheriff becomes aware of video involving possible criminal activity recorded by the Compton Station surveillance systems, he/she shall notify personnel trained in the use of retrieving and storing footage. Any found video shall be saved under the documents file inherent to the Indigo Vision Video Management System and CD burned for evidentiary purposes.

(Note: each monitoring station has the capability of saving video footage). For consistency sake all footage will eventually be stored on the Gateway Sub Station Video Management System. The video shall be saved and logged/named under the corresponding year, month, day, time of incident, and brief description of the incident.

The surveillance cameras are set-up to record 24 hours per day, storing the recorded video footage on the city of Compton server but with firewalls so the public cannot view. The current recording capacity for the server is approximately 30 days after which time the recorded footage is recorded over. Therefore, it is imperative that requests for footage are done expeditiously.

BACKGROUND
The ALPR vehicles are capable of scanning up to 5000 license plates per shift. When a license plate is scanned by an ALPR car, a photograph of the license plate and vehicle is captured along with a GPS stamped location with date and time. The license plate is then memorialized in a data base that can be queried by any department member via the intranet. The database can be queried for a license plate or a

partial license plate.

The ALPR system will alert the users of stolen vehicles, felony vehicles, gang vehicles, 290 PC Registrants, Amber alerts and warrants via the County Wide Warrant System (CWS). Lastly, detective bureau has the capability to enter license plates into the ALPR system as "Hot Lists" in order to alert all ALPR users of a wanted vehicle associated with a crime.

This technology and the immense capabilities of the system has proven to be a very effective tool. In order to have the most impact and maximize the effectiveness of this technology, it is imperative that these technologies are used on a regular basis.

POLICY
Compton Station is assigned one ALPR cars. In addition there are 6 fixed ALPR cameras in the vicinity of the Gateway Towne Center and 22 fixed ALPR cameras along Willowbrook Avenue. The following protocols and policies shall be in effect. The ALPR vehicle will be deployed at maximum levels during the Day and PM shifts. Any incidents associated with the ALPR system shall be memorialized by using the correct stat codes and Special Request Distribution (SRD) procedures.

Patrol Deputies Duties:
When assigned an ALPR Car, the deputy shall log on and place "ALPR" in the "Special Equipment" section of the MDT log.

Immediately deploy the car into high crime and known gang areas.

In the event the ALPR vehicle cannot be deployed the ALPR vehicle for any reason (inoperable system, missing vehicle, and engine trouble) the deputy shall make immediate notification to the Watch Sergeant.

Any arrest associated with the ALPR system shall be documented using the correct stat code. The arrest stat code shall go on the Classification Line of the arrest report (Shad-49). These stat codes cannot be used in the issuance of an URN Number, but strictly as a secondary code.

- Example: **ASAP ALPR Car / NC / 835.** Additionally, the stat code shall be entered into the deputies MDT Log clearance as a secondary entry.

835 - ASAP - ALPR/MOBILE
836 - ASAP - ALPR/FIXED CAMERA
837 - ASAP - CCTV/FIXED CAMERA
838 - ASAP - GUNSHOT DETECTION
839 - ASAP - MISCELLANEOUS (COVERT CCTV OR ALPR)

Since the MCDS has the capability of monitoring the Back Office Server System (BOSS) patrol personnel shall log on to the BOSS system via intranet. The below are instructions to access and monitor the system:

Access the intranet via the SDN
Find the ASAP page
Click on the ASAP and find the Crime Analyst Portion

Click on Crime Analyst Portion and it will ask you initially to download the software.
Click YES
A log on screen will appear shortly thereafter
User name and password are both CPTDIS (use all capital letters)
Log into system
Once into the system near the top of the screen you will see a HOME tab: Click on the tab
Click on the Dispatch Tab and it will take you to the screen you need to monitor any activity via the ALPR cameras.

You will be alerted if there are any hits (i.e reported stolen cars, armed and dangerous vehicles that have been reported)

Watch Sergeant Duties:
While preparing the shift In-Service, the on duty watch sergeant shall be responsible for the assignment of the ALPR Car. The watch sergeant shall make a notation "ALPR" in the "miscellaneous section" of the daily in-Service next to the units that are assigned the ALPR Cars.

As a guideline, the ALPR Cars should be assigned to a two (2) person car in order to ease the management of the MDT and ALPR Monitor.

After reviewing and approving any arrest report associated with the ASAP Technology, ensure that the deputy has placed the correct stat code on the **"C" Line as well as placing "ASAP" in the SRD section.**

Note: The same procedures apply regarding logging on to the BOSS system for any computer in the station that has intranet capability. Watch Deputy, Watch Sergeant and Watch Commanders terminal should be monitoring the BOSS system for activity.

Watch Commander Duties:
After reviewing the in-service make notation in the Watch Commander log that the   ALPR car is being deployed and that camera screens in Watch Commanders, Watch Sergeants and Dispatch are operational and able to be viewed. If any issues with the cameras are found email the station camera liaison.

USE OF FORCE INCIDENTS:
The on-duty watch commander shall be immediately notified by the watch deputy and/or the watch sergeant in all instances where it is discovered a use of force incident by Department personnel is captured on the Surveillance System. The Compton Station watch commander must give his/her approval when Department personnel request to review a use of force incident that has been recorded on the ASAP system.

When a use of force incident by deputy personnel is captured on the ASAP system, personnel shall adhere to MPP 3-10/115.00. Department members shall prepare all necessary written reports related to a force incident prior to reviewing a video recording of the incident. Upon completion of the written report, involved Department members shall be provided the opportunity to review the recorded incident for the purposes of

refreshing their memory after the Field Sergeant or immediate supervisor has reviewed the first reports and any separate supplemental reports of the force incident, and concluded that there is no such evidence of apparent misconduct, or a failure to property notify.

Once the video tape has been reviewed, personnel will have the opportunity to acknowledge in their report that they observed the video and that it either refreshed their memory, adding any corrective language, or that the original written statements were accurate.