

08-002: Mobile ALPR Deployment/Video Surveillance Technologies

PURPOSE

To establish protocol regarding the effective deployment of the Automatic License Plate Recognition vehicles (ALPR), fixed ALPR cameras, and video surveillance (hence referred as ASAP technologies) 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) patrol vehicle(s) equipped with automatic license plate recognition (ALPR), fixed ALPR cameras, and other advanced technologies benefitting the 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 will not be monitoring video but have it available on active situations where video may assist. 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 related to the video system shall require a court order to release this information to outside entities.

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 backed up on a restricted folder in the Compton Station shared files titled "Camera Video footage". When applicable a CD will be burned (or other acceptable copying means) for evidentiary purposes and booked as evidence.

Note: each monitoring station has the capability of saving video footage. The video shall be saved and named under the Uniform Reporting Number if applicable to include corresponding year, month, day, time of incident, and brief description of the incident. The capability to play back, download and delete recordings will be restricted to the Station Commander, Lieutenants, Sergeants and other personnel authorized by the Captain.

The surveillance cameras are set-up to record 24 hours per day, storing the recorded video footage on the city of Compton's server but with restricted access. The current recording capacity for the server is approximately 30 days after which time the recorded footage is deleted and recorded over. Therefore, it is imperative that requests for footage are done expeditiously. In the event malfunctions with the system are discovered, personnel should refer to the basic trouble shooting information posted in shared files titled (Sergeant Files, Surveillance Camera, Troubleshooting). If the problem still cannot be resolved, contact the station camera liaison or his/her designee. If deemed to be an issue that cannot be fixed with station resources, the City of Compton Information Technology Department (IT) shall be contacted. The City is responsible for maintenance of the system, per the camera Memorandum of Understanding agreed upon by both parties. The on-duty watch commander shall make a log entry in the Watch Commander Log documenting the notification to City IT

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Department for reported camera issues. Prior to the notification, the watch commander shall ensure that all basic trouble shooting steps have been followed.

BACKGROUND

The ALPR vehicles are capable of scanning thousands of license plates per shift. When a license plate is scanned by an ALPR equipped vehicle, 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 saved in a data base that can be queried by any authorized department members via an LASO work station computer.

The ALPR system can alert the users of stolen vehicles, felony vehicles, Sex and Arson Registrants, Amber alerts and warrants over \$26,000, via the County Wide Warrant System (CWS). Detective bureau has the additional capability of entering license plates into the ALPR system as wanted vehicles by contacting the ASAP unit for approval and entry.

This technology and the immense capabilities of the system has proven to be a very effective tool for the law enforcement community. In order to have the greatest 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 vehicle. 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 all shifts. Any incidents associated with the ALPR system shall be documented and cleared by using the correct stat codes and Special Request Distribution (SRO) procedures.

Patrol Duties:

When assigned an ALPR vehicle, the deputy shall log on and place "ALPR" in the "Special Equipment" section of the MDC log.

In the event the ALPR vehicle cannot be deployed (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 MDC Log clearance as a secondary entry.

835 - ASAP - ALPR/MOBILE

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

Since the MDC's have the capability of monitoring the Back Office System Server (BOSS) patrol personnel can log on to the BOSS system via intranet. The below are instructions to access and monitor the system:

Access the intranet via the SON

Find the ASAP logo on the banner page

Click on the ASAP logo 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 in 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.

Note: You will be alerted if there are any hits by an audible tone and pop up window (i.e. reported stolen cars, armed and dangerous vehicles).

Watch Sergeant Duties:

While preparing the shift In-Service, the on duty watch sergeant shall be responsible for the assignment of the ALPR vehicle. 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.

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 SRO section.

Note: The same procedures apply regarding logging on to the BOSS system for any computer in the station that has intranet capability. It is highly advisable that the Watch Deputy, Watch Sergeant and Watch Commander monitor the BOSS system for activity.

Watch Commander Duties:

After reviewing the in-service make a notation in the Watch Commander log that the ALPR vehicle is being deployed and that the video monitors in Watch Commanders,

Watch Sergeants and Dispatch are operational and available for viewing. If any issues with the cameras are found email or contact 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.

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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 surveillance system.

When a use of force incident by deputy personnel is captured on the surveillance 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 properly notify.

Once the video 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.
