10-01 GUIDELINES AND RESPONSIBILITIES OF PERSONNEL UTILIZING THE ALPR SYSTEM

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COUNTY OF LOS ANGELES

SHERIFF'S DEPARTMENT

"A Tradition of Service"

OFFICE CORRESPONDENCE

DATE: February 23, 2010

FROM: BERNICE ABRAM, CAPTAIN
CARSON STATION

TO: ALL PERSONNEL
CARSON STATION

SUBJECT: **CARSON STATION MANAGEMENT DIRECTIVE 10-01**

GUIDELINES AND RESPONSIBILITIES OF PERSONNEL

UTILIZING THE AUTOMATED LICENSE PLATE RECOGNITION (ALPR) SYSTEM

Purpose of Directive:

The purpose of this directive is to establish procedural guidelines and responsibilities of personnel utilizing the Automated License Plate Recognition (ALPR) system.

Scope of Directive:

This directive applies to all station personnel responsible for the deployment and management of the ALPR vehicle. This directive is effective immediately.

Directive:

Carson Station has two assigned ALPR vehicles. It will be the

responsibility of the Fleet Sergeant to authorize and assign the use of the ALPR car only to trained personnel. The Fleet Sergeant will maintain a roster with the names and shifts of personnel deploying the ALPR car. The Fleet Sergeant or designee will maintain the following weekly schedule for the assignment of the ALPR vehicle:

ASAP CAR SCHEDULE - 01/17/2010 - 01/									
USER	SHIFT	1/17/2010	1/18/2010	1/19/2010	1/20/2010	1/21/2010	1/22/2010	1/23/2010	1/24/20
GRACIA, M	EM	2000-0600						NOT FILLED	
GONZALEZ							2200-0800		
LOPEZ			2200-0800						
ARGUETA	AM	0800-1800							
CLAY					0600-1600				
KING									
MAUTIER								06	
CHO, M	PM				1400-0000				
CONWAY							1400-0000		
KENNARD									
HARRIS		1600-0200							
ASAP CAR TRAINED ALTERNAT									
CHAM (TO)	AM								

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THE AUTOMATED LICENSE PLATE RECOGNITION (ALPR) SYSTEM

Patrol Deputy Duties:

1. Due to the computer based capabilities of the ALPR system, the vehicle shall be deployed exclusively for its intended use - scan and store license plate data. In the event any component of the ALPR car computer system is inoperable, the deputy shall notify the Watch Sergeant on duty and the car shall immediately be removed from the line. While pending repair, the ALPR car shall not be used unless approval is granted by Operations or the Watch Commander on duty.
2. The ALPR cars shall be parked at the station's designated parking space marked "ASAP CAR." This location is in proximity to the station's wireless access point signal necessary to download/upload database information. At the start of shift, the deputy shall download the latest wanted vehicle information from the central DOJ database. At the end of shift, the deputy shall upload all scanned vehicles into the LASD central database.
3. The Deputy assigned to the ALPR car shall log on entering "ALPR" in the "Special Equipment" section of the MDT log. ALPR users will download the latest information data file from the ALPR server prior to leaving the station's wireless access point area.
4. During the deployment of the ALPR car, users receiving an alert that a vehicle is stolen, wanted, or has a warrant associated with it shall conduct the following:

- Confirm the status immediately unless officer safety issues deem it unsafe.
- When requesting SCC to confirm the status of the alert, advise SCC the request is for an ALPR alert on a vehicle.
- Create an **OBS** or use the **Code-6** MDT key if necessary.
- If a "Code-9" is initiated while awaiting a secondary confirmation due to the alert on a stolen vehicle, deputies shall advise SCC prior to receiving a secondary confirmation by MDT/SCC.

  Example: "164 is Code-9 on a 10-29V ALPR hit"

5. Any incident associated with the ALPR car shall be documented using the secondary ALPR stat code - **835-ALPR/Mobile.** The stat code will be used in the MDT clearance and on the classification line of the Incident Report (SH-R-49) if an arrest was made.

   Example: **ASAP ALPR Car / NC / 835**

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THE AUTOMATED LICENSE PLATE RECOGNITION (ALPR) SYSTEM

6. For recovered stolen vehicles with no suspect in custody, the recovering deputy shall write **"ALPR-CAR RECOVERY 835"** on top of the CHP-180 and use the stat "835" in the MDT clearance.

7. The following stat codes are applicable to the ASAP-ALPR system:

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)

Resources:
Questions regarding the use of the ALPR system may be directed to **ASAP-TEAM@ LASD.ORG** or call **(562) 345-4476.**
For the complete directive procedural guidelines, refer to Field Operations Directive 09-04, dated August 17, 2009.