

AUTOMATED LICENSE PLATE READER

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Reserve Officer

Updated: May 1, 2025

POLICY 4.57

- Purpose: Only use of OFFICIAL law enforcement purposes.
- Definitions:
 - ALPR Operator: You
 - ALPR: The entire system mounted on the white car.
 - **DETECTION:** A license plate that has been read by the ALPR.
 - **HIT:** A license plate read by the ALPR, and is found on an HPD hot list.
 - HOT LIST:
 - Stolen Vehicle
 - Stolen Plates
 - Wanted Vehicle
 - SPECIAL HOT LIST: Special Vehicles of Interest

GENERAL INFORMATION

- Only used by trained sworn AND civilian personnel .
- ONLY used for OFFICIAL purposes.
- **A HIT** does not establish PC for stopping and making an arrest. All **HITS** must be confirmed with Communications Division.

ROLES AND RESPONSIBILITIES

- GENERAL USE:
 - Only for official purposes.
- ALPR ADMINISTRATOR:
 - Check the ALPR system quarterly
 - Coordinate training
 - Make reports to appropriate divisions
 - Weekly meeting with Patrol Divisions
 - Bi-Weekly Report to HPC
 - Monthly report to Command Staff
 - Maintain training list

ROLES AND RESPONSIBILITIES (CONTINUED)

- ALPR OPERATOR:
 - Ensure equipment is on the vehicle and working
 - Call administrator if the system is not working or equipment is broken
 - Log onto the software at the beginning of the shift
 - Ensure system is working
 - Conduct search of their detections
 - Once at the beginning of shift
 - Once during the middle of their shift
 - **DO NOT PLAY BROKANIC!**

ROLES AND RESPONSIBILITIES (CONTINUED)

- USE IN VEHICLES:
 - Marked cars
 - Must log in at the beginning of the shift
 - Leave the system run continuously through shift
 - Log out at the end of the shift
 - Unmarked Car
 - May log in and out based on operational needs

ROLES AND RESPONSIBILITIES (CONTINUED)

- ALPR HITS: Alarm will sound
 - Check the picture on the screen.
 - Ensure the picture on the screen MATCHES the plate on the vehicle
 - Confirm with Communications

THIS IS YOUR PC FOR THE ARREST!

ALPR DATA

- Security
 - Detections are ONLY kept 90 days
 - Stored in an FBI approved facility
- Sharing Data
- No data to be shared outside of HPD w/o Chief's approval
 - An MOU is required to share data with outside LE agency.
 - Working with National Security Administration Police
 - Internal Revenue Service (Criminal Investigation)
- Departmental Stats can only be approved by Major in CID
- May share data WITHIN HPD

HOT LISTS

- Types of Hot Lists
 - Stolen Vehicle
 - Stolen Plates
 - Wanted
 - Special
- Stolen Vehicle, Stolen Plate, Wanted Vehicle
 - [REDACTED]
 - The most current data is uploaded
 - Plates stay in system until recovered

HOT LISTS (Continued)

- Special Hot List
 - Do Not enter any plate into the ALPR
 - Special Hot Lists are manually input
 - In the system for 2 weeks
 - Automatic extension to 30 days
 - Any more than 30 days, requires CID Major's approval
 - Plates are immediately removed after located.

REPORT WRITING

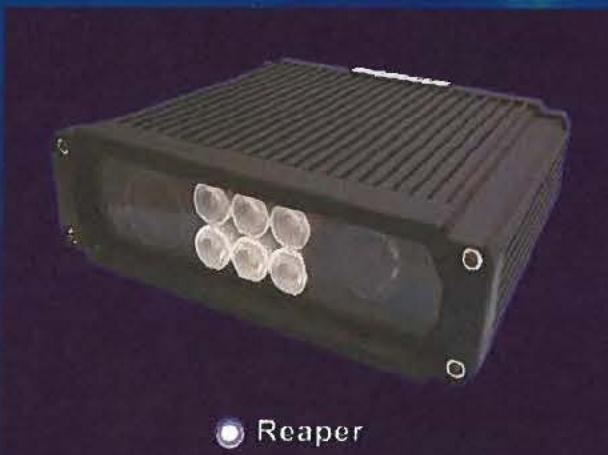
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

REPORT WRITING

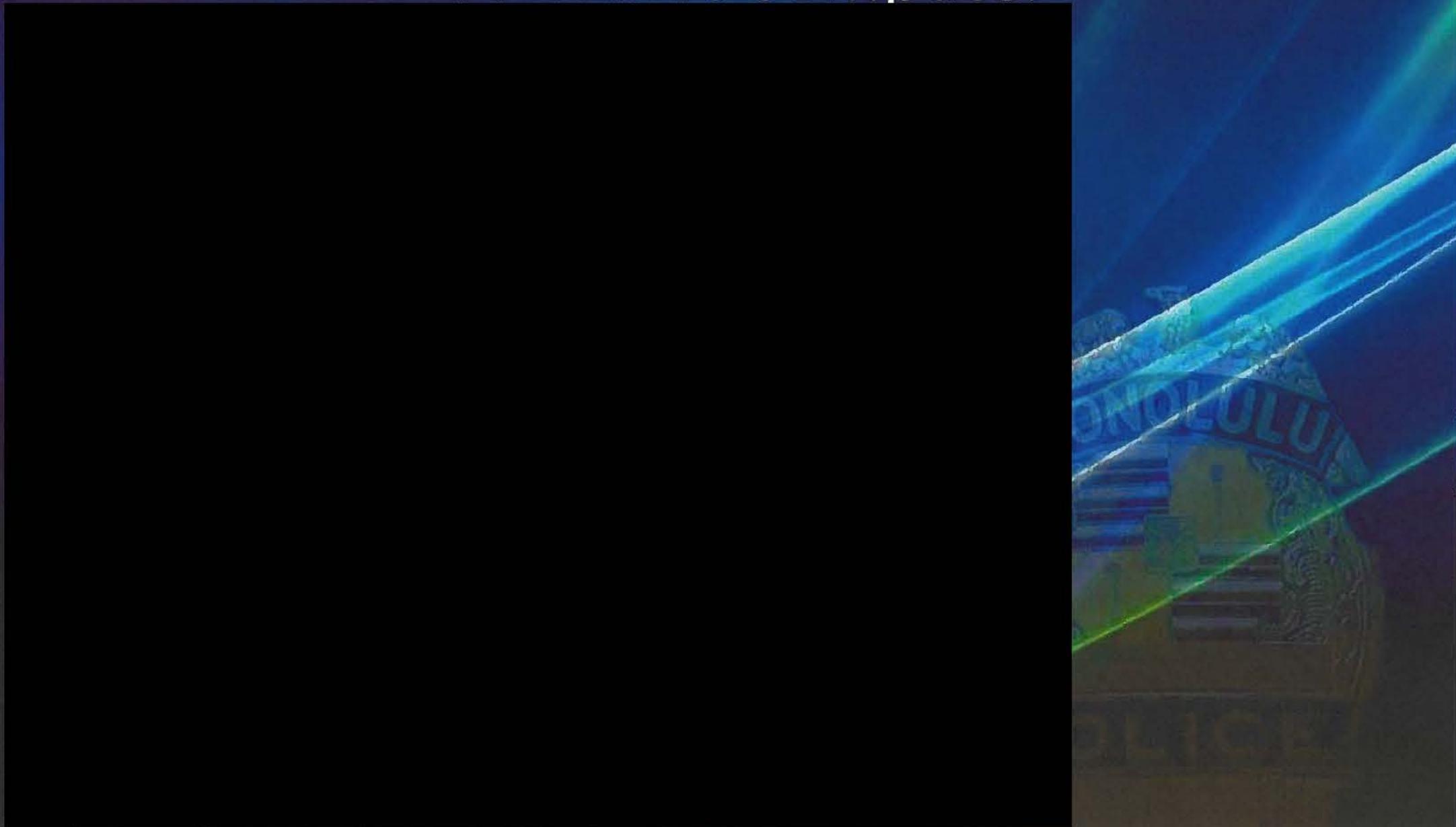
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

VIGILANT MOBILE LPR

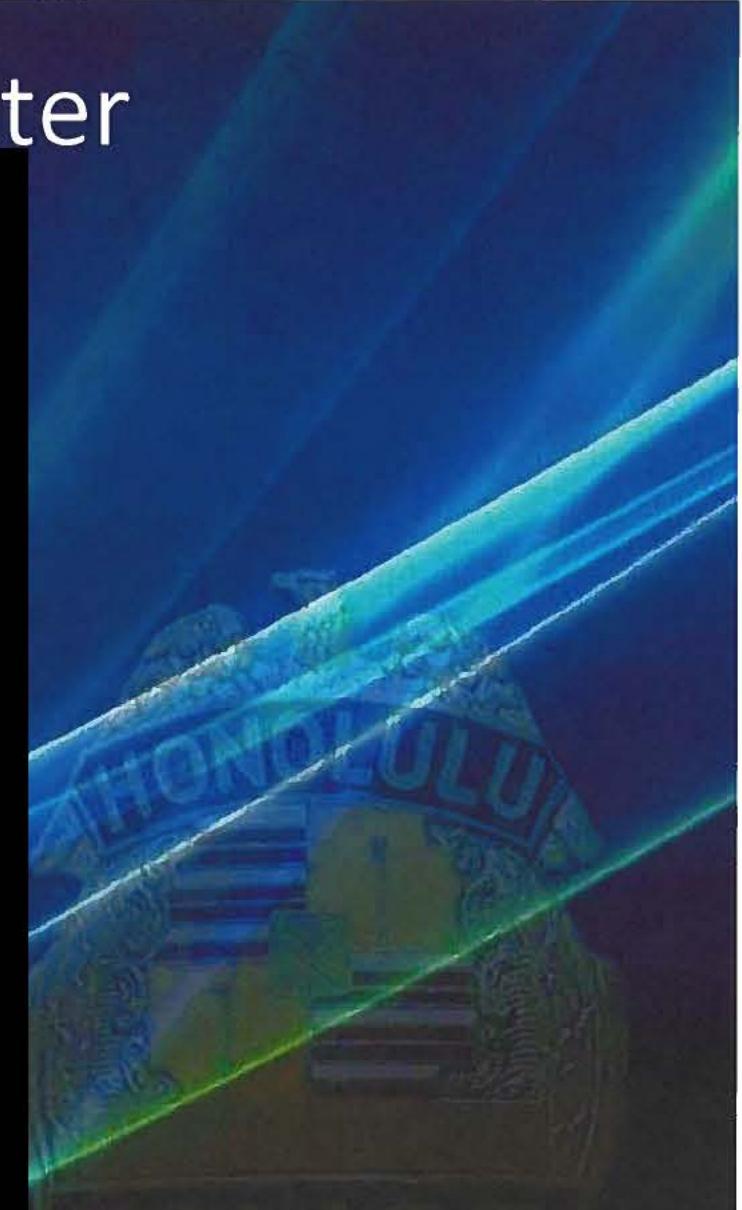
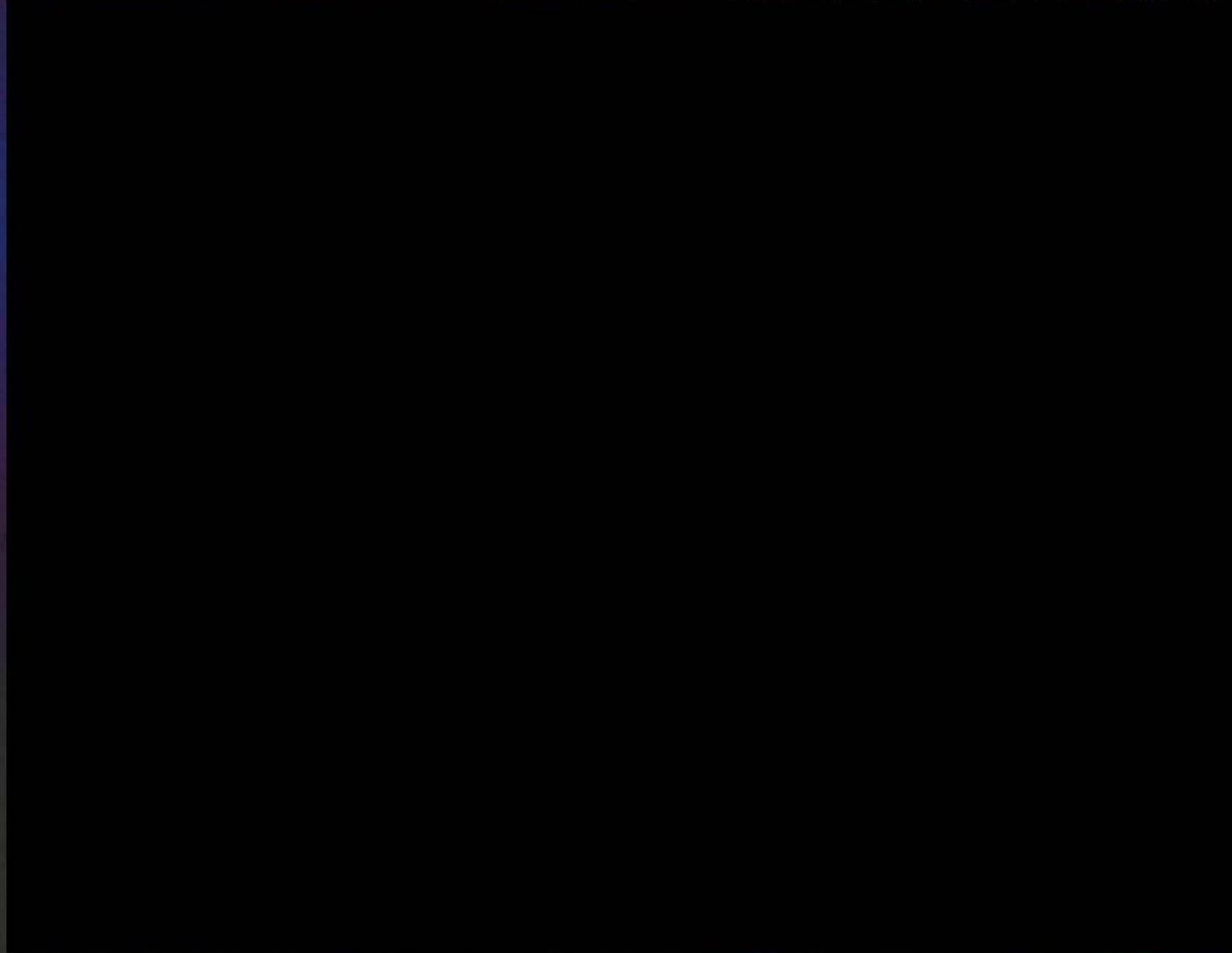
- Two systems
 - [REDACTED]
 - [REDACTED]
- [REDACTED]
- The cameras look virtually the same.



Panasonic CF-33 Tablet Computer

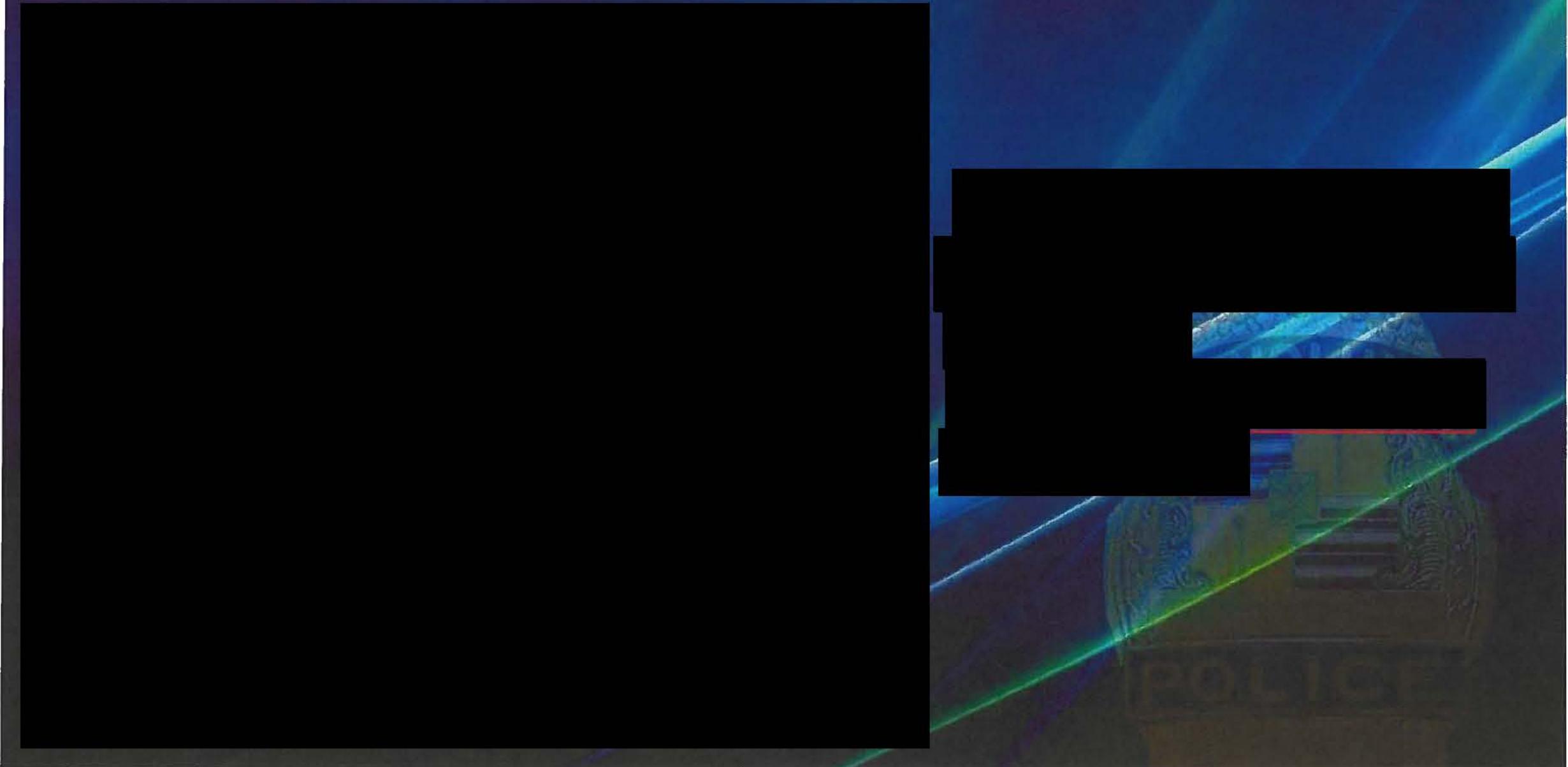


Panasonic CF-33 Tablet Computer

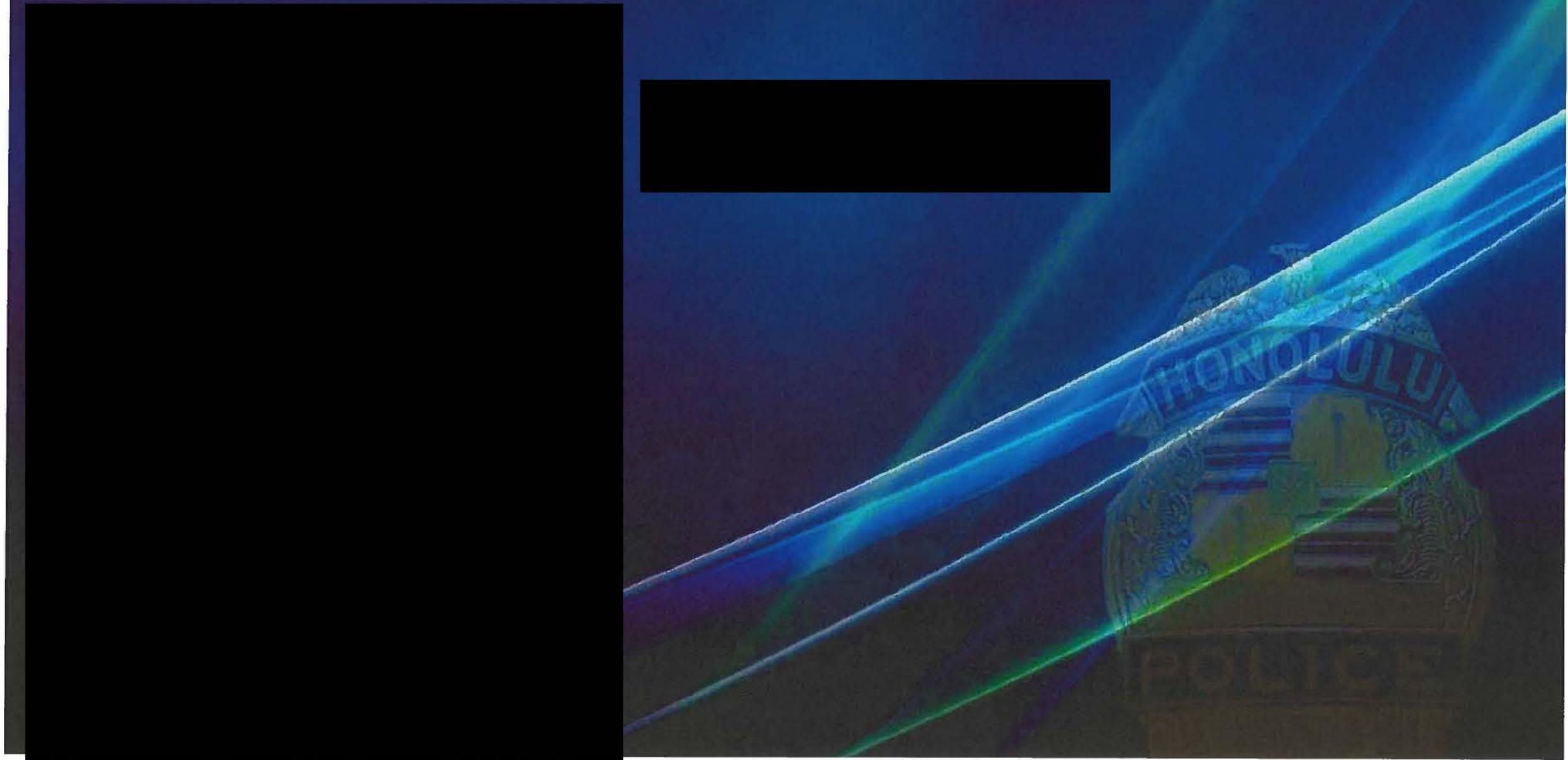


Press and hold the Power button for about 2 seconds

Panasonic CF-33 Tablet Computer



Panasonic CF-33 Tablet Computer

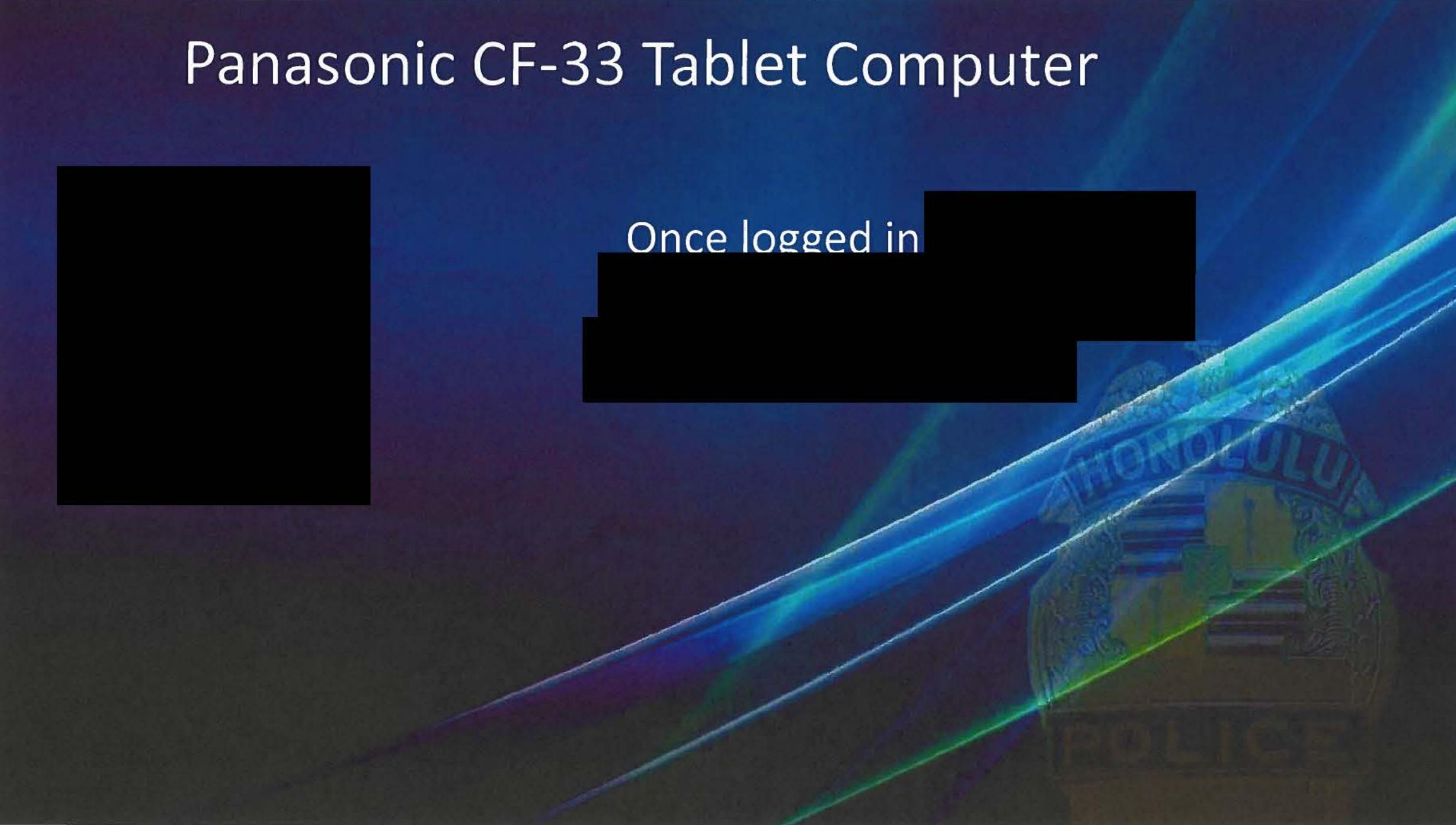


Panasonic CF-33 Tablet Computer

To log onto the computer.



Panasonic CF-33 Tablet Computer

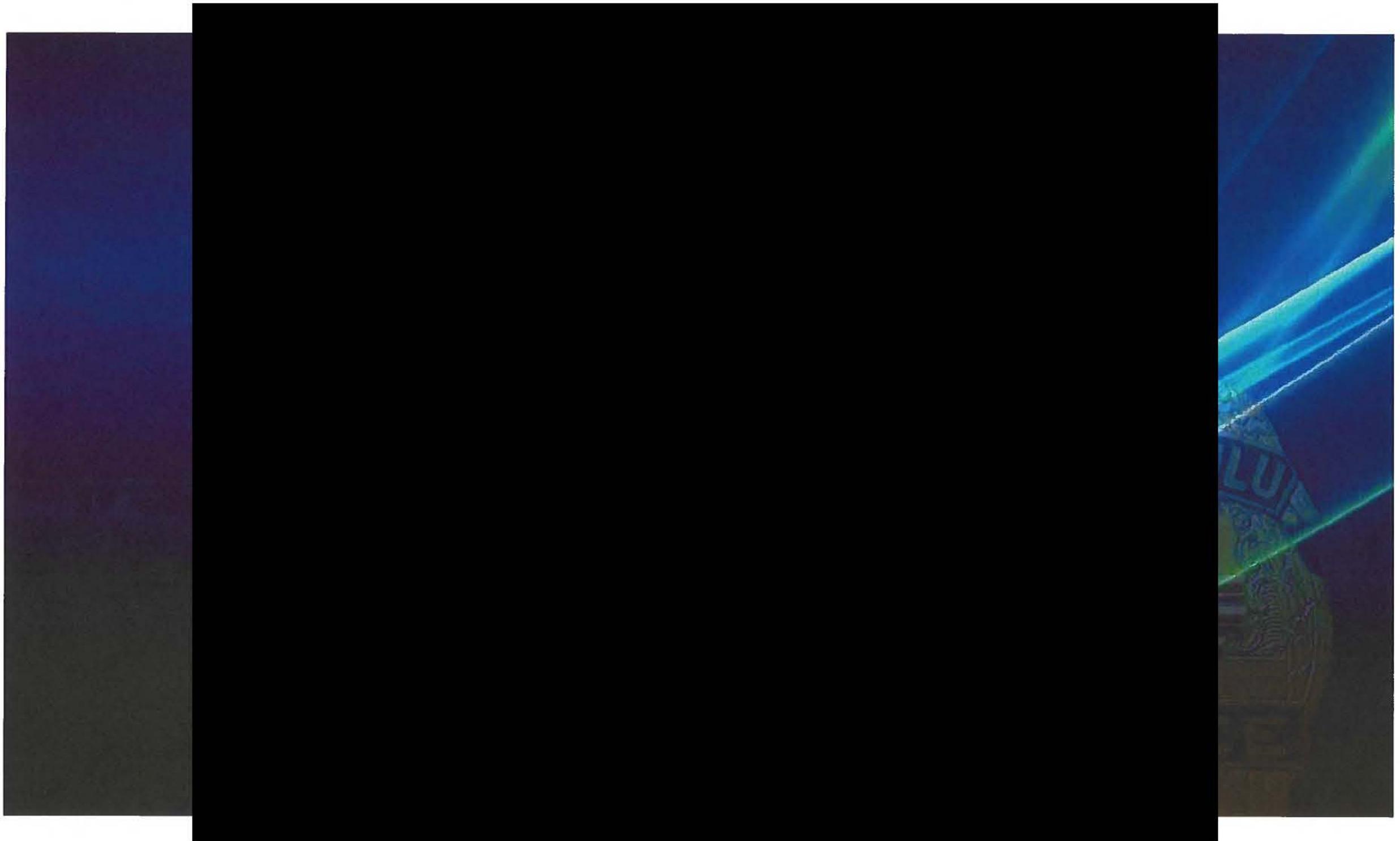


Once logged in

Panasonic CF-33 Tablet Computer



The following steps will need to be completed each time you log onto the tablet for the ALPR.

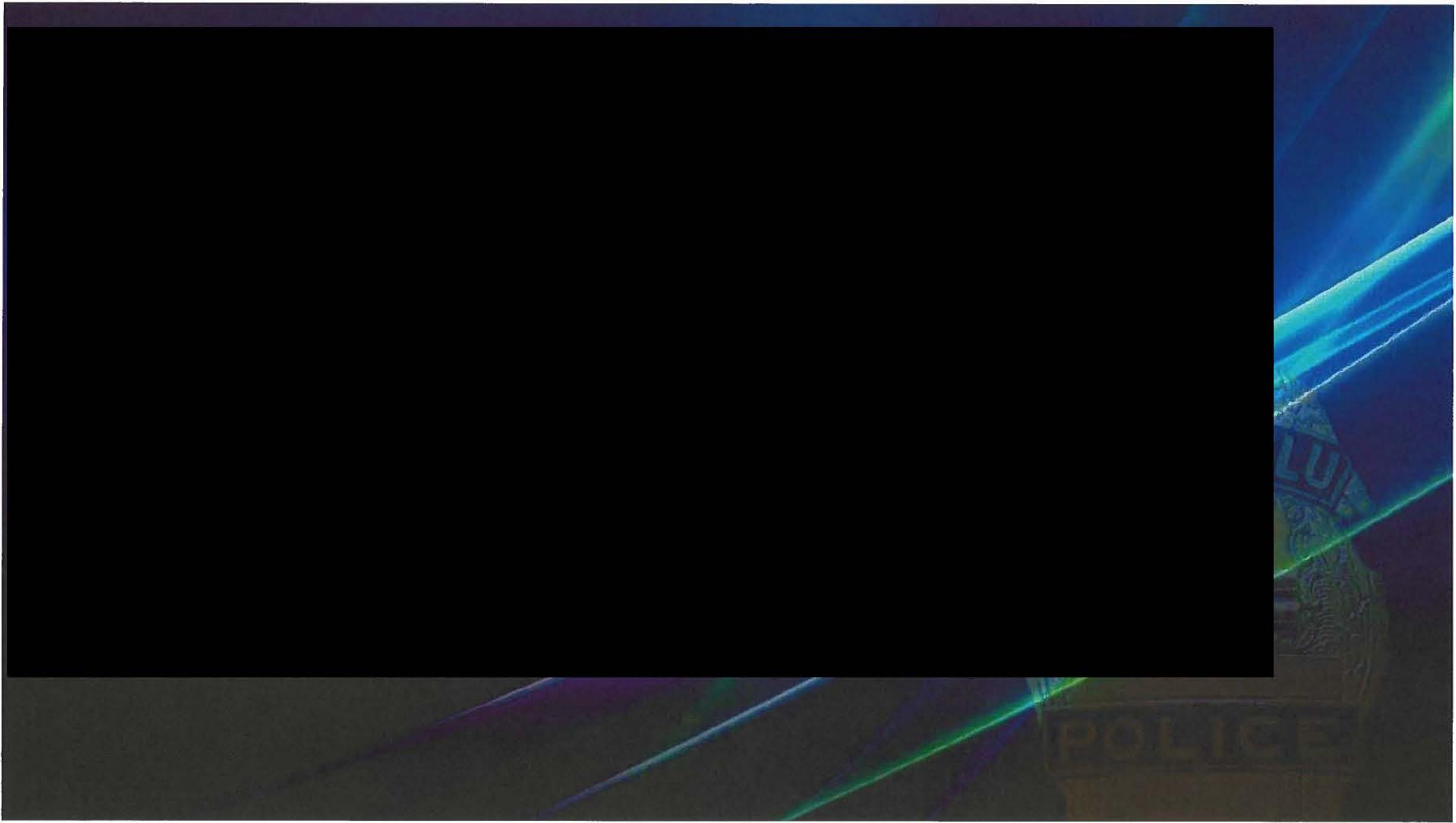


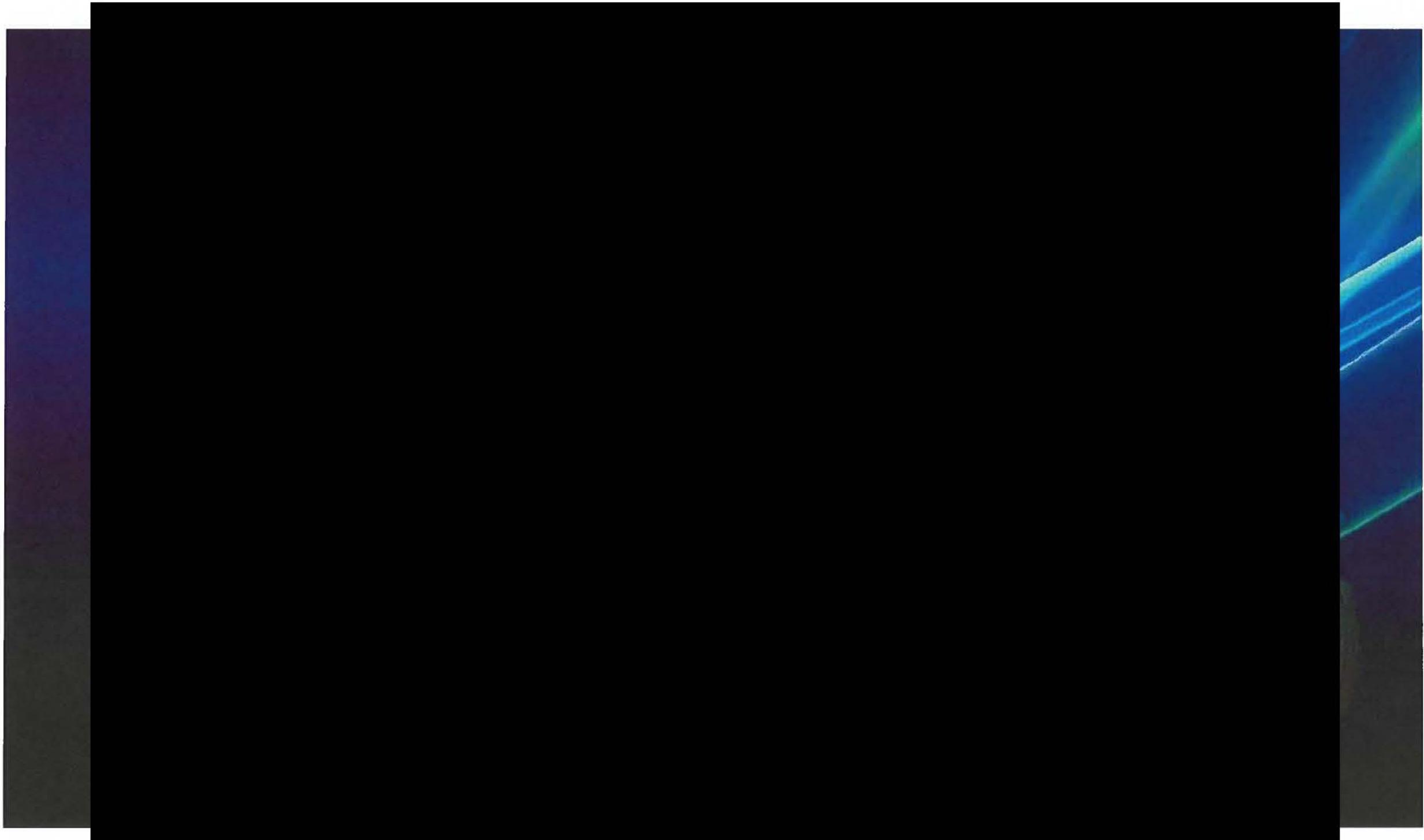
SOFTWARE LOG ON ONLY



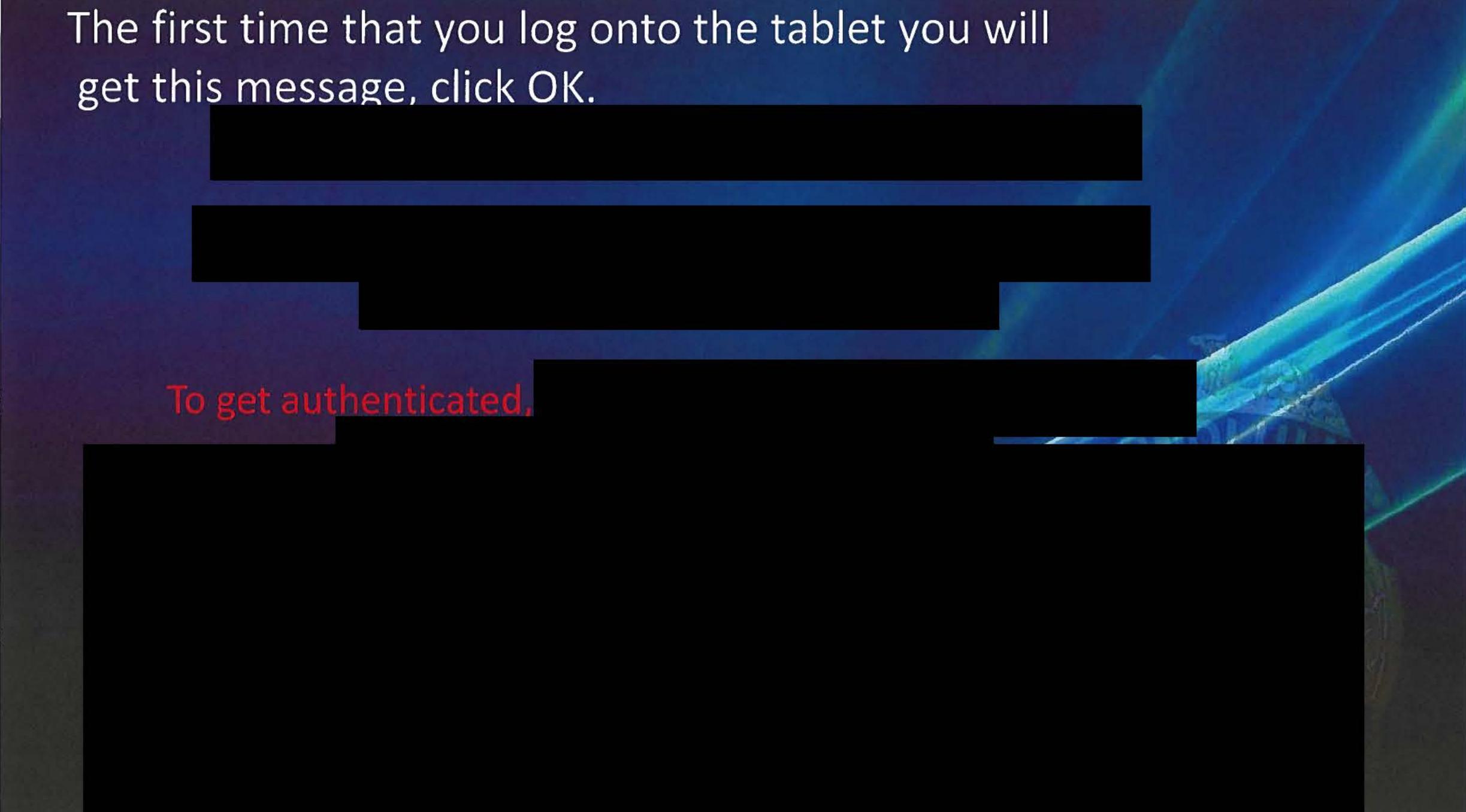
Click Submit







The first time that you log onto the tablet you will get this message, click OK.

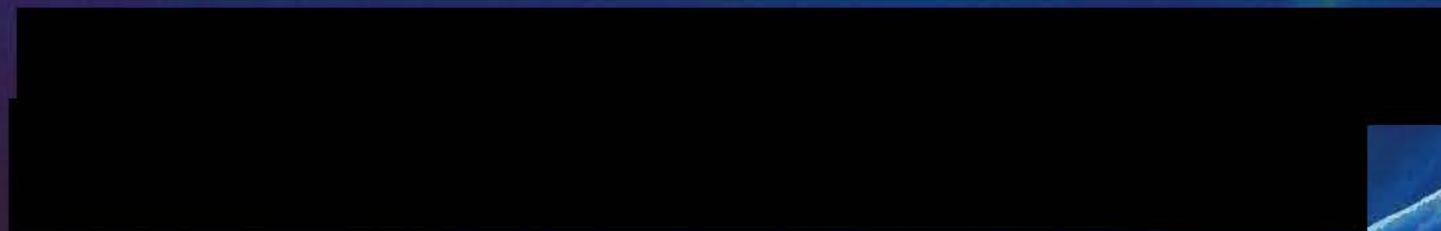


The image shows a tablet screen with a blacked-out central area. A red text overlay is visible, reading "To get authenticated, [REDACTED]". The background of the screen is a blue and green abstract pattern.

To get authenticated,

Panasonic CF-33 Tablet Computer

LOCATION

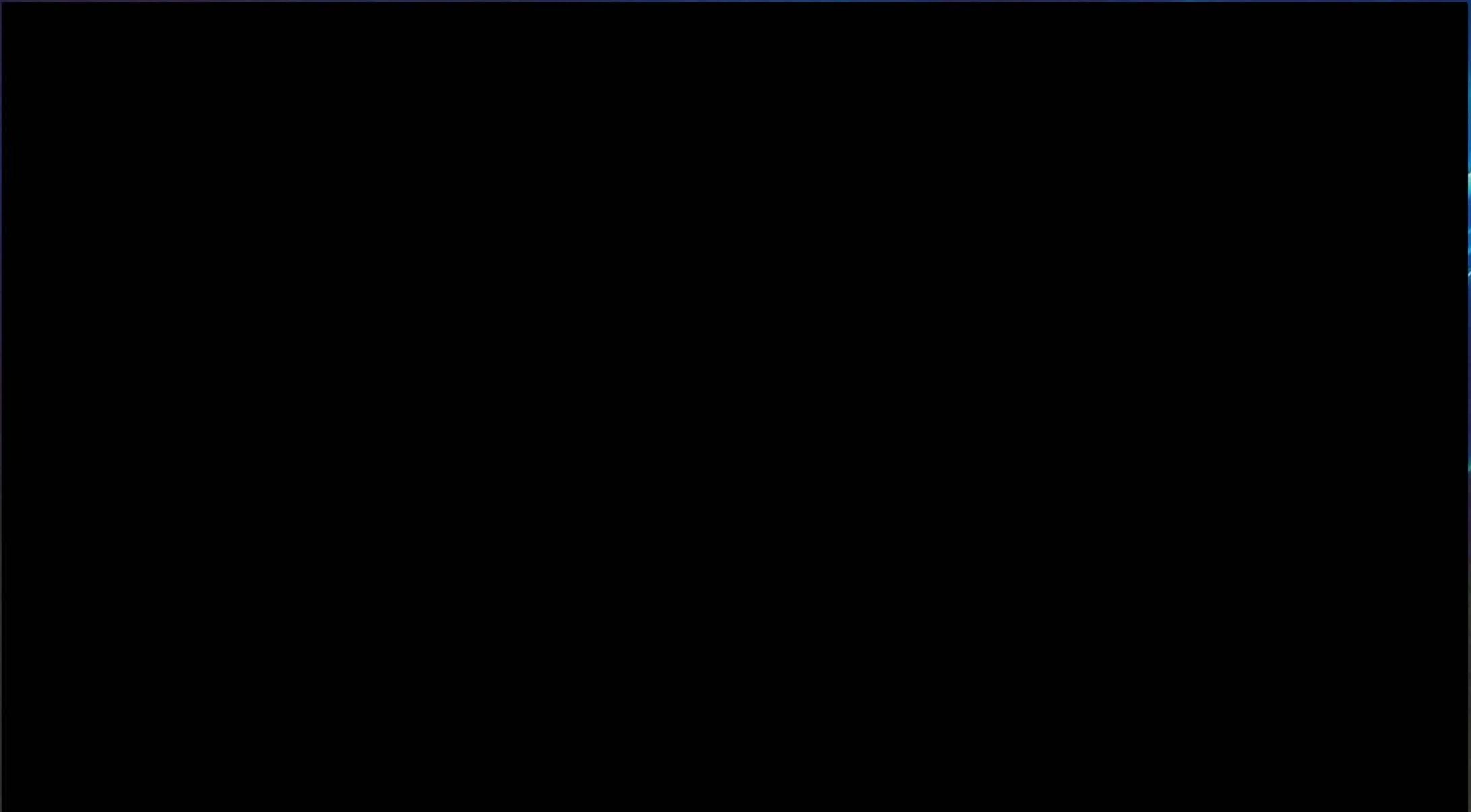


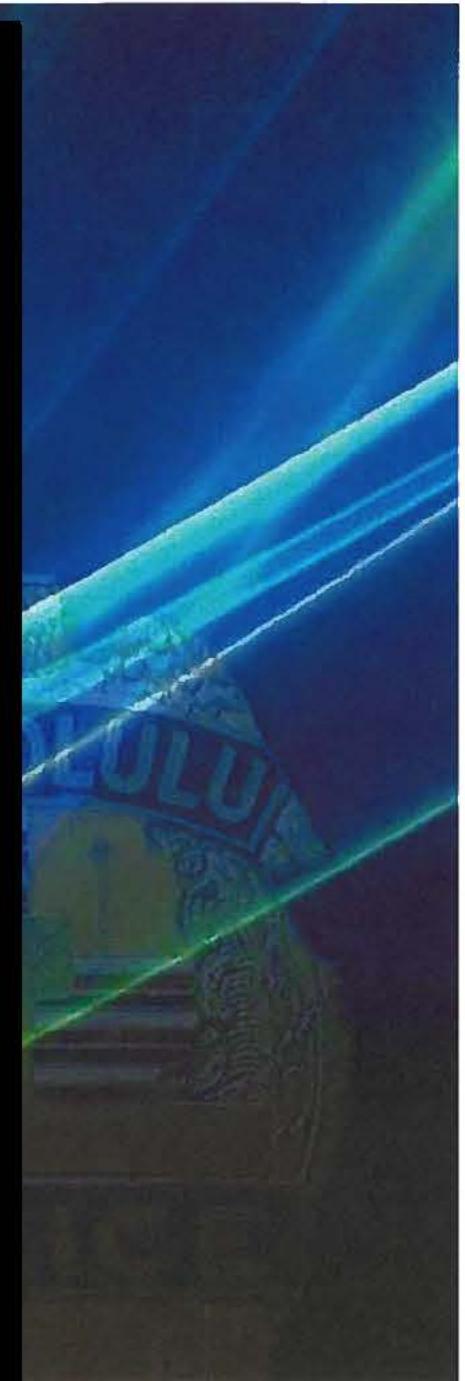






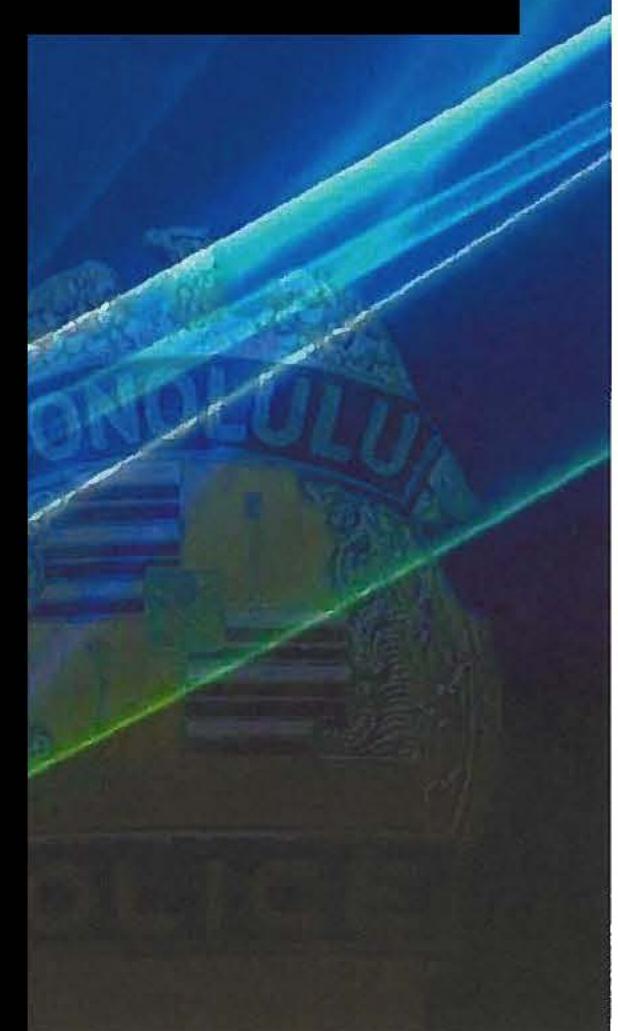
SEARCH SCREEN FUNCTIONALITY



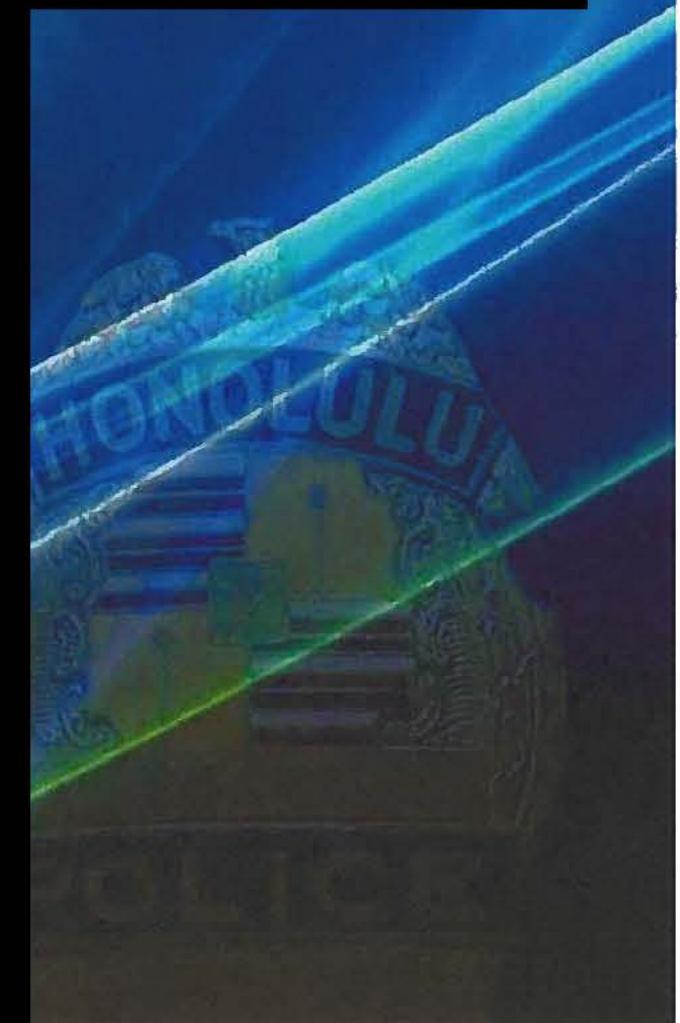


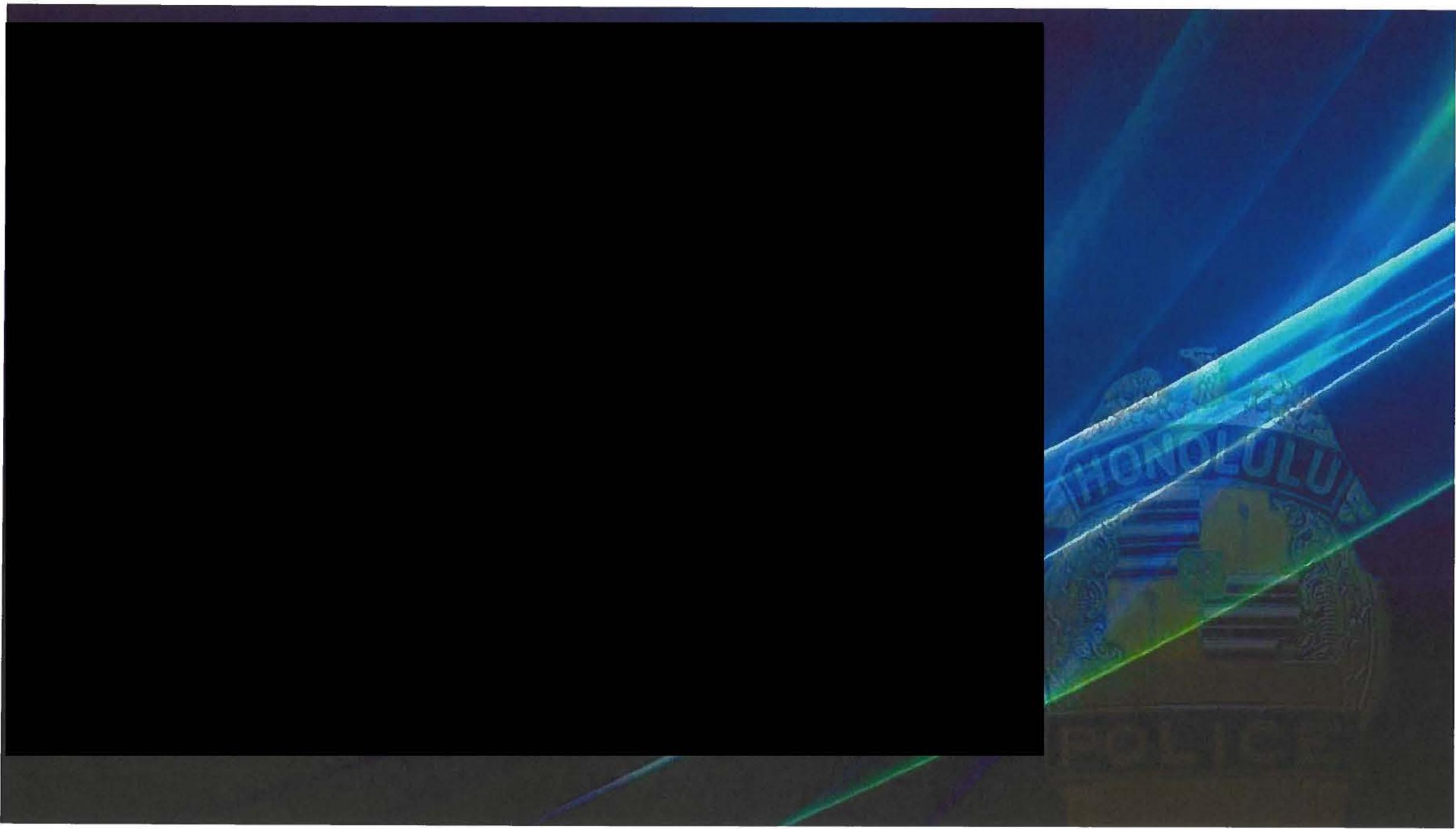


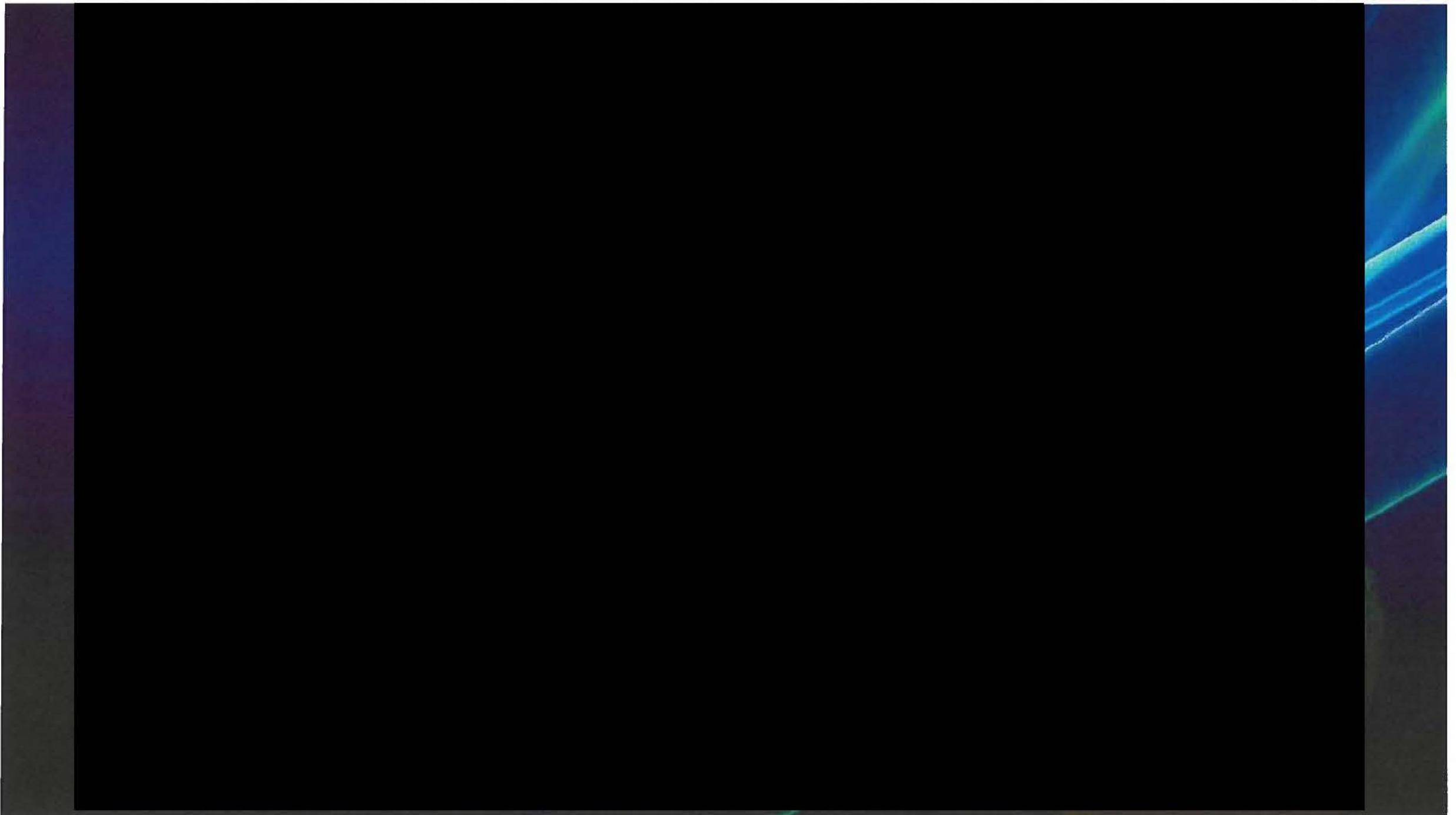
Car Detector Software



Car Detector Software







Car Detector Software







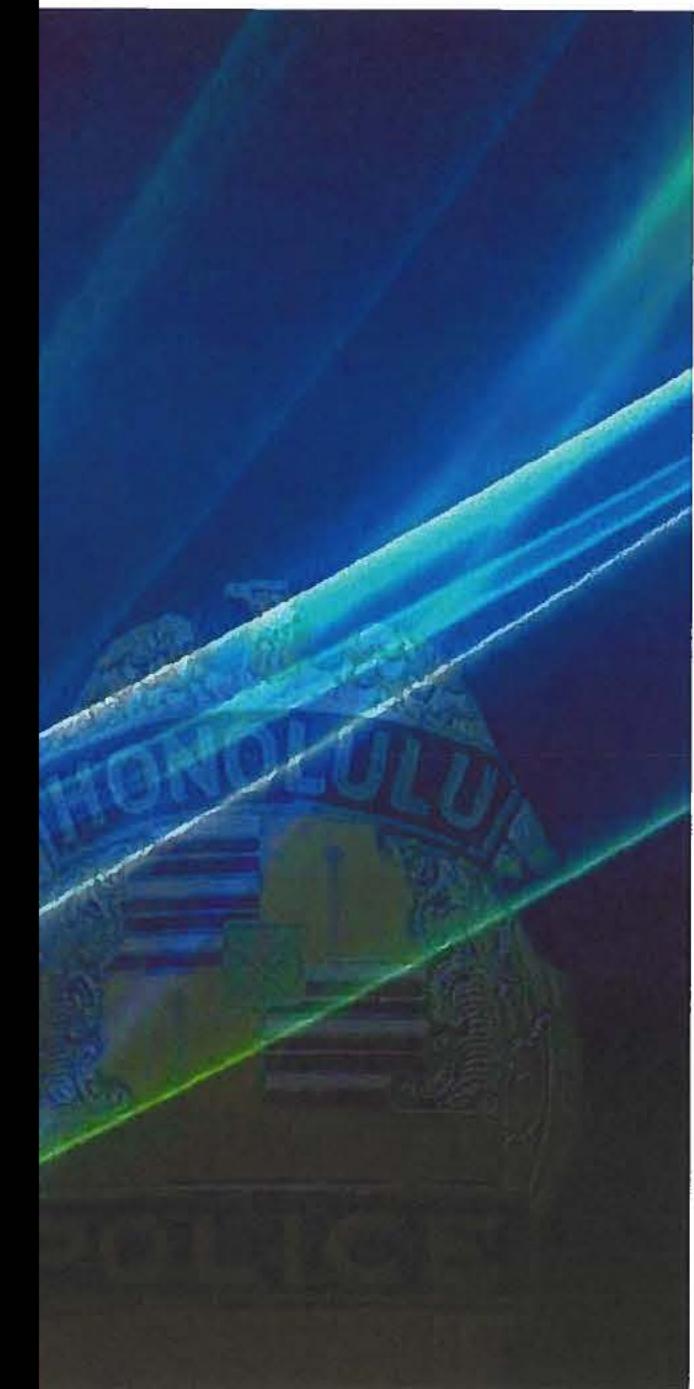




HIT
Screen
Moped



HIT
Screen
Vehicle



IMPORTANT NOTES TO REMEMBER

- Dispatch does not see your HITS.
- This is [REDACTED]
- NCIC is not one of our Hot Lists
- Three Headings for Report writing:
 - Got a Hit
 - Compared the Hit visually with the vehicle
 - Confirmed the vehicle was still outstanding with Dispatch

1. Plate Hit

2. Matches

Car

3. Dispatch

Confirm

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Questions????