

● **Automated License Plate Recognition (ALPR)**

● **Basic Course**

● **Contact for questions**

Lt. Dan Mark - 31710

dmark@auroragov.org

Sgt. Jim Beuthel - 31717

jbeuthel@auroragov.org

Ofc. Don Fleer – 31604

dfleer@auroragov.org

● **Outline**

- **APD Special Order**
- **BOSS Operations**
- **PAGIS Operations**

● APD Special Order : SO 11.10

- Automated License Plate Reader (ALPR) technology provides automated detection of license plates. ALPR systems utilized by Aurora Police Department personnel are intended to gather data associated with vehicle license plates for official law enforcement purposes. The Aurora Police Electronic Support Section will administer the ALPR program.
- ALPR systems and the associated database are the property of the Aurora Police Department and are intended for use in conducting official business.
- ALPR plate scan information will be retained for a period of two years, except that plate scan information deemed as evidence in a criminal investigation may be transferred to the Digital Media Management System for further retention.
- Members are authorized to access ALPR data through the Back Office System Server (BOSS) for Law Enforcement investigative purposes only. Members are not allowed to disseminate any information outside of the Department without authorization from the Electronic Support Section .
- Concurrent use of the BOSS system is limited through user licensing. Members must log out of BOSS immediately after use.

● APD Special Order continued

- The use of ALPR systems is restricted as outlined below. Department personnel will not use the ALPR equipment or database for any unauthorized purpose.
 - ◆ ALPR will be used only for official law enforcement business.
 - ◆ No Department member may operate the ALPR system or access the ALPR database without first completing Department approved ALPR training.
 - ◆ When receiving an ALPR alert, members must visually confirm the plate against the captured image and verify the validity of the alert through Public Safety Communications Department (PSCD) or MDC query when circumstances allow.
 - ◆ At the start of each shift, members must ensure that the ALPR system has been updated with the most current hotlist available from the Back Office System Server (BOSS).
 - ◆ The three mounted cameras are not adjustable. Members will not attempt to move or reposition the cameras. If a member believes that a camera is out of adjustment, the Electronic Support Section will be contacted.
 - ◆ Only Electronic Support Section personnel are permitted to make adjustments or corrections to the equipment or MDC software that supports the ALPR.

● BOSS – Back Office System Software

- How to install the BOSS software on any Department Desktop.
 - Open the Explorer Web Browser
 - In the address bar type the following address:
<http://apdplatereader:32023/publish.htm>
 - Press enter on your keyboard. The following will appear in the browser.

● Boss Install continued

- Click on the Log on button and a new window will appear asking for you user name and password. Your user name and password will be the same as your network user name and password.
- Once the BOSS icon is on the Desktop of the computer you are using, you will not need to install the software again. Just double click on the icon and BOSS should log you on to the system.

●BOSS Operations

Known Query

●BOSS Operations

Known Query

●BOSS Operations

Partial Query

● **BOSS Operations**

Partial Query Results

● **BOSS Operations**

Specific Query Continued

● **Searching**

- Search using date and time using drop down screens
- Search area using 100 block such as 15300 E 6th Ave
- Select how wide you want the search to be such as 1 mile, 5 miles, etc.

● **BOSS Operations**

● **PAGIS Operations**

- **PAGIS Operations**

- **PAGIS Operations**

- Badge No: is your network user name

Password: is your 7 digit ID number

- **PAGIS Operations**

Click Twice on Begin Shift

- **PAGIS Operations**

Check Database Update

●PAGIS Operations

Check Database Update

●PAGIS Operations

Check Database Update
for current date and time
indicating, that the sync
was successful

●PAGIS Operations

●PAGIS Operations

Manual Entry – Click on Search Entry

●PAGIS Operations

Manual Entry

●PAGIS Operations

Manual Entry

● PAGIS Operations

● PAGIS Operations

●PAGIS Operations

Misread

●PAGIS Operations

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●PAGIS Operations

Misread

●PAGIS Operations

Misread

- New window will appear when there is any type of hit!

- You need to complete a disposition!
- You can complete the disposition at the end of your shift (not recommended)
- 3 easy steps to complete disposition
- Click on “Set Disp” and a new window will appear
- Click Set Disp
- A new window will appear with a list of dispositions. Choose the most appropriate!
- Add remarks using Add Intel – they can be very brief such as
“1 arrest made see # 2012-12345”

- Click the most appropriate disposition and add your remarks. Make sure to Save your work before you Esc
- Again make sure to Save your work before you Esc

● **PAGIS Operations**

● **PAGIS Operations**

End Shift

- **Do's and Don'ts**
- Don't clean the camera lens with alcohol or ammonia based cleaners. No Windex!
- Do be careful with the equipment.
 - ◆ Expensive
 - ◆ No funds are available to replace the equipment.

- Don't share the fact that you have an LPR system.
- Don't run the car through a car wash with brushes. It will damage the camera and the lenses.
- Do let us know if there is any type of issue that you experience with the equipment or logging in to the system. We can fix it.

- **ALPR Considerations**

- **Troubleshooting**

- **PAGIS Operations**

- **Contact for questions**

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