



Town of  
**Bloomington Police Department**  
*2 Horton Rd.*  
*Bloomington, NY 10914*  
Tel: 845-496-9161 Fax: 845-496-0717  
*Carl Schupp* – Chief of Police

December 7, 2012

Daniel Berger  
Lower Hudson Valley Chapter Director  
New York Civil Liberties Union  
297 Knollwood Road, Suite 217  
White Plains, NY 10607

Re: Foil Request / Automatic License Plate Readers

Dear Mr. Berger,

In response to your foil request, please review the department's responses for each of your requests as listed below.

1. Granted to the extent that a copy of the department policy is provided herewith.
2. Granted to the extent that a copy of documents is provided herewith. The remaining request is denied to the extent that the Department does not maintain the requested records.
3. (a) Through (f) denied as a generalized request for information as opposed to specific records. The Department also does not maintain records for items, b, c d, e and f.
4. Denied to the extent that the Department does not maintain records in a readable / portable format that permits the Department to access any of the requested records that come within the scope of this request. As such your request is denied on this ground and as a generalized request for information.
5. Granted in part to extent that a copy of a department record is provided herewith. The remaining request is denied to the extent that the Department does not maintain the requested records beyond that which is provided in the Department's policy in item #1.
6. Denied to the extent that no records exist. The Department does not share data.
7. Denied to the extent that the Department does not maintain the requested records requested as to certain records are overwritten on a daily basis. Additionally the Department has reviewed the broad request for all records regarding ALPR data from 3<sup>rd</sup> parties, including the databases that the agency can access. The disclosure of such data would amount to an unwarranted invasion of the public's privacy by granting public access to suspended registration records, the disclosure could potentially alert potential targets to the fact that their registration information is contained within the database, and the database may contain records that pertain to open investigations, pending matters, or matters that are closed or otherwise sealed and are therefore exempt from FOIL. Additionally, the disclosure may reveal the existence of other databases that are confidential or for which access is restricted to law enforcement purposes or may be restricted or prohibited by federal regulation. The disclosure of databases that the department is able to access may tend

to disclose or reveal the existence of non-routine criminal investigative techniques or procedures. Additionally, federal guidelines may restrict or prohibit the disclosure of certain records or data access (28 CFR Part 23).

8. Denied to the extent that the Department does have documentation provided by the manufacturer, but those documents are subject to federal copyright laws, as such their duplication and dissemination is prohibited under those laws and cannot be produced. The Department recommends that Elsag should be contacted directly in order to obtain those records at 7 Sutton Place, Brewster, New York 10509.

A handwritten signature in black ink, appearing to read 'Chief Carl Schupp', with a long horizontal flourish extending to the right.

Chief Carl Schupp  
Chief of Police  
Blooming Grove Police Department

**ELSAG North America**  
PO Box 788  
Pleasant Garden, NC 27313-0788  
United States

Voice: 336-379-7135  
Fax: 336-379-7164

## SALES ORDER PICKING LIST

Sales Order Number: 100000506  
Sales Order Date: Jun 1, 2008  
Ship By: Jun 30, 2008  
Page: 1

Orange County Sheriff's Office  
110 Wells Farm Road  
Goshen, NY 10924  
United States

Orange County Sheriff's Office  
110 Wells Farm Road  
ATTN: Lt McDonald  
Goshen, NY 10924  
United States

ORANGE CO SHERIFF

PO 049206

Todd Child

Sgt Tamara Dreyer

Fedex

Net 30 Days

4.00 110050B

AD-M3 MPH-900 Mobile Transportable with 2  
Cameras

4.00 420070

ADM3 Transportable Camera Cable Kit -  
Replacements

4.00 420064

ADM3 Transportable Car Power Cord Kit -  
Replacements

4.00 110012B

Voice Recognition Kit

4.00 410322

Operation Center License

4.00 110014C

MPH-DLX - Datalux Touch Screen

4.00 520001

Service Plan Year 1

Attn: Sgt. John Wood - 845-291-4563

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Item # J07016861 Trunkbox  
Serial # J07016861

ELSAG Employee Signature (Installations) \_\_\_\_\_ Date \_\_\_\_\_

Customer Signature (Installations) \_\_\_\_\_ Date \_\_\_\_\_



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Det. Brett Weeden  
Bloomington Grove Police  
2 Horton Rd.  
Bloomington Grove, NY 10914

Lt. Tamara Dryer  
OCSO Grant Coordinator  
Orange County Sheriff's Office  
110 Wells Farm Road  
Goshen, NY 10924

Lt. Dreyer,

I would like to request on the behalf of the Town of Bloomington Grove Police Department that our agency be included in the LETTP Grant cycle for 2008 / 2010. Our agency is looking to implement (2) additional Remington Elsaq "Plate Hunters" into our fleet. We currently have the one plate reader and have seen that this technology has greatly increased our enforcement capability along with the capability to search for persons on the Terrorist Watch list. The technology will also be utilized at the Park & Ride Lots off of Orange & Rockland Road to further combat stolen vehicles and to identify any other vehicles that could pose a threat to the large amounts of commuters who regularly use those parking lots.

Lastly, our agency has critical power infrastructure, namely Orange and Rockland Utilities and their power distribution centers located within our town that would be further protected by the implementation of plate readers into our normal patrols.

Thank You in advance for your assistance.

*Det. Brett Weeden #15*

Det. Brett Weeden



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Bloomington Police  
2 Horton Rd.  
Bloomington, NY 10914

Sgt. Tamara Dryer  
OCSO Grant Coordinator  
Orange County Sheriff's Office  
110 Wells Farm Road  
Goshen, NY 10924

Sgt. Dreyer,

I would like to request on the behalf of the Town of Bloomington Police Department that our agency be included in the LETTP Grant cycle starting April 1<sup>st</sup>, 2007. Our agency is looking to implement (2) Remington Elsas "Plate Hunters" into our fleet. We believe that the new this technology will greatly increase our enforcement capability along with being able to "hunt" stolen motor vehicles. The technology will also be utilized at the Park & Ride Lots off of Orange & Rockland Road to further combat stolen vehicles and to identify any other vehicles that could pose a threat to the large amounts of commuters who regularly use those parking lots. Lastly, we would implement the technology to "scan" vehicles located at the various schools and daycare centers located within the Town of Bloomington in an effort to identify any possible sex offenders who may be in the area.

Thank You in advance for your assistance.

A handwritten signature in black ink, appearing to read "Det. Brett Weeden". The signature is stylized and cursive.

Det. Brett Weeden

Chief Carl Schupp

**ELSAG North America**

205-H Creek Ridge Road

Greensboro, NC 27406

Voice: 336-379-7135

Fax: 336-379-7164

Sales Order Date

8/30/2010

Ship Date:

8/30/2010

**Packing List**

Sales Order Number 100003198

Sales Invoice Number 13223

**To:** BLOOMING GROVE POLICE DEPTBlooming Grove Police Dept  
2 Horton RoadBlooming Grove, NY 10914  
United States**Ship To:** BLOOMING GROVE POLICE DEPTBlooming Grove Police Dept  
2 Horton RoadBlooming Grove, NY 10914  
United States

Customer ID	PO Number	Sales Rep Name
BLOOMING GROVE	10-03033	FOX
Customer Contact	Shipping Method	Payment Terms
Brett Weeden	Ground	Net 15 Days

**Packing List**

Sales Order Number 100003198

Sales Invoice Number 13223

Item Description	This Shipment	QTY Packed
<b>110082 - MPH-900 ST2</b>	1.00	1
411308 - 10 Ft Cable Assm - AD3 Split	2.00	2
410976 - Power Cables - Transportable	1.00	1
410157 - Tape Measure	1.00	1
410121 - GPS Navigation Receiver (Ant)	1.00	1
410091 - Storm Case (2600)	1.00	1
410052 - Ethernet Cable Shielded 25'	1.00	1
420102 - 2 Port Trunk Box - ADM3 Split	1.00	1
420100 - 25mm ADM3 SPLIT CAMERA	1.00	1
420103 - 16mm ADM3 SPLIT CAMERA	1.00	1
<b>420069-S - AD3 Split Trunk Cam Mnt Hdly</b>	2.00	2
<b>410052 - Ethernet Cable Shielded 25'</b>	1.00	1
<b>410976 - Power Cables - Transportable</b>	1.00	1
<b>410121 - GPS Navigation Receiver (Ant)</b>	1.00	1
<b>410161 - USB Extension Cable 6'</b>	1.00	1

#5

Type	User	Date	Message
INFO	bweeden - 42	1/20/2012 11:14	LOGIN
INFO	bweeden - 42	1/20/2012 11:14	UPDARE USER PROFILE
INFO	bweeden - 42	1/20/2012 11:14	Change password
INFO	bweeden - 42	1/20/2012 11:14	LOGIN
INFO	bweeden - 42	4/5/2012 11:30	LOGIN
INFO	bweeden - 42	4/5/2012 11:30	UPDARE USER PROFILE
INFO	bweeden - 42	4/5/2012 11:30	Change password
INFO	bweeden - 42	4/5/2012 11:30	LOGIN
INFO	bweeden - 42	4/11/2012 8:55	LOGIN
INFO	bweeden - 42	5/9/2012 9:28	LOGIN
INFO	bweeden - 42	5/9/2012 9:28	UPDARE USER PROFILE
INFO	bweeden - 42	5/9/2012 9:28	Change password
INFO	bweeden - 42	5/9/2012 9:28	LOGIN
INFO	bweeden - 42	5/9/2012 9:29	Alarm validation: tobevalidated
INFO	bweeden - 42	5/9/2012 9:36	Find Alarms
INFO	bweeden - 42	10/10/2012 14:09	LOGIN
INFO	bweeden - 42	10/10/2012 14:09	UPDARE USER PROFILE
INFO	bweeden - 42	10/10/2012 14:09	Change password
INFO	bweeden - 42	10/10/2012 14:09	LOGIN
INFO	bweeden - 42	12/5/2012 11:13	LOGIN
INFO	bweeden - 42	12/5/2012 11:13	UPDARE USER PROFILE
INFO	bweeden - 42	12/5/2012 11:13	Change password
INFO	bweeden - 42	12/5/2012 11:13	LOGIN
INFO	bweeden - 42	12/5/2012 11:15	Statistics
INFO	bweeden - 42	12/5/2012 11:15	Statistics
INFO	bweeden - 42	12/5/2012 11:24	View Logs
INFO	bweeden - 42	12/7/2012 12:43	LOGIN
INFO	bweeden - 42	12/7/2012 12:44	View Logs
INFO	bweeden - 42	5/30/2012 9:51	LOGIN
INFO	bweeden - 42	6/12/2012 11:57	LOGIN
INFO	bweeden - 42	6/12/2012 11:57	UPDARE USER PROFILE
INFO	bweeden - 42	6/12/2012 11:57	Change password
INFO	bweeden - 42	6/12/2012 11:57	LOGIN
INFO	bweeden - 42	6/12/2012 11:58	Find Alarms
INFO	bweeden - 42	6/12/2012 12:00	Find Alarms
INFO	bweeden - 42	6/12/2012 12:02	Find Alarms
INFO	bweeden - 42	6/12/2012 12:07	File Export
INFO	bweeden - 42	6/12/2012 12:08	File Export
INFO	bweeden - 42	12/10/2011 8:55	LOGIN

#1

# **BLOOMING GROVE POLICE**

## **GENERAL ORDER # 38**

<b>Issue Date:</b> July 2011	<b>Effective Date:</b> July 2011
<b>Subject:</b> License Plate Reader (LPR) Policy & Procedure	
<b>Distribution:</b> All Personnel	
<b>Revision Date:</b>	<b>Page:</b> 1 of 6
<b>Issuing Authority:</b> Chief Carl Schupp	

### **I. PURPOSE:**

The purpose of this policy is to set guidelines and rules for the implementation of the LPR and the proper use, care and maintenance of the cameras and related hardware.

### **II. POLICY:**

It shall be the policy of the Blooming Grove Police Department to use the LPR equipment as intended to provide access to stolen and wanted files, and for the furtherance of criminal investigations. Use is restricted to these purposes. No officer may use, or authorize the use of the equipment or database record for any other reason. A request to use the LPR or data access beyond the cited reasons herein must be made to the Chief of Police in writing. A written response from the Chief of Police must be obtained authorizing the alternative use.

#### **A. ADMINISTRATION:**

1. A designated officer is to administer and oversee the LPR program whose responsibilities include the following:
  - a. Maintain an adequate number of trainers;
  - b. Select and train, with the Chief's approval, members to operate the LPR system.
  - c. All training must be documented and forwarded to the Chief of police.



- d. Arrange for additional training when and as deemed necessary.

#### **B. LPR OPERATOR SELECTION:**

1. The following qualifications will be considered when approving members for LPR training:
  - a. Members driving record;
  - b. Past demonstration of good judgment regarding vehicle pursuits and;
  - c. Excellent VTL and Penal Law enforcement activity.

#### **C. TRAINING:**

1. Members are prohibited from using the LPR system until they have been properly trained in its use, and have been instructed as to operational protocols.

#### **D. LICENSE PLATE READING DEVICE – (LPR):**

1. The Mobile License Plate Reader (LPR) is a vehicle mounted camera and computer system that is capable of reading and analyzing data from license plates attached to both oncoming vehicles in moving traffic and parked vehicles. The License Plate Reading Device may be used during routine work hours, special assignments or when designated by a supervisor.

### **III. PROCEDURE:**

Members must be trained in LPR operation to use the LPR during routine patrol. A supervisor must be notified of all significant arrests.

**A. VEHICLES:**

1. LPR equipped vehicles should be used as often as possible. When not in use, every effort is to be made to ensure that the LPR vehicle is in a secure area or designated location.
  - a. A copy of the Car System User Guide shall be maintained in a folder in each LPR equipped vehicle.
2. Vehicles equipped with the LPR system must be parked with its rear bumper backed up to police headquarters.

**B. LPR MAINTENANCE:**

1. The LPR camera lenses shall be cleaned with a glass cleaner sprayed on a soft cloth or the pre-moistened wipes which have been authorized for cleaning the computer screens at the **beginning** and **end** of the tour.
  - a. Any damage or operational problems shall be reported, in writing, immediately to the Chief of Police or the designated member.
2. Technical questions concerning the LPR shall be directed to the designated member.
3. Officers shall **not** directly contact the vendors. All vendor contact will occur through the designated member.
4. At no time will the computer be removed from the vehicle and attached or connected to an external network in any manner or, while in or removed from any patrol vehicle, a connection established by accessing a wireless network via a local network "hot spot" for any purpose other than maintenance by authorized persons.
5. Members shall verify that the LPR software called "Car

System” and the hardware is operating properly at the start of each shift. This will be done in the following manner:

- a. Visually inspect the cameras and the cables on the trunk of the vehicle for signs of damage. The control center in the trunk will be inspected in the same manner.
- b. The “Car System” software displays an initial startup screen advising its status of components. They are in the form of three lighted icons named LPR, GPS and COM. Each of these icons should be green to indicate that it is working properly. If any hardware or software indicates a problem, report it immediately.

#### **E. HIT VERIFICATION:**

1. The information received from license plates that are recognized as wanted hits is dated, typically up to 24 hours old. Officers **must** verify all “hits” through NYSPIN, and follow all NYSPIN policies and procedures. At this time, the LPR does not interface with real time NCIC or EJustice data. The LPR is only to be used as an investigative tool.
2. In the event the LPR indicates the presence of a stolen vehicle, a vehicle with a suspended/revoked registration or any other “want”, patrols **may detain the vehicle pending confirmation**, however, patrols must confirm “hit” information with EJustice before taking any other action. Upon confirmation of the “hit”, appropriate enforcement and/or investigative action shall take place.
3. Verified hits on an unoccupied vehicle:
  - a. Maintain visual observation while supervisory contact is initiated to determine if immediate recovery action will be taken or whether surveillance will be continued.

**F. UPDATING/USING LPR WANTED FILES:**

1. The TRACS Mobile Application will be used to download the daily hot files at the start of each shift.
2. User Added Hit Files (Plates):
  - a. After the initial upload to the LPR, if it becomes necessary to add a specific alarm or want information, the database can be "customized" by manually entering the information. This option is provided on the computer desktop screen under the "Operation" icon and shall be utilized in cases where crimes are reported after the LPR has been deployed (e.g. Stolen Vehicles, Amber Alerts, radio item broadcasts, etc.) or when a manual plate check needs to be performed. A supervisor must approve any additional data entry (i.e. entering local police department gang information, patrol awareness for Project Impact assignments, etc.).
  - b. In the event that the alarm or want is recalled, or the subject vehicle is located, the patrols will remove the information. This is done following the same procedure as inserting a new record, but selecting "delete" instead.

**G. NYS AMBER and NYS DCJS Missing Child/College Student Alert Activations:**

1. Communications – Upon receiving notification (via fax, EJustice, email, or other notification system) that a NYS AMBER Alert or NYS DCJS Missing Child/College Student Alert activation has occurred, communications staff must immediately review details and notify supervision.
2. Unless directed to take alternate action, communications staff must immediately broadcast Alert details to all available

patrols and must specifically advise patrols using the LPR equipment to manually place involved vehicle plate number(s) into respective vehicle LPR databases.

3. Upon receipt of updated information, communications staff should immediately provide this information to supervision and patrols. If an involved vehicle plate number changes, patrols using the LPR equipment should be directed to update database entries. All actions taken by communications staff should be documented in accordance with agency policies and procedures.
4. Upon notification of an Alert, all patrols using LPR equipment must manually place involved vehicle plate number(s) into the vehicle database. Officers shall proceed to patrol areas which are likely to increase the chance of encountering the vehicle. Upon receipt of updated information (i.e. involved vehicle plate number changes), patrols must immediately update database entries.
5. Look back – Officers must promptly search the vehicle LPR databases to determine if a record of past encounters exists. If so, information should immediately be provided to supervision for investigative action. Also, supervision should review the agency records database, if one exists, to determine if patrols had previously encountered the target plate. Logs should be updated according to the previously cited general procedures.
6. Recovery – If the vehicle is encountered, the actions taken should ensure the safe recovery of the missing child. Officer experience and judgment, as well as agency specific policies and procedures will dictate the best course of action to take. All actions should be documented in accordance with agency policies and procedures.

*Initial issue: July 2011*