

TOWN OF EAST GREENBUSH REQUEST FOR PUBLIC RECORDS

Complete this box only

NAME: NYCLU DAY PHONE#: _____

ADDRESS: 90 State Suite 518 Alb 12202 DATE: 8/17/12

Please be specific in your request, providing as much information as you have including dates, names, locations & incident report numbers if known.

RECORD REQUESTED: LPR info per req att.

REPLY: ☒ REQUESTED RECORD/S ATTACHED

☐ UNABLE TO LOCATE RECORD/S

FOIL Reply handled by: Stephanie Scheibly
Admin. Asst. EGPD

DATE: 8/17/12

DENIAL OF ACCESS: I hereby certify that access has been denied to the applicant for reason(s) checked below:

_____ exempted by other statute

_____ confidential disclosure

_____ part of an investigatory file

_____ unwarranted invasion of personal privacy

_____ Other: _____

Signature: _____ Title: _____ Date: _____

ADDRESS APPEALS TO: East Greenbush Town Attorney, 225 Columbia Tpk., Rensselaer, NY 12144

COST OF COPIES: Remit to East Greenbush Police Dept., 225 Columbia Turnpike, Rensselaer, NY 12144

5 pages @ \$0.25 per page, plus 0.45 postage = Total Cost for reports \$ 1.70

_____ photographs @ \$0.25 per photo.

Total cost for Photo's \$ _____

Total to Remit \$ _____

Payment Received by: _____ Date: _____

Official Use Only

East Greenbush Police Department Operations

General Order(s): 43.60	
Issued By: Christopher Lavin Chief of Police CPL COP	
Effective Date: 2-3-2010	
Subject: License Plate Reader Program (LPR)	

I. Policy

The Department shall deploy License Plate Reader (LPR) technology, and participate in the LPR program of DCJS.

II. LPR Technology

1. LPR technology uses cameras mounted in a patrol vehicle, which read (and save) license plate images.
2. Using the data base of an in-car computer, the license plate image is automatically compared for any match against stolen, wanted, suspended or revoked plates.
3. A LPR "hit" causes an audio-visual signal to the patrol officer, who can then start an investigation.
4. The LPR Database is batch uploaded with current data prior to each patrol deployment. Additional individual plate data must be manually added thereafter, such as for an unfolding criminal investigation, AMBER ALERT, etc.
5. The LPR Database can also be queried, for investigative purposes, ie: did the cameras scan a particular plate during a particular time frame.
6. Camera operation, computer operation, database management and the "TrackStartShift" function as well as performing queries, are focal points of LPR basic training and are not further described herein.

III. DCJS LPR Program:

1. administers a central control point for LPR Program compliance;
2. provides state funding for system requirements such as hardware and software;
3. provides guidelines for system integrity ;
4. requires basic training for users;
5. establishes uniform forms for agency reporting and statewide statistics;

6. promotes due process for the motoring public through the practice of "hit confirmation" and other controls.

IV. Department LPR Administration

A. The Traffic Safety Coordinator (T.S.C.) shall administer the LPR program for the Department. The T.S.C. shall:

1. arrange for the training of LPR operators;
2. issue a letter of approval to each qualified LPR operator along with a copy of this policy;
3. collect, review and analyze LPR Activity Reports and compile a monthly report to DCJS;
4. respond to any trouble reports made by operators and oversee the proper maintenance of all LPR system components;
5. coordinate with patrol sergeants, to promote frequent use of the LPR during regular patrol activity;
6. utilizing traffic enforcement activity records, shall consult with patrol sergeants to place the LPR system in the hands of officers who are apt to use it most effectively;
7. in cooperation with the Chief's Office, to plan and supervise special traffic safety details, which will include deployment of the LPR system;
8. in consultation with the Chief's Office, make such remedial training recommendations as may be needed or remove a member from the list of qualified operators.

VI. Responding to LPR "Hits"

1. The LPR Database is not real time and may contain records over 24 hours old. A "hit" should be treated as an investigative lead and immediate confirmation shall always be made with the appropriate agency or network; ie. local police department warrant file, NYSPIN or NCIC wanted person, wanted and stolen vehicles and plates etc.
2. Whenever possible, "hit confirmation" should occur before any motorist is subjected to law enforcement activity. In this way, all motorists are assured that the appropriate "due process" of law has been afforded.
3. Once initiated by a LPR "hit", patrol officers shall conduct a traffic stop following all standard policies and procedures of the Department, to include pursuit criteria, emergency vehicle operation, pullover tactics, custodial arrest procedures, vehicle towing, vehicle inventory reports and all other safety and law enforcement procedures outlined elsewhere in the Rules and Regulations of the Department.

4. In the event that registration plates are to be confiscated, pursuant to the Commissioner of Motor Vehicles Rules and Regulations, they shall be removed by personnel of the towing agency and turned in to the T.S.C. in a designated area. Those motorists shall be issued a completed MV-78B, Report of Lost, Stolen or Confiscated Motor Vehicle Items.
5. The case file of all arrests and investigations will consist of a copy of the uniform traffic ticket(s), the vehicle impound/inventory report, a copy of the MV-78B and all NYSPIN related paperwork, along with any other documents related to a case where an arrest is made. This case file will then be put into the appropriate Sergeants bin. Forward a copy of all tickets as well as the NYSPIN printout to the DA's office for prosecution.
6. A LPR Data Query Log, or a portion thereof, shall be run and copied by the patrol officer to be included in the case file of all arrests or investigations conducted based on a LPR "hit".

V. LPR Deployment, Database Entries & Record Retention

1. Police LPR patrols will be deployed as directed or as approved by the patrol sergeant or on-call sergeant or as arranged by the Traffic Safety Coordinator. In the absence of any specific orders, the LPR system may be deployed by any trained operator at his own discretion during any patrol assignment.
2. Each LPR deployment shall be documented on a LPR Activity Report and forwarded to the Traffic Safety Coordinator prior to the end of tour.
3. Upon review, the Traffic Safety Coordinator shall forward a copy of each Activity Report to the Chief, where an administrative file will be retained for future reference; seven (7) years.
4. Any problem with operation of the LPR shall be immediately documented via a Memo to the Traffic Safety Coordinator.
5. ~~Database manipulation shall conform to DCJS regulations. Manually entered "late entries", of plates wanted for serious crimes, AMBER ALERT etc. shall be added to the "batch-file" update of records that is performed prior to each patrol deployment.~~
6. Communications personnel will insure that a LPR patrol is promptly informed of plate data connected to unfolding crimes in progress, AMBER ALERTS and other active cases and shall follow AMBER ALERT, MISSING PERSON and other protocols as set forth elsewhere in Department regulations.

7. The "Look Back" feature can be accessed in these cases, to determine if the target plate has already been detected. These results should be made known to investigators promptly.
8. LPR patrols are expected to act on all "hits" unless a radio call or other valid event interrupts the investigation. Any "hit" related to AMBER ALERT, MISSING PERSON or serious crime will always be thoroughly investigated with the appropriate notification given to the on-duty or on-call sergeant, Communications, Detectives, T.S.C. and any other branches of the Department that may be needed to further the investigation.
9. Database manipulation shall be for law enforcement purposes only. The addition or removal of any files shall be done only in the furtherance of authorized law enforcement activity. For example, entering the plate number of a personal acquaintance, in order to search for or to later query the database for any record of contact with that plate, constitutes misuse of the LPR system. Department regulations and state law both address such potential misconduct.
10. A 30 day LPR Data Query Log will be downloaded by the Traffic Safety Coordinator from the LPR computer on or about the first of each month. These shall also be filed with the Chief and retained for future reference for seven (7) years.
11. Any query for law enforcement purposes shall be submitted to the T.S.C. Such queries and the response thereto shall be forwarded to the Chief's Office and recorded in the same manner and using the same forms as a request for a criminal record check.
12. Any other request for LPR records shall be handled through normal FOIL channels.

East Greenbush Police Department LPR Activity Report

Officer: _____

Date: _____

Shift: _____

Total Plates Read: → _____

Total Alarms: → Suspended / Revoked _____

Total Alarms: → Stolen _____

Total Alarms: → Wanted / Missing Person _____

Total Alarms: → Scofflaw / Other _____

Total Alarms: → Stolen (Out of State Plate) _____

- 1) Number of arrests resulting from suspended or revoked registrations: _____
 Misd: _____
 Felony: _____
- 2) Number of stolen vehicles recovered: _____
 Number of arrests resulting from the recovery of a stolen vehicle: _____
 Misd: _____
 Felony: _____
- 3) Number of stolen license plates recovered: _____
 Number of arrests resulting from the recovery of stolen license plates: _____
 Misd: _____
 Felony: _____
- 4) Number of wanted persons identified: _____
 Number of arrests resulting from the identification of a wanted person(s): _____
 Misd: _____
 Felony: _____
- 5) Number of missing persons identified: _____
 Number of detentions resulting from the identification of a missing person(s): _____
 Misd: _____
 Felony: _____

_____ AMBER alert notification located.

Unusual circumstance, note any of the following and list brief details below:
