

From: Larry Schopfer <lschopfer@irvingtonny.gov>
Subject: **FOIL response**
Date: August 8, 2012 1:12:06 PM EDT
To: <dberger@nyclu.org>
Cc: Brenda Jeselnik <bjeselnik@irvingtonny.gov>
* 1 Attachment, 261 KB

We just mailed the documents you requested along with a bill for \$7.25. Attached is a summary response for each item requested.

Larry Schopfer
Village Administrator

Village of Irvington
85 Main St.
Irvington, NY 10533
Tel: 914-591-4358
Fax: 914-591-4072



[2012080813...pdf \(261 KB\)](#)

VILLAGE OF IRVINGTON

85 Main Street
Irvington, NY 10533

Invoice

Date	Invoice #
8/8/2012	2012-04

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

Rec'd
AUG 10 2012

Due Date	Account #	Project
8/8/2012		

Item	Description	Qty	Rate	Serviced	Class	Amount
Village Costs	Requested copies (29 pages @ \$0.25 each)	29	0.25			7.25

Phone #	Fax #	E-mail	Web Site
914-591-7070	914-591-4072	Office@irvingtonny.gov	www.irvingtonny.gov



NYCLU

NEW YORK CIVIL LIBERTIES UNION

LOWER HUDSON VALLEY CHAPTER

Lower Hudson Valley Chapter
297 Knollwood Road
Suite 217
White Plains, NY 10607
Office: (914) 997-7479
Fax: (914) 997-2936
lowerhudsonvalley@nyclu.org

RECEIVED
7/31/12

BY FIRST CLASS MAIL

July 30, 2012

Michael Cerone
Irvinton Chief of Police
Irvington Police Department
85 Main Street
Irvington, NY 10533

Re: Public Records Request / Automatic License Plate Readers

To Whom It May Concern:

On behalf of the New York Civil Liberties Union, I write to request, pursuant to the state's Freedom of Information Law (Public Officers Law, Article 6), records regarding automatic license plate readers (ALPRs). ALPRs are also sometimes referred to as Automatic Vehicle Identification, Car Plate Recognition or License Plate Recognition equipment and/or software. This records request uses ALPR in reference to any of this technology.

Records Requested

Please provide copies of the following records created from January 1, 2006 to the present:

1. All records regarding your policies, practices and procedures for procuring and using ALPR technology, and for storing, accessing and sharing data obtained through ALPR technology; ** DCJS publication: Operation of LPR for Law Enforcement Agencies in NYS - available on internet.* *enclosed (e-justice)*
2. All records regarding the procurement of ALPR technology, including
 - a. sources of funds used to pay for ALPR technology;
 - b. invoices for the purchase of ALPR technology;
 - c. local government approval for any ALPR purchase;
 - d. interactions with vendors, suppliers and potential suppliers of ALPR technology, including materials and fact sheets supplied by vendors describing their products;*enclosed*
3. All records regarding the use of ALPR technology, including
 - a. what types of data are obtained;
 - b. number of license plates scanned and/or read in a given time period (day, month, year, etc.);
 - c. the number of ALPR units or systems acquired;
 - d. the number of vehicles equipped with ALPR technology;*document does not exist*

- e. for stationary deployments, the number and physical location of ALPR units;
 - f. the technical capabilities of the ALPR units;
4. All records regarding the storage of data obtained using ALPR technology, including
- a. what types of data are stored for any period longer than an hour;
 - b. how long data is stored;
 - c. when data must be discarded;
 - d. how many individual license plate scan records your agency currently stores;
5. All records regarding access to ALPR data, including
- a. the legal justification required before an individual accesses ALPR data;
 - b. purposes for which the data may be accessed;
 - c. purposes for which the data may *not* be accessed;
 - d. who may access the data, what procedures they must go through to obtain access, and who must authorize access;
 - e. the existence or non-existence of a system that records who accesses the data and when the data is accessed;
6. All records regarding the sharing of data obtained through ALPR technology, including
- a. what type of data is shared;
 - b. which databases your agency puts collected ALPR data into;
 - c. third parties, governmental or private, that may access your agency's ALPR data, including what procedures third parties must go through in order to access the data and any restrictions placed on third parties regarding further sharing of your ALPR data;
 - d. any agreements to share ALPR data with outside agencies, corporations or other entities;
7. All records regarding obtaining ALPR data from third parties, including which databases your agency can access;
8. All training materials used to instruct members of your agency in ALPR deployment, data management, or operation of automated records systems that contain ALPR data to which any member of your agency has access, including regional or shared ALPR databases.

does not exist

does not exist
see e-justice
policy and
DCJS
manual

does not exist

does not exist

does not exist

The Freedom of Information Law requires that an agency respond to a request within five business days of receipt of a request. Please note that if the requested records cannot be provided within 20 business days, Article 6 of the Public Officers Law mandates that the agency state, in writing, both the reason for the inability to grant the request within 20 business days and a date certain within a reasonable period, depending on the circumstances, when the request will be granted in whole or in part.

If for any reason any portion of this request is denied, please inform us of the reasons for the denial in writing and provide the name and address of the person or body to whom an appeal should be directed.

To the extent that these records can be made available in an electronic format, we request that they be provided in that format. We request to be notified before production of any fees associated with this request over \$25.00.

Please contact Daniel Berger by phone at 914-997-7479 or by email at dberger@nyclu.org with any questions. Thank you for your prompt attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Daniel Berger", with a long, sweeping horizontal line extending to the right.

Daniel Berger
Lower Hudson Valley Chapter Director
New York Civil Liberties Union

Chief Cerone

From: Larry Schopfer [lschopfer@irvingtonny.gov]
Sent: Thursday, November 29, 2007 12:48 PM
To: Michael Cerone
Subject: FW: GMS Notification for - IM07-1105-E00

-----Original Message-----

From: funding@dcjs.state.ny.us [mailto:funding@dcjs.state.ny.us]
Sent: Wednesday, November 28, 2007 9:05 PM
To: ischopfer@irvingtonny.gov
Subject: GMS Notification for - IM07-1105-E00

GMS - Project IM07-1105-E00 has been submitted.

An Application for Operation IMPACT Tools Initiative funding for IM07-1105-E00 has been submitted to BJJ approval with the following information. Title - Operation Impact Tools Program / License Plate Reader, Project Start Date - 11/20/2007, Project End Date - , Grant Funds - \$22,425.00, Matching Funds - \$0.00, Total Funds - \$22,425.00, Participant - Irvington Police Department, Type - Implementing Agency, Primary Contact - Michael Cerone, Fiscal Contact - Lawrence Schopfer, Signatory Contact - Lawrence Schopfer



**STATE OF NEW YORK
DIVISION OF CRIMINAL JUSTICE SERVICES**

Four Tower Place
Albany, New York 12203-3764
<http://criminaljustice.state.ny.us>

January 17, 2008

Chief Michael P. Cerone
Irvington Village Police Department
85 Main Street
Irvington NY 10533

Dear Chief Cerone:

I regret to advise you that the Irvington Village Police Department was not selected for a grant award in response to your recent application for funding of a license plate reader under the SFY 2007/08 Operation IMPACT Tools Program. However, the Division of Criminal Justice Services (DCJS) was recently awarded grant from the NYS Governor's Traffic Safety Committee (GTSC) to enhance traffic safety through the use of a license plate reader technology. The application you submitted for Operation IMPACT Tools will be considered for this GTSC program. Staff members will be reaching out to you in the near future to explain the parameters of this program.

If you should have any questions or require additional information, please do not hesitate to contact me at (518) 457-8462 or Eileen Langer-Smith at (518) 457-8404. On behalf of DCJS, thank you for your participation in this RFA and your efforts in strategic crime fighting and violence prevention initiatives in New York State. We look forward to working with you to continue these efforts.

Sincerely,

A handwritten signature in cursive script that reads "Anne Marie Strano".

Anne Marie Strano
Director
Office of Program Development and
Funding

cc: Mr. Lawrence S. Schopfer, Village Administrator, Irvington Village

Chief Cerone

From: Chief Cerone [mcerone@irvingtonny.gov]
Sent: Tuesday, January 15, 2008 6:10 PM
To: Michele.Mulloy@dcjs.state.ny.us
Cc: Michael Cerone
Subject: License Plate Reader (LPR)

Dear Ms Mulloy,

I am writing to you as per our conversation on January 4th 2008, regarding the acquisition of a License Plate Reader (LPR).

The Irvington Police Department consists of 22 full time Police Officers, working a 24/7 rotation, for police coverage of the Village of Irvington. We currently do not have TraCs, but are looking to implement it sometime in the near future depending upon cost factors. I believe if we could obtain the LPR now, that this would be a more effective and efficient piece of equipment that we could utilize.

I am happy to say that out of our nine (9) Police units, six (6) units do have Mobile Data Terminals (MDT) computers in them which includes five (5) marked police units and one (1) unmarked police unit.

In regard to Vehicle and Traffic Enforcement, in 2007 we issued over seven hundred summons for various VTL violations from DWIs to equipment violations. We have done several Truck & Vehicle Safety stops over the past several years, which have increased our traffic enforcement efforts. We are looking forward to continuing into 2008 with more traffic stops and planning for a Cell Phone enforcement stop for beginning of March of this year. Irvington is located on Route 9, in Westchester County. It is the main corridor for north and south egress/regress for the Hudson River Villages, from the Yonkers line to Tarrytown. This also includes the Tappan Zee bridge, which also utilizes the New York State Thruway (RTE 87) and the Westchester County Express Way (RTE 287), which connects to Interstate 95, the New England Thruway.

There is one more point I would like to add, during a Vehicle Safety Stop, we conducted in November of 2007, we were able to

have a License Plate Reader loaned to us for the day from Frank Scalisi, of Remington Elsig Law Enforcement Systems and it was a great asset in assisting enforcement and apprehending violators. As a result of using the LPR, we issued fifty-six (56) summonses, seven (7) were for misdemeanor violations, the rest of the summonses were various Vehicle and Traffic violations. There were two (2) active warrants which were enforced and one arrest for criminal possession of a controlled substance.

In closing I wish to thank you for any consideration that you may give my department in obtaining the License Plate Reader.

Sincerely yours,

Chief Michael Cerone
Irvington Police Department
914-591-8080
mcerone@irvingtonny.gov

FOR _____

DATE 1/17 TIME 1545 ☒ **Urgent** ☐ A.M.
P.M.

While You Were Out

M. Michelle Mulloy

OF DCJS

PHONE 518 485-0913

AREA CODE NUMBER EXTENSION

TELEPHONED	<input checked="" type="checkbox"/>	PLEASE CALL	<input checked="" type="checkbox"/>
CAME TO SEE YOU	<input type="checkbox"/>	WILL CALL AGAIN	<input type="checkbox"/>
RETURNED YOUR CALL	<input type="checkbox"/>	WANTS TO SEE YOU	<input type="checkbox"/>

MESSAGE _____

License reader

SIGNED _____

 **adams**
9711



STATE OF NEW YORK
DIVISION OF CRIMINAL JUSTICE SERVICES
Four Tower Place
Albany, New York 12203-3764

DAVID A. PATERSON
GOVERNOR

DENISE E. O'DONNELL
COMMISSIONER

March 31, 2008

Mr. Michael Cerone
Chief
Irvington Village Police Department
85 Main Street
Irvington, NY 10533

Dear Chief Cerone:

The Division of Criminal Justice Services (DCJS), in partnership with the Governor's Traffic Safety Committee (GTSC), is beginning a **License Plate Reader (LPR)** distribution initiative to create safer roads throughout New York State. According to statistics provided by the New York State Department of Motor Vehicles (DMV), approximately 11.1 million people have driver's licenses in the State during 2007. Currently, about 1.4 million of these licenses are suspended or revoked (aggravated unlicensed operation). According to statistics released by the American Association of Motor Vehicle Administrators (AAMVA), nearly 75% of these people disregard the law and continue to drive motor vehicles.

In 2006, a joint project was initiated which included DCJS, the New York State Police (NYSP), and the New York State DMV for the identification of suspended/revoked operators, suspended/revoked vehicle registrations, uninsured motor vehicles, and other motor vehicle related offenses – driving while intoxicated, motor vehicle theft, etc. The innovative strategy requires coordinated efforts among local, county and state enforcement agencies and utilizes LPR technology to assist with the identification of in-progress violations.

As part of the statewide initiative, DCJS will distribute a limited number of LPR units across the State and the Irvington Village Police Department has been identified as a potential recipient of one of these units. In order to be eligible to receive an LPR, we need to know your department is able to respond in the affirmative to the following questions.

- ☐ Is your agency interested in receiving an LPR for participation in the initiative?
- ☐ Is your agency actively involved in traffic enforcement?
- ☐ Does your agency provide 24/7 service to the community?
- ☐ Does your agency currently utilize TraCs?
- ☐ Does your agency have laptop equipment installed in patrol vehicles?
- ☐ Does your agency have personnel available to administer this award?

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- 2 -

Any 'No' responses must include a brief description of the circumstances surrounding the situation.

If it is determined that your agency meets the above requirements, a Letter of Agreement (LoA) will be provided to you for review. Upon receipt of the signed agreement, arrangements will be made by DCJS for the distribution of the equipment on a date and at a time and location to be determined.

Please be aware that recipients of an LPR will be expected to produce quarterly standardized, substantiated statistical information on the effectiveness of the equipment for a minimum of two years following its installation. This information is essential to demonstrate the success of the LPR and evaluate outcomes to enhance the safety of our roads and for DCJS to meet the GTSC grant requirements.

If interested in participating in this initiative, please forward responses to the above six questions directly to the attention of Michele Mulloy at the following fax number: (518) 457-1186 or e-mail at michele.mulloy@dcjs.state.ny.us. To be considered, responses must be received by midnight on Monday, April 7, 2008.

If you have any questions regarding the above information, please contact Michele Mulloy of the DCJS Office of Program Development and Funding (OPDF) at (518) 485-0913. Thank you for your continued efforts to make New York the safest state in the nation.

Very truly yours,



Denise E. O'Donnell

Dear Chief:

The Division of Criminal Justice Services (DCJS) has received funding through the Governor's Traffic Safety Committee (GTSC) to distribute a limited number of License Plate Readers (LPRs) throughout the State.

These units are targeted to increase highway safety through Vehicle and Traffic Law (VTL) enforcement of unregistered and uninsured motor vehicles, and unlicensed operators, etc.

Your agency has been identified as a potential recipient of an ELSAG LPR. If you are interested in receiving an LPR unit, please read and respond via email or fax to the attached document by midnight on Monday, April 7, 2008.

Any agency not responding by the deadline will forfeit eligibility to receive an LPR through this initiative and another agency will be targeted by DCJS to receive the equipment. If you are not interested in participating in this initiative, please send a decline notification to me.

Questions can be addressed to Michele Mulloy of the DCJS Office of Program Development and Funding (OPDF) at (518) 485-0913. Thank you for your time.

Eileen I. Langer-Smith, Criminal Justice Program Specialist
Office of Program Development and Funding, DCJS
4 Tower Place
Albany, NY 12203
Phone No.: 518.457.8404
Fax No.: 518.457.1186



REMINGTON ELSAG LAW ENFORCEMENT SYSTEMS, LLC

RELES MPH-900 Mobile LPR System

Remington ELSAG Law Enforcement Systems, the world leader in License Plate reading technology and deployment, offers the MPH900 as a solution for mobile automatic license plate reading. This system reads plates from a stationary location or at highway speeds and cross references them against an onboard hotlist. The system alarms within a second of identifying a plate on the hotlist and can process hundreds of plates per minute. An image and GPS coordinates of every plate scanned are stored and can be referenced later.

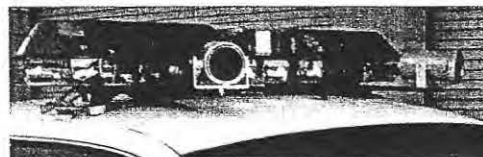
The MPH900 provides two sets of benefits:

Real-time Intervention

- Watch List Filtering
- Probable Cause generation for unbiased, targeted search
 - Auto theft recovery
 - Plate manipulation
- Rental Contract violations

Intelligence Gathering

- Link Analysis
- Recurring traffic pattern analysis
 - Suspect surveillance
 - "Late Hit" analysis
- Coordination with Mobile Plate Hunters



Instantly Alarms on a Wanted Plate

- Alarms can display on a laptop computer (sold separately) or on an M.D.T.
- Alarms can be broadcast to an operations center or to a support vehicle
- System can accommodate a hotlist of 4 Million lines of data, can combine data from different sources
- Has the ability to receive and transmit wireless updates
- Works day or night in all weather conditions

Pricing and Support

Item#	Description	LIST PRICE	OGS 1-9 Units	OGS 10-24 Units	OGS 25+ Units
MPH-900	MPH-900 LPR System	\$21,000	\$20,100	\$18,425	\$16,800

Technical Support and Maintenance are free for the first year and 5% (5% OGS - 10% non-OGS) of system cost thereafter. Support includes software upgrades.

We can be reached toll free at 1-866-967-4900 or www.remingtonelsag.com
870 Remington Drive, Madison, NC 27025

Chief Cerone

From: dcjs.sm.mvtp [dcjsmvtp@dcjs.state.ny.us]
Sent: Monday, April 14, 2008 1:08 PM
To: mcerone@irvingtonny.gov
Subject: GTSC LPR Initiative Letter of Agreement (LoA)

Congratulations! Your agency has been selected as an eligible recipient for a License Plate Reader (LPR) award from the NYS Division of Criminal Justice Services (DCJS).

In order to insure successful implementation by June 30th, 2008, DCJS and ELSAG North America Law Enforcement Systems, LLC will be working in cooperation to coordinate LPR software downloads, equipment installation, and training.

Agencies in agreement with the terms set forth in the attached DCJS Letter of Agreement will receive one (1) LPR Unit upon the completion of the below steps:

STEP 1: Submit the signed Letter of Agreement to DCJS via fax (518.457.1186) **by midnight of Monday, May 5th, 2008** to the attention of Michele Mulloy.

The original, signed Letter of Agreement should be mailed directly to the attention of:

Eileen Langer-Smith
Division of Criminal Justice Services
3rd Floor, 4 Tower Place – Stuyvesant Plaza
Albany, NY 12203

STEP 2: Designate an agency laptop with the following minimum requirements:

- Windows 2000 (Service Pack 4) or XP
- Available USB (2.0 preferred) and Ethernet Port (10/100)
- 512 Mb RAM
- 1.6 GHz + processor (Pentium 4 preferred)
- 40 gb Hard Drive

In order to participate in the LPR initiative, those agencies that do not currently have an available agency laptop which meets the above minimum requirements will need to purchase and receive delivery of one by Thursday, June 19th, 2008.

STEP 3: Complete the attached Agency Coordinator Contact Form and fax it with the signed Letter of Agreement.

If you have any questions or are unable to comply with any of the above requirements by the deadlines indicated, please contact Michele Mulloy at 518.485.0913. Thank you.

Sincerely,
Eileen Langer-Smith
Criminal Justice Program Specialist
NYS Division of Criminal Justice Services



STATE OF NEW YORK
DIVISION OF CRIMINAL JUSTICE SERVICES
Four Tower Place
Albany, New York 12203-3764

DAVID A. PATERSON
GOVERNOR

DENISE E. O'DONNELL
COMMISSIONER

April 14, 2008

Mr. Michael Cerone
Chief
Irvington Village Police Department
85 Main Street
Irvington, NY 10533

RE: Letter of Agreement Regarding Transfer of License Plate Reader (LPR)

Dear Chief Cerone:

The New York State Division of Criminal Justice Services (DCJS) will purchase a License Plate Reader (LPR) for your Law Enforcement Agency (Recipient) to commit to a three-year traffic safety improvement initiative. In addition, DCJS will provide a two-year manufacturer's warranty and vendor developed Operation Center Software license for use in crime reduction activities and the apprehension of offenders.

This letter of agreement will have the duration of three years from the equipment delivery date to the Recipient, and may be amended in writing upon the mutual consent of the Recipient and DCJS. This letter of agreement may be terminated at the discretion of the Commissioner of the Division of Criminal Justice Services.

This letter confirms the agreement between DCJS and the Recipient, wherein DCJS has agreed to transfer all right, title, and interest in the LPR to the Recipient, and the Recipient agrees to accept the transfer of all right, title, and interest in the LPR, upon the following conditions.

1. The Recipient agrees to appoint a staff member to coordinate the receipt and utilization of the LPR (see attached Agency Coordinator Contact Form). The Recipient agrees to notify DCJS in writing of any personnel changes in regards to the LPR program coordination. The coordinator will be required to submit quarterly report data to DCJS and make appropriate efforts to ensure that the LPR equipment is utilized a minimum of eight (8) hours per week.
2. The Recipient agrees to provide DCJS a standardized quarterly progress report for a minimum of three years regarding LPR usage (see attached LPR Quarterly Progress

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Report). Each LPR contains software capable of generating the statistics necessary to complete the reporting requirements. Training on how to obtain the report from the LPR unit will be provided by the vendor upon installation and with subsequent software upgrades. This report data is essential in the ongoing evaluation on the effectiveness of LPR technology.

Quarterly reports are to be sent electronically or via fax to the designee of the Director of the Office of Program Development and Funding.

3. The Recipient agrees to provide an appropriate and compatible laptop computer for the use and operation of the LPR.
4. The Recipient agrees to accept all responsibility for the care and operation of the LPR. Furthermore, the Recipient agrees to provide for the maintenance and support of the LPR beyond the original two-year warranty and service contract. Prior to the expiration of the DCJS funded two-year warranty, the Recipient agrees to purchase the third year extended warranty which covers the latest version of the applicable software.
5. The Recipient agrees to develop and implement a departmental policy regarding the utilization of the LPR and provide said policy in writing to DCJS within 90-days receiving the LPR.
6. The Recipient agrees to implement strategic crime prevention and control initiatives regarding highway safety issues and other motor vehicle related offenses as recommended in the 'Operation of License Plate Readers for Law Enforcement Agencies in New York State' Suggested Guidelines (<http://www.criminaljustice.state.ny.us/ofpa/pdffdocs/approvedjune2007lprmanual1.pdf>). DCJS shall seek the return of any LPR equipment which is not effectively utilized for initiatives in accordance with the strategy recommendations.
7. The Recipient agrees to provide mutual assistance to law enforcement agencies in neighboring and/or overlapping jurisdictions which request the use of LPR's for special operations (subject to availability).
8. The Recipient agrees to immediately deploy the LPR when responding to the recovery of an abducted child (Amber Alert). The agency agrees to comply with the guidelines as issued by the Missing and Exploited Children's Clearinghouse (MECC) which are used during an AMBER Alert. Agencies should:
 - a. Provide notification to patrols.
 - b. Search during an incident.
 - c. Look back for encounter prior to the alert date.
 - d. Obtain assistance from other agencies with LPR equipment.
9. Any notice to either party must be in writing, signed by the party giving it, and shall be served personally, electronically or by mail to the other party. Notice to DCJS is to be given to the Deputy Commissioner of the Office of Program Development and Funding and notice to the Recipient is to be given to the person signing this letter of agreement on behalf of the Recipient or that individual's replacement pending a cessation of employment from the Recipient agency.

If you are in agreement with the terms of this letter, please sign below and return the original of this letter to the Office of Program Development and Funding, attention Motor Vehicle Theft and Insurance Fraud Unit by midnight of Monday, May 5th, 2008. Thank you for your assistance and cooperation.

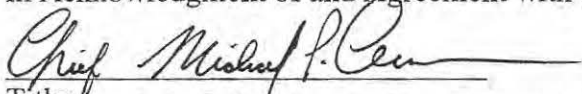
Very truly yours,



Denise E. O'Donnell

For the Law Enforcement Recipient:

In Acknowledgment of and Agreement with the Provisions of this Letter of Agreement:



Title: Chief Michael P. Cerone

Irvington Police Department

Law Enforcement Agency

Date: 4/16/08

AGENCY COORDINATOR CONTACT FORM

Please complete the following form and mail back with the signed Letter of Agreement:

Department Name: Irvington Police Department

Address Line 1: 85 Main St.

Address Line 2: _____

City: Irvington

State: NY

Zip: 10533

LPR Coordinator Contact Name: Chief Michael P. Cerone

Telephone Number: 914-591-8080

E-mail Address: mcerone@irvingtonny.gov

Alternate Contact Name: P.O. Steven Delli Colli

Alternate Contact Number: 914-591-8080

24-hour Manned Telephone Number for Amber Alert Purposes: 914-591-8080

Please select your desired unit type (cannot be guaranteed):

Permanent: X

Permanent is recommended for departments that want the unit to remain in the same vehicle.

Permanent is recommended for vehicles used at high speed. Please note: holes are drilled in the roof of the car to secure cameras.

Transportable: _____

Transportable is recommended for departments that want to share the unit between vehicles and/or with other agencies. Transportable is discouraged for vehicles used at high speeds.

Please note: cables are exposed outside the car between the camera and the trunk.



Office of General Services



NYS OGS/NASPO Contract Guide **RELES Awarded New York State Contract #PC62119**

Award #19745 Can be used by any State or local agency across New York

- Hazardous Incident Response Equipment Group #38232
 - Terrorist Incident Prevention Equipment
 - Physical Security Enhancement Equipment under.
- Multi State Contract available to any NASPO State
 - AK, MA, SD + AZ, AR, FL, LA, MN, MI, NV, ND, OK, RI, SC, UT, WA

Contract Information

<http://www.ogs.state.ny.us/purchase/spg/pdfdocs/3823219745ra.pdf>

<http://www.ogs.state.ny.us/purchase/spg/awards/3823219745Can.htm>



NASPO Participation Information

<http://www.ogs.state.ny.us/purchase/spg/pdfdocs/3823219745Participation.pdf>



REMINGTON ELSAG LAW ENFORCEMENT SYSTEMS, LLC

Statement of Policy

Solicitation and Dissemination of Public Domain Public Relations

The Remington-ELSAG Law Enforcement Systems, LLC organization enforces a strict policy restricting the open flow of information into the Public Domain. As an organization, we take this responsibility seriously and value our trust within the Law Enforcement Community.

We believe that one of the keys to the success of this remarkable technology is in our collective ability to retain a covert stature whether in the field while operating, in the course of normal business operations, and especially in the area of both electronic and print media relations.

As a matter of course, all media inquiries will be directed to the office of the President, Mark Windover. Headquarters and field operations personnel have all been given specific direction and training on management of this critical issue. We have a single and consistent message to convey to the public media: **We have an important law enforcement tool that enhances both officer effectiveness and safety and as such are not at liberty to discuss our technology.**

If a partner agency has engaged a media entity for a story, at the agency's formal request, we will support our law enforcement partner with additional information as required, all directed through the president's office. This information will not include any written material (beyond information currently available on our website) or video footage. We also restrict the dissemination of pictures of any of our equipment to any media venue.

If an individual or supplier employed or contracted by Remington-ELSAG Law Enforcement Systems, LLC violates the abovementioned policy; their relationship with the company will be terminated immediately.

Approved By:

Mark E. Windover

Mark E. Windover
President
Remington-ELSAG Law Enforcement Systems, LLC



NEW YORK STATE DCJS E-JUSTICE SYSTEM
SECTION 118-11
Page 1 of 7

DATE ISSUED	DATE EFFECTIVE	REVISION #
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PURPOSE

To establish uniform procedures and policies for members of the Irvington Police Department to follow when utilizing the New York State Division of Criminal Justice Services e-Justice system.

BACKGROUND

The e-Justice system is a telecommunications system which enables police agencies throughout the state to exchange information with other agencies at all levels of government. Because of the vast array of information one can obtain from the e-Justice system, its use is strictly controlled by the Executive Law of The State of New York. This law specifically delegates to the New York Division of Criminal Justice the responsibility of supervising all activities conducted through the Department's local e-Justice terminal. It shall be the responsibility of every officer to adhere to the rules and regulations contained in the e-Justice operations manuals and the Department's policy and procedures.

POLICY

To utilize the e-Justice system, as needed, in the performance of duties, in accordance with all applicable state and federal laws, and in accordance with the Use and Dissemination Agreement with the New York State Division of Criminal Justice Services.

The system is for official use for law enforcement purposes only. Access for private, personal or social purpose is strictly prohibited. Information is to be accessed only for the reasons stated herein and in compliance with all applicable departmental, DCJS or National Crime Information Center (NCIC) regulations.

The Department's terminal agency coordinator (TAC) will oversee who has access to e-Justice, and will be the liaison between the Department and DCJS. The TAC will update users or remove users with DCJS, and will request what suites (e-Justice programs) the user can access.

Criminal history records that are received as a result of an arrest or an investigation made by the Irvington Police Department shall be placed in the secured case or arrest file.

All requests for criminal history records shall be recorded by the requester. As a general rule, and in the interest of maintaining accurate records, a narrative will be recorded in the appropriate case, blotter or arrest file documenting that CHRI data was requested.



NEW YORK STATE DCJS E-JUSTICE SYSTEM
SECTION 118-11
Page 2 of 7

PROCEDURE

e-Justice Terminal Agency Coordinator

- 1) The primary functions of the eJustice TAC are as follows:
 - A) Act as liaison to DCJS.
 - B) Ensure system security and proper system functions.
 - C) Administer and maintain certification and test records.
 - D) Disseminate user names and passwords to members.
 - E) Conduct periodic audits to ensure compliance by users with departmental, DCJS and NCIC regulations governing system use.

System Overview:

- 1) Criminal Justice Repository
 - A) Provides inquiries and searches of the DCJS criminal, wanted person, missing person and civil databases.
 - B) Provides full function name search capability, as well as the ability to search by other criteria including state identification (SID) number.
 - C) Results are returned with identification and other related data.
 - D) An audit log automatically tracks all information accessed by each user.
- 2) Crime Mapping
 - A) Based on data that was previously submitted by local police agencies, it allows crime related inquiries that return map images of geographic crime patterns.
- 3) Criminal Transactions
 - A) Provides searches and inquiries of criminal fingerprint transactions that are being processed or which have been completed.
- 4) Civil Transactions
 - A) Provides searches and inquiries of civil fingerprint transactions that are being processed or which have been completed.
- 5) Sex Offender Registry
 - A) Provides access to the New York State Sex Offender Registry.
 - B) Provides background information on the relevant legislation and search capability.



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- 6) Criminal Justice Image Management System (CJMS)
 - A) Allows authorized criminal justice agencies a single access to the State's centralized photo image and mug shot database through their connection to the eJustice NY portal.
- 7) Message Services
 - A) Provides delivery of the New York State and Federal Bureau of Investigation (FBI) Interstate Identification Index (III) criminal history report (rap sheet) based on previously submitted arrest fingerprint record(s).
- 8) Support Services
 - A) Links to e-Justice support documents and resources as well as a link to the DCJS internet site.
 - B) Provides users with the ability to change their system password and other administrative services.
- 9) Crime Reduction Tools
 - A) A guide to using data, strategic planning, intelligence and best practices in the development and implementation of crime reduction strategies.
- 10) Crimestat
 - A) A performance management system to provide a window into the effectiveness of New York's criminal justice efforts and agencies. Crimestat tracks the state's progress in reducing crime and improving criminal justice.
- 11) DMV Services
 - A) Access to DMV Driver's License files.
- 12) DNA Services
 - A) Computerized collection of DNA descriptions or "profiles" derived from DNA samples of convicted offenders who are required by law to provide a sample.
- 13) Homeland Security
 - A) Contains advisories and intelligence reports from the Department of Homeland Security.
- 14) Law Enforcement Services
 - A) Module which contains a variety of other miscellaneous resources for law enforcement.



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Access:

- 1) Any member of the Department whose position or work assignment requires access to law enforcement information may access some or all e-Justice modules, with the permission of his/her immediate supervisor and the e-Justice TAC.
- 2) All users of the system will be required to take and pass the limited access NCIC terminal operator certification test within six months of receiving his/her user name and password. Users will be re-tested at intervals determined by DCJS. The e-Justice TAC will arrange for all such testing through DCJS and will make certification test reference material available to members.
- 3) The e-Justice TAC will maintain a record of certification for each user. This record will contain the user's certification status, expiration date and data related to his/her past compliance with applicable regulations. The date will be kept as a permanent record for the duration of the user's employment.

User Name / Password:

- 2) The e-Justice TAC will arrange for the initial issuance of a user name and password for each user. User names and passwords are initially issued by DCJS. The information is individual to each user and is not to be shared among users.
- 3) Upon using the system for the first time, each user will immediately change his/her assigned password. This is accomplished within the e-Justice module by following the on-screen prompts. Thereafter, each user should change his/her password at regular intervals, or immediately if it is believed that another person has learned the password.
- 4) A member must keep his/her password confidential and secure at all times. Under no circumstance may a user give a loan or disseminate his system password to any other person. In addition, computer functions that allow a member to save his/her user name and password on a given workstation are not to be used, unless the workstation is dedicated to a single user within a private office. Members are responsible for all system usage occurring with their individually assigned user name and password.

Security:

- 1) Any computer workstation on which the e-Justice system has been activated must be kept secure. Upon accessing the system, the user must maintain a physical presence at the workstation at all times. If the user must leave the workstation unattended or has completed an inquiry, he/she must close the e-Justice application. Users may access the system for only as long as necessary to obtain the desired information.
- 2) Criminal history information obtained via e-Justice is only to be used for official criminal justice purposes. This information may not be discussed with anyone, including other employees except as it relates to official work duties. Under no circumstances may you disseminate confidential information

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in any manner to anyone for non-official purposes. To do so could result in disciplinary and criminal charges.

- 3) No unauthorized personnel or visitors may view any e-Justice items. The screen shall be kept from public view.
- 4) Members must report to their immediate supervisor and to the e-Justice TAC all attempts or suspected attempts at unauthorized access into the e-Justice system. The coordinator will investigate and take appropriate action, including notification to DCJS and to command level staff.

Usage:

- 1) Criminal Justice Repository.
 - A) Access into the Criminal Justice Repository is only for the purpose of administering a criminal justice function. Criminal justice function means the prevention, detection and investigation of the commission of an offense, the apprehension of a person for the alleged commission of an offense, the detention, release on recognizance of bail of a person charged with an offense prior to disposition of the charge, the prosecution and defense of a person charged with an offense, the detention, release on recognizance or bail of a person convicted of an offense prior to sentencing, the sentencing of offenders, probation, incarceration, parole, and proceeding in a court subsequent to a judgment of conviction relation thereto.
 - B) Any member accessing the criminal justice repository must list the following information in the appropriate on-screen data field(s):
 - i) Requestor's name (the person who is requesting and will use the information.)
 - ii) Request reason code
 - iii) Associated case number and blotter number
 - iv) Brief description (i.e. Burglary Investigation, DWI, Petit Larceny)
 - C) The reason code that matches the type of investigation being conducted must be used. Only the following request reason codes may be used:
 - i) ARR – Arrest
 - ii) CRI – Criminal investigation
 - iii) PDI – Police department investigation.
 - iv) WAR – Warrants or wanted notice investigation.
 - v) DNA – Forensic services
 - vi) GUN – Return of firearm to owner inquiry.
 - vii) CJE – Criminal justice employment
 - viii) HOU – Public and assisted housing
 - D) No inquiry into the criminal justice repository is possible without the requestor's name, request reason code and case number being listed. In addition, if a case file exists (hard copy), a copy of

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the criminal justice data that was obtained will be maintained in such file.

- E) All information obtained via the criminal justice repository is to be used only for the purpose to which the inquiry related. The information, may not be disseminated to persons or agencies outside of the Department, other than the court or district attorney involved with the prosecution or adjudication of an offense to which the inquiry relates.
 - F) All inquiries made through the criminal justice repository are tracked via an automatic audit trail. The requestor's name, request reason code, and case number are automatically saved for each individual request. This audit information is available to the e-Justice TAC and to DCJS to ensure compliance with the applicable regulations.
 - G) The criminal justice repository may not be used for employment or applicant purposes, unless the purpose exactly matches an authorized search reason code as listed herein.
- 2) Crime Mapping, Criminal Transaction, Civil Transaction, Sex Offender Registry and Message Services modules.
- A) Access into the crime mapping, criminal transaction, civil transaction, sex offender registry and message service module(s) is only for the purpose of administering a law enforcement function. All information obtained via these modules is to be used only for the purpose to which the inquiry relates.

Cancellation of privileges:

- 1) E-Justice access privileges may be canceled by the e-Justice TAC if The user violated DCJS, NCIC or Departmental Regulations pertaining to system use.
- 2) E-Justice access privileges must be canceled by the e-Justice TAC if any of the following conditions exist.
 - A) The user failed the applicable NCIC certification test.
 - B) The user has ceased employment with the Department.
- 3) When a user's e-Justice privileges are canceled, the e-Justice TAC shall immediately notify DCJS and ensure that the applicable user name and password is invalidated.
- 4) The e-Justice TAC may require any user to engage in remedial actions if the user has failed the online certification test or violated applicable regulation governing system usage. Remedial efforts may take the form of counseling session, explanations of procedures or testing of the involved member.
- 5) All personnel are reminded that any misuse of this system may subject both the offender and the Department to fines, penalties or removal of the e-Justice terminal.



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Notification:

- 1) If the e-Justice TAC becomes aware of any regulation violation on the part of any member, he/she must immediately notify the member's supervisor of the condition. The supervisor will make command level notifications. The e-Justice TAC will take all actions required by Departmental, DCJS or NCIC regulations.
- 2) If any member becomes aware of any regulation violation on the part of any other member, he/she must immediately notify the e-Justice TAC and his/her supervisor in writing. The coordinator will take all action required by departmental, DCJS or NCIC regulations.



E-JUSTICENY INTEGRATED PORTAL (THE PORTAL)

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DATE ISSUED	DATE EFFECTIVE	REVISION #
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PURPOSE

To establish guidelines for receiving and making requests via the e-JusticeNY Integrated Justice Portal (hereafter referred to as "the Portal"), and dissemination of acquired information.

POLICY

To utilize the portal system in the performance of law enforcement duties, and the acquisition and dissemination of information be in accordance with Department policies and procedures, applicable law, and the rules prescribed in the Portal Use and Dissemination Rules and Regulations.

DEFINITIONS

The Portal - A secure extranet client that provides authorized users with quick and easy access to all available public safety and criminal justice information when and where it is needed. The Portal provides a single interface through which users can access information from a variety of federal, state and local sources. It also provides access to civil data.

Access the Portal - To access the Portal means to enter the Portal by means of a workstation or other electronic device that enables the information therein to be readable or to make use of the information obtained from the Portal. Access to the Portal is restricted to persons or agencies entitled to obtain, secure, or use the criminal justice information properly obtained there from.

Terminal Agency Coordinator (TAC) - The primary point of contact at the local level which serves as liaison between the CJIS Systems Officer and the local agencies that access to a CSA criminal justice network.

PROCEDURE

Responsibility for Records

- 1) The Portal records must be accurate and up-to-date. The Village of Irvington Police Department is responsible for the accuracy, timeliness, and completeness of all information it enters into the Portal system. A member's evaluation of the information in the system is just as important as keeping the information accurate, timely, and complete. Combining administrative controls with proper evaluation by the member receiving the information will prevent lost court cases, civil liability suits, criminal charges against the officer, and unnecessary arrest or detention of innocent people.
- 2) The chief of police shall be responsible for administering the Department's participation in the Portal system. He shall appoint an agency Terminal Agency Coordinator.
- 3) The agency TAC shall be responsible for ensuring system security by overseeing the maintenance,

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security, and confidentiality of criminal justice information inputted, acquired, or disseminated by the Department via the Portal system. He shall ensure that all necessary physical, personnel, and communications safeguards are followed, rules and procedures governing portal access are followed, and personnel are properly trained. The agency TAC shall respond to quality control problems, and perform required Portal data verifications and security audits.

- 4) Each member shall be familiar with and adhere to department Portal procedures and the rules and procedures contained in the e-JusticeNY Use and Dissemination Rules and Regulations. The standards and procedures set forth shall be strictly adhered to. Members shall ensure that information is entered in a timely, accurate and complete manner and those records are promptly modified, located, or canceled to keep the system free of stale information. Each member shall also ensure that the security and confidentiality of information is maintained at all times.
- 5) The Portal provides information for decision making by agency personnel. Members must carefully evaluate the information furnished by the Portal along with other facts to determine what, if any, action is authorized, based thereon. While the portal is an information tool, it is no substitute for professional judgment.

System Security

- 1) All that use, acquire or disseminate information from the Portal system are held responsible for all data contained therein. Members who ultimately receive the Portal information are bound by Department procedures, the Portal rules and applicable laws regarding the acquisition and dissemination of the Portal data. In order to limit subsequent liability of personnel, the following procedure shall be strictly adhered to:
 - A) No authorized user will access data or information that is acquired via the Portal system unless it is requested for official law enforcement purposes relating to the business of the Village of Irvington Police Department. The acquisition or dissemination of Portal data for non-official (including personal) reasons is strictly prohibited.
 - B) No data or information acquired from the Portal system (or copies thereof) shall be given to anyone, except under the following conditions:
 - i) A member of this department or other agency associated with the administration of criminal justice having legitimate need for the information (e.g. court, outside police agency).
 - ii) When in the course of official duty it becomes necessary to lawfully disseminate information (other than criminal history information) to persons or agencies not associated with the administration of criminal justice, including private citizens, such dissemination must be secondary dissemination from an official agency report or record, but not printed material.
 - C) No printed material obtained via the Portal may be delivered to persons or agencies outside criminal justice, except as directed by appropriate court, or other proper legal authority.



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- D) All messages pertaining to an Irvington incident (blotter, case, arrest, etc.) shall be printed and placed within the appropriate section of the Portal message binder.
- E) All messages transmitted over the Portal shall be confidential and shall be divulged only to those authorized by the direction of and instruction in the messages themselves.
- F) Violations of the Portal security rules shall be immediately reported to the chief of police.

Operational Procedures

- 1) The e-JusticeNY Use and Dissemination Rules and Regulations details specific rules governing the use of the Portal System. All instructions for operation as outlined in the various sections of the manual must be strictly adhered to. The manual is maintained in, and shall not be removed from, the desk area.
- 2) The desk officer shall be responsible for the Portal operations.
 - A) The Portal agency inbox is to be monitored by the desk officer at all times. The use of the alert monitor should be used and the desk officer shall respond to high priority messages in a timely fashion. The agency inbox unread message count should be zero at the end of each tour.
 - B) Copies of messages of special interest to the Department shall be directed to the appropriate member or brought to the attention of the oncoming tour supervisor.
 - i) Messages regarding officer safety shall be brought to the attention of the duty supervisor or in his absence the desk officer.
 - ii) Messages regarding Portal operation, Portal manual revisions and other messages relating to the Portal operations shall be directed to the agency TAC.
 - iii) Messages that are retained in the agency inbox for more than ten days are automatically purged from the system. Any records that need to be deleted prior to that time can only be deleted by the agency TAC.
- 3) Use of the Portal on any device not owned by the Village of Irvington Police Department or other agency authorized by Portal access is strictly prohibited unless said device is authorized by the agency TAC or the chief of police.
- 4) Passwords must be changed every 90 days.

Training

- 1) The integrity of the Portal, DCJS and NCIC files requires that access to the Portal be restricted to those members that have been trained in the rules, regulations, and operating instructions associated with the PORTAL system.



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- 2) All users shall read and familiarize themselves with the e-JusticeNY Use and Dissemination Rules and Regulations as they apply to the Integrated Justice Portal.
- 3) Sworn officers shall receive Portal training during their field-training program. Training shall focus on the Portal regulations, with an emphasis on security, and the use and dissemination of information accessed via the Portal. The training shall meet or exceed NCIC Requirements. Supplemental training shall be provided, as necessary, regarding modified or enhanced programs.
- 4) The agency TAC shall coordinate the Department's Portal training program and shall certify users as competent to use the System.
- 5) All users must complete the e-JusticeNY Integrated Justice Portal certification as required in the Use and Dissemination Rules and Regulations.

Mobile Data Terminals (MDT) / Remote Terminal Access

- 1) The policies and procedures contained herein shall apply to the operation of Mobile Data Terminals (MDTs) and Portal access by agency personnel via remote computers (e.g. computers at other police departments.)