



rec'd 9/12/12

OFFICE OF LAW

August 31, 2012

VIA E-MAIL AND REGULAR MAIL

Richard H. Morse, Esquire
Legal Director
American Civil Liberties Union Foundation of Delaware
100 W. 10th Street, Suite 603
Wilmington, DE 19801
RMORSE@ACLU-DE.ORG

Re: FOIA Request // Automatic License Plate Readers

Dear Mr. Morse:

This is in response to your Freedom of Information Act (FOIA) request dated July 30, 2012 seeking public records regarding New Castle County's use of Automatic License Plate Readers (ALPR).

The public records which are responsive to the requests are attached with the original of this letter. You should be aware that some records which might be considered responsive to your request are excluded from production as investigatory files compiled for criminal law-enforcement purposes or criminal files and criminal records. For example, records responsive to your request number 7 would include specific criminal investigatory records which are not subject to production under FOIA. However, to aid in your review, the following summarizes the County's use of ALPR technology. The County currently has ten (10) mobile ALPR units, all of which are installed in County Police vehicles. The County has no fixed ALPR units. The County does not currently have any policy directives specifically directed to ALPR technology; however a formal directive is under consideration. Current practices and procedures are consistent with the guidelines in Delaware Justice Information System Directive 1, with which I assume you are familiar.

The data obtained by the ALPR units include: the license plate number, time stamp, scan (photo of the tag), overview (photo of the vehicle), user login, latitude and longitude of the unit. If the tag number is on a "hot list" the data also include the "hot list" name and the following information from the "hot list": state of registration, year, make, model, and vehicle type, ORI of the entering agency and NCIC entry number if the hit is from the NCIC hot list. If the tag is from the Delaware stolen vehicle hot list, date will also include the complaint number. If the hot list is the Delaware Wanted Persons File, the wanted person's name and date of birth are

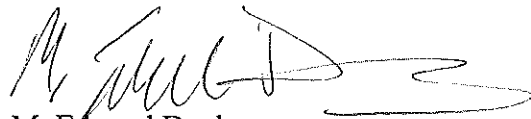
Richard H. Morse, Esquire
August 31, 2012

included. Over the last year, the ALPR units are scanning an average of 448 reads per day. Data obtained are stored for a period of 360 days and then automatically purged. The number of scans the County currently stores varies by the hour as uploads and automatic deletes are made. A check on August 24, 2012 indicated 164,431 scans.

Data can only be accessed for criminal investigative reasons. The database is accessible to the two officers assigned to the United States Marshall's Fugitive Task Force. Officers assigned to the ALPS equipped vehicles can access the data on the individual units until it is uploaded to the database. The data is maintained in NCCPD's standalone database. It is shared with other law enforcement agencies upon request for specific reads but direct access is limited to the assigned officers. New Castle County has no agreements to share bulk ALPR data with anyone and the County does not sell the data to any entity.

If you have any questions, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Edward Danberg', with a long horizontal flourish extending to the right.

M. Edward Danberg
Assistant County Attorney

Enclosures (with original)

Cc: Gregg Wilson, New Castle County Attorney
Colonel W. Scott McLaren, New Castle County Department of Police
Major Mark E. Hitch, New Castle County Department of Police



U.S. Department of Justice
Community Oriented Policing Services
Grants Administration Division
Law Enforcement Technology

Treasury Account Symbol (TAS) 15X0406

Grant #: 2009CKWX0363
ORI #: DE00203

Applicant Organization's Legal Name: New Castle County Police Department
OJP Vendor #: S16000160
DUNS#: 175401405

Law Enforcement Executive: Colonel Rick S. Gregory
Address: 3601 North Dupont Highway
City, State, Zip Code: New Castle, DE 19720
Telephone: (302) 395-8010
Fax: (302) 395-8253

Government Executive: County Executive Christopher A. Coons
Address: 87 Reads Way
City, State, Zip Code: New Castle, DE 19720
Telephone: (302) 395-5101
Fax: (302) 395-5268

Award Start Date: 3/11/2009

Award End Date: 3/10/2012

Award Amount: \$200,000.00

SEP 2 2009

David Buchanan
Acting Director

Date

By signing this Award Document, the grantee agrees to abide by all 19 Grant Terms and Conditions on the reverse side of this document and the attached pages:

Signature of Law Enforcement Official with the Authority to Accept this Grant Award

Typed Name and Title of Law Enforcement Official

Date

Signature of Government Official with the Authority to Accept this Grant Award

Typed Name and Title of Government Official

Date

False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any remedy available by law to the Federal Government.

Award ID:
95473

Office of Community Oriented Policing Services
Technology Program Grant Terms and Conditions

17. To facilitate communication among local and state governmental agencies regarding various information technology projects, the grantee agrees to notify the appropriate State Information Technology Point of Contact of the receipt of this grant award. For a list of State Information Technology Points of Contact, visit <http://www.ojp.gov/default.aspx?area=policyAndPractice&page=1046>.

18. The grantee agrees to comply with 28 C.F.R. Part 61 (Procedures for Implementing the National Environmental Policy Act).

19. False statements or claims made in connection with COPS grants may result in fines, imprisonment, or debarment from participating in federal grants or contracts, and/or any other remedy available by law.



U. S. Department of Justice
Community Oriented Policing Services

Grants Administration Division
Law Enforcement Technology

1100 Vermont Avenue, NW
Washington, DC 20530

Memorandum

To: Colonel Rick S. Gregory
New Castle County Police Department

From: Andrew A. Dorr, Assistant Director for Grants Administration
LaTanya Henley, Grant Program Specialist
Budget Prepared By: LaTanya Henley, Grant Program Specialist

Re: Law Enforcement Technology Financial Clearance Memo

A financial analysis of budgeted costs has been completed. Costs under this award appear reasonable, allowable, and consistent with existing guidelines. Exceptions / Adjustments are noted below.

OJP Vendor #: 516000160

ORI #: DE00203

DUNS #: 175401405

Grant #: 2009CKWX0363

<u>Budget Category</u>	<u>Proposed Budget</u>	<u>Approved Budget</u>	<u>Adjustments</u>	<u>Disallowed/Adjusted - Reasons/Comments</u>
Equipment	\$200,000.00	\$200,000.00	\$0.00	
Direct Costs:	\$200,000.00	\$200,000.00	\$0.00	
Grand Total	\$200,000.00	\$200,000.00	\$0.00	
Grand Total:	Federal Share:	\$ 200,000.00		
	Applicant Share:	\$ 0.00		

Cleared Date: 8/21/2009

Overall Comments:

All costs listed in this budget were programmatically approved based on the final Budget Detail Worksheets submitted by your agency to the COPS Office. Maintenance agreements (if applicable) must be purchased and paid in full within the three-year grant period. Prior to the obligation, expenditure or drawdown of grant funds for non-competitive contracts in excess of \$100,000, grantee must submit a sole source justification to the COPS Office for review and approval. Prior to the obligation, expenditure, or drawdown of grant funds for consultant fees in excess of \$550 per day when the consultant is hired through a noncompetitive bidding process, approval must be obtained from the COPS Office. If the vendor number on this form differs from the EIN number included in your application, then for administrative purposes only, we are assigning a different vendor number to your agency. The reason for this administrative change is that your original EIN number has been assigned to another agency. If this applies to your agency, please use the new vendor number on all financial documents related to this grant award. The vendor number should not be used for IRS purposes and only applies to this grant.



INVOICE

913 Horsepond Road
Dover, DE 19901
Tel 302-734-9250 Fax 302-734-1056
FEI# 16-1684716

DATE
4/30/2010

INVOICE #
0000022077

BILL TO:

NEW CASTLE COUNTY
ACCOUNTS PAYABLE
87 READS WAY CORPORATE COMMONS
NEW CASTLE DE 19720

SHIP TO:

NEW CASTLE COUNTY
POLICE ADMINISTRATION
3601 NORTH DUPONT HIGHWAY
NEW CASTLE DE 19720

RECEIVED
MAY 05 2010
ACCOUNTING DIV.
NEW CASTLE COUNTY

P.O. NUMBER	TERMS	REP	SHIP	DISPATCH
145302	NET 10			
QUAN	DESCRIPTION	PRICE EACH	AMOUNT	
	Equipment Order #0400366883			
1.00	ALPR Camera System			Total Amount \$199,992.85
1.00	10% Due At Completion of Installation	19,999.28		19,999.28

2,

a), b)

FEDERAL FUNDING

PO	145302
IN	356574
RC	
VC	

A.T. 19,999.28
Final

Visit our website at www.magnumelectronics.com
TOTAL

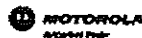
\$19,999.28



913 Horsepond Road
Dover, DE 19901

Tel 302-734-9250 Fax 302-734-1056

FEM# 16-1684716



INVOICE

DATE

3/18/2010

INVOICE #

0000021554

BILL TO:

NEW CASTLE COUNTY
ACCOUNTS PAYABLE
87 READS WAY CORPORATE COMMONS
NEW CASTLE DE 19720

SHIP TO:

NEW CASTLE COUNTY
POLICE ADMINISTRATION
3501 NORTH DUPONT HIGHWAY
NEW CASTLE, DE 19720

P.O. NUMBER	TERMS	REP	SHIP	DISPATCH
145302	NET 10			
QUAN	DESCRIPTION	PRICE EACH	AMOUNT	
	Equipment Order #0400366883			
1.00	ALPR Camera System			
	Total Amount \$199,992.85			
1.00	40% Due At Equipment Delivery	79,997.14		79,997.14

RECEIVED
APR 13 2010
ACCOUNTING DIV.
NEW CASTLE COUNTY

302-734-
9250
Julia

PO	145302
IN	354717
RC	
VC	357026
AMT	79,997.14

Visit our website at www.magnumelectronics.com

TOTAL **\$79,997.14**



913 Horsepond Road
Dover, DE 19901

Tel 302-734-9260 Fax 302-734-1066

FEI# 16-1684716



INVOICE

DATE

3/2/2010

INVOICE #

0000021378

BILL TO:

NEW CASTLE COUNTY
ACCOUNTS PAYABLE
87 READS WAY CORPORATE COMMONS
NEW CASTLE DE 19720

SHIP TO:

NEW CASTLE COUNTY
POLICE ADMINISTRATION
3601 NORTH DUPONT HIGHWAY
NEW CASTLE, DE 19720

P.O. NUMBER		TERMS	REP	SHIP	DISPATCH
145302		NET 10	JEFF		66883
QUAN	DESCRIPTION			PRICE EACH	AMOUNT
	Equipment Order #0400366883				
1.00	ALPR Camera System	Total Amount \$199,992.85			
1.00	50% Due With Order			99,996.43	99,996.43

RECEIVED

MAR 03 2010

ACCOUNTING DIV.

NEW CASTLE COUNTY

PO 145362

IN 351516

RC

VC

AMT 99,996.43

Visit our website at www.magnumelectronics.com

TOTAL

\$99,996.43



New Castle County

Closed Purchase Order	
7 2010 PO145302 -	02/26/2010
Vendor Information: Vendor : 020893 001 MAGNUM ELECTRONICS INC 927 HORSEPOND RD DOVER , DE 19901	Ship To: Delivery Date:03/12/2010 Joseph Dudzinsky Police Administration 3601 North DuPont Highway New Castle , DE 19720 Phone: (302) 395-8042
FOB Point: Destination Requisition Number:RQ116688 Buyer: Clifton Crawford Discount Terms: See Reverse Side for Terms and Conditions	Invoice To: New Castle County Accounts Payable 87 Reads Way Corporate Commons New Castle, DE 19720

Continued ...

Item	Quantity	Description	UOM	Unit Cost	Total Cost
1	1	617009001 Police Detective Equipment SPECIFICATION: PIPS ALPR #SLATE-810-LE-G. MOBILE LAW ENFORCEMENT PACKAGE INCLUDES 3 SLATE LOW PROFILE CAMERAS WITH 810NM ILLUMINATION. SUPERX III PROCESSOR, CAMERA CABLE/CONNECTORS, GPS MODULE, PAGIS SOFTWARE, PIPS ALPR/OCR ENGINE, CLIENT/SERVER ARCHITECTURE, LIGHTBAR MOUNT BRACKET AND PLATES, SUPERX MOUNTING HARDWARE. QUANTITY: EIGHT (8) @\$15,952.00 EACH FOR A TOTAL OF \$127,616.00. ON-SITE INSTALLATION PIPS CAMERA ALPR, SUPERX, AND PAGIS SOFTWARE. QUANTITY: EIGHT (8) @\$1,360.00 FOR A TOTAL OF \$10,880.00. PIPS-SRVC-MAINT-MOBILE. 2ND AND 3RD YEAR FOLLOWING STD. WARRANT SYSTEM MAINTENANCE INCLUDES PAGIS SOFTWARE. HARDWARE MAINTENANCE PROVIDES FREE REPAIR OR REPLACEMENT AT PIPS EXPENSE. SOFTWARE MAINTENANCE PROGRAMS PROVIDE FREE ACCESS TO SOFTWARE UPDATES AND SOFTWARE HOT FIXES. QUANTITY: EIGHT (8) @\$3,990.00 FOR A TOTAL OF \$31,920.00 BOSS SOFTWARE MAINTENANCE AND UPGRADES 2ND AND 3RD YEAR AFTER STD WARRANTY (INCLUDES 1 ADMIN., 1 USER, AND 5 CONCURRENT USER) QUANTITY: ONE (1) @\$776.85 FOR A TOTAL OF \$776.85. MONTHLY ON SITE MAINTENANCE/SERVICE OF EIGHT (8) ALPR MOBILE SYSTEMS. INCLUDES SERVICE CALLS MON TO FRI. 8:00 AM TO 5:00 PM, SHIPPING TO PIPS FOR UNITS REQUIRING REPAIR.	EA	\$199,992.85	\$199,992.85

Continued ...

Item	Quantity	Description	UOM	Unit Cost	Total Cost
		QUANTITY: 36 MONTHS @ \$800.00 PER MONTH FOR A TOTAL OF \$28,800.00. GRAND TOTAL FOR ALL OF THE ABOVE IS \$199,992.85 PER PROPOSAL 0000019871 REAFFIRMED ON 1.13.2010 FROM MAGNUM ELECTRONICS. TERMS: 50% DUE WITH THE ORDER, 40% DUE AT EQUIPMENT DELIVERY, AND 10% AT COMPLETION OF INSTALLATION. FUNDING PROVIDED UNDER A FEDERAL GRANT			

Total: \$199,992.85

Suffix	OCA	PCA	Obj Lvl 3	Obj Lvl 4	Grant/Grant Det	Project/Project Det	Account Amt
1	070880		6125		600649 / 100000	/	\$199,992.85

Purchasing Manager

Requestor: JDUDZINSKY
Performance Accounting

Page 1 of 1

Date/Time of Report: 8/24/2012 14:04:04

New Castle County
Expenditure Financial Analysis Inquiry
Fiscal Period: Month 02 2013 Appn Yr:
Act/Bal: Balance

Style: Tabular

Dept: 7

Org:

Summarize by: Grant 600649 COPS-2009 Technology Grant Secondary Summarize by: (None)

Primary Detail by: Grant Detail (Level 4) Secondary Detail by: Object Lvl 1

Grant Detail	Object Lvl 1	Object Lvl 1 Title	Appn Budget	Enc/Preenc	Expend	Balance	% of Budget
100000	26	Equipment Replacemen	\$199,992.85	\$0.00	\$199,992.85	\$0.00	100.00%
			\$199,992.85	\$0.00	\$199,992.85	\$0.00	100.00%



913 Horsepond Road
Dover, DE 19901

Tel 302-734-9250 Fax 302-734-1056



INVOICE

DATE

9/14/2009

INVOICE #

0000019335

BILL TO:

NEW CASTLE COUNTY
ACCOUNTS PAYABLE
87 READS WAY CORPORATE COMMONS
NEW CASTLE, DE 19720

SHIP TO:

NEW CASTLE COUNTY
POLICE ADMINISTRATION
3601 NORTH DUPONT HIGHWAY
NEW CASTLE, DE 19720

P.O. NUMBER	TERMS	REP	SHIP	DISPATCH	
142887	NET 10	0040		64268	
QUAN	DESCRIPTION			PRICE EACH	AMOUNT

1.00	Equipment Order #940064347				
1.00	Installation of ALPR Three Camera System			2,400.00	2,400.00
	ALPR Three Camera System			16,550.00	16,550.00
	S/N KX020934100009				

PO	142887
IN	339162
RC	
VC	
AMT	18950-

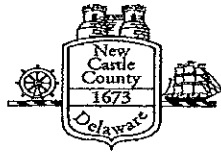
Final

RECEIVED
SEP 16 2009
ACCOUNTING DIV.
NEW CASTLE COUNTY

2.
a), b)
STATE FUNDING

Visit our website at www.magnumelectronics.com

TOTAL



New Castle County

Closed Purchase Order

7 2010 PO142887 -

06/22/2009

Vendor Information:

Vendor : 020893 001
 MAGNUM ELECTRONICS INC
 927 HORSEPOND RD
 DOVER, DE 19901

Ship To:

Delivery Date:07/27/2009

Joseph Dudzinsky
 Police Administration
 3601 North DuPont Highway
 New Castle, DE 19720
 Phone: (302) 395-8042

FOB Point: Shipping paid by NCC to vendor
 Requisition Number:RQ114122
 Buyer: Clifton Crawford
 Discount Terms:

See Reverse Side for Terms and Conditions

Invoice To:

New Castle County
 Accounts Payable
 87 Reads Way
 Corporate Commons
 New Castle, DE 19720

Item	Quantity	Description	UOM	Unit Cost	Total Cost
1	1	617009001 Police Detective Equipment SPECIFICATION: DESCRIPTION: PIPS MOBILE LAW ENFORCEMENT PACKAGE- SLATE LOW PROFILE CAMERAS WITH 810NM ILLUMINATION, SUPEREX III PROCESSOR, CAMERA CABLE/CONNECTORS, GPS MODULE, PAGIS SOFTWARE, PIPS ALPR/OCR ENGINE, CLIENT/SERVER ARCHITECTURE, LIGHTBAR MOUNTING BRACKET AND PLATE, THREE CAMERA SYSTEM WITH 810 810 NM ILLUMINATION .SLATE -810-LE-G QUANTITY: ONE @\$16,550.00 DESCRIPTION: INSTALLATION SERVICES.....INSTALL LIGHTBAR MOUNTING BRACKET AND PLATES, 3 SLATE CAMERAS, SUPEREX III PROCESSOR, CAMERA CABLE AND CONNECTORS, GPS MODULE, LOAD PAGIS SOFTWARE AND OCR. QUANTITY: ONE @\$2400.00 GRAND TOTAL FOR ALL OF THE ABOVE \$18,950.00....PER QUOTE DATED 6.12.2009 FOR JEFF VADAKIN/MAGNUM ELECTRONICS INC. 734-9250.	EA	\$18,950.00	\$18,950.00

Continued ...

Item	Quantity	Description	UOM	Unit Cost	Total Cost
		PLZ CONTACT SGT WALSH AT 395-8175 FOR DELIVERY AND INSTALLATION. FUNDING PROVIDED UNDER A STATE GRANT. STATE CONTRACT DTI-04-0089/BRYANT BAKER			

Total: \$18,950.00

Suffix	OCA	PCA	Obj Lvl 3	Obj Lvl 4	Grant/Grant Det	Project/Project Det	Account Amt
1	070881		6125		610173 / 080000	/	\$18,950.00

Purchasing Manager

Requestor: JDUDZINSKY
Performance Accounting

Page 1 of 1

Date/Time of Report: 8/24/2012 14:00:44

New Castle County
Expenditure Financial Analysis Inquiry
Fiscal Period: Month 02 2013 Appn Yr:
Act/Bal: Balance

Style: Tabular

Dept: 7

Org:

Summarize by: Grant 610173 ~~SEAF License Plate Recognition Sys~~ Secondary Summarize by: (None)

Primary Detail by: Grant Detail (Level 4) Secondary Detail by: Object Lvl 1

Grant Detail	Object Lvl 1	Object Lvl 1 Title	Appn Budget	Enc/Preenc	Expend	Balance	% of Budget
080000	26	Equipment Replacemen	\$18,950.00	\$0.00	\$18,950.00	\$0.00	100.00%
			\$18,950.00	\$0.00	\$18,950.00	\$0.00	100.00%

NO: _____ DATE: _____

**REVIEW FOR GRANT APPLICATION
OFFICE OF COUNTY EXECUTIVE
CITY/COUNTY BUILDING
800 FRENCH STREET
WILMINGTON, DE 19801**

- ☐ Returned
☒ Approved
☐ Rejected
☐ Comments

For Executive Office Use

(Attach additional sheets as needed, 3 copies each)

A. DEPARTMENT INFORMATION

1. Project Title: COPS - 2009 TECHNOLOGY GRANT

2. Department: PUBLIC SAFETY

3. Division: POLICE

4. Contact Person: LORI KANE

5. Phone Number: 395-8012

6. Approved by Department Director:

[Signature]
(Signature)

5-12-09
(Date)

B. GRANTOR INFORMATION

7. Grantor: _____ ☒ Federal ☐ State ☐ Other Specify: _____

8. Department: DOJ - COPS OFFICE

9. Program Title (Identifier #) _____

C. PROJECT DESCRIPTION AND OBJECTIVES

10. Project Description (delineate what geographic area (s) of the County will be impacted, the services or equipment provided, and any target populations served).

• ALL OF NCCO • ADD LICENSE PLATE SCANNING SYSTEMS TO POLICE PATROL CARS.

REVIEW FOR GRANT
APPLICATION

No. _____

11. a. What are the measurable objectives of this project? (Specify measures whenever possible)

• IMPROVE SPEED OF DETERMINING IF A VEHICLE IS STOLEN, HAS
LAPSE REGISTRATION, OR OTHER ISSUES. CHECK DONE ELECTRONICALLY
VS. MANUAL.

- b. What effect would denial of this application have on other Department programs and attainment of Department objectives?

NO OPERATING FUNDS TO SUPPORT THE ADDITIONAL UNITS.

D. BUDGET AND PERSONNEL DATA

12. Amount sought by this application \$200,000.⁰⁰

13. Grant Period (Can this grant be renewed?) tbd

14. How many years has the project been funded? tbd

15. Source of funding for this project

	Use * to denote dollars in this application		DOLLARS	
			CASH	IN-KIND SVCS.
		Federal Grant	\$200,000. ⁰⁰	
		Other Federal Funds (specify)		
		Required State Contribution		
		Discretionary State Contribution		
		Required County Contribution		
		Other Funds (specify)		
TOTAL			\$200,000. ⁰⁰	

REVIEW FOR GRANT
APPLICATION

No: _____

16. County positions required for this grant activity. N/A

	Authorized in Operating Budget	New Positions	Total
Paid for out of County funds			
Paid for out of Federal funds			
Paid for out of Other funds (specify)			
Total			

17. What is the amount of Indirect Cost Allocation which will be applied to this grant? NONE

18. Is there a changing local match formula for this grant? Explain No

19. What percent of the Department's total budget for this fiscal year is represented by this grant requests?
0.2469%

20. If this is a capital project, has a projection of operating cost been done? (Please attach)

UNITS TO BE PURCHASED WITH MAINTENANCE CONTRACT. NO IMPACT TO OPERATING.

Comments:

For Executive Office Use



2.
d)

Company Overview:

PIPS Technology, a Federal Signal Company, is a pioneer and the international market leader in the design and manufacture of automated license plate recognition (ALPR) technology and optical character recognition software. With over 15,000 cameras installed worldwide, PIPS continues to set the standard for both mobile and fixed system deployments across a wide range of applications.

PIPS Technology dates back to 1983 when Alan Sefton, PIPS Technology President, founded the Pearpoint Company in the UK. The United States operation was formed in California in 1987. Focused on pipe inspection camera systems, Pearpoint began to develop traffic camera technology in the early 1990s with the patented development of pulsed, narrow wavelength retro-reflective techniques for image capture. Pearpoint was sold in October, 2000. Mr. Sefton re-acquired the traffic technology portion of the business in 2001, incorporated under the name of PIPS (Pearpoint Image Processing Systems), and located the world headquarters in Knoxville, Tennessee. PIPS Technology was sold to the Federal Signal Corporation in 2007.

Federal Signal Corporation (NYSE: FSS) provides an interoperable industry platform to help emergency managers and first responders protect people, property and the environment. Comprehensive municipal, governmental, educational campus, industrial and airport solutions from Federal Signal advance public safety, security and well-being every day. Federal Signal's portfolio of trusted, high-priority products include public safety and security systems, environmental maintenance solutions and fire rescue vehicles. Federal Signal was founded in 1901 and is based in Oak Brook, Illinois.

History of Innovation:

PIPS has long been known as the pioneer and innovator within the ALPR industry. Holding close to a dozen patents, with several others currently pending, innovation has always been a core of PIPS' business. Breakthrough innovations such as the Spike II, along with other customer-led innovation have maintained a substantive competitive edge for PIPS throughout its 24-year history.

Innovations and Advancements

TripleFlash (patented)	Pulsed Infrared Illumination uses a minimum of three exposure settings to ensure capture of a high quality image for OCR. Pulsed LED's provides greater illumination of plate and extends system life.
Hardware Platefinder (patented)	Through the use of a dedicated processor to locate the license plate, a lower powered processor may be used for the OCR.
Dual Channel Camera	A wide-angle color overview channel is integrated with a narrow band infrared channel within a single camera housing
CARDET™	PIPS' OCR engine is consistently rated as one of the highest performing engines available for ALPR.
Spike+	The first dual channel camera with an integrated ALPR processor, and all of the above features.



Spike HD	Extends the benefits of the Spike+ to include hi-resolution monochrome image capture, 13' field of view for full lane coverage, and the ability to identify and read up to four (4) plates simultaneously.
Passive Infrared Tag (patented)	For access control and high security applications, a passive infrared tag (adhesive) allows for easy and rapid deployment of credentials, while also eliminating the possibility of license plate theft for fraudulent entry.
Integrated Base Defense Security System (patented)	PIPS has patented the use of ALPR for sophisticated access control applications such as IBDSS which provides access control rules across multiple areas, associated time limits, alerting functionality, and more.

Reference Accounts

Transport for London – PIPS Technology supplied Automatic License Plate Recognition (ALPR) cameras, as part of a contract awarded by Transport for London (TfL) to provide an enforcement infrastructure for the Western Extension Zone (WEZ) of the Central London Congestion Charging Scheme (CLoCCS). The deployment involved almost 1,000 of the proven **Spike+** cameras, already in use worldwide for applications such as road user charging and enforcement. PIPS Technology is also in use for monitoring and enforcement in the Low Emission Zone (LEZ).

Virginia DOT – Over 200 of the Spike+ systems have been deployed on VDOT's toll roads at Dulles Airport, Coleman Bridge, and Powhite Parkway Extension with the goals of allowing road users to experience the benefits of open road tolling (ORT) while simultaneously improving violation enforcement. In the first 6 months, violation rates (violators that can not be identified and/or enforced) dropped by over 30%. Other ORT violation enforcement applications have been deployed in California, Georgia, and throughout Europe.

TrafficMaster – Over 4,000 PIPS cameras were deployed in a National Passive Flow Target Measurement Travel-Time System in the United Kingdom. Other Travel Time Measurement Systems have been deployed for Virginia DOT, Florida DOT, Arizona DOT, University of Maryland, Welsh Assembly Government, and Swedish National Roads Administration.

Kentucky Board of Transportation / Ohio DOT – PIPS Technology deployed and managed a traffic study of the Brent Spence Bridge crossing from Kentucky into Ohio. The study was to determine the origin of the vehicles using the bridge, to allow for proper allocation of maintenance expenses between the two agencies.

National Car Park – PIPS Technology supplied National Car Park over 35 mobile deployments of its product for identification and enforcement of those evading vehicle taxation and congestion charging throughout Great Britain and Northern Ireland. Alastair Cooper, Business Controller at NCP commented, "PIPS were chosen to supply the ANPR system due to our existing relationship with them in the enforcement element of the Transport for London Congestion Charging Scheme. Its excellent performance in



identifying persistent evaders resulted in a 60% increase in the clamping and removal of congestion charge evaders.” The objective of NCP is to catch up to 100,000 offenders during the first year of the operation.

Integrated Safety and Security Enforcement System (ISSES) – PIPS ALPR is the ALPR supplier for ISSES. First adopted by the Kentucky Transportation Cabinet, ISSES is a commercial vehicle enforcement system integrating numerous technologies such as Radiation Detection with Spectroscopy, Thermal Imaging, Automated License Plate Recognition (ALPR), AVI (Automatic Vehicle Identification), Vehicle classification and counter, and Digital video capture. ISSES is a product of Transportation Security Technologies, a joint venture between Nucsafes and Intelligent Imaging Systems.

Los Angeles Sheriff's Department Advanced Surveillance and Protection (ASaP) Program – PIPS Technology is the ALPR supplier for the ASaP program of LASD. The ALPR component involves a network of fixed and mobile cameras throughout the Greater Los Angeles area. The system has enabled LASD to identify numerous suspects, recover stolen property, and make numerous arrests within the first few months of operation. The system has seen rapid expansion due to its early successes.

California Highway Patrol – Using a network of fixed and mobile cameras throughout the state, the CHP recovered 868 stolen vehicles worth over \$7M, and made 535 arrests in a recent 12-month period.

News From



FEDERAL SIGNAL **Safety and Security Systems**

Advancing security and well-being.

2645 Federal Signal Drive, University Park, IL 60466

FOR IMMEDIATE RELEASE

PIPS Technology forms license plate recognition industry consortium

University Park, Ill., January 15, 2007 — Federal Signal Corporation's Safety and Security Group, a leader in advancing security and well-being, announced today that its PIPS Technology subsidiary is establishing an industry consortium to develop a data exchange protocol to enable interoperability and data sharing among the various automatic license plate recognition (ALPR) systems on the market.

PIPS' Back Office System Software (BOSS) networking architecture provides the ability to easily share ALPR data within the public safety community. As an example, BOSS enables the Los Angeles County Sheriff's Department's Advanced Surveillance and Protection Program (ASAP) to monitor their network deployment of PIPS fixed and mobile ALPR systems. BOSS is networked across numerous law enforcement agencies throughout California, which enables any individual agency to benefit from the investments of multiple law enforcement agencies.

ALPR technology continues to see increased use and acceptance around the world. In October 2007, at the 114th Annual Conference of the International Association of Chiefs of Police (IACP), a resolution was adopted by the IACP that supported license plate recognition. This resolution outlined several benefits of ALPR technology, encouraged its use, and prompted the U.S. Congress to supply adequate funding opportunities for agencies interested in deploying ALPR technology in their communities.

To help maximize an agency's investment in ALPR technology, PIPS is leading the effort to develop a common data exchange protocol among the ALPR vendor community. Defining this standard will result in improved data mining and analysis capabilities across various vendor systems within the law enforcement community.

"We are always listening to the need of our law enforcement customers to better protect people, property and the environment in their communities, and we are committed to continuous improvement for the benefit of the customer, not just from within, but for the public safety and security industry as a whole," said Alan Sefton, President of PIPS Technology. "Enabling our customers to share data between various internal and external ALPR systems will drive better competition, speed continued innovation, and ultimately result in a better solution for the law enforcement community as a whole."

The consortium will collectively establish a name and logo identity to inform customers that they are a member company. PIPS Technology has extended invitations to the leading ALPR providers in the Americas, and invites interested parties to contact PIPS' Vice President of Marketing Brian Shockley at brian.shockley@pipstechnology.com, for additional consortium details.

Federal Signal's PIPS ALPR systems are part of Federal Signal's Interoperable industry platform that advances public safety and security in communities and workplaces around the world.

About PIPS Technology

PIPS Technology, a Federal Signal Company, is a pioneer and the international market leader in the design and manufacture of automated license plate recognition technology and optical character recognition software. With over 12,000 cameras installed worldwide, PIPS continues to

set the standard for both mobile and fixed system deployments across a wide range of applications. For more information visit www.pipstechnology.com.

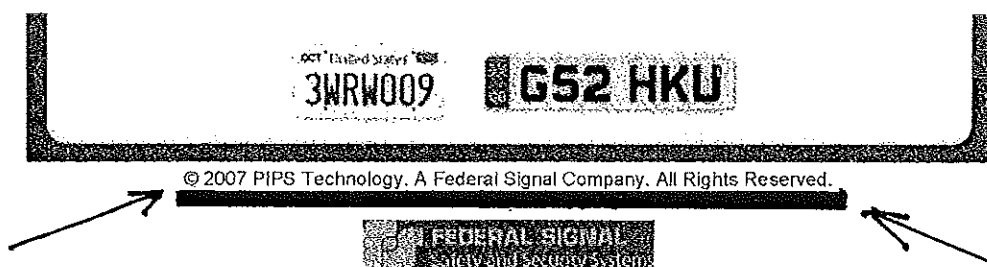
About Federal Signal

Federal Signal Corporation (NYSE: FSS) is a leader in advancing security and well-being for communities and workplaces around the world. The Company designs and manufactures a suite of products and integrated solutions for municipal, governmental, industrial and airport customers. Federal Signal's portfolio of trusted, high-priority products include Bronto aerial devices, Elgin and Ravo street sweepers, E-ONE fire apparatus, Federal Signal safety and security systems, Guzzler industrial vacuums, Jetstream waterblasters and Vactor sewer cleaners. In addition, the company operates consumable industrial tooling businesses. Federal Signal was founded in 1901 and is based in Oak Brook, Illinois. <http://www.federalsignal.com>

MEDIA CONTACT: John Segvich, +1.708.534.3400, jsegvich@federalsignal.com

####

Click on a region to continue >





U.S. DEPARTMENT OF JUSTICE
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES
Grant Operations Directorate/Grants Administration Division
145 N Street, N.E., Washington, DC 20530

LOAN HAVE
JUL - D (copy)
COPS

JUN 19 2012

By Facsimile 3023958253

Chief of Police W. Scott McLaren
New Castle County Police Department
3601 North Dupont Highway
New Castle, DE 19720

RECEIVED

JUL - 9 2012

CHIEF'S OFFICE

ORI: DE00203
Grant Number: 2009CKWX0363

Dear Chief of Police McLaren:

I am pleased to inform you that we have completed the official closeout process for your COPS OTHER-TECH grant, which has expired. All outstanding balances related to this grant have been de-obligated in accordance with federal regulations.

Now that federal funding has concluded for the above referenced grant, please remember that any ongoing commitments and legal obligations listed in the award document remain in force. If you have questions on any legal obligations and requirements that may exist, please contact your Grant Program Specialist at 1-800-421-6770.

All financial and programmatic records associated with your COPS grant should be kept for at least three years from the date of this final closeout notification letter. If any litigation, claim, negotiation, audit or other action involving these records is initiated during the 3-year period, the records should be kept until completion of such action. These records should be easily located and should be properly protected against fire or other damage.

Thank you for your participation and support in our efforts to advance community policing. Should you have questions regarding the closeout of your grant, please do not hesitate to contact the COPS Office at the telephone number listed above.

Sincerely,

Andrew A. Dorr
Assistant Director for Grants Administration

10

CLOSE OUT
PAPER WORK

ETY THROUGH COMMUNITY POLICING

SF-269a completed for grant number : 2009CKWX0363

FEDERAL FINANCIAL REPORT SF-425

OMB Number: 0348-0061

1. Federal Agency and Organizational Element to Which Report is Submitted U.S. Department of Justice Community Oriented Policing Services	2. Federal Grant or Other Identifying Number Assigned by Federal Agency 2009CKWX0363
--	---

3. Recipient Organization
New Castle County Police Department
3601 North Dupont Highway
New Castle, DE 19720

4a. DUNS Number	4b. EIN (OJP Vendor #)	5. Recipient Account Number or Identifying Number	6. Final Report	7. Basis of Accounting
175401405	516000160	DE00203	Yes	Cash
			No	Accrual

8. Project/Grant Period From: (Month, Day, Year)	To: (Month, Day, Year)	9. Reporting Period End Date (Month, Day, Year)
3/11/2009	3/10/2012	06/30/2010

10. Transactions
(Use lines a-c for single or multiple grant reporting)
Federal Cash:

a. Cash Receipts	N/A
b. Cash Disbursements	N/A
c. Cash on Hand (line a minus b)	N/A

*Use lines d-o for single grant reporting***Federal Expenditures and Unobligated Balance:**

d. Total Federal funds authorized	\$200,000.00
e. Federal share of expenditures	\$ 199,992.85
(Previous cumulative amount reported = \$ 99996.43)	
f. Federal share of unliquidated obligations	\$ 0.00
g. Total Federal share (Sum of lines e and f)	\$199,992.85
(Previous cumulative amount reported = \$ 199992.85)	
h. Unobligated balance of Federal funds (Line d minus g)	\$7.15
(Previous cumulative amount reported = \$ 7.15)	

Recipient Share:

i. Total recipient share required	\$0.00
j. Recipient Share of Expenditures	\$ 0.00
(Previous cumulative amount reported = \$ 0.00)	
k. Remaining recipient share to be provided (Line i minus j)	\$0.00
(Previous cumulative amount reported = \$ 0.00)	

Program Income:

l. Total Federal program income earned	\$ 0.00
m. Program income expended	\$ 0.00

in accordance with the deduction alternative

n. Program income expended \$ 0.00

in accordance with the addition alternative

o. Unexpended program income \$ 0.00
(Line l minus line m or line n)

11. Indirect Expense

a. Type	b. Rate	c. Period From	c. Period To	d. Base	e. Amount Charged	f. Federal Share
Provisional		%		0.00	0.00	0.00
Provisional		%		0.00	0.00	0.00
g. Totals:				0.00	0.00	0.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official

Joseph M. Dudzinsky

c. Telephone (Area code, number, ext)

302 395 8042

d. Email address

jmdudzinsky@nccde.org

e. Date Report Submitted (Month, Day, Year)

7/17/2010

FEDERAL FINANCIAL REPORT SF-425

OMB Number: 0348-0061

1. Federal Agency and Organizational Element to Which Report is Submitted

U.S. Department of Justice Community Oriented Policing Services

2. Federal Grant or Other Identifying Number Assigned by Federal Agency

2009CKWX0363

3. Recipient Organization

New Castle County Police Department

3601 North Dupont Highway

New Castle, DE 19720

4a. DUNS Number

175401405

4b. EIN (OJP Vendor #)

516000160

5. Recipient Account Number or Identifying Number

DE00203

6. Final Report

☒ Yes☐ No

7. Basis of Accounting

☐ Cash☒ Accrual8. Project/Grant Period From:
(Month, Day, Year)

3/11/2009

To: (Month, Day, Year)

3/10/2012

9. Reporting Period End Date (Month, Day, Year)

06/30/2010

10. Transactions

Cumulative

(Use lines a-c for single or multiple grant reporting)

Federal Cash:

a. Cash Receipts	N/A
b. Cash Disbursements	N/A
c. Cash on Hand (line a minus b)	N/A

Use lines d-o for single grant reporting

Federal Expenditures and Unobligated Balance:

d. Total Federal funds authorized	\$200,000.00
---	--------------

e. Federal share of expenditures ~~\$ 0.00~~ 99,996.42
 (Previous cumulative amount reported = \$ 99996.43)

f. Federal share of unliquidated obligations ~~\$ 0.00~~ ϕ

g. Total Federal share (Sum of lines e and f) \$0.00
 (Previous cumulative amount reported = \$ 199992.85)

h. Unobligated balance of Federal funds (Line d minus g) \$200,000.00 \$7.15
 (Previous cumulative amount reported = \$ 7.15)

Recipient Share:

i. Total recipient share required \$0.00

j. Recipient share of expenditures ~~\$ 0.00~~ ϕ
 (Previous cumulative amount reported = \$ 0.00)

k. Remaining recipient share to be provided (Line i minus j) \$0.00
 (Previous cumulative amount reported = \$ 0.00)

Program Income:

l. Total Federal program income earned \$ ϕ

m. Program income expended in accordance with the deduction alternative \$ ϕ

n. Program income expended in accordance with the addition alternative \$ ϕ

o. Unexpended program income (Line l minus line m or line n) \$ ϕ

11. Indirect Expense N/A

a. Type	b. Rate	c. Period From	c. Period To	d. Base	e. Amount Charged	f. Federal Share
Provisional		%			0.00	
Provisional		%			0.00	
g. Totals:				0.00	0.00	0.00

12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:

13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)

a. Typed or Printed Name and Title of Authorized Certifying Official

JOSEPH M. DUDZINSKY / BUDGET & PROCEDURES ANALYST

c. Telephone (Area code, number, ext)

302 395 8042

d. Email address

JMDUDZINSKY@NCCDE.ORG

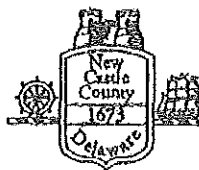
e. Date Report Submitted (Month, Day, Year)

7/9/2010

Cancel

Submit

PAUL G. CLARK
COUNTY EXECUTIVE



GREGG E. WILSON
COUNTY ATTORNEY

OFFICE OF LAW

August 31, 2012

VIA E-MAIL AND REGULAR MAIL

Richard H. Morse, Esquire
Legal Director
American Civil Liberties Union Foundation of Delaware
100 W. 10th Street, Suite 603
Wilmington, DE 19801
RMORSE@ACLU-DE.ORG

Re: FOIA Request // Automatic License Plate Readers

Dear Mr. Morse:

This is in response to your Freedom of Information Act (FOIA) request dated July 30, 2012 seeking public records regarding New Castle County's use of Automatic License Plate Readers (ALPR).

The public records which are responsive to the requests are attached with the original of this letter. You should be aware that some records which might be considered responsive to your request are excluded from production as investigatory files compiled for criminal law-enforcement purposes or criminal files and criminal records. For example, records responsive to your request number 7 would include specific criminal investigatory records which are not subject to production under FOIA. However, to aid in your review, the following summarizes the County's use of ALPR technology. The County currently has ten (10) mobile ALPR units, all of which are installed in County Police vehicles. The County has no fixed ALPR units. The County does not currently have any policy directives specifically directed to ALPR technology; however a formal directive is under consideration. Current practices and procedures are consistent with the guidelines in Delaware Justice Information System Directive 1, with which I assume you are familiar.

The data obtained by the ALPR units include: the license plate number, time stamp, scan (photo of the tag), overview (photo of the vehicle), user login, latitude and longitude of the unit. If the tag number is on a "hot list" the data also include the "hot list" name and the following information from the "hot list": state of registration, year, make, model, and vehicle type, ORI of the entering agency and NCIC entry number if the hit is from the NCIC hot list. If the tag is from the Delaware stolen vehicle hot list, date will also include the complaint number. If the hot list is the Delaware Wanted Persons File, the wanted person's name and date of birth are

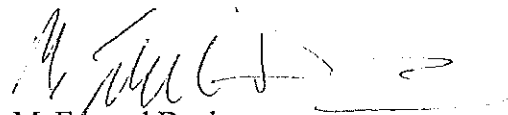
Richard H. Morse, Esquire
August 31, 2012

included. Over the last year, the ALPR units are scanning an average of 448 reads per day. Data obtained are stored for a period of 360 days and then automatically purged. The number of scans the County currently stores varies by the hour as uploads and automatic deletes are made. A check on August 24, 2012 indicated 164,431 scans.

Data can only be accessed for criminal investigative reasons. The database is accessible to the two officers assigned to the United States Marshall's Fugitive Task Force. Officers assigned to the ALPS equipped vehicles can access the data on the individual units until it is uploaded to the database. The data is maintained in NCCPD's standalone database. It is shared with other law enforcement agencies upon request for specific reads but direct access is limited to the assigned officers. New Castle County has no agreements to share bulk ALPR data with anyone and the County does not sell the data to any entity.

If you have any questions, please contact me.

Sincerely,



M. Edward Danberg
Assistant County Attorney

Enclosures (with original)

Cc: Gregg Wilson, New Castle County Attorney
Colonel W. Scott McLaren, New Castle County Department of Police
Major Mark E. Hitch, New Castle County Department of Police

DELJIS DIRECTIVE 1

Restrictions Regarding Dissemination and Use of Criminal History Information

The following information is provided as a guide to the restrictions on the use and dissemination of criminal history. It is a summary of the major provisions of Chapters 85 and 86 of Title 11 of the Delaware Code relating to criminal history record information. While this summary is intended to answer many of the questions regarding criminal history, your conduct as a criminal justice employee is governed by those statutes, and not by this summary.

1. No person may disseminate criminal history record information (CHRI) except under the following conditions:
 - a. An employee of a criminal justice agency may disseminate CHRI to another employee of the same agency, provided that the second employee is allowed access to CHRI.
 - b. CHRI may be disseminated to the State Bureau of Identification.
 - c. CHRI can be transmitted to another criminal justice agency for use in criminal justice proceedings.
2. Dissemination means the transmission of criminal history record information or the confirmation of the existence or non existence of a criminal record.
3. Criminal history record information (CHRI) means information collected by criminal justice agencies on an individual consisting of descriptions of the individual together with notations of arrests, detentions, indictments, information, or other formal charges, as well as dispositions, sentencing, and correctional supervision and release arising from those charges.
4. Criminal history record information (CHRI) does not include:
 - a. Wanted posters or announcements of names or lists of wanted persons.
 - b. Original entries on police blotters.
 - c. Court records of judicial proceedings.
 - d. Published court or administrative opinions, or public judicial, administrative or legislative proceedings.
 - e. Records of traffic offenses maintained by the Division of Motor Vehicles.
 - f. Announcements of executive clemency.
5. Criminal Justice Agency means
 - a. All Delaware state and local courts
 - b. State, county and local police departments
 - c. The State Department of Justice and City Solicitor for the City of Wilmington
 - d. The Department of Correction
 - e. The Delaware Criminal Justice Information System (DELJIS).
 - f. Other state agencies specifically recognized as such by the DELJIS Board of Managers.

6. Employees of the Office of the Public Defender are not authorized or permitted computer access to criminal histories of any person other than individuals for whom the Public Defender is attorney of record.
7. When CHRI is disseminated to another agency, dissemination logs must be maintained by the disseminating agency. The logs must include:
 - a. The name of person and agency receiving the information.
 - b. The date of the dissemination.
 - c. What was disseminated.
 - d. Who disseminated the information
8. If a criminal justice employee acting in good faith releases CHRI to an authorized second party and the second party subsequently disseminates or uses the CHRI unlawfully, the original employee will not be held liable for the dissemination. The party that improperly disseminated or used the CHRI will be held liable.
9. Violations of the provisions of the law regarding CHRI are serious offenses and may subject the violator to severe criminal penalties. They may also subject the violator to discipline or removal as a state employee.
 - a. A person who knowingly and wrongfully destroys or falsifies a criminal history computer record or a manual criminal history record is guilty of a Class E Felony.
 - b. A person that permits someone else to destroy or falsify a criminal history computer record or a manual criminal history record is guilty of a Class E Felony.
 - c. A person who knowingly sells the record for profit is guilty of a Class E Felony.
 - d. A person that gives criminal history information to a person or agency not authorized to receive it is guilty of a Class A Misdemeanor.

OTHER INFORMATION REGARDING CRIMINAL HISTORY

Q. How can a person or their attorney get a copy of their criminal record?

A. Such records may be released only by the State Bureau of Identification and the person must submit to procedures established by the State Bureau of Identification. Those procedures include:

1. Submit a full set of fingerprints.
2. A signed release.
3. Pay a fee set by the Superintendent of the Delaware State Police.

Q. Can the State Bureau of Identification disseminate a person's record outside the normal realm of criminal justice?

A. Yes, but only under very limited circumstances:

1. Under the direction of Delaware State Statute, executive order, court rule or decision.
2. Individuals or non-criminal justice agencies doing research, evaluation or statistical activities in accordance with a DELJIS users agreement.
3. International travel agreements (visa).
4. Matters of national security

Q. How can an employer determine if a criminal record exists on an employee?

A. The employer must submit a request to the Superintendent of the Delaware State Police with a signed waiver from the employee, submit a full set of fingerprints, and pay a prescribed fee. Only conviction information will be released to the employer.

Q. How does the news media get a person's criminal record?

A. The news media must contact the Public Information Officer of the Delaware State Police to request the information and pay a fee set by the Superintendent of the State Police. The information released is limited to conviction data only. The information must be used for the purpose for which it was requested.

Restrictions Regarding Dissemination and Use of Motor Vehicle Information

Information regarding the use and restrictions of the release of motor vehicle information is in Delaware Code, Title 21, Chapter 3, Section 305.

In summary:

- a. Motor vehicle information may be used by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a government agency in carrying out its functions. Personal information obtained from motor vehicle will not be resold or redisclosed in part or whole except for those authorized purposes covered in Title 21, section 305, subsection (b).
- b. If the Division of Motor Vehicle discovers wrongful disclosure of motor vehicle information, it shall notify the holder of that information that the information was wrongfully disclosed and may not be used, resold or redisclosed in any way. The Division shall also inform the person who the information pertains to that his or her personal information was disclosed.
- c. Any person requesting the disclosure of personal information, who misrepresents the person's identity, or knowingly makes a false statement in order to obtain restricted information or who knowingly violates any other provisions as stated in Title 21, Chapter 3, shall be guilty of a class A misdemeanor, and liable to the individual to whom the information pertains.

SBI Number: _____
Agency Code: _____
Menu Option Level: _____
Logon ID: _____

DELAWARE DEPARTMENT OF CORRECTION Recruitment & Selection Unit 245 McKee Road, Dover, DE 19904 302-857-5298		CERTIFICATION OF RECEIPT FOR DELJIS RESTRICTIONS
Employee Name	Date of Birth	Drivers License No & State
Other Names Used (maiden, alias)		
Agency DOC	County Kent	E-mail Address
This is to certify that I have read and understand this Directive #1, referring to the dissemination of criminal history record information and motor vehicle information.		

Signature _____

Date Signed _____

FROM HERE BELOW FOR AGENCY USE ONLY

CJIS Access ☐ Yes ☐ No

If YES, check type of access below:

☐ Inquiry Only	☐ LEISS Print/Preview
☐ Update/Input	☐ Police Officer
☐ Wanted Person Update	☐ Dispatcher
☐ LEISS Complaint Only	
☐ SSL-VPN (Qualifying user(s) need DELJIS spreadsheet request form completed)	
E-mail for Non-State Agencies	☐ Yes ☐ No

VERIFYING PERSON

Verifying Person Signature _____
(Agency Head or Designee)

Date _____

Form R105 09/19/2011

Agency return completed form to:

Delaware Criminal Justice Information Systems
Attention: Mary Hansen, DELJIS Security Manager
802 Silver Lake Boulevard
Suite 101
Dover, DE 19904
State Location Code: D530A



STATE OF DELAWARE
DELAWARE CRIMINAL JUSTICE INFORMATION SYSTEM (DELJIS)
802 Silver Lake Boulevard
Suite 101
Dover, Delaware 19904

Telephone: 302-739-4856

Fax: 302-739-6285

November 30, 2006

TO: All Criminal Justice Agencies

REF: Dissemination of Criminal History Record Information and Motor Vehicle Information

1. All criminal justice agencies will ensure that all requests for criminal history information and motor vehicle information will be channeled through the proper authorities as outlined in Directive # 1.
2. All agencies shall ensure that anyone accessing criminal history record information will be fingerprinted pursuant to DELJIS Policy Number 6 regarding the fingerprinting of employees. Fingerprints should be sent to DELJIS Security Manager who will forward them to SBI.
3. It is the responsibility of the head of the agency and/or his/her designee to ensure that all employees under his/her control have read Directive # 1. The agency shall be responsible for returning the signed "Verification of Notification" to the DELJIS Security Manager.
4. The agency shall notify the DELJIS Security Manager immediately of the transfer or termination of any employee having DELJIS access.
5. The addition of new employees, for whom access to criminal history is sought, will be reported to the DELJIS Security Manager on agency letterhead with the appropriate paperwork. Before an employee is allowed access to a terminal, a security clearance supported by fingerprints must be obtained.
6. On a yearly basis the DELJIS Security Manager will supply each agency with a listing of all authorized individuals that have access to the system. The agency will be responsible for reviewing the list for accuracy and supply DELJIS with any additions, changes and/or deletions. Additionally, the agency will supply any information that is missing from the list. (i.e. fingerprint and/or directive)

Delaware Criminal Justice Information System