

OAK FOREST POLICE DEPARTMENT	GENERAL ORDER		DATE OF ISSUE: August 1, 2009	EFFECTIVE DATE: August 1, 2009	GENERAL ORDER No. 96
	SUBJECT: AMBER ALERT FOR VEHICLES USING THE RED LIGHT CAMERA'S				PAGE:
	REFERENCE:	RECINDS:	RECINDED DATE:	DISTRIBUTION: ☒ ALL PERSONNEL ☐ CIVILIAN ☐ SWORN PERSONNEL ☐ STAFF PERSONNE	

Subject: Amber Alert Feature of the Red Light Camera System at 159th & 167th Cicero.

Purpose: So all members are aware of this feature that might be helpful in attempting to locate or give a direction of travel of subjects in a vehicle that are wanted for violating the ILCS Illinois Compiled Statues in the City of Oak Forest or other Law Enforcement Agency that request the use of this Amber Alert Option.

So all members are aware that this is *not the same Amber Alert that the State of Illinois* has in effect and issued by the Illinois State Police which has its own guidelines for issuance of an Amber Alert

So all members are aware that this feature shuts off the Red Light Enforcement and switches to a System that scans all License Plates passing thru an intersection and if the suspect plates is located going through an intersection that the system e-mails the information back to the authorized computer that submitted the request.

Because of the short time available for the feature to possibly work it has to be activated as quickly as possible because if the offending vehicle passes thru an intersection with a camera then it is too late to activate the amber alert feature.

Policy: The staff officers will have to obtain the authorization from Gatso USA to have access to their data base to activate this feature and when that is obtained then you will be ready to use the amber alert. When submitting a request you will have to monitor or have a designee monitor the e-mail of the computer used to submit the request.

Instructions:

1. You must sign on at the front computer of the police station because of IP security concerns and you will have to sign on under your personal sign on that you would use in your office. Example your initials and password to open up the computer. You cannot use a shift sign on. (shift_1 2 3)
2. Click on Site Manager Icon and you will prompted to enter your user name and password, and your user name will be your email name; Example, Jjones and then your password will be what ever you select
3. If you forget your password Do Not continue because after three attempts you will be locked out of the system. (they prompt you to change your password every thirty days)
4. Once you have successfully logged in, select Surveillance on your menu. Then select Control Panel.

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5. Once you are at the Amber Alert Control Panel you will notice that are 3 tabs: Amber Alert, Video Archive, and Live Stream. If your intention is to activate Amber Alert you will only need to use the Amber Alert Tab
6. At this point you will have to either set the devices (cameras) in our municipality to either Amber Alert or Red Light Enforcement. To do this click the corresponding button next to these options.
7. ** Its important to remember that once you choose to go into Amber Alert mode you will be shutting off the Red Light enforcement at all 4 approaches which are E/B & W/B on 159th St and N/B & S/B on 167th St. **
8. Now that you have selected Amber Alert you will have to supply the following information:
 License Plate Number
 Email Address to notify you of its success.
 Duration of Amber Alert in minutes, 30, 60, 90, 120
 - Mode will automatically switch back to Red Light Enforcement when the selected duration expires.
 - Once you have filled in the appropriate information, Click on Submit Request.
 - At this point, All of the Red Light cameras discontinue collecting data and you will be in Amber Alert Mode exclusively
 - Switching back to the Red Light Enforcement Mode: If you would like to switch back to Red Light Enforcement mode before the selected duration expires, simply go to the Amber Alert Control Panel and Click Red Light Enforcement then click Submit Request.

Quick Reference Addendum

There is a quick Reference Guide attached to this general order for use and also placed in the front desk drawer and **** YOU MUST USE THE FRONT DESK COMPUTER BECAUSE OF IP ADDRESS SECURITY. ****