

SARATOGA SPRINGS POLICE DEPARTMENT

LESSON PLAN FOR MPH900 LPR

OBJECTIVES: TO BE ABLE TO USE THE LPR (LICENSE PLATE READER) IN SCANNING LICENSE PLATES, UPDATING THE NYS DMV HOT LIST, ENTERING LICENSE PLATES INTO THE LPR SYSTEM FOR A LOCAL HIT LIST, COMPLETING NECESSARY PAPERWORK RELATING TO LPR SYSTEM AND REVIEW OF DEPARTMENTAL POLICY.

HISTORY:

1. REMINGTON LPR MPH900 (MOBILE PLATE HUNTER 900).
2. USE IN EUROPE THEN CAME TO USA.
HAS PASSED JUDICIAL REVIEW.
3. ONLY SCANS PLATES AND CHECKS THEM AGAINST A HOT LISTS, DOES NOT RUN A LICENSE CHECK ON THE PLATE ONLY CHECKS AGAINST SPECIFIC PRELOADED HOT LISTS.
4. EVERY PLATE SCANNED IS ASSIGNED A LAT AND LONG QUARD

VEHICLE: LPR PERMENTALLY INSTALLED IN A SARATOGA SPRING POLICE UNIT.

LPR SYSTEM: 1. TWO PERMENTALLY MOUNTED INFRARED CAMMERAS/ANTENNAS ON ROOF.

2. LPR COMPUTER IS COMPUTER IN TRUNK, PROCESSOR FOR LPR SYSTEM (SILVER BOX IN TRUNK).

3. IBM THINKPAD COMPUTER

THE TWO CAMMERAS CONNECT TO THE LPR SYSTEM IN THE TRUNK THEN A ETHERNET CABLE CONNECTS THE SYSTEM TO THE IBM COMPUTER IN THE PASSENGER COMPARTMENT.

NOTE: THE LPR COMPUTER IN THE TRUNK IS WIRED DIRECTLY WITH THE ENGINE KEY SO WHEN THE KEY IS IN OFF POSSITION THE LPR COMPUTER IS SHUT OFF. THE IBM COMPUTER IS WIRED TO THE BATTERY SO IT ALWAYS HAS POWER. IBM COMPUTER ALSO HAS BATTERY BACK UP. (EXTENDED BATTERY)

PROCEDURE FOR UPLOADING HOT

LIST:

1. UPLOAD HOT LIST FROM THE TRACS COMPUTER IN THE SQUAD ROOM USING HUMB DRIVE, USING THE " PLATEHUNTER " ICON ON THE TRACS COMPUTER.

2. CAR SYSTEM ICON.

3. UPDATING THE COMPUTER IN THE LPR VEHICLE.
A. PLACE THUMB DRIVE INTO SILVER CABLE.

B. WAIT UNTIL COMPUTER SHOWS CONNECTION.

C. CLICK ON SHORTCUT TO LPRINFO.ZIP, CONVERTER
FOR REMINGTON PLATE READER ICON.

D. BLACK BOX THEN TRAFFIC LIGHT BOX.

SARATOGA SPRING POLICE DEPARTMENT LESSON PLAN FOR MPH900 LPR PAGE 2

E. STATES COMPLETED AND SUCESSFULL.

USE OF THE

LPR SYSTEM: HANDS ON USE IN POLICE UNIT WITH STUDENTS.
CONFIRMING HITS THROUGH DISPATCH.
ISSUING WARNING, UTT OR ARREST.

REVIEW THE

FOLLOWING: DEPARTMENT PAPERWORK RELATED TO PLATE HUNTER,
RELATED DEPARTMENT RULES AND REGULATIONS.

REVIEW OF THE SOFTWARE OF THE REMINGTON MPH900 (MOBILE PLATE HUNTER) AS FOLLOWS:

MONITOR SCREEN, MAIN OPTIONS SCREEN;

MANAGEMENT (MAIN SCREEN) AND DIAGNOSTICS (CAMMERA VIEWS) OPTIONS.

ADJUSTMENT BUTTONS.

YELLOW FIELDS.

HOT LIST LAST UPDATE.

OPERATIONS OPTION SCREEN (SEE BELOW).

READERS-GREEN ARROW AND RED BOX ON MAIN SCREEN.

ALARM AND LAST EVENTS DISPLAY ON MAIN SCREEN.

SETUP AND MENU BUTTONS.

ABOUT AND INFO - BUTTONS.

HAZARDS AND ALERT BUTTONS, DO NOT WORK IN U.S.A.

"LPR" & "GPS" RED, YELLOW AND GREEN LIGHTS.

OPERATIONS OPTIONS SCREEN;

HOT LIST, HOT LIST RESULTS, REPORTS, REPORTS RESULTS, CARTOGRAPHY - TAB OPTIONS.

GENERAL REPORT AND SHIFT REPORT IN REPORTS TAB OPTIONS.

SEARCH, INSERT, DELETE – TAB OPTIONS.

DELETE LOCAL HOT LIST, CLOSE – TAB OPTIONS.

CARTOGRAPHY SCREEN - TAB OPTION.

SARATOGA SPRINGS POLICE DEPARTMENT LESSON PLAN COVER SHEET

COURSE:	REMINGTON MOBILE PLATE HUNTER 9 LICENSE PLATE READER (LPR)
TIME REQUIRED:	TWO HOURS
TRAINEE LEVEL:	SWORN LAW ENFORCEMENT PERSONNEL
PREPARED BY:	PTLM THOMAS SARTIN
PRIMARY INSTRUCTOR:	PTLM THOMAS SARTIN
DATE PREPARED:	APRIL 24 TH 2008
TYPE OF PRESENTATION:	FOR STUDENTS/USERS TO BE GIVEN IN; AND DEMONSTRATIONS OF THE PROPER MPH900 LPR IN THE VEHICLE IT IS MOU
OBJECTIVES:	STUDENTS WILL BE ABLE TO USE THE M IN SCANNING LICENSE PLATES, UPDATING HOT LIST, ENTERING LICENSE PLATES I SYSTEM FOR A LOCAL HIT LIST, COMPLETING NECESSARY PAPERWORK RELATING TO SYSTEM AND REVIEW OF THE DEPARTMENT POLICY.
TRAINEE REFERENCES:	HANDOUT OF SIMPLE USER GUIDE, DEPARTMENT GENERAL ORDER 6.15 OF MOBILE LICENSE RECOGNITION SYSTEM.
TRAINING AIDS:	IBM THINKPAD WITH MPH900 LPR SOFTWARE INSTALLED AND HANDOUT

SARATOGA SPRINGS POLICE DEPARTMENT
LESSON PLAN COVER SHEET

COURSE: REMINGTON MOBILE PLATE HUNTER 900 (MPH 900)
LICENSE PLATE READER (LPR)

TIME REQUIRED: TWO HOURS

TRAINEE LEVEL: SWORN LAW ENFORCEMENT PERSONNEL

PREPARED BY: PTLM THOMAS SARTIN

PRIMARY INSTRUCTOR: PTLM THOMAS SARTIN

DATE PREPARED: APRIL 24TH 2008

TYPE OF PRESENTATION: FOR STUDENTS/USERS TO BE GIVEN INSTRUCTIONS
AND DEMONSTRATIONS OF THE PROPER USE OF THE
MPH900 LPR IN THE VEHICLE IT IS MOUNTED INTO.

OBJECTIVES: STUDENTS WILL BE ABLE TO USE THE MPH900 LPR
IN SCANNING LICENSE PLATES, UPDATING THE NYS
HOT LIST, ENTERING LICENSE PLATES INTO THE LPR
SYSTEM FOR A LOCAL HIT LIST, COMPLETING
NECESSARY PAPERWORK RELATING TO THE LPR
SYSTEM AND REVIEW OF THE DEPARTMENT
POLICY.

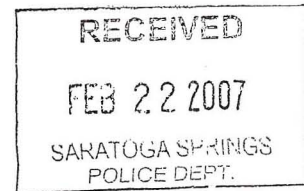
TRAINEE REFERENCES: HANDOUT OF SIMPLE USER GUIDE, DEPARTMENT
GENERAL ORDER 6.15 OF MOBILE LICENSE PLATE
RECOGNITION SYSTEM.

TRAINING AIDS: IBM THINKPAD WITH MPH900 LPR SOFTWARE
INSTALLED AND HANDOUT

COPY



STATE OF NEW YORK
DIVISION OF CRIMINAL JUSTICE SERVICES
Four Tower Place
Albany, New York 12203-3764
<http://criminaljustice.state.ny.us>



DENISE E. O'DONNELL
COMMISSIONER

BETH RYAN
DEPUTY COMMISSIONER

February 12, 2007

Edward F. Moore
Chief of Police
Saratoga Springs City Police Department
5 Lake Avenue
Saratoga Springs, NY 12866

RE: Letter Agreement Regarding Transfer of License Plate Reader

Dear Chief Moore:

The New York State Division of Criminal Justice Services ("DCJS") will purchase and transfer License Plate Reader equipment ("LPR") to Law Enforcement Agencies ("Recipient"), so that the LPR may be used in the pursuit of crime reduction activities and the apprehension of offenders.

This letter confirms the agreement between the New York State Division of Criminal Justice Services 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 accept all responsibility for the care and operation of the LPR. The Recipient agrees to provide an appropriate and compatible lap top computer for the use and operation of the LPR. Beyond the original warranty and service contract, the Recipient shall be responsible for the maintenance and support of the software application associated with the LPR, and the Recipient agrees to make its best efforts to purchase and install the latest version of the applicable software.
2. The Recipient agrees to develop and submit to DCJS for approval, a comprehensive LPR strategy describing the deployment and utilization of the LPR. The strategy shall address the utilization of the LPR in departmental crime prevention and control initiatives including criminal investigations which target violent crimes and auto theft. DCJS shall seek the return of any LPR equipment which is not effectively utilized for crime control initiatives in accordance with the strategy filed by the Recipient.

Assignment
training
trained officer

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3. The Recipient shall appoint a staff member who will coordinate the use of the LPR and file required report data to DCJS. Recipient will advise DCJS of the appointment prior to the completion of the first quarter. ~~§~~ Traffic Safety Unit Supervisor
4. The Recipient agrees to provide mutual assistance to law enforcement agencies in neighboring jurisdictions who request the use of LPRs for special operations (subject to availability).
5. 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.
6. Three months after the receipt of the LPR, and every quarter thereafter, the Recipient shall provide a quarterly activity report. Each LPR Unit is able to generate a monthly activity report to complete the quarterly report. Training on how to obtain the report from the LPR unit will be provided by the vendor upon installation or with software upgrades. This report data is essential in the ongoing evaluation on the effectiveness of LPR technology.

fleeing
felony in
area


Quarterly reports are to be sent to the Director of the Bureau of Justice Funding, NYS Division of Criminal Justice Services, 4 Tower Place, Albany, NY, 12203.

7. This letter agreement will have a duration of two years from the date signed by the Recipient, and may be amended in writing upon the mutual consent of the Recipient and DCJS. This letter agreement may be terminated at the discretion of the Commissioner of the Division of Criminal Justice Services.
8. Any notice to either party must be in writing, signed by the party giving it, and shall be served either personally or by certified mail to the other party. Notice to DCJS is to be given to the Deputy Commissioner of the Office of Strategic Planning and notice to the Recipient is to be given to the person signing this letter agreement on behalf of the Recipient.

paperwork

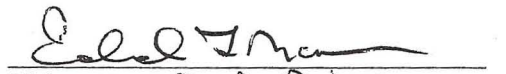
If you are in agreement with the terms of this letter, please sign below and return the original of this letter to the Bureau of Justice Funding, attention Motor Vehicle Theft and Insurance Fraud Unit. Thank you for your assistance and cooperation.

Very truly yours,


Beth Ryan

For the Law Enforcement Recipient:

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


Title: Chief of Police
Saratoga Springs Police
Law Enforcement Agency
Date: 02/23/2007