



Sleepy Hollow Police Department

28 Beekman Avenue

Sleepy Hollow, N.Y. 10591

TELEPHONE (914) 631-0808 • FAX (914) 366-5134

GREGORY J. CAMP

CHIEF OF POLICE

December 21, 2012

Mr. Daniel Berger

NYCLU- Lower Hudson Valley Chapter

297 Knollwood Road Suite 219

White Plains, NY 10607

Dear Mr. Berger,

Enclosed please find all paperwork pursuant to your Freedom of Information request regarding Automatic License Plate Readers.

I apologize for the misunderstanding that occurred during your previous request. Information was left at our desk for you to pick up.

Sleepy Hollow Police Department charges twenty-five cent per page. In the interest of cooperation by your agency, I am waiving this cost.

Thank you for your patience, and have a Happy Holiday.

Sincerely,

Gregory J. Camp

Chief of Police

License Plate Reader (LPR) File Distribution Request

Agency Name: Sleepy Hollow Police Department

Symbolic: KWNT

Contact Information

Project Manager

Name: R.Richard D'Alessandro
Address 1: 28 Beckman Avenue
City, State, Zip: Sleepy Hollow, NY 10591
Phone: (914) 631-0800 Ext: 538
E-Mail: Rdalessandro@sleepyhollowny.org

Technical Lead

Name: Lt Greg Camp
Address 1: 28 Beckman Avenue
City, State, Zip: Sleepy Hollow, NY 10591
Phone: (914) 631-0766
E-Mail: Gcamp@sleepyhollowny.org

LPR File Delivery Mechanism

NYSPIN User? ☒ Yes ☐ No

TraCS ? ☐ Currently using ☒ Plan on using ☐ No plans to use

Connection Method

In order to download the LPR file from the TraCS Data Movement system you will need to download the file securely through the Internet. In order to download from the Internet you must have a broadband connection (includes: Cable Modem, DSL or T1 etc.).

NYSPIN Symbolic: NY0593200

Return to: NYSP via E-mail tracssupport@troopers.state.ny.us or Fax 518-457-7684
Attention: LPR File Request

AGENCY COORDINATOR CONTACT FORM

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

Department Name: Sleepy Hollow Police Department

Address Line 1: 28 Beekman Avenue

Address Line 2:

City: Sleepy Hollow

State: NY

Zip: 10591

LPR Coordinator Contact Name: P.O. Richard D'Alessandro

Telephone Number: (914) 631-0800

E-mail Address: rdalelessandro@sleepyhollowny.org

Alternate Contact Name: P.O. James Warren

Alternate Contact Number: same as above / jdwarren@sleepyhollowny.org

24-hour Manned Telephone Number for Amber Alert Purposes: (914) 631-0800

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

Permanent Trunk Mount:

Permanent is recommended for departments that want the unit to remain in the same vehicle. A permanent installation is hardwired to the vehicles power source. Cameras will be mounted on the trunk. Cables are exposed outside the car between the camera and trunk. No drilling is provided.

Transportable Trunk Mount: X

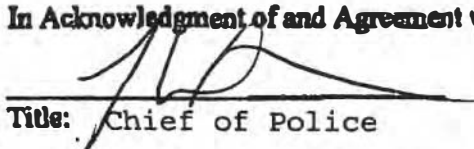
Transportable is recommended for departments that want to share the unit between vehicles and/or with other agencies. Power source for the unit is a cigarette lighter outlet in the vehicle. Cameras will be mounted on the trunk. Cables are exposed outside the car between the camera and the trunk. No drilling is required.

Note: Any alternative installation options are outside the scope of this grant and should be discussed directly with the manufacturer.

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/crima/pdf/docs/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.

For the Law Enforcement Recipient:

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


Title: Chief of Police

Sleepy Hollow Police Dept
Law Enforcement Agency

Date: 22 Jan 09

HP Officejet 8310
Personal Printer/Fax/Copier/Scanner

Log for
Chief James Warren, Jr.
914-368-5134
Jan 23 2009 5:21PM

Last Transaction

Date	Time	Type	Station ID	Duration	Pages	Result
Jan 23	5:19PM	Fax Sent	915184571186	1:29	3	OK

Post-it® Fax Note

767.1

Date 01/23/09

of pages 2 ¹/₂ cover

To PAULA

Co./Dept. DCJS

Phone #

Fax # 518. 457-1186



SLEEPY HOLLOW
POLICE DEPARTMENT
28 Beekman Ave.
Sleepy Hollow, NY 10591



Jimmy Warren Jr., Esq.
Chief of Police

(914) 631-0808 • Cell (914) 403-0992 • Fax (914) 366-5134
Email: jwarren@sleepyhollowny.org

**TraCS
USE AND DISSEMINATION AGREEMENT
Between**

**New York State Police
and**

**Village of Sleepy Hollow Police Department, herein after referred to as "Lead
Agency"**

WHEREAS:

New York State Police (NYSP), working with the New York State Department of Motor Vehicles (DMV), the Governor's Traffic Safety Committee (GTSC), the Office of Court Administration (OCA) and other state and federal agencies, has developed a system for the electronic capture of ticket and accident report data in a police vehicle environment and the electronic transfer of that data from law enforcement agencies to DMV and courts. The system is called TraCS (Traffic and Criminal Software). Ticket and accident report forms have been developed and other law enforcement forms are planned for the future. DMV and the courts have approved these forms for official use. Data standards for ticket and accident report data have been agreed to between agencies for the electronic transfer of data. NYSP has developed an infrastructure and a limited capacity for local support.

It is the intention of NYSP to provide the TraCS software to any police agency in New York free of charge, based on NYSP support staff availability and the Lead Agency's ability to self-support.

NOW THEREFORE, in consideration of the terms and conditions herein contained, the parties agree as follows:

1. NYSP agrees to provide the current version of TraCS software (includes ticket, accident report and associated forms) to the Lead Agency at no cost to the Lead Agency.
2. This Agreement will become effective upon proper execution and will remain in effect for the duration of the program, unless sooner terminated in accordance with the provisions of this Agreement.
3. This Agreement constitutes the entire Agreement between the parties hereto with respect to the subject matter hereof and shall supersede all previous negotiations, comments and writings. It shall not be released, discharged, changed or modified except by an instrument in writing signed by a duly authorized representative of each of the parties.
4. Each agency agrees:
Maintenance
To maintain all parts of the TraCS System under their control. The portion of the system "under agency control" includes:

- The hardware and operating system associated with the in-vehicle

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- equipment
- The hardware and operating system associated with the in-station TraCS computer.
- Backup & restoration of all system and production ticket and/or accident report data.

“Maintenance” generally means support, upkeep, repair and periodic duplication or “back-up” of records in order to safeguard the data. The Lead Agency will take reasonable measures to prevent or correct system trouble with any portion of the system “under their control”. If the Lead Agency determines any system trouble to be under NYSP control, it will notify and work with the proper NYSP representative.

5. The Lead Agency agrees:

1. This agreement is only for the use of TraCS by police agencies in the Lead Agency’s realm of support/authority. TraCS software will not be distributed beyond the county without written approval from NYSP.
2. To provide management control over the TraCS System the in Lead Agency’s realm of support/authority. Management control means the authority to set and enforce (1) priorities; (2) policy governing the operation of computers, circuits and telecommunications terminals or equipment used to process, store, or transmit data; (3) the supervision of equipment and operating procedures necessary for the use of the TraCS system.
3. To develop a countywide TraCS deployment plan or agency specific plan that must be approved by NYSP before any agency(s) implement the TraCS system.
4. To abide by the provisions of the TraCS Users Agreement included in Appendix A.
5. To train and support all police agencies in the Lead Agency’s realm of support/authority herein now known as the “Dependant Agency.”
6. Provide installation, training and help desk support for the TraCS system within the Lead Agency’s realm of support/authority.
7. To not alter the form(s) and TraCS database in any way without express written approval from NYSP and DMV.
8. To not introduce custom system enhancements during the Lead Agency implementation.
9. To support reports, queries, ticket logs and any other analysis of the ticket data.
10. To coordinate the use of TraCS with local courts. However, the State Police will coordinate the assistance and response of OCA (Office of Court Administration) and DMV personnel to attend these meetings.
11. The TraCS system will be used for data entry and the electronic transfer of ticket data to and/or from DMV and the courts and the printing of ticket forms where courts are not yet online to receive electronic data.
12. Whereas a court is not yet able to accept electronic ticket data, to be responsible for printing and forwarding ticket copies to the appropriate court unless

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arrangements are made with individual agencies to print their own tickets and forward them to courts not yet ready to receive electronic data.

13. To supply equipment for use with the TraCS system, with the exception of any NYSP participation in the area. NYSP agrees that all NYSP equipment will be purchased, installed and supported by NYSP unless equipment is purchased by an entity for use by all agencies within a county or region.
14. To manage, support and ensure security is properly implemented within TraCS.

6. NYSP agrees:

1. To support the use of the TraCS system by offering one training session, which will be held at an agreed upon site not to exceed two days in length. This will be an in-depth, technical training session, which should be attended by members of the Lead Agency staff designated to serve in the roles of the system administrators, trainers, installers and supporters of the system.
2. To provide limited telephone support to answer questions during the initial setup and use of TraCS will be provided by NYSP. The support is not to exceed 3 hours per week Monday thru Friday and is limited to two designated persons within the Lead Agency. If the Lead Agency provides support to their Dependant Agencies within a county or region, then only the Lead Agency is authorized to call the NYSP help desk (1-800-342-3619) for support on behalf of all other agencies within that county or region.
3. To provide training and installation documentation, a TraCS User Guide, a TraCS Technical Guide, sample ticket and accident "quick guides" (for Lead Agency to duplicate and disperse) and System Administration manual on a CD-ROM.
4. To provide software releases free of charge, where appropriate, in CD-ROM format. One CD will be provided to the designated contact within the Lead Agency. Distribution and installation of all software releases to the Dependant Agencies within the Lead Agency's county or region will be the responsibility of the Lead Agency.
5. To review, prioritize and schedule change requests for inclusion in future software releases. Change requests for "bug" fixes, system enhancements, form enhancements and routine change requests such as court address changes shall be directed to NYSP. Any enhancement that requires funding will be the responsibility of the Lead Agency to obtain the necessary financing and if the enhancement benefits multiple agencies, then the State Police will attempt to also obtain funding. No matter where funding comes from, NYSP and /or its contractors will make all changes to TraCS. Once TraCS begins statewide rollout, a TraCS steering committee shall be formed to prioritize TraCS enhancements, functionality requests, issues, etc.
6. Whereas each agency will have the opportunity to participate in the electronic transfer of data, via the NYSPIN infrastructure, to a gateway server in Albany

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(NYSP). This data will then be transferred to DOT, DMV, OCA, etc. for processing.

7. Both parties agree:

1. To develop a process for forms development by New York State agencies.
2. Representatives on the TraCS steering committee shall only be from agencies that have signed this agreement.
3. NYSP is the sole contractor with Technology Enterprise Group, approved vender of the TraCS system.
4. NYSP is the sole contractor with the Center for Transportation Research and Education at Iowa State University, approved vender of the CTRE Location Tool used in the TraCS system.

IN WITNESS WHEREOF, the Lead Agency and the NYSP have executed this Agreement in triplicate:

New York State Police

By: _____ (signed name and title)

(Printed name and title) _____

Lead Agency SLEEPY HOLLOW POLICE DEPARTMENT

By: _____ (signed name and title)

(Printed name and title) Jimmy Warren, Jr. Chief of Police

Attachment: Appendix A - TraCS Users Agreement between the State of New York and Iowa Department of Transportation



**SLEEPY
HOLLOW
POLICE
DEPARTMENT**

SPECIAL ORDER NO. 2010- 020

To: All Personnel
From: Gregory J Camp; Chief of Police
Date: 07 October 2011
Subject: License Plate Reader
Expires: NA

Introduction to License Plate Reader Technology –

The concept of using cameras as a method to record a vehicle passing a specific location and then identifying the owner/operator has been in development since the 1970's. Early technology could capture a picture of the license plate and vehicle with the date and time. Upon retrieving the plate information after searching hours of captured images it could then be manually searched against a database. This technology was time consuming, expensive and limited by lighting and weather conditions.¹

License plate reader technology developed along with the use of video tape and camcorders. The analog video tape had to be converted from analog images to digital images and stored on a computer hard disk. The resulting digital images were further processed to locate and extract the license plate and time stamp information through specialized software that utilized character recognition techniques. This technology while better than earlier methods still had many draw backs including high costs that limited its general use by state and local governments.²

The latest license plate reader technology has incorporated digital photography which eliminates the conversion steps and reduces the amount of computer file storage needed to support an effective system. Digital photography also decreased the size of the camera hardware required and utilizes infra-red lighting to address lighting and weather conditions. This has also reduced the overall costs for an effective system thus making the technology obtainable at the local, county and state levels of government.

1 Transportation Research Board, 2002. "Effects of Ambient Light, Camcorders, and Automated License Plate Reader Settings on Plate Transcription Rates".

2 Transportation Research Board, 2002. "Reduction of Video License Plate Data".

A. Definitions

License Plate Reading (LPR) Technology uses specialized digital cameras and computers to quickly capture large numbers of photographs of license plates, convert them to text and compare them quickly to a large list of plates of interest. LPR systems can identify a target plate within seconds of contact with it, allowing law enforcement to identify target vehicles that might otherwise be overlooked.

The technology is available in mobile systems mounted on police cars and fixed camera systems that can be mounted on poles or on the roadside.

A range of camera systems are available, most capable of reading license plates day and night and in a variety of weather conditions. The systems operate fast enough to capture all of the license plates they come in contact with so that the number of license plates that can be read is limited only by the number of vehicles passing the cameras. LPR systems typically include infrared strobe and camera systems that can take high speed, high contrast images that allow the plate to be read at closing speeds of 150 miles per hour. Mobile license plate reading systems are designed to allow officers to patrol at normal speeds while the system reads every license plate they come in contact with and alerts them if there is a match to a "hot list." Because of the speed of the reader systems, the volumes of plates being read and the fact that an alarm must occur within seconds to be useful, LPR systems use a large list of target plates stored locally in a "hot list" rather than relying on real-time communications with State or Federal data sources. The list is typically transferred daily and can be updated by the operator or by a central station if wireless communications are not available in the vehicle. The hot list can contain any set of plate data, from terrorist watch lists, to stolen vehicles, to parking scofflaws. When a target plate is located, the officer in the vehicle is notified with a message that is specific to the plate, that is, every plate in the database can have a unique, detailed alert message.

Lists can be updated automatically or manually, meaning that the officer can enter a plate into the system and be alerted when the plate is located. The system can also alert the driver if the new addition was recently seen. Integrated GPS technology allows the operator to locate the last contact with the vehicle. The use of LPR technology in law enforcement has included a variety of applications; homeland security, electronic surveillance, suspect interdiction, stolen property recovery, facility management and a number of other policing requirements. The identification of stolen vehicles, stolen license plates, and wanted and missing persons have been the primary focus of most early implementations.

LPR systems also record every license plate they come in contact with. Some systems record the location, date and time of each license plate read. This intelligence resource is available as a law enforcement tool, allowing the officer to identify the last known contact with a vehicle and also to report the list of vehicles located in a specific area at a given time range.

C. Software

LPR software typically has 3 components – the character translation component, the hot list management component and the user interface. Other additional software components manage GPS information, plate read, alarm history, and reporting features. The component of primary interest is the user interface, which must manage the activity and allow the user to quickly identify an alarm and the target vehicle. In most cases, most of the screen space on the user interface is reserved for the target vehicle/plate photo as that is the primary means for alarm vehicle identification. The interface also allows the user to enter additional target plates, check on the information in the hot list and deal with visual and audible alarm queues.

LICENSE PLATE READER PROTOCOLS FOR PATROL AND INVESTIGATIONS

A. Patrol

The following protocols are suggested for usage of the license plate reader and technology. The proactive entry of any data, except as stipulated in this directive, or the access to LPR records **MUST** be approved by a Supervisor, and the request **MUST** have a specific criminal investigative or patrol purpose. Deployment of LPR equipment is intended to provide access to stolen and wanted files, and for the

furtherance of criminal investigations. Use is restricted to these purposes. No officer may use, or authorize the use of, the equipment or database records for any other reason. A request for LPR use or data access beyond the cited reason(s) herein must be made to The Patrol Lieutenant.

1. Administration:

The Patrol Lieutenant is to administer and oversee the LPR program; responsibilities include the following:

- Maintain an adequate number of trainers;
- Select and train approved Members to operate the LPR system (All training must be documented);
- Arrange for additional training when and as deemed necessary; and
- Maintain records identifying approved LPR details and their results and ensure appropriate documentation of significant incidents and arrests that are related to LPR usage.

LPR Operator Selection:

Consider the following qualifications when approving members for LPR training:

- Members driving record;
- Past demonstration of good judgment regarding vehicle pursuits; and
- VTL and Penal Law enforcement activity.

Training:

Officers are **prohibited** from using the LPR system until they have been properly trained in its use, and have been instructed as to operational protocols.

2. Patrol Operations

Officers **MUST** notify and obtain approval from a supervisor to use the LPR during routine patrol. This information must be documented on the LPR System Use Log. A supervisor **MUST** be notified of all appropriate matters (i.e. pursuits, significant arrests, etc.). Activity must be reported monthly on the DCJS LPR Survey Form.

Daily LPR User Log- A "daily user" log will be maintained at the desk area. Activity reports shall be consolidated and forwarded to the Patrol Lieutenant monthly. The Patrol Lieutenant designated to oversee the LPR program shall review the log(s) to ensure that inquiries are properly completed and logged. This log must be retained for a minimum of current year plus one year. If the log has an arrest or hit associated with it, it must be retained as part of the case folder. Retain the log until all arrests associated with the log page have reached a final disposition.

LPR Data Query Log- Requests to review stored data shall be recorded and maintained in the same manner as criminal history logs. LPR data is stored for a short time frame on the LPR hard drive (up to thirty days). Access shall be limited to designated personnel in this Department, who have been provided account access to conduct authorized LPR stored data queries. The Member conducting the query must make the log entry. The log shall be retained for a minimum of current year plus one year. If the log has an arrest or hit associated with it, it must be retained as part of the case folder. Retain the log until all arrests associated with the log page have reached a final disposition.

Special Details – The Chief of Police or a lieutenant **MUST** approve LPR use during non-traditional VTL details (i.e. in high crime areas during Operation Impact details, or during directed criminal investigations).

- Careful consideration must be given to appropriate staffing. It is recommended details focused in high crime areas be comprised of no less than three Members working patrol duties, excluding the desk officer.
- LPR equipment may be used to further criminal investigations by providing access to stored records and/or by assigning LPR equipment in a designated manner and area.
- Participation by outside agencies is not prohibited.

- Use of the LPR system in a roving capacity on details is allowed. The LPR operator is responsible for confirming any hot list hits via NYSPIN, and to identify target vehicles for the support vehicles. Support vehicles may be one or two person units as directed by the detail supervisor.
- Concealed use LPR vehicles, focused on high crime reduction initiatives, will not be used to initiate a traffic stop absent exigent circumstances.
- Stationary mode usage requires only one member to operate the system, verify hits and identify target vehicles for the support cars.
 - **Note:** A Supervisor may issue further restrictions, taking in knowledge of the area to be patrolled and the particular assignment into account

Vehicles- LPR equipped vehicles should be used as often as possible. When not in use, every effort is to be made to ensure that the LPR vehicle is secured.

- A copy of the Car System User Guide shall be maintained in a folder in each LPR equipped vehicle.
- The LPR camera will be removed from the outside of the vehicle and placed in the trunk whenever the LPR vehicle is assigned a "job" in post 1 and/or post 2, prior to response to the "job" location.

LPR Maintenance- The LPR camera lenses shall be cleaned with a glass cleaner sprayed on a soft cloth at the beginning and end of each use.

- Any damage shall be reported immediately to the desk officer for recording on the Impact blotter and through channels to the Patrol Lieutenant. Technical questions concerning the LPR shall be directed to Sergeant D'Alessandro or Officer Dougherty.
- Officers shall **NOT** directly contact the vendor(s). All vendor contact will occur through Sergeant D'Alessandro or a Lieutenant.

Hit Verification:

- The information received from License plates that are recognized as wanted hits is dated, typically up to 24 hours old. Officers must verify all "hits" through NYSPIN, and follow all NYSPIN policies and procedures. At this time the LPR does not interface with real time NCIC or NYSPIN data, the LPR is **ONLY** to be used as an investigative tool. Confirmation is essential prior to a stop.
- **Verified Hits** on an unoccupied vehicle – maintain visual observation while supervisory contact is initiated to determine if immediate recovery action will be taken or whether surveillance will be continued.

*******Updating/Using LPR Wanted Files:**

- For vehicles equipped with Traffic and Criminal Software (TraCS), at the beginning of each detail or shift using the LPR, a 'start-shift' from the TraCS application shall be conducted to update and transfer the required wanted files to the vehicle computer.

*******For Non TraCS equipped vehicles follow the Agency Instructions.**

User Added Hit Files (Plates):

- After the initial upload to the LPR, if it becomes necessary to add specific information, the database can be "customized" by manually entering the information. This option is provided on the computer desktop screen under the "Operation" icon and should be utilized in cases where crimes are reported after the LPR has been deployed (e.g., Stolen Vehicles, Amber Alerts, radio item broadcasts, etc.) or when a manual plate check needs to be performed. A Commissioned Officer must approve any addition police department gang information, patrol awareness for Project Impact, all data entry (i.e. entering local assignments, etc.).

B. Investigations

The License Plate Reader has been used for many purposes by investigative units throughout New York State. Initially, it was used to address the stolen vehicle issue and was quickly determined that limiting the use of the LPR to locating stolen vehicles was not an effective use of the personnel assigned to these

details. Throughout the State, few stolen cars are recovered parked on the street with their original license plates attached. If a valid license plate is attached to a stolen car, the LPR will not know the car is stolen. Numerous details conducted have yielded the following effective strategies when using the LPR for investigative purposes. The LPR is used by specialized units with uniform patrol support in an effort to saturate a specific geographical area. The chance of identifying a crime in progress is directly related to the amount of vehicles stopped for violating the law. This requires that all vehicles whose registration plate returns any "hit" from the hot list be stopped. The greatest number of vehicles which return a hit by the LPR are in the suspended and revoked registration category. These vehicles should be impounded and Department impound procedures are to be followed. Be advised, addressing all suspended and revoked registrations can quickly exhaust the resources of a detail. Consideration must be given to having the appropriate number of personnel available and, subsequently scaling back which "hits" will be addressed or ending the detail when the support vehicles are no longer available. The combining of forces within an agency as well as with state, county and local police has been very effective when conducting these saturation details. The LPR can be used to locate vehicles of interest for a specific investigation. An example would be locating one or more recently stolen vehicles in close proximity to each other or located near a suspected chop shop. The stolen vehicle(s) can then be surveilled and/or have a GPS placed on them, which will afford investigators the ability to follow them to their ultimate destination. Specific vehicle files can be loaded into the LPR that may relate to a situation of concern to a certain geographical area. Some examples would be gang members or associates, prior sex offenders, burglary, robbery, auto theft, larceny and criminal mischief targets. The data collected may enable investigators to take immediate action or provide solid leads should a crime occur in the vicinity of the captured plate.

C. Mutual Aid Situations

1. Emergency Based Operations

During the course of normal law enforcement duties, incidents may occur that require immediate assistance from other local, county or state law enforcement agencies. The License Plate Reader can be a valuable tool in these situations, such as an AMBER Alert, bank robbery or other violent crime, and can help bring the incident to a safe and successful conclusion. The DCJS, as part of the letter of agreement to receive a plate reader, requires the deployment of available license plate readers in the event an AMBER or DCJS Missing Child/College Student Alert is announced. A coordinated plan is presented below so that local, county and state law enforcement agencies can maximize the coverage area to search for any vehicle involved in the abduction.

2. NYS AMBER and NYS DCJS Missing Child/College Student Alert Activations

Communications - Upon receiving notification (via fax, NYSPIN, email or other notification system) that a NYS AMBER Alert or NYS DCJS Missing Child/College Student Alert activation has occurred, the Member receiving notification must immediately review details and notify supervision.

Unless directed to take alternate action, the desk officer must immediately broadcast Alert details to all available patrols and must specifically advise patrols using LPR equipment to manually place involved vehicle plate number(s) into respective vehicle LPR databases.

Upon receipt of updated information, the desk officer should immediately provide this information to supervision and patrols. If an involved vehicle plate number changes, patrols using LPR equipment should be directed to update database entries. All actions taken by the desk officer should be documented in accordance with agency policies and procedures (impact blotter entry).

Upon notification of an Alert - All patrols using LPR equipment must manually place involved vehicle plate number(s) into the vehicle database. Members should proceed to patrol areas which are likely to increase the chance of encountering the vehicle. Upon receipt of updated information (i.e., involved vehicle plate number changes), patrols must immediately update database entries.

- If no patrol vehicle is assigned LPR equipment during said tour, the LPR equipped vehicle will be immediately deployed. Member must switch vehicle.

Look back - Officers must promptly search the vehicle LPR databases to determine if a record of past encounters exists. If so, information should immediately be provided to supervision for investigative action. Also, supervision should review the agency records database, if one exists, to determine if patrols had previously encountered the target plate. Logs should be updated according to the previously cited general procedures.

Recovery - If the vehicle is encountered, the actions taken should ensure the safe recovery of the missing child. Officer experience and judgment, as well as agency specific policies and procedures (i.e., critical incident management), will dictate the best course of action to take. All actions should be documented in accordance with agency policies and procedures. Additionally, registration plates can be added to the LPR database during a detail. These plates are then brought to the attention of law enforcement after the existing data has been downloaded into the LPR. Examples would be vehicles reported stolen after 5:00AM that date, AMBER or DCJS Missing Child/College Student Alert or any other vehicle involved in an incident or crime that is being sought by law enforcement. LPR units can be deployed to collect all registration plates in an area surrounding a major crime scene or incident. LPR units can also be placed at "pinch points" or major routes of escape/travel immediately after such an event.

3. Coordinated Scheduled Operations

When other violent crimes occur (bank robberies, murder, kidnapping) local agencies should contact adjacent law enforcement agencies with LPRs and determine the proper level of assistance needed. They should work together to determine a perimeter and deploy the license plate readers accordingly.

The development of a mutual aid plan follows an outline that, at a minimum, addresses the following issues:

1. Definitions and Concepts
2. Levels of Mutual Aid
3. Mutual Aid Procedures
4. Practical Issues
5. Law Enforcement Agency Roles and Responsibilities

DCJS encourages local, county and state law enforcement agencies to utilize the LPRs in targeted traffic enforcement details such as Stop DWI checkpoints or seat belt enforcement details. License plate readers can be a valuable tool in other interagency coordinated efforts to monitor traffic safety on roadways that traverse several law enforcement jurisdictions to improve the safety on New York's roadways. As with any roadblock or targeted operation, the departments involved should consult with the proper legal authority for their jurisdiction and discuss the proper manner in which to conduct the roadblock, taking into consideration established legal precedent and the legal rights of the person(s) involved. In conclusion, DCJS will facilitate meetings to assist local agencies in developing a Plan of Operation in mutual aid situations that focuses on interagency cooperation and information sharing to ensure that the license plate readers are deployed in the most effective manner. DCJS will also conduct debriefings with affected agencies to fine tune the mutual aid response process and cooperatively identify the strengths and weaknesses in the overall deployment plan.

LEGAL CONSIDERATIONS

Memorandum dated 26 October 2006 from DCJS Deputy Commissioner and Counsel Gina L. Bianchi with the subject License Plate Readers indicates it does not appear to be any legal impediment to use a license plate reader by law enforcement.

Hester vs. United States, 265 US 57 (1924); United States vs. Martin, 806 F 2d 204(1986)

United States vs. Lee, 274 US 559 (1927); People Vs Hughes, 211 AD 2d 576, 622 NYS 2d 12 (1995)

People vs Vasquez, 229 AD 2d 997,645 NYS 2d 672 (1996)

Also: People vs. Rosario, 9 N.Y.2d 286 (1961) CPL 240.44/240.45; People vs. Roebuck, 279 A.D.2nd 350 (1st Dept 2001); People vs. Steinberg, 170 A.D.2nd 50 (1st Dept 1991); Penal Law 170.00

ELSAG North America205-H Creek Ridge Road
Greensboro, NC 27406Invoice Number: 14165
Invoice Date: Feb 14, 2011
Page: 1Voice: 336-379-7135
Fax: 336-379-7164**Bill To:**SLEEPY HOLLOW POLICE DEPT
28 BECKMAN AVE.
SLEEPY HOLLOW, NY 10591
United States**Ship to:**SLEEPY HOLLOW POLICE DEPT
28 BECKMAN AVE.
SLEEPY HOLLOW, NY 10591
United States

Customer ID		Customer PO	Payment Terms	
SLEEPY HOLLOW			Net 15 Days	
Sales Rep ID		Shipping Method	Ship Date	Due Date
DIRECT SALES		Fed-EX		3/1/11

Quantity	Item	Des	Unit Price	Amount
1.00	520003	Service Plan Year 3	875.00	875.00
1.00		Serial Number: J08031778-E08030818-J07016089 Effective Dates: 03-17-11 to 03-16-12		


A. 3120.464

[Signature]

22148

RECEIVED

VILLAGE OF SLEEPY HOLLOW
FINANCE DEPARTMENT



Subtotal	875.00
Sales Tax	
Total Invoice Amount	875.00
Payment/Credit Applied	
TOTAL	875.00

Check/Credit Memo No:

Overdue invoices are subject to late charges.

15626



ELSAGNorthAmerica

A Finmeccanica Company



**ELSAG NORTH AMERICA, LLC
EXTENDED LIMITED WARRANTY**

Equipment Owner

Sleepy Hollow PD
28 Beekman Ave
Sleepy Hollow, NY 10591

Servicer

Elsag North America, LLC
205 H Creek Ridge Road
Greensboro, NC 27406

Model Number

MPH-900

Serial Number

J08031778-E08030818-J07016089

Date Equipment Installed: 03-09-09

Warranty Sales Price: N/A

Date Coverage Begins: 03-17-11

Date Coverage Ends: 03-16-12

COVERAGE

ELSAG North America, LLC ("ELSAG") warrants this ELSAG hardware product against defects in design, materials and workmanship under normal use in accordance with the specifications and documentation for the period designated above ("Warranty Period"). If a hardware defect arises and a valid claim is received within the Warranty Period, at its option and to the extent permitted by law, ELSAG will either (1) repair the hardware defect at no charge, using new or refurbished replacement parts, or (2) exchange the product with a product that is new or which has been manufactured from new or serviceable used parts and is at least functionally equivalent to the original product.

EXCLUSIONS AND LIMITATIONS

ELSAG does not warrant that the operation of the Product will be uninterrupted or error free. ELSAG is not responsible for damage arising from failure to follow instructions relating to the Product's use. This warranty does not apply: (a) to errors or defects caused by persons or entities other than ELSAG, including, without limitation, errors or defects in any third-party software or products and errors or defects caused by modifications to the Product (including upgrades and repairs) by someone other than ELSAG or an ELSAG Authorized Service Provider; (b) to any breach of the Product (camera and trunk box/processing unit) seal by someone other than ELSAG or an ELSAG Authorized Service Provider; (c) to pre-existing conditions in the installation environment or vehicle; (d) to damage from accident, abuse, misuse or introduction of foreign objects into the Product; (e) to unauthorized Product repairs, modifications or alterations; (f) to failure to follow the manufacturer's instructions; (g) to third party actions (i.e., fire, collision, vandalism, theft, etc.); (h) to elements of acts of war or acts of God; (i) to battery leakage or improper use of any electrical source; (j) to cosmetic or structural damage to case or frame of the Product or to any non-operating part including decorative parts; (k) to any damage to the Product covered by an insurance policy (in such a case,



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this Warranty will cover any applicable deductible, subject to the terms of coverage and exclusions set forth herein); (l) to preventative maintenance; (m) to any damage which is not reported during the Term of this Warranty; (n) to costs associated with the installation, removal or reinstallation of the Product; and (o) to consumable parts, such as batteries , unless damage has occurred due to a defect in materials or workmanship. Items not covered under warranty (but available for purchase) include; camera glass and batteries.

TO THE EXTENT PERMITTED BY LAW, THIS WARRANTY AND REMEDIES SET FORTH ABOVE ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, REMEDIES AND CONDITIONS, WHETHER ORAL OR WRITTEN, STATUTORY, EXPRESS OR IMPLIED. AS PERMITTED BY APPLICABLE LAW, ELSAG SPECIFICALLY DISCLAIMS ANY AND ALL STATUTORY OR IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND WARRANTIES AGAINST HIDDEN OR LATENT DEFECTS. IF ELSAG CANNOT LAWFULLY DISCLAIM STATUTORY OR IMPLIED WARRANTIES THEN TO THE EXTENT PERMITTED BY LAW, ALL SUCH WARRANTIES SHALL BE LIMITED IN DURATION TO THE DURATION OF THIS EXPRESS WARRANTY AND TO REPAIR OR REPLACEMENT SERVICE AS DETERMINED BY ELSAG IN ITS SOLE DISCRETION. No ELSAG reseller, agent or employee is authorized to make any modification, extension, or addition to this warranty. If any term is held to be illegal or unenforceable, the legality or enforceability of the remaining terms shall not be affected or impaired.

ELSAG's maximum liability under this Warranty, whether in contract, tort (including negligence or strict liability), or otherwise, shall be the cost of repair or replacement of the affected Products. EXCEPT AS PROVIDED IN THIS WARRANTY AND TO THE EXTENT PROVIDED BY LAW, ELSAG IS NOT RESPONSIBLE FOR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM ANY BREACH OF WARRANTY OR CONDITION, OR UNDER ANY OTHER LEGAL THEORY IN CONTRACT, TORT (INCLUDING NEGLIGENCE OR STRICT LIABILITY) OR OTHERWISE, INCLUDING BUT NOT LIMITED TO LOSS OF USE; LOSS OF REVENUE; LOSS OF ACTUAL OR ANTICIPATED PROFITS (INCLUDING LOSS OF PROFITS ON CONTRACTS); LOSS OF THE USE OF MONEY; LOSS OF ANTICIPATED SAVINGS; LOSS OF BUSINESS; LOSS OF OPPORTUNITY; LOSS OF GOODWILL; LOSS OF REPUTATION, WHETHER OR NOT ELSAG IS OR HAS BEEN INFORMED OF THE POSSIBILITY OF SUCH DAMAGES.

For technical support or to arrange for service on your ELSAG product, call our toll free 24 hour hotline at 1-866-9MPH900.

ELSAG North America205-H Creek Ridge Road
Greensboro, NC 27406

Voice: 336-379-7135

Fax: 336-379-7164

INVOICE

Invoice Number: 15099

Invoice Date: Jul 8, 2011

Page: 1

Sales Order: 100004702

Bill To:
SLEEPY HOLLOW POLICE DEPT 28 BECKMAN AVE. SLEEPY HOLLOW, NY 10591 United States

Ship to:
SLEEPY HOLLOW POLICE DEPT 28 BECKMAN AVE. SLEEPY HOLLOW, NY 10591 United States

Customer ID	Customer PO	Payment Terms	
SLEEPY HOLLOW		Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
DIRECT SALES	1st Overnight - Air		7/23/11

Quantity	Item	Description	Unit Price	Amount
1.00	520004	Service Plan Year 4	875.00	875.00
1.00		Serial Number: J08031778-E08030818-J07016089 Effective Dates: 03-17-12 to 03-16-13		
VENDOR #:				
G/L ACCOUNT: A. 3120.499				
DEPARTMENT HEAD:				
Subtotal				875.00
Sales Tax				
Total Invoice Amount				875.00
Payment/Credit Applied				
TOTAL				875.00

Overdue Invoices are subject to late charges.



ELSAG North America

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**ELSAG NORTH AMERICA, LLC
EXTENDED LIMITED WARRANTY**

Equipment Owner

Sleepy Hollow PD
28 Beckman Ave
Sleepy Hollow, NY 10591

Servicer

Elsag North America, LLC
205 H Creek Ridge Road
Greensboro, NC 27406

Model Number

MPH-900

Serial Number

J08031778-E08030818-J07016089

Date Equipment Installed: N/A
Warranty Sales Price: N/A

Date Coverage Begins: 3-17-12
Date Coverage Ends: 3-16-13

COVERAGE

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ELSAG North America

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acts of war or acts of God; (l) to battery leakage or improper use of any electrical source; (j) to cosmetic or structural damage to case or frame of the Product or to any non-operating part including decorative parts; (k) to any damage to the Product covered by an insurance policy (In such a case, this Warranty will cover any applicable deductible, subject to the terms of coverage and exclusions set forth herein); (l) to preventative maintenance; (m) to any damage which is not reported during the Term of this Warranty; (n) to costs associated with the installation, removal or reinstallation of the Product; and (o) to consumable parts, such as batteries, unless damage has occurred due to a defect in materials or workmanship. Items not covered under warranty (but available for purchase) include; camera glass and batteries.

TO THE EXTENT PERMITTED BY LAW, THIS WARRANTY AND REMEDIES SET FORTH ABOVE ARE EXCLUSIVE AND IN LIEU OF ALL OTHER WARRANTIES, REMEDIES AND CONDITIONS, WHETHER ORAL OR WRITTEN, STATUTORY, EXPRESS OR IMPLIED. AS PERMITTED BY APPLICABLE LAW, ELSAG SPECIFICALLY DISCLAIMS ANY AND ALL STATUTORY OR IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND WARRANTIES AGAINST HIDDEN OR LATENT DEFECTS. IF ELSAG CANNOT LAWFULLY DISCLAIM STATUTORY OR IMPLIED WARRANTIES THEN TO THE EXTENT PERMITTED BY LAW, ALL SUCH WARRANTIES SHALL BE LIMITED IN DURATION TO THE DURATION OF THIS EXPRESS WARRANTY AND TO REPAIR OR REPLACEMENT SERVICE AS DETERMINED BY ELSAG IN ITS SOLE DISCRETION. No ELSAG reseller, agent or employee is authorized to make any modification, extension, or addition to this warranty. If any term is held to be illegal or unenforceable, the legality or enforceability of the remaining terms shall not be affected or impaired.

ELSAG's maximum liability under this Warranty, whether in contract, tort (including negligence or strict liability), or otherwise, shall be the cost of repair or replacement of the affected Products. EXCEPT AS PROVIDED IN THIS WARRANTY AND TO THE EXTENT PROVIDED BY LAW, ELSAG IS NOT RESPONSIBLE FOR ANY DIRECT, INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM ANY BREACH OF WARRANTY OR CONDITION, OR UNDER ANY OTHER LEGAL THEORY IN CONTRACT, TORT (INCLUDING NEGLIGENCE OR STRICT LIABILITY) OR OTHERWISE, INCLUDING BUT NOT LIMITED TO LOSS OF USE; LOSS OF REVENUE; LOSS OF ACTUAL OR ANTICIPATED PROFITS (INCLUDING LOSS OF PROFITS ON CONTRACTS); LOSS OF THE USE OF MONEY; LOSS OF ANTICIPATED SAVINGS; LOSS OF BUSINESS; LOSS OF OPPORTUNITY; LOSS OF GOODWILL; LOSS OF REPUTATION, WHETHER OR NOT ELSAG IS OR HAS BEEN INFORMED OF THE POSSIBILITY OF SUCH DAMAGES.

For technical support or to arrange for service on your ELSAG product, call our toll free 24 hour hotline at 1-866-9MPH900.



Quarterly License Plate Reader Progress Report 2009

Agency Name: <u>SLEEPY HOLLOW PD</u>		LPR Type:	
Contact Name: <u>RICHARD BALESANDE</u>		Number of units in appropriate box (ex. 2 Fixed or 1 Mobile)	Fixed
E-Mail Address: <u>RBALESANDE@SLEEPYHOLLOW.NY.PD</u>			Mobile <input checked="" type="checkbox"/>
Contact Number: <u>(914) 631-0800</u>			
Utilized by: Check the appropriate box	Traffic <input checked="" type="checkbox"/>	Reporting Period:	
	Investigations	Check the appropriate box	
		Jan-Mar <input checked="" type="checkbox"/>	Apr-Jun
		Jul-Sep	Oct-Dec

Performance Measure	# of Hits	Violations	Felonies	Misdemeanors
Stolen vehicles recovered	2			
Stolen Plates	02			
Suspended / Revoked Driver License	0			
Suspended / Revoked Registration	32	09		
Uninsured Motor Vehicle	0			
Unlicensed Operator	03	06		
DWI / DWAI / DWAID	0			
Wanted Individuals	01			
Wanted Delinquent Spousal Support	0			
Plates Read BY LPR	5928			
AMBER Alerts		Amber Alert Successes:		

Unexpected Outcomes	Type or Amount	Value
Guns recovered	0	\$
Money recovered	0	\$
Drugs recovered	0	\$
Other		

Revenue Collected (if applicable)	\$ <u>0</u>
Recommendations or comments:	



Sleepy Hollow Police Department

28 Beekman Avenue

Sleepy Hollow, N.Y. 10591

TELEPHONE (914) 631-0808 • FAX (914) 366-5134

JIMMY WARREN
CHIEF OF POLICE



The Village of Sleepy Hollow Police Department (SHPD) is a 27 person; full time Police Department with plans to bring staffing to back to twenty-eight by April 09, 2009. We currently have three square miles and 48 miles of roadway that includes 2 miles of the Route 9 corridors between New York City and Albany. Sleepy Hollow is approximately one mile from Saw Mill River Parkway, I-87/ I-287 and the Tappan Zee Bridge, and three miles from the Taconic State Parkway and Sprain Brook Parkway.

The Village also houses Phelps Memorial Hospital Complex in our jurisdiction along with Kendal on Hudson (senior housing complex), three low income housing developments, and the future development of the former General Motors assembly plant consisting of 96 acres of property.

The SHPD has a Float Officer who conducts traffic enforcement on the roadways in the Village and other duties where needed. The School Resource Officer is a full time traffic officer when school is not in session, and is assigned to conduct radar, seatbelt and traffic infractions enforcement on Route 9 and throughout the Village.

The Village has laptops in all patrol vehicles which contain Mobile Impact and Ammo (interface to NYSPIN). The Village will supply a dedicated laptop and patrol vehicle for use with the License Plate Reader (LPR) if awarded one, and plans to implement TraCs Data movement system in conjunction with our current system.

The Police Department also participates in the following programs: Commercial Vehicle Enforcement, Camera Scanner and Scales Detail (on Route 9), Selective Enforcement of Alcohol and Speed (SEAS), Selective Occupant Restraint Enforcement (SORE), Selective Traffic Enforcement Program (STEP), The "Click it or ticket" seat belt initiatives, the Safe and Sober initiative and the Stop Driving While Intoxicated program.

The SHPD in conjunction with the Westchester County DA office conducted two road checks on Route 9 with the assistance of the DA Office LPR system which resulted in a two day enforcement effort which resulted in multiple vehicles with suspended registrations, insurance laps, wanted persons. These vehicles could not have been apprehended if not for the technology utilized on these two days of operation.

It is the belief of this Department that if awarded a LPR, numerous vehicles and drivers in violation of the New York State Vehicle and Traffic Laws will be removed and or apprehended on a daily basis. It is the intention of this department to deploy the LPR daily for traffic enforcement.

License Plate Reader (LPR) File Distribution Request

Agency Name: Sleepy Hollow Police Department

Symbolic: KWNT

Contact Information

Project Manager

Name: R.Richard D'Alessandro
Address 1: 28 Beekman Avenue
City, State, Zip: Sleepy Hollow, NY 10591
Phone: (914) 631-0800 Ext: 538
E-Mail: Rdalessandro@sleepyhollowny.org

Technical Lead

Name: Lt Greg Camp
Address 1: 28 Beekman Avenue
City, State, Zip: Sleepy Hollow, NY 10591
Phone: (914) 631-0766
E-Mail: Gcamp@sleepyhollowny.org

LPR File Delivery Mechanism

NYSPIN User? ☒ Yes ☐ No

TraCS ? ☐ Currently using ☒ Plan on using ☐ No plans to use

Connection Method

In order to download the LPR file from the TraCS Data Movement system you will need to download the file securely through the Internet. In order to download from the Internet you must have a broadband connection (includes: Cable Modem, DSL or T1 etc.).

NYSPIN Symbolic: NY0593200

Return to: NYSP via E-mail tracssupport@troopers.state.ny.us or Fax 518-457-7684
Attention: LPR File Request

License Plate Reader (LPR) File Request Process

1. Local agency provides LPR request and information contained on the File Distribution request form to NYSP.
2. NYSP will confirm receipt of request to local agency.
3. NYSP will create/enable account for TIDBITS (LPR download software).
4. NYSP will provide local agencies TIDBITS software and account information (username/password and IP web address).
5. Local agency will install software, test connection and begin download LPR file. Software requires .NET framework (24MB) to be downloaded from Microsoft and installed prior to TIDBITS.
6. Local agency can monitor file downloads. LPR download files are available twice daily at 6:30 am and 3:00 pm and are currently about 9 MB.

****** NYSP available for support throughout process ******

NYSP Contact Information

Phone: 1-800-342-3619 – New York State Police Call Center

Fax: 518-457-7684

E-Mail: tracssupport@troopers.state.ny.us

SLEEPY HOLLOW POLICE DEPARTMENT

YEARLY STOP DWI REPORT 2007

1. TOTAL HOURS, SUMMONS ISSUED AND TYPE

QTR	TTL#HRS	TTL#SUMMONS	TYPE OF SUMMONS
1	36	32	11-speed, 10-equipment, 2-seatbelt, 2-AUO3, 2-stop sign, 2-cell phone 2-fail to signal, 1-alcohol consumed in veh
2	6	8	4-speed, 1-equipment, 1-inspection, 1-seatbelt, 1-AUO3
3	35	42	20-speed, 7-equipment, 1-inspection, 1-seatbelt, 1-AUO3, 2-stop sign 2-unlic op, 2-permit unlic op, 1-left of center, 1-DWI, 1-.08+ BAC, 1-covered plate, 1-Warrant, 1-PL CPCS7
4	37	44	19-speed, 3-equipment, 1-u-turn, 2-seatbelt, 1-AUO3, 1-red light 5-unlic op, 3-permit unlic op, 2-unsafe lane change, 1-fail to signal 1-loose cargo, 4-cell phone, 1-wrong way one way
2007	114	126	54-speed, 21-equipment, 1-u-turn, 2-inspection, 6-seatbelt, 5-AUO3, 4-stop sign, 1-red light, 7-unlic op, 5-permit unlic op, 1-left center, 1-DWI, 1-.08+BAC, 2-unsafe lane change, 1-fail to comply, 6-cell phn, 1-alcohol in veh, 1-loose cargo, 1-wrong way, 2-fail to signal, 1-Warrant, 1-PL CPCS7, 1-covered plate

2. OFFICERS, TOTAL HOURS, SUMMONS ISSUED, SUMMONS TYPE

OFFICER	HRS	TTL	TYPE
SGT CAMP	27	33	20-speed, 2-equip, 2-inspect, 6-seatbelt, 2-AUO3, 1-unlic op
SGT HOOD	3	2	2-equipment
DET QUINOY 12	17	6-speed, 7-equipment, 1-u-turn, 1-stop sign, 1-red light, 1-unlic op	
DET ZEKUS	17	19	13-speed, 1-equipment, 1-AUO3, 1-left center, 1-DWI, 1-.08+BAC 1- Warrant
PO COTARELO 25	28	10-speed, 3-equipment, 3-unlic op, 3-permit unlic op, 2-unsafe ln chng 1- fail to comply, 1-loose cargo, 4-cell phone, 1-wrong way	
PO NELSON	24	23	5-speed, 5-equip, 2-AUO3, 2-stop sign, 2-unlic op, 2-permit unlic op, 1- cover plate, 1-alcohol in veh, 1-PL CPCS7, 2-fail to signal
PO GARRIDO 6	4	1-equipment, 1-stop sign, 2-cell phone	

SUBMITTED FOR REIMBURSEMENT TO WESTCHESTER COUNTY STOP DWI

QTR 1	\$1466.85	
QTR2	\$ 290.73	
QTR3	\$1681.46	
QTR4	\$1550.00	TOTALS \$4989.04

SGT GREGORY CAMP #222
08 JAN 2008

SLEEPY HOLLOW POLICE DEPARTMENT

SELECTIVE TRAFFIC ENFORCEMENT PROGRAM REPORT

SEPTEMBER 2007

DATE	DAY	TIME	HRS	OFFICER	TYPE OF SUMMONS ISSUED	TTL
06 SEP	THU	08-12	4	PO WARREN	2-SPEED, 1-CELL PHONE	3
23 SEP	SUN	21-24	3	SGT CAMP	3-SPEED	3
27 SEP	THU	13-16	3	PO WARREN	2-SPEED, 2-CELL PHONE	4
29 SEP	SAT	13-16	3	SGT CAMP	3-SPEED, 2-SEATBELT	5
29 SEP	SAT	21-24	3	PO COTARELO	3-SPEED	3
30 SEP	SUN	00-04	4	SGT CAMP	3-SPEED	3
30 SEP	SUN	12-16	4	PO NELSON	6-SPEED, 1-INSPECTION, 1-SEATBELT, 1-IMPROPER TURN, 1-FAIL TO SIGNAL	10
30 SEP	SUN	16-21	5	PO DALESSANDRO	6-SPEED, 1-NO INSURANCE CARD, 1-EQUIPMENT	8

29 HOURS REIMBURSABLE AT FULL OT RATE \$1568.35. (VOUCHER COMPLETED/FORWARDED TO CHIEF 10/1/07)

40 SUMMONS ISSUED

28-SPEED, 3-CELL PHONE, 3-SEATBELT, 1-INSPECTION, 1-IMPROPER TURN, 1-FAIL TO SIGNAL, 1-EQUIPMENT, 1-NO INSURANCE

SGT CAMP #222

10/7/07

SLEEPY HOLLOW POLICE DEPARTMENT

COMMERCIAL VEHICLE/SCALES DETAIL

12 JULY 2007

OFFICER	TTL	TYPE OF SUMMONS ISSUED (TL=TRANSPORTATION LAW)
SGT CAMP	7	1-TL inadequate headlight, 2-TL no DOT number, 1-TL no fire extinguisher 1- TL no triangles/flares, 1-TL clearance lamp, 1- unlicensed operator
SGT BIZZARRO	3	1-TL back up lamp out, 1-TL no horn, 1- over registered weight
PO LOMBARDI	6	3- fractured windshields, 1-headlight out, 1-TL fire extinguisher empty, 1- TL no DOT number
PO HAYES	2	1-TL hazard lights inoperable, 1- Revoked license
PO WARREN	8	2-TL no back up lamps, 1-TL no fire extinguisher, 1-TL no DOT number, 1-TL unsecured load, 1- registration not affixed, 1- no brake lamps, 1- no turn signal lamp
PO BUETI	1	1-TL inadequate headlight
27 summons issued		1-unlicensed operator, 1- Revoked operator, 1-over registered weight, 3-fractured windshield, 1-headlight out, 1-registration not affixed, 1- no brake lamps, 1-no turn signal lamp, 2-TL inadequate headlight, 3- TL no back up lamps, 4- TL no DOT number, 1- TL no horn, 3- TL no fire extinguisher/inoperable extinguisher, 1- TL no flares/triangle, 1- TL unsecured load, 1- TL hazard lights inoperable, 1- TL clearance lamp

DETAIL WAS CONDUCTED AT OLD BROADWAY AND ROUTE 9. WESTCHESTER COUNTY SOLID WASTE AND CONSUMER PROTECTION ATTENDED. NUMEROUS TRUCKS/ COMMERCIAL VEHICLES WERE STOPPED AND CHECKED FOR VIOLATIONS. CONSUMER PROTECTION AND SOLID WASTE MADE A NUMBER OF INSPECTIONS.

SGT G J CAMP #222

SLEEPY HOLLOW POLICE DEPARTMENT

COMMERCIAL VEHICLE/SCALES DETAIL
8 JUNE 2007

OFFICER	TTL	SUMMONS TYPE (TL = transportation law)
SGT CAMP	4	1-TL no fire exting, 1-TL no trailer brake lights, 1-TL no brake lights truck 1- TL non English speaking driver
DET ZEKUS	6	1-TL no fire exting, 2-TL unsecured fuel container, 2-TL unsecured load 1- TL no DOT assigned number
PO LOMBARDI	7	1-TL no DOT number, 1-TL unsecured fuel container, 1-TL no safety triangles 1- no stop lamps, 1-TL unsecured load, 1- inspection, 1-unlicensed op
PO NELSON	7	2-TL no DOT assigned number, 1- uncovered load, 2- no back up lights, 1- AUO3, 1- permit unlic op mv
PO WARREN	5	2-TL unsecured fuel container, 1- unlic op, 1- more than 3 front seat, 1- improper plate

29 total summons issued

2-TL no fire extinguisher
5-TL unsecured fuel container
3-TL unsecured load
4-TL no DOT assigned number
1-TL no trailer brake lights
1-TL no truck brake lights
1-TL non English speaking driver
1-TL no safety triangles
1- no inspection
2- unlicensed operator
1- no stop lamps
1- permit unlic op mv
1- uncovered load
2- no back up lights
1- more than 3 front seat
1- improper plate
1- AUO 3

2-vehicles towed. No overweight vehicles. 1-Arrest

Sgt G J Camp #122
9 June 2007

SLEEPY HOLLOW POLICE DEPARTMENT

CLICK IT OR TICKET
SEATBELT ENFORCEMENT CAMPAIGN
21 MAY – 3 JUNE, 2007

UTT SUMMONS ISSUED BY DEPARTMENT

SGT CAMP	8	2-seatbelt driver, 1-no child seat under 4, 2-equipment, 1-unregistered, 1- unlic op, 1-inspection
PO PELLEGRINO	10	6-inspection, 1-leave scene PDAA, 1-equipment, 1-AUO3, 1-no waste permit
PO BENITEZ	6	3-cell phone, 1-AUO3, 1-unlic op, 1-equipment
PO DALESSANDRO	7	2-inspection, 1-no fire exting, 1-no front plate, 1-unlic op, 1-permit unlic op, 1- equipment
PO CORONA	7	3-equipment, 1-stop sign, 1-cell phone, 1-DWI, 1-.10+BAC
PO BUETI	11	3-uninsured mv, 2-speed, 1-seatbelt driver, 1-unlic op, 1-permit unlic op, 1- equipment, 1-follow too close, 1-unsafe start
PO EBEL	6	4-equipment, 1-cell phone, 1-inspection
PO NELSON	12	2-seatbelt driver, 3-equipment, 2-AUO3, 1-unreg mv, 2-improper plates, 1-inspection' 1-speed
PO GARRIDO	8	3-seatbelt driver, 2-equipment, 1-stop sign, 1-unlic op, 1-permit unlic op
PO HAYES	5	1-cell phone, 1-equipment, 1-unattended vehicle, 1-DWI, 1-.10+BAC
PO GASKO	23	3-seatbelt driver, 1-seatbelt front passenger, 7-stop sign, 3-equipment, 2-unlic op, 1-permit unlic op, 1-cell phone, 1-SUSP REG, 1-unsafe start, 1-no reg sticker, 1-Uturn, 1-pass on right
PO WARREN	24	2-seatbelt driver, 1-seatbelt child, 9-inspection, 4-equipment, 1-Uturn, 1-unreg mv, 1-no front plate, 1-cell phone, 1-fail to keep right, 2-no fire exting, 1-op mv out of class
127 total summons		16 seatbelt violations/ 13 seatbelt driver, 1-seatbelt front passenger, 2-child restraint 26-equipment, 20-inspection, 3-unregistered mv, 7-unlic op, 4-permit unlic op, 4-AUO3, 2-DWI, 2-.10+BAC, 8-cell phone, 9-stop sign, 3-speed, 2-no front plate, 2-Uturn, 1-leave scene PDAA, 1-no waste permit, 3-no fire exting, 1-SUSP REG, 2-unsafe start, 3-uninsured, 1-follow too close, 2-improper plates, 1-unattended veh, 1-pass on right, 1-fail to keep right, 1-no reg sticker, 1-op mv out of class

SLEEPY HOLLOW POLICE DEPARTMENT

CHECKPOINT DETAIL
ROUTE 9/PEABODY FIELD

20 JULY 2007 0800-1600

COMMERCIAL VEHICLE AND CAMERA SCANNER

CHECKPOINT IN CONJUNCTION WITH:

INVESTIGATOR FRANK CORONA; WESTCHESTER COUNTY D A OFFICE
WESTCHESTER COUNTY SOLID WASTE MANAGEMENT
WESTCHESTER COUNTY CONSUMER PROTECTION/CONTRACTOR LICENSING

THE FOLLOWING OFFICERS WORKED DETAIL, ISSUED SUMMONS AS NOTED;

OFFICER	TTL	TYPE OF SUMMONS	*TL = Transportation Law WC= Westchester County Law
SGT CAMP	8	1-SUSP REG, 3-inspection, 1-uncovered load, 1-TL inoperable lights, 1- TL unsecured load, 1- TL no fire extinguisher	
SGT BIZZARRO	9	6-inspection, 1-unlicensed operator, 1-unregistered mv, 1-cell phone	
SGT EATON	7	6-inspection, 1-child seat belt	
DET CHECCHI	16	2-inspection, 5-unsecured load, 1- WC no solid waste decal, 2- TL no DOT number, 1- WC no contractor license, 1- dirty license plate, 1-no rear seats for rear occupants(van), 1- inadequate brake lights, 1- no back up lights, 1- cracked windshield	
PO LOMBARDI	8	3-inspection, 1-cell phone, 1-unsecured load, 1- TL fuel container, 1- no DOT 1- WC no solid waste decal	
PO NELSON	5	1-muffler violation, 1-permit unlic op mv, 1-SUSP REG, 1- TL no reflectors 1- TL no fire extinguisher	
PO GARRIDO	9	6-inspection, 1-unlic op mv, 1-permit unlic op mv, 1- WC no solid waste decal	
PO HAYES	8	7-inspection, 1- SUSP REG	
PO WARREN	8	4-inspection, 1-TL no DOT#, 2- TL unsecured load, 1- TL fuel container	
78 Total summons		37-inspection, 3-Susp Reg, 1-uncovered load, 2-unlic op, 2-permit unlic op, 1-unreg mv, 2-cell phone, 6-unsecure load, 1-dirty lic plate, 1-inadequate brake lite, 1-no rear seat van w/occupants, 1-no back up lites, 1-crack windshield, 1-muffler viol 1-child no seat belt	
VTL			
WC		3-no solid waste decal, 1-no contractor license	
TL		4-no DOT#, 2-no fire exting, 2-improper fuel container, 3-unsecure load, 1- inoperable lights, 1-no reflectors	

SGT GREGORY CAMP #222

SLEEPY HOLLOW POLICE DEPARTMENT

COMMERCIAL VEHICLE DETAIL

17 AUGUST 2007

DETAIL SUPERVISOR – SGT CAMP

OFFICER	TTL	SUMMONS ISSUED
DET ZEKUS	7	1-unreg trailer, 1- TL no fire extinguisher, 1-TL no brake lights, 1-TL no flares/triangles, 1-TL fuel can violation, 1-TL unsecure load, 1-TL missing reflector
PO NELSON	6	2-TL no flares/triangles, 2-TL no fire extinguisher, 1-TL no DOT #, 1-TL non English speaking driver
PO WARREN	11	2-AUO 3, 3-inadequate back up lamps, 1-uninspected mv, 2-TL no DOT #, 1-TL no name on vehicle, 1-cracked windshield, 1-TL no fire extinguisher

TL = Transportation Law 49 CFR

Total summons issued = 24

2-AUO3, 4-no fire extinguisher, 1-no brake lights, 3-no flares/triangles,
1-fuel can violation, 1-unsecure load, 1-missing reflector, 3-no DOT #,
1-non English speaking driver, 3-inadequate back up lamps, 1-no inspection,
1-no name on vehicle, 1-cracked windshield, 1-unregistered trailer

16-Transportation Law

8 - NYSVTL

SLEEPY HOLLOW POLICE DEPARTMENT

YEARLY STOP DWI REPORT 2006

1. TOTAL HOURS, SUMMONS ISSUED AND TYPE.

QTR	TTL# HRS	TTL# SUMMONS	TYPE OF SUMMONS
1	6	8	3-speed, 2-equipment, 3-seatbelt
2	8	13	3-speed, 6-equipment, 1-unlic op, 1-permit unlic op, 1-susp reg, 1-no insurance
3	42	50	18-speed, 1-inspection, 2-seatbelt, 9-equipment, 2-cell phone, 7-unlic op, 6-permit unlic op, 1-no insurance, 2-fail to signal, 2-stop sign
4	75	93	20-speed, 20-inspection, 10-unlic op, 4-permit unlic op, 2-cell phone, 6-susp reg, 3-AUO 3, 3-DWI, 3-.08+BAC, 2-stop sign, 1-unreg op mv, 7-seatbelt, 2-no front plate, 1-op out of class, 1-fail to dim hi beam, 5-equipment, 3-reg sticker not affixed
2006	131	164	44-speed, 22-equipment, 12-seatbelt, 18-unlic op, 11-permit unlic op, 7-suspended reg, 2-no insurance, 21-inspection, 4-cell phone, 2-fail to signal, 4-stop sign, 3-AUO3, 3-DWI, 3-.08+BAC, 1-op out of class, 3-reg sticker not affixed, 2-no front plate, 1-unreg op mv, 1-fail to dim hi beams

2. OFFICERS, TOTAL HOURS, SUMMONS ISSUED, SUMMONS TYPES

OFFICER	HRS	TTL	TYPE
SGT CAMP	38	56	35-speed, 9-seatbelt, 3-equipment, 1-inspection, 2-DWI, 2-.08+BAC, 1-AUO 3, 1-fail to dim hi beams, 1-unlic op, 1-permit unlic op
SGT EATON	10	10	2-equipment, 3-reg sticker not affixed, 1-speed, 1-DWI, 1-.08+BAC, 1-unlic op, 1-unregistered op mv
DET CHECCHI	4	7	5-equipment, 1-Susp reg, 1-no insurance
PO COTARELO	41	49	3-cell phone, 13-unlic op, 8-permit unlic op, 10-equipment, 1-no insurance, 2-fail to signal, 3-stop sign, 1-speed, 3-seatbelt, 1-op out of class, 1-AUO 3, 3-Susp reg
PO BENITEZ	7	9	8-inspection, 1-Susp reg
PO DALESSANDRO	7	6	4-inspection, 1-unlic op, 1-Susp reg
PO BUETI	11	10	3-speed, 1-equipment, 2-unlic op, 2-permit unlic op, 2-inspection
PO NELSON	13	17	4-speed, 1-stop sign, 1-cell phone, 6-inspection, 1-Susp reg, 1-AUO 3, 1-equipment, 2-no front plate

SUBMITTED FOR REIMBURSEMENT TO WESTCHESTER COUNTY STOP DWI

QTR 1	\$300.00	
QTR 2	\$394.12	
QTR 3	\$1974.78	
QTR 4	\$3580.39	TOTALS \$6,249.29

SGT GREGORY CAMP #222
03 JAN 2007

SLEEPY HOLLOW POLICE DEPARTMENT

SAFE & SOBER SUMMONS REPORT

AUGUST 18 – SEPTEMBER 4, 2006

OFFICER	TTL#	VTL SECTIONS
SGT CAMP	12	5-speed, 3-equip, 2-seatbelt, 1-unlic op, 1-exp inspection
SGT HOOD	3	2-stop sign, 1-cell phone
DET QUINOY	5	4-cell phone, 1-seatbelt
PO PELLEGRINO	2	1-seat belt, 1-unattended mv
PO LOMBARDI	2	1-unlic op, 1-equip
PO BENITEZ	8	3-unlic op, 3-cell phone, 1-stop sign, 1-permit unlic op
PO CORONA	4	1-AUO3, 1-u turn, 1-stop sign, 1-cell phone
PO D'AGOSTINIS	1	1-stop sign
PO NELSON	8	5-speed, 1-red light, 1-improper plate, 1-equip
PO HAYES	4	2-cell phone, 2-equip
PO GASKO	3	1-AUO3, 1-cell phone, 1-equip
PO WARREN	1	1-stop sign

53 UTT SUMMONS ISSUED FOR ENFORCEMENT PERIOD. NO DWI ARRESTS.

10-speed, 8-equip, 4-seatbelt, 5-unlic op, 1-inspection, 6-stop sign, 12-cell phone, 1-unattended mv, 1-permit unlic op, 2-AUO3, 1-u turn, 1-red light, 1-improper plate

SGT CAMP#222
09/05/06

SLEEPY HOLLOW POLICE DEPARTMENT

JUNE 30 – JULY 30, 2006
"OBEY THE SIGNS OR PAY THE FINES"
SPEED ENFORCEMENT INITIATIVE
ACTIVITY REPORT

DATE	OFFICER	HOURS	TTL#	SUMMONS
06 JULY	SGT EATON	1600-2000	7	5-speed, 1-equipment, 1-cell phone
10 JULY	SGT EATON	2000-2400	5	5-speed
18 JULY	SGT CAMP	2000-2400	4	4-speed
25 JULY	PO NELSON	1000-1600	7	3-speed, 2-equip, 1-cell phone, 1-improper plate
26 JULY	PO NELSON	1000-1600	6	5-speed, 1-cell phone

24 hours worked

29 tickets issued

22-speed, 3-equipment, 3-cell phone, 1-improper plate

SUBMITTED FOR REIMBURSEMENT:

SGT CAMP	\$227.76
SGT EATON	\$446.88
PO NELSON	\$349.56

PAPERWORK SENT TO WESTCHESTER COUNTY TRAFFIC SAFETY; AS REQUIRED.

Sgt Camp
08/04/06

SLEEPY HOLLOW POLICE DEPARTMENT

SUMMONS REPORT JUNE 30 – JULY 30, 2006 “OBEY THE SIGNS OR PAY THE FINES”

OFFICER	TTL	*STEP/SDWI
CHIEF WARREN	0	no report submitted
LT CAMPBELL	0	no report submitted
LT HAYES	0	no report submitted
SGT HROTKO	12	10-cell phone, 1-left of center, 1-obstruct plate
SGT CAMP	24	*17 21-speed, 1-seatbelt, 1-inspection, 1-equipment
SGT BIZZARRO	0	
SGT EATON	12	*12 9-speed, 1-unlic op, 1-cell phone, 1-equipment
SGT HOOD	0	no report submitted
DET QUINOY	0	no report submitted
DET ZEKUS	0	
DET CHECCHI	0	no report submitted
PO COTARELO	0	no report submitted
PO LOMBARDI	0	
PO BENITEZ	7	1-speed, 2-unlic op, 1-seat belt, 1-pernit unlic op, 1- fail to signal, 1-fail to notify DMV
PO D’ALESSANDRO	1	1-stop sign
PO CORONA	1	1-equipment
PO BUETI	11	1-speed, 4-equip, 3-unlic op, 2-permit unlic op, 1-impr plate
PO D’AGOSTINIS	0	no report submitted
PO EBEL	4	1-inspection, 1-unlic op, 1-permit unlic op, 1-equipment
PO NACKE	7	4-speed, 1-seatbelt, 1-unlic op, 1-permit unlic op
PO NELSON	29	*13 11-speed, 6-equip, 3-cell phone, 1-AUO, 2-stop sign, 2-unlic op, 1-disobey traffic device, 2-no front plate, 1-fail to signal
PO GARRIDO	9	2-seat belt, 2-cell phone, 2-equip, 1-unlic op, 1-permit unlic op, 1-fail to obey traffic device
PO HAYES	10	5-cell phone, 3-equip, 2-disobey traffic device
PO GASKO	4	1-inspection, 1-cell phone, 1-seatbelt, 1-fail to notify DMV
PO WARREN	14	3-equip, 1-speed, 4-stop sign, 3-cell phone, 2-unlic op, 1-permit unlic op

145 total summons

48-speed, 25-cell phone, 1-left of center, 1-obstruct plate, 22-equipment, 6-seatbelt, 3-inspection
13-unlic op, 7-pernit unlic op, 1-improper plate, 4-disobey traffic device, 1-AUO, 7-stop sign, 2-fail to
signal 2-no front plate, 2-fail to notify DMV

SGT CAMP 08/04/06

SLEEPY HOLLOW POLICE DEPARTMENT

CHECKPOINT DETAIL 09 NOV 2006

LOCATION: ROUTE 9 @ PEABODY FIELD

OFFICER	TTL	SUMMONS ISSUED	ARRESTS
Sgt Camp	3	1-Susp Reg, 1-inspection, 1-op unreg mv	1
PO Cotarelo	7	3-Susp Reg, 3-unlic op mv, 1-AUO 3	3
PO Benitez	9	1-Susp Reg, 8-inspection	1
PO D'Alessandro	6	1-Susp Reg, 1-unlic op, 4-inspection	1
PO Bueti	4	1-unlic op, 1-permit unlic op, 4-inspection	0
PO Nelson	11	1-Susp Reg, 1-AOU 3, 6-inspection, 1-equipment 2-no front plate	1
	40	7-suspended registrations, 21-uninspected vehicles 5-unlicensed operation of vehicle, 2-no front plate 2-aggravated unlicensed operation 3 rd , 1-equipment 1-permit unlicensed operation, 1-expired registration	



STATE OF NEW YORK
DIVISION OF CRIMINAL JUSTICE SERVICES
Four Tower Place
Albany, New York 12203-3784

DAVID A. PATERSON
GOVERNOR

DENISE E. O'DONNELL
COMMISSIONER

January 16, 2009

Chief Jimmy Warren, Jr.
Sleepy Hollow Village Police Department
28 Beekman Avenue
Sleepy Hollow, NY 10591

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

Dear Chief Warren:

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) through a grant received from the Governor's Traffic Safety Council.

DCJS will purchase an LPR for your Law Enforcement Agency (Recipient) to commit to a two-year traffic safety improvement initiative. In addition, DCJS will provide a one-year manufacturer's warranty and vendor developed Operation Center Software license for use in crime reduction activities and the apprehension of offenders.

In order to insure successful implementation by June 30th, 2009, DCJS and ELSAG North America Law Enforcement Systems, LLC will be working together to coordinate LPR software downloads, equipment installation, and training.

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

STEP 1: Submit the signed LoA to DCJS via fax (518.457.1186) by midnight of Wednesday, January 28th, 2009 to the attention of Michele Mulloy.

The original, signed LoA 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 – No Vista
- Available USB (2.0 preferred) and Ethernet Port (10/100)
- 1Gb RAM
- 1.6 GHz + processor (Pentium 4 preferred)
- 60 gb Hard Drive

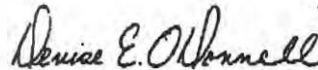
In order to participate in the LPR initiative, those agencies that do not currently have an available agency laptop which meets the above minimum requirements will need to purchase and receive delivery of one by Tuesday, March 31st, 2009.

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

If you are in agreement with the attached LoA, please sign it and return the original to the Office of Program Development and Funding, attention Motor Vehicle Theft and Insurance Fraud Unit by midnight of Wednesday, January 28th, 2009.

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 for your assistance.

Very truly yours,



Denise E. O'Donnell

Letter of Agreement to Participate in the Traffic Safety Improvement Initiative

This letter of agreement will have the duration of two years from the equipment delivery date to the Law Enforcement Agency (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 two years regarding LPR usage (see attached LPR Quarterly Progress 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 one-year warranty and service contract. Prior to the expiration of the DCJS funded one-year warranty, the Recipient agrees to purchase the second 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 of 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/pdf/docs/approvedjune2007lprmanual.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.

For the Law Enforcement Recipient:

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

Title: Chief of Police

Sleepy Hollow Police Dept
Law Enforcement Agency

Date: 22 Jan 09

AGENCY COORDINATOR CONTACT FORM

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

Department Name: Sleepy Hollow Police Department

Address Line 1: 28 Beekman Avenue

Address Line 2:

City: Sleepy Hollow

State: NY

Zip: 10591

LPR Coordinator Contact Name: P.O. Richard D'Alessandro

Telephone Number: (914) 631-0800

E-mail Address: rdalelessandro@sleepyhollowny.org

Alternate Contact Name: P.O. James Warren

Alternate Contact Number: same as above / jdwarren@sleepyhollowny.org

24-hour Manned Telephone Number for Amber Alert Purposes: (914) 631-0800

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

Permanent Trunk Mount:

Permanent is recommended for departments that want the unit to remain in the same vehicle. A permanent installation is hardwired to the vehicles power source. Cameras will be mounted on the trunk. Cables are exposed outside the car between the camera and trunk. No drilling is provided.

Transportable Trunk Mount : X

Transportable is recommended for departments that want to share the unit between vehicles and/or with other agencies. Power source for the unit is a cigarette lighter outlet in the vehicle. Cameras will be mounted on the trunk. Cables are exposed outside the car between the camera and the trunk. No drilling is required.

Note: Any alternative installation options are outside the scope of this grant and should be discussed directly with the manufacturer.



Quarterly License Plate Reader Progress Report 2009

Agency Name: Sleepy Hollow Police Dept.		LPR Type: Number of units in appropriate box (ex. 2 Fixed or 1 Mobile)	Fixed
Contact Name: P.O.'s Dalessandro & Warren			
E-Mail Address: rdalessandro@sleepyhollowny.org		Mobile	
Contact Number: (914) 631-0800			
Utilized by: Check the appropriate box	Traffic	Reporting Period: Check the appropriate box	
	Investigations	Jan-Mar	Apr-Jun
		Jul-Sep	Oct-Dec

Performance Measure	# of Hits	Violations	Felonies	Misdemeanors
Stolen vehicles recovered				
Stolen Plates				
Suspended / Revoked Driver License				
Suspended / Revoked Registration				
Uninsured Motor Vehicle				
Unlicensed Operator				
DWI / DWAI / DWAI				
Wanted Individuals				
Wanted Delinquent Spousal Support				
Plates Read BY LPR				
AMBER Alerts		Amber Alert Successes:		

Unexpected Outcomes	Type or Amount	Value
Guns recovered		\$
Money recovered		\$
Drugs recovered		\$
Other		

Revenue Collected (if applicable)	\$
Recommendations or comments:	

SLEEPY HOLLOW POLICE DEPARTMENT

YEARLY STATISTIC REPORT

Activity From 01/01/2007 Thur 12/31/2007

Citations	12325
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**Type: Parking-
Traffic-**

**YTD: 10537
YTD: 1788**