



Town of Chester Police Department

1786 Kings Highway • Chester, NY 10918

Office: (845) 469-7000

Fax: (845) 469-7994

Email: police@thetownofchester.org

24 Hour #: (845) 469-9311

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

August 8, 2012

Dear Mr. Berger,

We are in receipt of your Freedom of Information Law request dated July 30, 2012. Due to the volume of documents requested and/or the time required to locate the documents, the request will take additional time to fulfill. Your request should be available no later than August 30, 2012.

Sincerely,


Chief Daniel J. Doellinger

TOWN OF CHESTER POLICE DEPARTMENT MANUAL
LICENSE PLATE READER PROCEDURES

POLICY NUMBER: 02-2009	REVISION DATE:	EFFECTIVE DATE: 4/1/2009	STANDARDS:	PAGE 1 OF 2
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I. PURPOSE

The purpose of this policy is to provide guidelines for the use of a License Plate Reader.

II. POLICY

It shall be the policy of the Town of Chester Police Department that all License Plate Readers be utilized in the below stated manner.

III. DEFINITION

License Plate Reader – The License Plate Reader (LPR) 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.

IV. PROCEDURE

- A. 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.
- B. LPR equipped vehicles should be used according to guidelines set forth by the Chief of Police regarding the assignment of police vehicles or with a supervisor's approval. Officers should utilize the LPRs in targeted traffic enforcement details such as Stop DWI, STEP, LPR checkpoints or seat belt enforcement details. When not in use, every effort is to be made to ensure that the LPR vehicle is garaged.
- C. **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 a Supervisor. Technical questions concerning the LPR shall be directed to the LPR administrator. Officers shall not directly contact the vendor(s). All vendor contact will occur at the direction of the Chief of Police or LPR Administrator.
- D. The Chief of Police will designate an employee as the LPR Administrator. One of the duties of the LPR Administrator will be to prepare any reports required regarding LPR activity. The LPR Administrator should maintain statistical data regarding the use and effectiveness of the LPR.
- E. 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.

TOWN OF CHESTER POLICE DEPARTMENT MANUAL
LICENSE PLATE READER PROCEDURES

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- F. The information received from license plates that are recognized as wanted hits is time sensitive and may be up to 24 hours old. Officers must verify all "hits" through the communications center or the New York State Department of Motor Vehicles interface. Officers should follow all policies and procedures regarding use of that system. Confirmation should be attempted prior to effecting a traffic stop.
- G. All members using LPR equipment should manually place vehicle plate numbers relating to alarms broadcast by radio or teletype into the vehicle's LPR database. Officers should promptly search the LPR databases to determine if a record of past encounter exists. If a past encounter exists officers should proceed to patrol areas, or notify another unit who may be closer, which there is likely an increased chance of encountering the vehicle. Upon receipt of updated information (i.e., involved vehicle plate number changes), officers should immediately update database entries.
- H. Vehicles with LPRs 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.
- I. When other violent crimes occur (bank robberies, murder, kidnapping, etc.) in neighboring jurisdictions, officers should contact the local law enforcement agency in that jurisdiction and determine if the LPR could be useful if deployed in the area of the incident. Officers should work together to determine a perimeter and deploy the LPR accordingly.
- J. **Amber Alerts** - Any Amber Alert received by this department with a license plate associated to the Amber Alert will be manually entered into the vehicle database of the LPR. Officers should promptly search the vehicle's LPR database to determine if a record of past encounters exists. If a past encounter exists, officers should proceed to the area(s), or notify a unit who may be closer, where there is likely an increased chance of encountering the vehicle. Upon receipt of updated information (i.e., involved vehicle plate number changes), officers should immediately update database entries.



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

DAVID A. PATERSON
GOVERNOR

DENISE E. O'DONNELL
COMMISSIONER

March 31, 2008

Mr. Brian Jarvis
Chief
Chester Town Police Department
1786 Kings Highway
Chester, NY 10918

Dear Chief Jarvis:

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

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

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

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

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

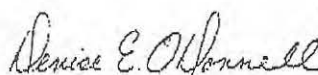
If it is determined that your agency meets the above requirements, a Letter of Agreement (LoA) will be provided to you for review. Upon receipt of the signed agreement, arrangements will be made by DCJS for the distribution of the equipment on a date and at a time and location to be determined.

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

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

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

Very truly yours,



Denise E. O'Donnell



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

DAVID A. PATERSON
GOVERNOR

DENISE E. O'DONNELL
COMMISSIONER

April 14, 2008

Mr. Brian Jarvis
Chief
Chester Town Police Department
1786 Kings Highway
Chester, NY 10918

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

Dear Chief Jarvis:

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

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

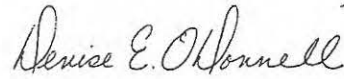
This letter confirms the agreement between DCJS and the Recipient, wherein DCJS has agreed to transfer all right, title, and interest in the LPR to the Recipient, and the Recipient agrees to accept the transfer of all right, title, and interest in the LPR, upon the following conditions.

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

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

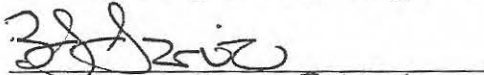
Very truly yours,



Denise E. O'Donnell

For the Law Enforcement Recipient:

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


Title: CHIEF OF POLICE

Town of Chester PD
Law Enforcement Agency

Date: 05-01-08

AGENCY COORDINATOR CONTACT FORM

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

Department Name: TOWN OF CHESTER PD

Address Line 1: 1786 Kings Highway

Address Line 2: _____

City: CHESTER

State: NY

Zip: 10918

LPR Coordinator Contact Name: SGT NORMAN Vitale

Telephone Number: 845-469-7000 x 392

E-mail Address: NVitale@the town of chester . org.

Alternate Contact Name: CHIEF BRIAN J. JAVIS

Alternate Contact Number: 845-469-7000 x 304

24-hour Manned Telephone Number for Amber Alert Purposes: 845-469-9311

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

Permanent: X

Permanent is recommended for departments that want the unit to remain in the same vehicle. Permanent is recommended for vehicles used at high speed. Please note: holes are drilled in the roof of the car to secure cameras.

Transportable: _____

Transportable is recommended for departments that want to share the unit between vehicles and/or with other agencies. Transportable is discouraged for vehicles used at high speeds. Please note: cables are exposed outside the car between the camera and the trunk.



Quarterly License Plate Reader Progress Report 2008

Agency Name: Town of Chester		LPR Type:	☐	Fixed
Contact Name: Sgt. Norman Vitale			☒	Mobile
E-Mail Address: nvitale@thetownofchester.org				
Contact Number: 845-469-4562				
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	Summons	Felonies	Misdemeanors
Stolen vehicles recovered	0	-	-	-
Stolen Plates	2	-	-	-
Suspended / Revoked Driver License	0	7	-	7
Suspended / Revoked Registration	56	39	1	38
Uninsured Motor Vehicle	0	28	-	-
Unlicensed Operator	0	4	-	-
DWI / DWAI / DWAID	0	-	-	-
Wanted Individuals	3	0	2	1
Wanted Delinquent Spousal Support	0	-	-	-
Plates Read BY LPR	74,528			
AMBER Alerts	Amber Alert Successes:			
	0			

Unexpected Outcomes	Type	Value
Guns recovered	1	\$ UNK
Money recovered		\$
Drugs recovered		\$
Other		

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



Quarterly License Plate Reader Progress Report 2009

Agency Name: Town of Chester		LPR Type: ☒ Fixed ☐ Mobile
Contact Name: Sgt. Norman Vitale		
E-Mail Address: nvitale@thetownofchester.org		
Contact Number: 845-469-4562 ext. 304		
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	Summons	Felonies	Misdemeanors
Stolen vehicles recovered	0	-	-	-
Stolen Plates	3	-	-	-
Suspended / Revoked Driver License	5	5	-	5
Suspended / Revoked Registration	31	31	-	31
Uninsured Motor Vehicle	28	28	-	28
Unlicensed Operator	-	-	-	-
DWI / DWAI / DWAI	-	-	-	-
Wanted Individuals	-	-	-	-
Wanted Delinquent Spousal Support	-	-	-	-
Plates Read BY LPR	45,451			
AMBER Alerts	-	Amber Alert Successes:		
		-		

Unexpected Outcomes	Type	Value
Guns recovered	-	\$
Money recovered	-	\$
Drugs recovered	-	\$
Other		

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



Quarterly License Plate Reader Progress Report 2009

Agency Name: Town of Chester		LPR Type: ☒ Fixed ☐ Mobile
Contact Name: Sgt. Norman Vitale		
E-Mail Address: nvitale@thetownofchester.org		
Contact Number: 845-469-4562 ext. 304		
Utilized by: Check the appropriate box	Traffic - ☒	Reporting Period: Check the appropriate box Jan-Mar ☐ Apr-Jun ☒ Jul-Sep ☐ Oct-Dec ☐
	Investigations - ☒	

Performance Measure	# of Hits	Summons	Felonies	Misdemeanors
Stolen vehicles recovered	-	-	-	-
Stolen Plates	4	-	-	-
Suspended / Revoked Driver License	-	5	-	5
Suspended / Revoked Registration	17	17	-	17
Uninsured Motor Vehicle	-	16	-	-
Unlicensed Operator	-	6	-	6
DWI / DWAI / DWAI	-	-	-	-
Wanted Individuals	-	-	-	-
Wanted Delinquent Spousal Support	-	-	-	-
Plates Read BY LPR	41,977			
AMBER Alerts	-	Amber Alert Successes:		
		-		

Unexpected Outcomes	Type	Value
Guns recovered	-	\$
Money recovered	-	\$
Drugs recovered	-	\$
Other		

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



Quarterly License Plate Reader Progress Report 2009

Agency Name: Town of Chester		LPR Type: ☒ Fixed ☐ Mobile
Contact Name: Sgt. Norman Vitale		
E-Mail Address: nvitale@thetownofchester.org		
Contact Number: 845-469-4562 ext. 304		
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	Summons	Felonies	Misdemeanors
Stolen vehicles recovered	-	-	-	-
Stolen Plates	9	-	-	-
Suspended / Revoked Driver License	-	4	-	4
Suspended / Revoked Registration	14	9	-	9
Uninsured Motor Vehicle	14	9		9
Unlicensed Operator	-	-	-	-
DWI / DWAI / DWAID	-	-	-	-
Wanted Individuals	-	-	-	-
Wanted Delinquent Spousal Support	-	-	-	-
Plates Read BY LPR	36,998			
AMBER Alerts	-	Amber Alert Successes:		
		-		

Unexpected Outcomes	Type	Value
Guns recovered	-	\$
Money recovered	-	\$
Drugs recovered	-	\$
Other		

Revenue Collected (if applicable)	\$
Recommendations or comments: LPR was out of Service for 8 weeks during reporting period due to the lack of available parts from ELSAG.	



Quarterly License Plate Reader Progress Report 2010

Agency Name: Town of Chester		LPR Type:	Fixed
Contact Name: PO Natalizio			
E-Mail Address: cnatalizio@thetownofchester.org			
Contact Number: (845)469-7000 ext 1			
Utilized by:	Traffic	Reporting Period:	
		Jan-Mar	

Performance Measure	# of Hits (Responded)	Violations	Felonies	Misdemeanors
Stolen vehicles recovered				
Stolen Plates	1			
Suspended / Revoked Driver License				7
Suspended / Revoked Registration	23			13
Uninsured Motor Vehicle		11		
Unlicensed Operator		6		
DWI / DWAI / DWAI				
Wanted Individuals				
Wanted Delinquent Spousal Support				
Plates Read BY LPR	88,947			
AMBER Alerts		Amber Alert Successes:		

Unexpected Outcomes	Type or Amount	Value
Guns recovered		\$
Money recovered		\$
Drugs recovered		\$
Other	Improper plates (VTL 402.4) Unregistered MV (VTL 401.1A)	

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

Dear Chief:

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

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

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

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

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

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

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

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

3. The Recipient agrees to provide an appropriate and compatible laptop computer for the use and operation of the LPR.
4. The Recipient agrees to accept all responsibility for the care and operation of the LPR. Furthermore, the Recipient agrees to provide for the maintenance and support of the LPR beyond the original two-year warranty and service contract. Prior to the expiration of the DCJS funded two-year warranty, the Recipient agrees to purchase the third year extended warranty which covers the latest version of the applicable software.
5. The Recipient agrees to develop and implement a departmental policy regarding the utilization of the LPR and provide said policy in writing to DCJS within 90-days receiving the LPR.
6. The Recipient agrees to implement strategic crime prevention and control initiatives regarding highway safety issues and other motor vehicle related offenses as recommended in the 'Operation of License Plate Readers for Law Enforcement Agencies in New York State' Suggested Guidelines (<http://www.criminaljustice.state.ny.us/ofpa/pdfsdocs/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.



Quarterly License Plate Reader Progress Report 2008

Agency Name: Town of Chester Police		LPR Type:	☒ Fixed
Contact Name: Sgt. Vitale			
E-Mail Address: nvitale@thetownofchester.org			
Contact Number: 845-469-7000 ext 392			
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	Summons	Felonies	Misdemeanors
Stolen vehicles recovered	-	-	-	-
Stolen Plates	-	-	-	-
Suspended / Revoked Driver License	4	4	-	4
Suspended / Revoked Registration	39	39	-	39
Uninsured Motor Vehicle	26	26	-	26
Unlicensed Operator	1	1	-	-
DWI / DWAI / DWAI	-	-	-	-
Wanted Individuals	-	-	-	-
Wanted Delinquent Spousal Support	-	-	-	-
Plates Read BY LPR	66154			
AMBER Alerts	-	Amber Alert Successes:		

Unexpected Outcomes	Type	Value
Guns recovered	-	\$
Money recovered	-	\$
Drugs recovered	-	\$
Other		

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