RTIC - ALPR Systems

1102.1 PURPOSE

This procedure provides direction to personnel assigned to the Real Time Information Center on how to monitor and utilize the ALPR system.

1102.2 ALPR ALERTS

Personnel assigned to the Real Time Information Center will be expected to proactively monitor the ALPR system, creating calls for service when ALPR hits are validated as wanted vehicles.

1102.2.1 CREATING ALPR CALLS FOR SERVICE

- **Login Procedure**:
  - Personnel assigned to the Real-Time Information Center (RTIC) must log into the Flock system at the start of their shift.
  - Verify that alert notifications are enabled for cameras maintained by the San Mateo Police Department.
- **Alert Evaluation/Call Creation**:
  - Upon receiving an alert, the operator must evaluate the alert details to confirm that the system accurately captured the license plate characters.
  - Validate the plate returns an SVS hit and is not a misread.
  - Log the information in a CAD incident utilizing the call type "ALPR".
  - If the alert is determined to be a valid alert for a wanted vehicle, the operator shall put all relevant details in the incident and create a call to be dispatched to patrol.
  - If the alert is determined to be a misread or is no longer a wanted vehicle, the operator can close the incident with a disposition of "Cancelled".
- **Call Management**:
  - If the call remains pending without dispatch for 15 minutes, the operator may close the incident.
  - Use the disposition "canceled" for the closure and document the reason for cancellation.

1102.3 SEARCHING FOR VEHICLES IN ALPR

Personnel assigned to the Real Time Information Center are expected to utilize the ALPR system when searching for vehicles associated to crimes or life or death emergencies.

1102.3.1 QUERYING LICENSE PLATES

- When the license plate of a vehicle is known, the RTIC operator shall query the ALPR system to retrieve relevant information.
- The operator must document the following details in the incident:

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1. The last known ALPR location of the vehicle.
2. The timestamp of the last system hit.

- Additionally, the operator should annotate any other relevant details about the vehicle (e.g., associated alerts, distinguishing features, or observed patterns)

1102.3.2 SEARCHING FOR VEHICLES BASED ON DESCRIPTION

- When presented with a vehicle description but no license plate, RTIC operators shall use the ALPR system to isolate specific cameras to identify potential matches.
- Operators should utilize available details such as:
  1. **Color descriptions** of the vehicle.
  2. **Partial plate information**, if available.
  3. **Relevant timeframes** to focus the search.
- Any potential matches identified during the search must be documented in the incident report as **possible plate matches only** to avoid confirmation bias or misrepresentation.

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