User-Guide:
Automatic License Plate Recognition Vehicles (ALPR)

Description: ALPR uses cameras mounted on the vehicle to read license plates. The software will automatically compare license plates read to a list of wanted license plates. The system does not query DMV, nor is the database updated in real time. The system will read most, but not all license plates in view. Should officers plan to stop a particular vehicle they should still use their MDC/Radio to check for wanted/warrants/DMV on the vehicle.

Start of Watch

1. Turn on ALPR by activating the red rocker switch to the left of the steering wheel. (switch will glow red when on)

2. Turn on MDC.

Logging On

1. Double-Click PAGIS icon on desktop.

2. Enter “LAPD” in the Badge No. Field. Leave the password field blank.


4. Push “Begin Shift” button three times. Wait for the software to download data.

5. Car is now ready to read license plates.
ALERTS
While driving the cameras and software will automatically read license plates. The MDC will emit an audible siren and display a picture of the vehicle on the screen if it is Stolen, Felony Warrant, Amber Alert, Etc. Wanted Vehicle data may be up to six hours old. Verify WANT via MDC or Communications (radio) prior to taking enforcement action on vehicle. *Officer Safety First*.

End of Watch
1. Press End Shift button twice.
   *You must wait for the End Shift sequence to complete. If the PAGIS, or laptop is shutdown during the End Shift process the laptop will require re-programming.*
2. Press Logout button.
3. Turn off MDC.
4. Turn off red switch on left side of steering wheel.

For assistance contact Detective Bureau: TacTech@lapd.lacity.org
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Start of Watch

1. Turn on ALPR by activating the red rocker switch to the left of the steering wheel. (switch will glow red when on)
2. Turn on MDC.

Logging On

1. Double-Click PAGIS icon on desktop.
2. Enter “LAPD” in the Badge No. Field. The location field should be preset. If not enter shop number.
4. Push “Begin Shift” button three times. Wait for the software to download data.
5. Car is now ready to read license plates.

ALERTS

While driving the cameras and software will automatically read license plates. The MDC will emit an audible siren and display a picture of the vehicle on the screen if it is Stolen, Felony Warrant, Amber Alert, Etc. Wanted Vehicle data may be up to six hours old. Verify WANT via MDC or Communications (radio) prior to taking enforcement action on vehicle. *Officer Safety First*.

End of Watch

1. Press End Shift button twice. You MUST wait until the system completes this process or the database may become corrupted.
2. Press Logout button.
3. Turn off MDC.
4. Turn off red switch on left side of steering wheel.

For assistance contact Information Technology Bureau: TacTech@lapd.lacity.org
How to Clean ALPR SLATE Camera Lenses

A dirty lens can reduce the accuracy and the quality of images of the ALPR System.

Things You’ll Need:
- Water
- Microfiber cloth

Instructions:

1) Use a microfiber cloth to clean the camera lens regularly. Starting from the center, work outward with the Microfiber Cloth. For more stubborn stains such as road salt, bugs and mud, you will need to use water.

2) Washing and / or replacing the microfiber cloth is recommend to avoid damage and scratching to the lens.

TIPS & Warnings

The glass of the PIPS ALPR SLATE camera lenses is multicoated with special chemicals to increase contrast and decrease dispersion of light as it goes into the lens. Both the glass and the coatings are easily scratched, and some chemicals may remove the coatings.

⚠️ Ammonia based glass cleaners will destroy the coatings used on the PIPS ALPR SLATE Cameras.

⚠️ Do not use compressed air or force to clean the ALPR lens. You could cause permanent damage.
Logging In

- Select the Login field, and then type your login ID.
- Select the Password field, and then type your password.
- Optional: Check the Remember my password option to retain login data each time you return to login.
- Press OK to connect to the BOSS server.

\[\text{Note: You will log in automatically if your BOSS system is configured to use Active Directory.}\]

BOSS Screen

- Shortcut Bar
- Quick Search Bar
- Alerts On/Off Toggle
- Status Bar
- Browse/Edit Area
- Action Buttons

Dispatch

To modify dispatch settings:

- Select the Home category in the shortcut bar (if not already selected).
- Select the Dispatch shortcut.
- Press the Settings button in the bottom of the browse/edit area and change the settings if needed.
- Check Save as Default to save Dispatch settings for the next session.

\[\text{\textcolor{red}{Warning: In normal use, only Hits should be selected.}\]}\]

Quick Search

To use the Quick Search Bar:

- Type in the value to search in the Look For field. This value can include wildcard values.
- Select a data type from the dropdown list. (Options: Reads, Hits, Hotlist, Users, Groups, Devices and Sites.)
- Click the Find link to initiate the search.
Plate Query
To search for plate reads of interest:
- Select the Home category on the Shortcut bar (if not already selected.)
- Press the Reads shortcut icon.
- Fill in fields that match the information you are looking for.
- Press the Go button to run the query. The Query Results page will display with number of results records reported at the top.

To Show read(s) on map:
- Select one or more records from the results using the check box to the left of each record to show and press the Plot on Map button at the bottom of the screen.

To Save as a Favorite:
- Press the Save Query button.

Note: By default, only the first 100 matching plate reads are shown. If more plate reads are desired, the number of matching reads shown can be changed in the “Advanced” tab.

Preferences
To Change preferences:
- Select the Admin category on the shortcut bar.
- Select the Preferences shortcut. The preferences entry screen appears at the bottom of the Browse/Edit area.
- Modify the preferences settings as desired and press the Save button.

Reports
To view a system report:
- Select the Home category on the shortcut bar.
- Select the Reports shortcut.
- Select the desired report.
- Select a date range. By default, the values in these fields will display a report for the most recent 2 weeks.
- Once desired criteria is entered for the report, press Go button. The report screen will immediately display. This indicates that the report is being generated.

Logging Out
To log out:
- Click on the Home link in the Navigation bar above the Quick Search Bar.
- Press the Logout button at the bottom of the Browse/Edit Area.

Note: You may exit from the Home view also. Exiting will log you off from the BOSS server.