pips
TECHNOLOGY

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 wants/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.

3. Push "Login" Button.

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.
3. Push "Login" Button.
4. Push "Begin Shift" button three times. Wait for the software to download data.
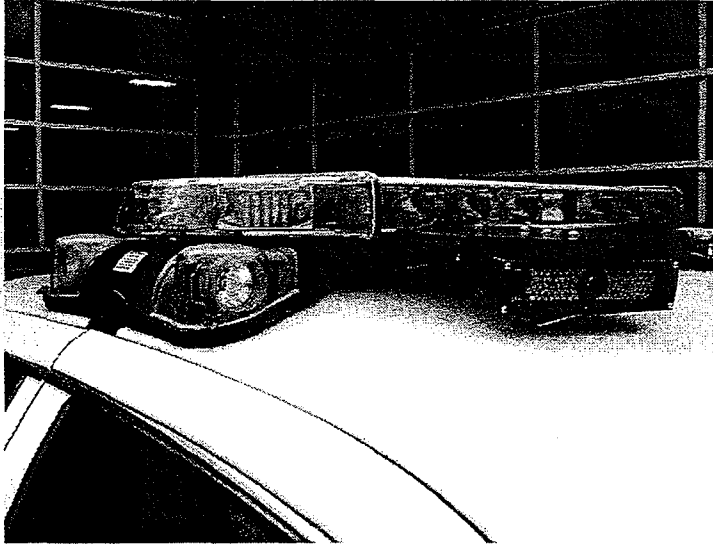5. Car is now ready to read license plates.

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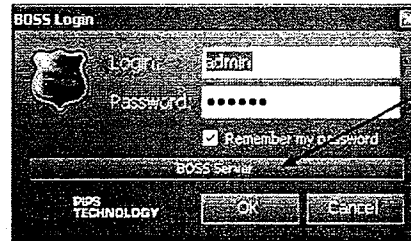
⚠ Ammonia based glass cleaners will destroy the coatings used on the PIPS ALPR SLATE Cameras.

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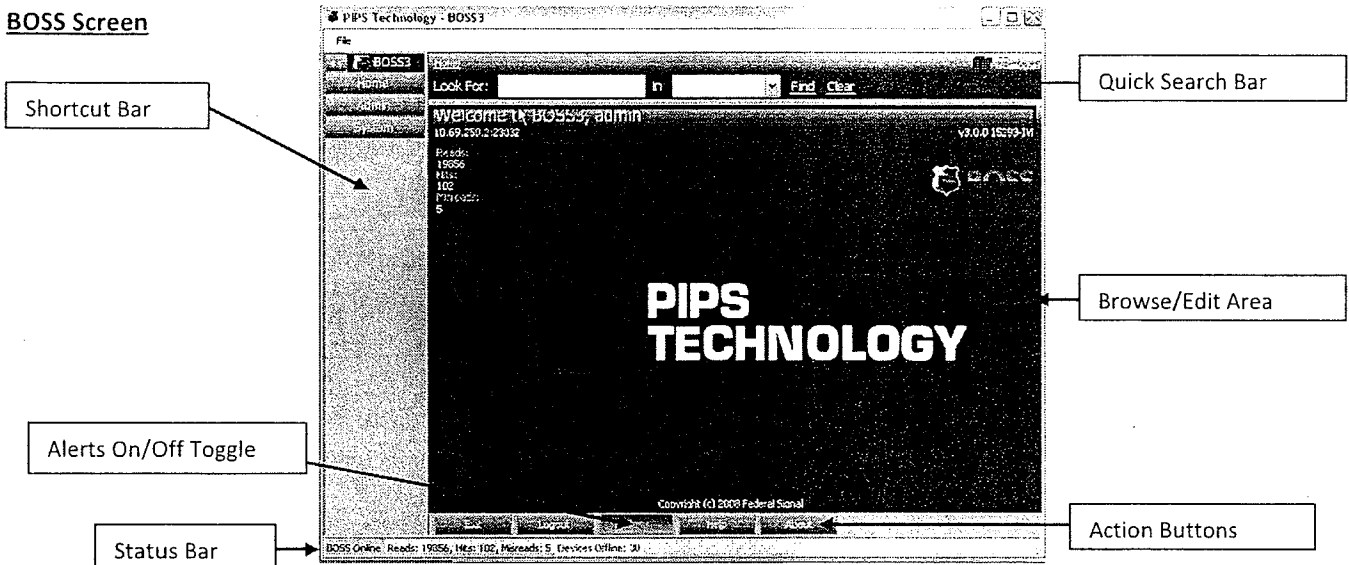
FEDERAL SIGNAL

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.

ⓘ*Note: You will log in automatically if your BOSS system is configured to use Active Directory.*

Pressing the **BOSS Server** button will display your BOSS3 connection settings.

BOSS Screen

Shortcut Bar

Alerts On/Off Toggle

Status Bar
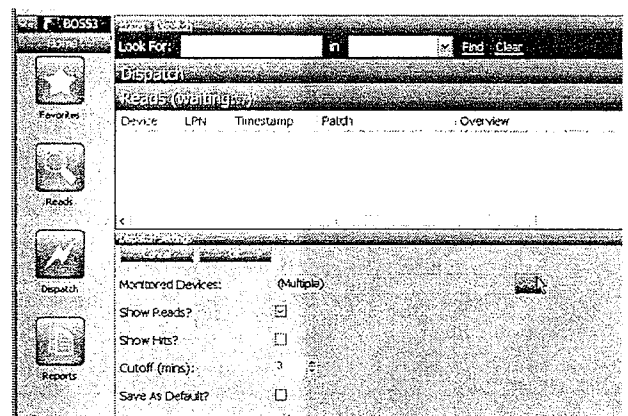
Quick Search Bar

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.

ⓘ*Note: Hit alerts "popup" will be shown even when Dispatch is not active if the Alerts Toggle is selected.*

⚠*Warning: In normal use, only Hits should be selected. Monitoring Read information from several cameras can lead to system slowdown.*

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.

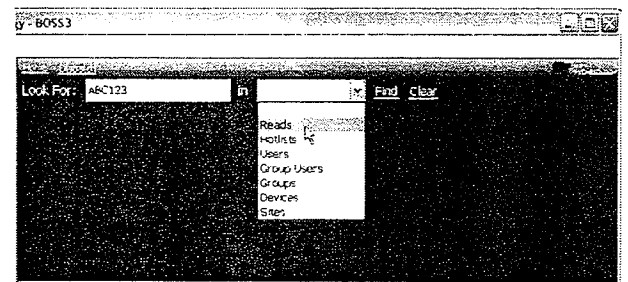## Plate Query

To search for plate reads of interest:
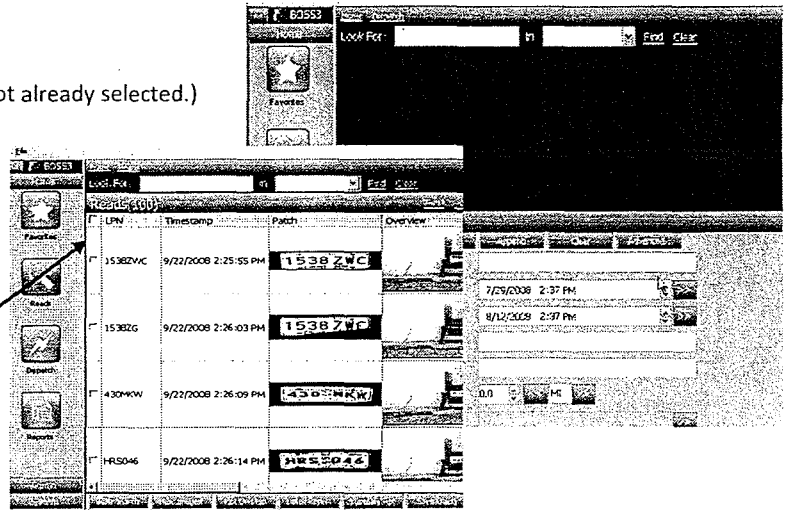
❖ Select the *Home* category on the *Shortcut bar* (if not already selected.)
❖ Press the *Reads* shortcut icon.
❖ Fill in fields that match the information you are looking for.
❖ Press the *Go* button to run the query. The *Query Results* page will display with number of results records reported at 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:
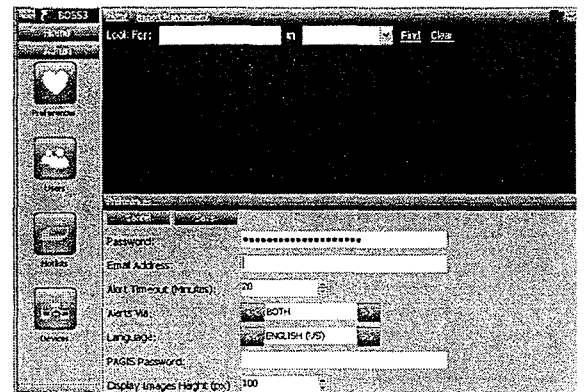
❖ Press the *Save Query* button.

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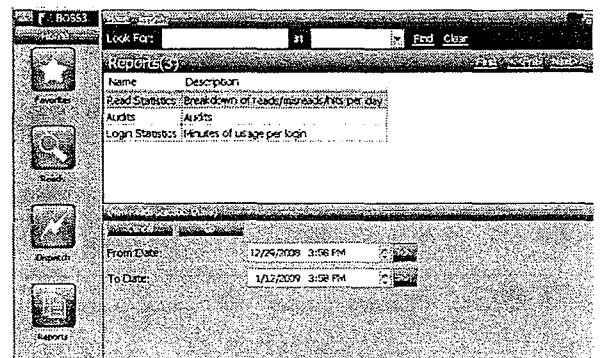
❖ Select the *Admin* category on the shortcut bar.
❖ Select the *Preferences* shortcut. The preferences entry screen appears at the bottom of the *Browse/Edit* area.
❖ Modify the preferences settings as desired and press the *Save* button.

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.*