



FAIRBURN GEORGIA POLICE DEPARTMENT OPERATIONS MANUAL



CHAPTER 14 Records / Information Management

EFFECTIVE DATE: 05/19/2008

NUMBER OF PAGES: 21

REVISED DATE: 03/18/2024

DISTRIBUTION: All

SPECIAL INSTRUCTIONS: N/A

INDEX

I. PURPOSE

- A Establishes and prescribes guidelines for processing and filing reports.
- B Establishes individual position responsibilities as part of the overall records management system.
- C Establishes guidelines concerning the release of public information.
- D Establishes a standard operating procedure for regulating the release of information to the news media.
- E Establishes a standard operating procedure for regulating the dissemination of protected information.
- F Establishes a standard operating procedure for the processing of civil process served on the Agency or its employees.
- G Establishes a standard operating procedure for the use of Flock Safety ALPR camera systems.

II. DEFINITIONS

- A **CRIMINAL JUSTICE HISTORY INFORMATION** - Information collected by criminal justice agencies on individuals including identifiable descriptions and notations of arrests; detentions, indictments, accusations, and information of other criminal charges; and any dispositions arising there from including: sentences, correctional supervision, and releases.
- B **RESTRICTED INFORMATION** - Information involving data gathering techniques, Criminal Justice Information System (CJIS) network operational procedures, manuals and forms.

- C SECRET - Information involving elements of the operation, programming, and security constraints of the GCIC/CJIS and satellite computer systems.

III. RULES AND REGULATIONS

- A Overview of Records Management - The records management system of this Agency is designed to reflect the system recommended by the Georgia Crime Information Center (GCIC) in the Georgia Law Enforcement Records Management Manual. A copy is maintained for reference in the office of the record's clerk.

The Agency shall provide (documented) training for the appropriate employees to ensure the effective performance of job-specific tasks relating to:

1. The use of the Georgia CJIS System;
2. The use of the National Crime Information Center (NCIC);
3. The use of the National Law Enforcement Telecommunications System;
4. The security and dissemination of criminal history record information;
5. State and national NIBRS programs; and

- B Records System for Criminal Process - Records will be maintained for each item of criminal process. The records will include information on the following:

1. Date and time received;
2. Type of process;
3. Nature of document;
4. Source of document;
5. Name of plaintiff/complainant or name of defendant/respondent;
6. Officer assigned for service;
7. Date of assignment;
8. Court docket number; and
9. Date service is due or court date.

- C Records will be maintained on the service or execution of criminal process. The records will include information on the following:

1. Date and time served;
2. Name of officer making service;

3. To whom process was served or to whom executed;
4. Method of service; and
5. Location of service.

STANDARD OPERATING PROCEDURES (S.O.P.)

S.O.P. 14-1 COMMUNICATIONS/FIELD INCIDENT REPORTING

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**STANDARD OPERATING PROCEDURE
EFFECTIVE: 05/19/2008**

S.O.P. 14-1 COMMUNICATIONS/FIELD INCIDENT REPORTING

I. INTRODUCTION

The Communications / Incident Reporting system describes the personnel and various duties that shall be performed to collect information, process and file reports for the Agency's records system.

II. PATROL OFFICERS' DUTIES

It is the policy of the Fairburn Police Department that official records be prepared and maintained to document every reported police activity, whether originated by a citizen or law enforcement officer. In performance of their duties, law enforcement officers will prepare documentation for the following categories of incidents, which occur inside the city of Fairburn.

- A Citizen reports of crimes;
- B Citizen complaints;
- C All citizen requests for services of the agency when an officer is dispatched, an officer is assigned to investigate, or an officer is assigned to take action at a later time;
- D Criminal and non-criminal cases initiated by or coming to the attention of a law enforcement officer
- E All auto crashes reported to police; and
- F Incidents involving arrests, citations, or summonses.

IV. SHIFT SUPERVISORS' DUTIES

Shift supervisors are responsible for the immediate supervision, control and administration of personnel on their shift, and for activities or incidents which occur during their shift. Duties include reviewing and approving all reports generated during the shift in order to ensure that each is clear, accurate, legible, and completed according to established procedures and policies. Shift supervisors shall account for each complaint number issued and the corresponding complaint cards with required reports, using the Incident Report Log as the final check.

V. RECORDS PERSONNEL DUTIES

Records personnel are responsible for the distribution, indexing, filing, and retrieval of information resulting from investigations and other activities conducted by the Agency. Records personnel perform the following functions:

- A Receiving and verifying all reports;
- B Distributing copies of forms and reports to the courts, prosecutor, probation, defense

- attorneys, and/or victim when required;
- C Indexing and filing Agency copies of all reports;
 - D Entering, updating and canceling GCIC/NCIC entries (in coordination with the Communications Center);
 - E Extracting data needed for the NIBRS and existing internal reports, and generating these reports; and
 - F Records processing - All forms used in the Incident Reporting and Records Management Systems will be processed by the records personnel or the digital management system. These forms will be used to perform the following duties:
 - 1. Extracting data needed to complete NIBRS and monthly Agency reports;
 - 2. Storing documents in the appropriate files.
 - 3. Storing of Arrest/Booking Forms - Provides details of the arrest on each arrested person.

VI. REPORTING RESTRICTIONS

It is the policy of the Fairburn Police Department that official records be prepared and written by the reporting officer without utilization of artificial intelligence programs.

Artificial Intelligence (AI) programs have recently emerged and show the ability to construct information from images, videos, and other verbally provided material (such as a reporting officer). However, information provided to such AI programs are not stored properly, inspected, nor under the control of the Fairburn Police Department or any other law enforcement entity.

AI programs such as ChatGPT, Trinko, Writefull, Paper Pal, and any other similar program will not be used for official law enforcement records, outlined in section II. Patrol Officers' Duties.

Until more information becomes available, the use of such AI programs for official police reporting records is not authorized.

**STANDARD OPERATING PROCEDURE
EFFECTIVE: 05/19/2008**

S.O.P. 14-2 RELEASE OF INFORMATION TO THE NEWS MEDIA

I. INTRODUCTION

The press serves the public by supplying information, stimulating thought, and providing a medium for expression. The news media exercises a genuine interest in the public good and greatly influences public opinion. Crime, its results, and the efforts to combat it are matters of continuing public concern. The Agency is regularly involved in events where members of the news media are present and gathering information.

II. ROLE OF THE AGENCY

The Agency actively seeks to establish a cooperative environment in which the news media may obtain information on matters of public interest without hampering Agency operations. However, certain information will be withheld from the news media to protect the constitutional rights of an accused, to avoid interfering with an Agency investigation, or because it is legally privileged.

III. RESPONSIBILITY FOR THE RELEASE OF INFORMATION

- A When an event being investigated stimulates general community interest, the news media may be notified at the discretion of the Chief of Police or his/her designee.
- B When an incident involving Agency policy or the interpretation of policy occurs, or statements are requested which may adversely reflect on the Agency's reputation, the release of information will be made at the discretion of the Chief of Police or his/her designee.
- C A release of information in an on-going investigation shall only be made with the approval of the Chief of Police or his/her designee.
- D In other cases, the information listed below may be released by the ranking officer present.

IV. SCOPE OF CONTENT FOR NEWS RELEASES

In cases other than ongoing criminal investigations, only the following information may be made available to the news media:

- A Accused's name (if adult), age, residence, sex, race, employment, and marital status. If juvenile, arrest status only;
- B Originating source of information for the action, either citizen complaint, officer initiated, warrant or indictment;
- C The length of the investigation and present status, either active or concluded;
- D The immediate circumstances surrounding the arrest including time, place, any acts of resistance on the part of the arrestee, and a description of any items seized;

E Information on the victim shall be limited to the following:

1. If a victim is killed or seriously injured as a result of the action, the victim's name or address cannot be released pending notification of next of kin;
2. If it involves a crime against a person:
 - a) physical status (e.g., hospitalized with a gunshot wound);
 - b) relationship to suspect; and
 - c) sex; age; race.
3. If it involves a property crime:
 - a) Identification of the victim, no address.
 - b) An address may be included if the victim is a business.

F Officers and employees of the Agency shall not make statements at public gatherings concerning the plans, policies, or affairs of the administration of the Agency unless directed by the Chief of Police; and

G Responsibility for publicity involving the Agency shall be delegated by the Chief of Police.

V. RELEASING PHOTOGRAPHS TO THE MEDIA

Employees of the Agency will neither encourage nor discourage the media from photographing or televising defendants when they are in public places.

Any request by the media for a mug shot or photographs made by the Agency shall be forwarded to the department's Public Information Officer.

VI. ALLOWING NEWS PERSONNEL TO ENTER AREA OF A SERIOUS INCIDENT OR CRIME SCENE

Police lines may be established to prevent persons from entering the area of a serious incident or crime scene. Dependent upon the tactical situation and the likelihood of jeopardizing police operations, members of the news media may or may not be allowed in these areas.

Authorization for entry is normally dependent upon the judgment of the supervisor present.

While media personnel may be permitted in the area of a crime scene or a serious incident, they do not have the authority to be within an area which has been secured to preserve evidence, or at any location where their presence jeopardizes police operations.

VII. NEWS MEDIA NOT EXEMPT FROM LAWS

The primary responsibility of news professionals is to report the news by obtaining information and photographs of newsworthy incidents. However, members of the news media are neither implicitly nor expressly exempt from the requirements of any municipal, state, or federal statute.

VIII. REQUESTING WITHHOLDING OF PUBLICATION

News professionals may photograph or report anything they observe when legally present at any emergency scene. When publication of this coverage would interfere with an official investigation or place a victim, suspect, or others in jeopardy, the withholding of publication is based on decisions of a cooperative press, not censorship by the Agency. Under these circumstances, officers should advise news professionals or their superior officers of the possible consequence of publication. However, officers may not interfere with news media activities as long as the news person's performance remains within the confines of the law.

**STANDARD OPERATING PROCEDURE
EFFECTIVE: 05/19/2008**

S.O.P. 14-3 DISSEMINATION OF PROTECTED INFORMATION

I. INTRODUCTION

The Agency shall disseminate accurate and factual accounts of occurrences of public interest not protected by law. This dissemination is to be made with consideration of an individual's legal rights and the confidentiality of Agency records.

- A Records maintained or originated by the Agency which are and are not covered by Federal and State Privacy Laws:

Covered

Arrest Fingerprints
Final Disposition
"Rap" Sheets
Family Violence Reports (except when an arrest is made)

Not Covered

NIBRS Reporting Form
Incident Report
Supplemental Report
Arrest Booking Report
Uniform Traffic Ticket
Incident Reporting Log
Jail Docket
Complaint Cards

- B Release of all criminal history information to individuals shall be done in accordance with the Rules of the Georgia Crime Information Center Council (GCIC).

- C The release of any photograph made by the Agency shall be as follows:

1. Crime Scene - Any photograph made at the crime scene, or for any official on-going investigation, shall be processed and made available only to the investigating officer, investigating agency, or to the District Attorney. Photographs will not be disseminated to, or viewed by anyone else, without the written approval of the Chief of Police
2. Traffic Scene - Provided no death or serious injury resulted, traffic accident photographs may be reproduced and released to the victim's insurance company, or its agent, or to the victim's attorney. Disseminations are subject to a fee to cover the associated costs. When death or serious injury occurs in an accident, Photographs will not be disseminated to, or viewed by anyone else, without the written approval of the Chief of Police

- D National Incident-Based Reporting System (NIBRS) - Each law enforcement agency is required by law to participate in the NIBRS program. NIBRS reports include:

1. Reports of criminal offenses reported to or investigated by law enforcement agencies;
2. Arrested persons over eighteen (18) years of age;
3. Reports of offenses cleared by arrest or exceptionally cleared;

4. Special reports on all homicides;
 5. Special reports on law enforcement officers killed or assaulted in the line of duty;
 6. Special reports on known or suspected arson;
 7. Arrested persons under eighteen (18) years of age and dispositions of juvenile offenders; and
 8. Special reports on the number and type of law enforcement agency employees.
- E Applicability of State and Federal Laws and Regulations: All State and Federal Statutes not referenced in this procedure shall be adhered to by the employees of this Agency and shall supersede this procedure if some conflict should exist between it, the law, or GCIC Rules and Regulations.

**STANDARD OPERATING PROCEDURE
EFFECTIVE: 11/21/08**

S.O.P 14-4 TRAFFIC CITATION ACCOUNTABILITY

I. POLICY

All blank traffic citation books will be stored in a secured area prior to being issued out.

Traffic citation books are issued to officers by supervisors only.

Prior to issuance, the issuing supervisor will check the citation book to ensure that all citation numbers are listed sequentially and are accounted for and document the issuance in the paper citation issue log which is located inside the secured storage area.

Records of the issuance of traffic citation books will be maintained by the Uniform Patrol Division Commander and will be compared to records of completed citations issued. Any voided or damaged traffic citations will be marked "VOID" and all copies forwarded to the Watch Commander.

A memo (forwarded through the chain of command to the Watch Commander) will be made on all lost traffic citations and an incident report generated on stolen traffic citations. All court dispositions will be maintained by the court.

When a citation is issued in accordance with an officer's normal job functions, the citations will be turned into the Watch Commander, then relinquished to Fairburn Municipal Court for processing and storage.

Electronic citations or "E-tickets" are exported from the police department's report management system to the court services system by the court clerk, where they are stored and processed by the Fairburn Municipal Court, within their court management system.

STANDARD OPERATING PROCEDURE
EFFECTIVE: 11/21/08

S.O.P 14-5 CRIME ANALYSIS / CRIME INTELLIGENCE

I. PURPOSE

The purpose of this directive is to establish guidelines and responsibilities for collecting, processing, and disseminating information relating to specified crimes and criminal activities. The continuing process of crime analysis is essential to the process of suppressing crime and tracking/apprehending offenders.

Crime analysis provides a system to collect, collate, analyze, and disseminate crime data for the purpose of supporting the department in management and operational activities. In addition, through crime analysis, estimates of future crime trends may be based on inferences derived from crime data.

Analysis of regularly collected information on crime activity is an especially useful tool in the prevention and suppression of crime and in the apprehension of criminal activities. All personnel of the Fairburn Police Department will assist in this function by gathering complete and accurate data to be used in the analysis of crimes.

Criminal intelligence provides tactical, strategic, and administrative analysis using crime data and other information gathered from multiple sources such as software, social media sites, special electronic equipment to assist with the planning and deployment of police resources. In addition, criminal intelligence consists of conducting analysis for the purpose of identifying, interpreting, and forecasting criminal activity, patterns, and trends.

II. POLICY

It shall be the policy of the Fairburn Police Department to provide criminal analysis information that was collected, analyzed, and organized in such a manner that will contribute to the prevention of illegal activity and to identify those engaged in crime. This policy shall also allow intelligence gathering methods to help employees gather information for crime prevention and specialized police operations and to utilize these efforts in accordance with legal and constitutional constraints in a manner that facilitates effective gathering, analysis, and dissemination of intelligence information with law enforcement personnel. It is vitally important that the information has been evaluated and properly vetted before it is disseminated.

III. DEFINITIONS

- A. **CRIME ANALYSIS:** the process of providing detailed analysis of criminal activity to assist the police department in their operations. The functions include criminal investigation, apprehension, and prosecution; patrol activities; crime prevention and reduction strategies; problem solving; and the evaluation and accountability of police efforts.
- B. **CRIMINAL INTELLIGENCE:** generally defined as information collected, analyzed, and organized in a manner that will contribute to the prevention or elimination of illegal activity and to identify those engaged in crime. Intelligence is derived from information that has been evaluated and properly vetted before it is disseminated to law enforcement agencies.

IV. RESPONSIBILITIES

- A. All employees are responsible for the safeguarding of information related to any information collected from criminal intelligence methods and all crime analysis information.
- B. The Uniform Patrol Division Commander shall be designated as the crime analyst and shall work under the direct supervision of the Deputy Chief of Police. In addition, the position will provide crime stats to aid in the management of the department and be available for support for all officers and divisions within the department.
- C. While the crime analyst has the primary responsibility for collection of crime stats and analysis of crime patterns, the criminal intelligence function shall be handled by the Criminal Investigations Commander. The intelligence function is responsible for the safeguarding of information related to any information gleaned from criminal intelligence methods. Any gathered intelligence from officers or detectives should be provided to the Criminal Investigations Commander.
- D. Officers are strongly encouraged to take advantage of the expertise available from the crime analyst and intelligence officer to assist with planning, augmenting and execution of investigation of criminal activity.

V. PROCEDURES

- A. The crime analysis function will identify and analyze methods of operation of criminal activity and provide crime pattern recognition. This will aid in operational deployment, tactical intervention, and strategic planning. All personnel will provide complete and consistent reports of crime, incidents, and related information to support this function. The crime analysis function shall, in turn, provide operational units with assembled data and information sufficient for planning and daily problem solving.
- B. The shift supervisors will review all incidents reported during the previous 12-hour shift and provide a summarized report to all personnel for activity that occurred. The report will be disseminated through email and will include the case number, date, time, location, type of crime, suspect information and details about the incident that may aid future operations and personnel on duty.
- C. The crime analyst will collect data from the following sources for the purpose of analyzing or identifying potential police hazards:
 - 1. Incident Reports
 - 2. Arrest Reports
 - 3. NIBRS data
 - 4. CAD reports
 - 5. Officer Daily Logs
 - 6. Reports or Supplemental information from other agencies or organizations
- D. Analysis reports may identify patterns and/or the frequency of crime-by-crime type, geographical, and chronological factors, victim and/or target descriptors, modus operandi, suspect descriptors, physical evidence information and suspect vehicle descriptors.

E. Documentation of sequential and geographic distribution of selected crimes shall be in the form of periodic reports. Electronic mapping software may be utilized for additional documentation of temporal and geographic distribution primarily of the following crimes/incidents:

1. Burglaries (residential/commercial)
2. Thefts
3. Entering Autos
4. Rapes
5. Robberies
6. Aggravated Assaults
7. Other crimes as needed.

VI. INTELLIGENCE SAFEGUARDS

- A. Any collection of crime intelligence information by employees must be related to official duties and any dissemination of criminal intelligence information must be to members of law enforcement agencies engaged in official duties.
- B. Information collected must be secured in locked file drawers or stored in the form of media on agency electronic devices only that are equipped with protections to prevent unlawful access.
- C. Since criminal intelligence may involve data concerning persons not necessarily accused of a current crime, collected information must remain separate from primary records management systems, unless specifically associated with an investigative file.
- D. If an employee determines collected criminal intelligence has become obsolete or invalid, then files that are not part of an official investigative file must be purged in accordance with protocols for destruction of CHRI information (shredding, electronic deletion, etc.)
- E. The Criminal Investigations Commander shall conduct periodic audits of all active intelligence information disseminated to ensure information is still valid. Any intelligence located that is obsolete or invalid, the commander shall notify all appropriate personnel of the voided intelligence information.

VII. REPORTS AND DISSEMINATION

A. Report data will be collected, collated, analyzed, and presented in the form of monthly reports, or on an as needed basis. Upon the request of the Chief of Police or other members of the Command Staff, detailed reports will be generated, and analysis provided to assist in the management of the agency. On a periodic basis, a presentation may be made at Command Staff meetings. The analysis will consist primarily of the following crimes:

1. Burglaries (residential/commercial)
2. Thefts
3. Entering Autos
4. Rapes
5. Robberies
6. Aggravated Assaults
7. Motor vehicle thefts/recoveries

8. Others as requested by the Chief of Police, or his designee.
- B. The Uniform Patrol Division Commander will document the effectiveness and utilization of crime analysis information through feedback from staff and/or officers. Feedback is necessary to evaluate the effectiveness of the crime analysis function.
- C. The Criminal Investigations Commander will disseminate necessary criminal intelligence information in reports, to include but not limited to, BOLOs, special watch bulletins, roll-call updates, briefings to Watch Commanders or CID personnel.
- D. The Uniform Patrol Division Commander and Criminal Investigations Commander will act as the agency representatives to interact and share information with other agencies and organizations in the prevention and suppression of crime.
- E. Intelligence and Analysis information collected by department employees shall be regarded as sensitive and maintained as such. It should not be shared with members of the news media or other persons not associated with law enforcement unless approved by the Chief of Police, or his designee. The collection/submission, access, storage, and dissemination of criminal intelligence information must respect the privacy and constitutional rights of individuals, groups, and organizations.

STANDARD OPERATING PROCEDURE
EFFECTIVE: 01/01/2024

S.O.P. 14-6 FLOCK SAFETY LPR

I. PURPOSE

To establish procedures for Fairburn Police Department employees for the usage of the Flock Safety ALPR Camera System.

II. POLICY

The Fairburn Police Department will use the Flock System for the identification of vehicles of interest, including stolen vehicles and others from the Georgia Crime Information Center (GCIC) and other local law enforcement hotlists. The data collected by the Flock System will also assist officers and investigators to confirm a suspect's alibi or location at a particular date and time during the investigation of a reported crime. All police officers and detectives will log into the Flock Safety ALPR system upon beginning their tour of duty, ensuring that the alert notification feature is activated for a minimum of Stolen Vehicle and Missing Persons alerts.

III. DEFINITIONS

- A. Flock ALPR – Automated License Plate Recognition System sold and maintained by Flock Safety
- B. Flock Operator: A sworn officer with the Fairburn Police Department who has been properly authorized and trained to utilize the Flock System by the Flock Manager
- C. Flock Manager: The UPD Captain and CID Sgt are responsible for the management of the Flock program. This includes the programs administration, troubleshooting, and coordinating all aspects of the Flock System
- D. Alert: An audible and/or visual signal activated upon the captured picture of a license plate that is associated with a Hotlist alert that has NOT BEEN VISUALLY VERIFIED by the officer against the photo in the Flock system
- E. Tentative Hit: An alert by the Flock system that has been visually verified by the officer and photo but has not been validated by the officer or dispatch as a live query transaction or confirmed as valid with the original entering agency.
- F. Live Query Transaction: A hit by the Flock system that has been validated as active but has not been confirmed as valid by the entering agency.
- G. Confirmation (Confirmed Hit): A hit by the Flock system that has been confirmed as valid and active by the original entering agency through teletype via dispatch.
- H. Reads: Are pictures that are captured but which did not produce a match or "hit" from the hotlist
- I. Hotlist: Data files extracted from the law enforcement databases which contain a listing of stolen license plates, stolen vehicles, wanted persons, and other

vehicles/persons actively being sought by a law enforcement agency such as Amber/Silver Alert vehicles/persons. These data extracts are generally facilitated at numerous times per day to provide current data.

VII. PROCEDURES

A. SYSTEM DESCRIPTION.

1. The Flock system takes a digital photograph of every vehicle's license plate and the immediate area surrounding the license plate, which enters its field of view.
2. This digital image is then time stamped, and GPS coded. It then searches a hotlist to see if the license plate is wanted for any reason.
3. The Flock system does not conduct a live query against the source database. The system conducts a check of the hotlist database that is periodically downloaded throughout the day.
4. The system then searches the hotlist for the license plate detected.
5. The system downloads the hotlists on a regularly scheduled basis.
6. Every tentative hit by the Flock system must therefore be visually verified by the officer, and a live query transaction must be conducted when reasonably possible before any contact is initiated.
7. Every license plate picture is stored in the Flock database for 30 days. This data can be used by the agency in investigations, may be accessed only by trained users with a legitimate and permissible law enforcement purpose, and is classified "For Official Use Only" requiring a case number for any query into the historical data.
8. The Flock system can conduct various types of alerts that may include:
 - Warrant alerts
 - Missing person alerts
 - Stolen vehicles alerts
 - Stolen license plates alerts
 - Protection order alerts
 - Gang and terrorist watch list alerts
 - AMBER alerts
 - Sex offender alerts
 - Inmate release program

B. ADDITIONAL FEATURES OF THE SYSTEM

1. Searches: The Flock system allows for searches to be run through the database by full license plate number, partial license plate number, time frame, camera location, and geographical boundary. Select personnel within the agency will be trained and authorized to conduct searches of the Flock database for legitimate and permissible law enforcement purposes. These searches require a case number.

2. Flagged Hotlist Vehicles: Detectives and officers may enter the license plate of a vehicle of interest into the ALPR database for law enforcement purposes only. This entry will be facilitated by those properly trained in this task. Along with identifying and contact information of the user, hot list entries will provide license plate information, vehicle description, what action to take if the vehicle license plate is scanned (such as stop and notify a specific officer/detective, do not stop/only monitor, etc.), and any other information related to the crime, investigation, or officer safety concerns.

Hot list entries should use an expiration date of no more than one month. When taking into consideration factors such as the type of crime and officer safety, there may be a need to hot list a vehicle for a longer period. If the determination is made by a supervisor that an entry should have an expiration of longer than a month or no expiration by the system, it is the responsibility of the user making the entry to verify its validity monthly.

If a vehicle on a hot list created by a user of this department is located by an officer and no longer needs to be included on the hot list, it is the responsibility of the locating officer to have the located vehicle removed from the hot list and notify the user that created the entry. The notification should include the Incident number that references the details of the stop. If the locating officer determines the removal of the hot listed vehicle should be further reviewed, that officer will contact the user that created the entry with information regarding that decision. If the user who entered the record is off-duty the on-duty supervisor or LPR manager shall remove the record.

When entering a new hotlist record the following information shall be provided at a minimum.

- Plate #
- Plate state of issue
- Case Number (entry documented in report)
- Reason field
 - Information supporting the alert entry.
 - Any cautions that would assist an officer receiving the alert
 - Contact information for Fairburn PD or officer entering the alert.
 - Requested action (such as stop and field interview, notify a specific officer/detective, do not stop/only monitor, etc.).
 - Name of officer making the entry

Types of hotlist entries: The following types of entries, if made manually shall be set to an expiration of 24 hours due to automatic upload via GCIC.

- Stolen Vehicles
- Missing Persons*
- Wanted persons*
- Amber Alert*

Note, the above marked with an asterisk: these alerts shall only be set to expire within 24 hours if the entering officer can verify that the license plate has or will be entered into GCIC with the originating record.

C. FLOCK OPERATOR PROCEDURES

1. Unless the officer has independent probable cause to make a stop, the officer shall not make any contact with the subject vehicle until the alert is verified as active through a live query.
2. If the officer witnesses a violation of law or other action that establishes justification for a stop, the officer may conduct a stop based on the observed justification.
3. Upon receiving a Flock alert, the officer shall perform a visual verification that the license plate image captured by the system exactly matches the license plate characters and issuing state. The officer will also verify that this information exactly matches the alert information provided on screen as retrieved from the current hotlist.
4. The officer shall perform a live query transaction on this license plate to verify that the information that produced the tentative alert is correct and active. This live query transaction may be accomplished via dispatch or using the live query software on the officer's laptop computer.
5. Upon confirmation that the license plate information is active in a live query transaction the officer may initiate appropriate law enforcement action as determined by the information available from the source database. As soon as practical, the officer shall confirm the teletype entry status with the original entering agency.
6. Be On the Look-Out (BOLO) situation refers to a determination by a law enforcement agency there is a legitimate and specific law enforcement reason to identify or locate a particular vehicle, or, in the case of a post-scan BOLO, there is a legitimate and specific reason to ascertain the past location(s) of a particular vehicle. Examples of legitimate and specific reasons include, but are not limited to, persons who are subject to an outstanding arrest warrant, missing adults and/or juveniles, stolen vehicles, vehicles which are reasonably believed to be involved in the commission of a felony, vehicles with expired or suspended license plate registrations, convicted sex offenders, or persons on any watch list issued by a State or Federal agency responsible for homeland security.
7. When an officer receives an alert, the officer shall take such action in response to the alert as is appropriate in the circumstance. An officer alerted to the fact an observed motor vehicle's license plate is on the BOLO list is required to have reasonable suspicion before the officer would have a lawful basis to stop the vehicle. An officer reacting to an immediate alert shall consult the database to determine the reason why the vehicle has been placed on the BOLO list and whether the alert has been designated as a non-encounter alert. In the event of a non-encounter alert, the officer shall follow any instructions included in the alert for notifying the law enforcement or homeland security agency which entered the BOLO.

D. MAINTENANCE

1. Maintenance and all repairs of the Flock equipment will be coordinated by the Flock manager.

2. It is the responsibility of the Flock operator to notify their immediate supervisor and the Flock Manager of any damage, repairs or issues that arise with the equipment.
3. Flock operators shall not attempt to modify, adjust, or repair the Flock system equipment or software.

E. DATABASE ACCESS

1. The Flock database resides on a secure server that is operated by the private vendor, Flock Safety. The data remains property of the Fairburn Police Department and is managed according to the agency's data sharing and retention policies. The data is not used in any way by Flock Safety who provides hosting of the data and access to their software as a service. This database houses the current hotlists as well as the license plate pictures that are uploaded from the camera systems. The images are of the area immediately surrounding the license plate, a close-up view of the license plate, as well as the location and date/time of the picture. These images are sorted by the software as either reads or hits. Hits refer to images that have generated a possible match with one of the active hotlists at the time of the picture. Reads are images that are captured but which did not produce a match or "hit" from the hotlist.
2. The collected Flock data contains no Personally Identifiable Information (PII) that may be used to connect a license plate detection to an individual. It is only with permissible purpose that an investigator/officer may make this connection (using other systems) and this access is governed by the Federal Driver's Privacy Protection Act (DPPA).
3. All investigative queries into collected Flock data are logged by user and case number and are available for auditing and review by the agency. Any perceived policy violation or other misuse of the system will result in appropriate disciplinary action including possible termination and legal action.
4. The database may be accessed for law enforcement purposes only. Users are prohibited from conducting any searches of Flock data for non-law enforcement purposes. Users are prohibited from disseminating the information to anyone outside of law enforcement.
5. A valid case number shall always be provided when conducting a search of the Flock database.

F. RECORDS RETENTION- Reads and hits will remain in the system for 30 days.

G. ACCOUNTABILITY

1. Agency user audit reports will be produced and inspected monthly to ensure compliance with this policy.
2. The Flock Manager will be responsible for conducting the quarterly audit and reporting any discrepancies.

3. Supervisors shall also conduct audits monthly of the Flock use of their subordinates, any misuse shall be immediately reported to the Flock manager.
4. Any problems or misuse will be reported immediately to the Chief of Police and City Manager.
5. Any department member found to be in non-compliance with this policy in their use of the Flock system will immediately have their access suspended to the system (if an authorized user) and be subject to the appropriate disciplinary or administrative actions. Misuse of the system may constitute a criminal offense under O.C.G.A. § 35-1-22 or O.C.G.A. 16-9-90, the Georgia Computer Systems Protection Act. The act provides for the protection of public and private sector computer systems, including communications links to such computer systems. The Act establishes four major felonious criminal offenses, for violations of the Act: Computer Theft, Computer Trespass, Computer Invasion of Privacy and Computer Forgery. The criminal penalty for each offense carries maximum sentences of fifteen (15) years in prison and/or fines up to \$50,000.00, as well as possible civil ramifications.
6. Any non-Departmental personnel found to have gained unauthorized access will be referred to the appropriate authorities for criminal prosecution, as necessary.
7. Any employees who become aware of any misuse of the Flock software by another employee shall immediately report it to their supervisor or the Flock Manager.
8. Flock and the data generated by Flock shall only be used for official and legitimate law enforcement purposes.
9. Neither the Flock equipment nor software will be modified without authorization.

H. FLOCK SAFETY AGREEMENT

1. Any modifications to the services included in the agreement with Flock Safety beyond the scope of LPR systems shall first have the approval of the City Council and City Manager.
2. Any modifications to the set 30-day retention policy shall be approved by the City Manager and City Council.
3. At no time will the agency or city agree to the selling or release of city LPR data to the commercial sector in accordance with O.C.G.A. § 35-1-22.

- I. TRAINING- All Sworn personnel shall complete the flock provided training within the system and shall read and sign off on this policy prior to utilizing the system.