

SAN DIEGO POLICE DEPARTMENT ORDER

DATE/TIME: JANUARY 24, 2024 1300 HOURS
NUMBER: OR 24-02
SUBJECT: TRAINING FOR FLOCK SAFETY ALPR SYSTEM
SCOPE: ALL SWORN MEMBERS OF THE DEPARTMENT
DEPARTMENT PROCEDURE AFFECTED: DP 1.51

Portions of this document are deemed by the San Diego Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 7923.600.

Automated License Plate Recognition (ALPR) is a computer-based information gathering system that utilizes specially designed cameras to rapidly capture an image of a vehicle license plate and convert the plate characters into a text file using optical character recognition technology. The text file can then be compared against pre-existing data files. If a match is found, the ALPR system user is notified by an alert. *Flock Safety for ALPR System* is a new system being implemented to access ALPR data.

To understand how to use the system, all sworn members of the Department are required to complete the “*Flock Safety for ALPR System Training*” modules in Success Factors. The training must be completed prior to being granted access to the system by *Special Projects & Legislative Affairs*. It shall be completed from the user’s individual Success Factors account. To access the training, do the following:

1. Using the Google Chrome browser, log onto Success Factors via SDPD Intranet > SDPD Applications > OKTA Login Portal.
2. At the first OKTA screen, select the “SuccessFactors” (Production) tile to access the application and then select the “My Learning” tile to access the learning module.
3. Make sure you see the word “Find Learning” in the upper left corner of the screen. There, you will see a box that contains a search line which reads, “What do you want to LEARN today?” In that search box, type “*Flock Safety for ALPR System Training*” (note the spacing in title).
4. A list of courses will show up on your screen. Select “*Flock Safety for ALPR System Training*” and then click on “Start Course” in the lower left corner of the course’s tile.

5. On the next screen, there will be links to the modules on the left side of the browser; “*Flock Safety for ALPR System Training Video Series (Part 1)*”, “*Flock Safety for ALPR System Training Video Series (Part 2)*”, “*DP 1.51 AUTOMATED LICENSE PLATE RECOGNITION (ALPR)*”, and “*ALPR HOTLIST REQUEST*”
6. Click on “*Flock Safety for ALPR System Training Video Series (Part 1)*” Click “Launch Content.” The video will open in a new window and may take a few minutes to load before it plays automatically. At the conclusion of watching the video you must click “Agree” at the bottom of the screen or the pop-window to ensure you receive credit for viewing the video. Close video window. Go back to the “*Flock Safety for ALPR System Training*” home page.
7. Repeat Step 6 for “*Flock Safety for ALPR System Training Video Series (Part 2)*”.
8. Click on “*DP 1.51 AUTOMATED LICENSE PLATE RECOGNITION (ALPR)*”. This will open the DP 1.51 PDF document for you to review.
9. Click on “*ALPR HOTLIST REQUEST*”, Click Download to access the Word Document form. You must click “Agree” at the bottom of the screen or the pop-window to ensure you receive credit for viewing the documents.

All Sworn personnel must complete the “*Flock Safety for ALPR System Training*” prior to receiving access to their Flock Safety account. **This training shall be completed by Monday, February 23, 2024.**

If you have any questions regarding the content of the video, please contact (~~Deleted – records of security~~)

Please read at squad conferences and give a copy to all personnel.