

**SAN DIEGO POLICE DEPARTMENT
ORDER**

DATE/TIME: FEBRUARY 21, 2025 1400 HOURS

NUMBER: OR 25-10

SUBJECT: ANNUAL TRAINING FOR FLOCK SAFETY ALPR SYSTEM

SCOPE: ALL MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED: DP 1.51

Portions of this document are deemed by the San Diego Police Department to be exempt from public disclosure because the public interest served by not disclosing the information clearly outweighs the public interest served by disclosure, pursuant to California Government Code section 7922.000.

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 system that falls under the city's surveillance ordinance and requires annual training for users to retain access to the system.

All authorized users are required to complete the "*Flock Safety for ALPR System Refresher Training 2025*" modules in Success Factors. The training must be completed in order to retain access to the system. 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 Refresher Training 2025*" (note the spacing in the title).
4. A list of courses will show up on your screen. Select "*Flock Safety for ALPR System Refresher Training 2025*" 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 Refresher Training Video*”, “*DP 1.51 AUTOMATED LICENSE PLATE RECOGNITION (ALPR)*”, “*OR 25-06, Flock Metadata Documentation*”, and “*Flock App Instructions*”.
6. Click on “*Flock Safety for ALPR System Refresher Training Video*” 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 the video window. Go back to the “*Flock Safety for ALPR System Refresher Training*” home page.
7. Click on “*DP 1.51 AUTOMATED LICENSE PLATE RECOGNITION (ALPR)*”. This will open the DP 1.51 PDF document for you to review.
8. Click on “*OR 25-06, Flock Metadata Documentation*”. This will open the Department Order PDF document for you to review.
9. Click on “*Flock App Instructions*”. This will open instructions on downloading the Flock Safety App on your phone PDF document for you to review.
10. You must click “Agree” at the bottom of the screen or the pop-window to ensure you receive credit for viewing the documents.

All authorized users must complete the “*Flock Safety for ALPR System Refresher Training 2025*” **no later than March 28, 2025** access to their Flock Safety account. Any user that fails to complete this annual training requirement, will have their access to FLOCK Safety revoked.

If you have any questions or issues, please contact (**Redacted – record exempt**)

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