Addendum 1

Police Department

Amber Alert
1. Logging in to Violation Manager

- Open Violation Manager program.
- You will immediately be prompted to enter your username and password.
  - If you cannot remember your password, do not continue to guess or you will be locked out.
  - Once you have successfully logged in, select Surveillance on your menu. Then select Control Panel.

![Violation Manager Login Screen](image1.png)
![Violation Manager Control Panel](image2.png)
2. Submitting Amber Alert Request

- Once you are at the Amber Alert Control Panel you will notice that there are 3 tabs: *Amber Alert; Video Archive* and *Live Stream*. If your intention is to activate Amber Alert you will only need to use the *Amber Alert* tab.
Submitting Amber Alert Request Cont.

- At this point you will have to either set the devices (cameras) in your municipality to either Amber Alert or Red Light Enforcement. To do this click the corresponding button next one of these options. **It is important to remember that once you choose to go into Amber Alert mode you will be shutting off the red light enforcement at all 4 approaches.**
Submitting Amber Alert Request Cont.

- Once you have selected to go from Red Light Enforcement mode to Amber Alert mode you will have to supply the following information:
  - License Plate Number
  - State
  - Email Address to notify on success
  - Duration of Amber Alert (in minutes)
- Mode will automatically switch back to Red Light Enforcement when the selected duration expires.
Submitting Amber Alert Request cont.

• Once you have filled in the appropriate information, click Submit Request.

• At this point ALL of the Red Light Enforcement cameras discontinue collecting data and you be in Amber Alert Mode exclusively.
3. Manually Switching back to Red Light Enforcement Mode

- If you would like to switch back from Amber Alert mode to Red Light Enforcement mode before the selected duration expires, simply go to the Amber Alert Control Panel and click Red Light Enforcement, then click Submit Request.