July 30, 2012

VIA U.S. MAIL.

Chief Al Rivers Ansley
Clarksville Police Department
135 Commerce St.
Clarksville, TN 37040

Re: Public Records Request // Automatic License Plate Readers

Dear Chief Ansley:

By this letter, I request access to, and a copy of, public records in your possession, custody, or control, pursuant to the Tennessee Public Records Act, T.C.A. § 10-7-503(a). This gives me, as a citizen and resident of the State of Tennessee, the right to prompt access to public records for the purposes of inspection and copying.

This request seeks records regarding automatic license plate readers (ALPR). ALPRs are also sometimes referred to as Automatic Vehicle Identification, Car Plate Recognition or License Plate Recognition equipment and/or software; this records request uses ALPR in reference to any of this technology

Records Requested

Please provide copies of the following records created from January 1, 2006 to the present:

1. All records regarding your policies, practices and procedures for procuring and using ALPR technology, and for storing, accessing and sharing data obtained through ALPR technology;

2. All records regarding the procurement of ALPR technology, including
   a. sources of funds used to pay for ALPR technology;
   b. invoices for the purchase of ALPR technology;
   c. local government approval for any ALPR purchase;
   d. interactions with vendors, suppliers and potential suppliers of ALPR technology, including materials and fact sheets supplied by vendors describing their products;

3. All records regarding the use of ALPR technology, including
   a. what types of data are obtained;
FINANCE & REVENUE DEPARTMENT  
P.O. BOX 928  
CLARKSVILLE, TN  
37041-0928  

Mail Invoices In Duplicate To Above Address  

Purchase Order 42101327-03 FY 2010  

The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading  

Vendor | Ship To  
--- | ---  
INSIGHT - PUBLIC SECTOR | POLICE DEPARTMENT  
PO BOX 731072 | 1584-D VISTA LANE  
DALLAS, TX  
75373-1072  
Tel 800-467-4448  
Fax 480-760-9531  

Requisition 42101452  

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PO Total 80892.60

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Chief Procurement Officer,

Sent to Finance

Received JUN 30 2010 12:00 48

Invoice # 1100156889

- 1590 -
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U.S. COMMUNITIES IT PRODUCTS, SERVICES & SOLUTIONS (# RQ09-997736-42B)

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**Insight**

PUBLIC SECTOR

P.O. Box 731072
Dallas, TX  75373-1072
FEIN 36-3949000

FINANCE & REVENUE DEPT
P.O. BOX 928
CLARKSVILLE, TN 37041-0928

**Please enclose remittance on the last page of this multipage invoice with your payment.**
**Invoice (Contd)**

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Subtotal: 80,892.60

Total Amount Due: 80,892.60

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THANK YOU FOR YOUR ORDER.

FOR BILLING QUESTIONS CALL 800-934-4477.
FOR TECHNICAL SUPPORT CALL 800-934-4477.
FOR CLIENT SERVICE CALL 800-934-4477.
FOR SALES CALL 603-225-3269

The Terms and Conditions and Return Policy and Procedures are set forth on www.ipc.insight.com/termsofcondition.html unless purchase is being made pursuant to a separate written contract in which case the terms of the separate written contract shall govern.
Quotation

Quotation Number: 211797198
Creation Date: 01/07/2010

PO Number / Date:

Customer No.: 10237773
Sales Rep.: ANTOINETTE D'ESTRIES
Email: tdestrie@insight.com
Telephone: 800-487-4448 X 5290

Dear Michael Parr,

Thank you for considering Insight to be your trusted partner in addressing your evolving IT needs. We appreciate being considered as your solution source and look forward to making IT work for you.

We deliver according to the following terms:

Terms of Payment: Net 30 days
Ship Via: Insight Assigned Carrier / Ground
Terms of Delivery: FOB DESTINATION
Currency: USD

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Sub Total: 80,882.84
Tax: 0.00
TOTAL: 80,882.84

Please contact us with any questions or for additional information about Insight Public Sector SLED's complete IT solution offering. Again, thank you for considering Insight Public Sector SLED!
Insight Public Sector

Quotation Number / Creation Date
211797198 / 01/07/2010

Material Description Qty Unit Price Extended Price

Sincerely,

ANTOINETTE D'ESTRIES
080-467-4448 Ex: 5290
tdestrie@insight.com
Fax: 480-760-8991

U.S. Communities IT Products, Services and Solutions Contract No.
RQ09-997736-42B

Insight Public Sector (IPS) is proud to be a contract holder for the
U.S. Communities Technology Products and Technology Services/Solutions
Contract.

This competitively solicited contract is available to participating
agencies of the U.S. Communities Government Purchasing Alliance. U.S.
Communities assists local and state government agencies, school
districts (K-12), higher education, and nonprofits in reducing the cost
of purchased goods by pooling the purchasing power of public agencies
nationally. This is an optional use program with no minimum volume
requirements and no cost to agencies to participate.

In order for Insight to accept Purchase Orders against this contract and
honor the prices on this quote, your agency must be registered with U.S.
Communities. Our sales teams would be happy to assist you with your
registration. Please contact them for assistance — the registration
process lasts less than five minutes.

Thanks for choosing Insight!

Subject to IPS Terms and Conditions online at <https://www.ips.insight.com/pages/legal.web> unless purchase is being made pursuant to a
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Display comments associated with this invoice. (C)
DC Parr,

When referring to “records” below, this means the License Plate number, the state of license plate tag, and geocoding information where available.

Only individuals in the IT department have access to the server which processes and temporarily stores the records. We do not share our data with any other agencies or third parties, except the State of Tennessee.

Original Training was done by PlateScan, LLC. No training materials were provided to me when I obtained this position. Training for officers is accomplished by seasoned officers instructing each other on the user interface and operating procedures.

Summary of how our system works:

1) Each morning at 0735, a check runs and notifies traffic supervisors if officers have uploaded to their vehicles the new file (within the last 24 hours) from the state.
   a. If the officer has uploaded the file, nothing happens.
   b. If an officers has not uploaded the file, an email is sent to the traffic LT and SGT stating the car number and that the file has not been uploaded.

2) Next each morning at 8am, we receive a new full file from the state. This file contains license plate number and the state of the license plate.
   a) This sets off a process where the file is converted into the correct format and placed in a vehicle folder for each of the LPR vehicles.

3) A half hour after the process completes, a scheduled task runs to ensure the files are present in each vehicle folder.
   a. If the file is there, an email alert is sent to the traffic LT, SGT and myself to let us know the file arrived.
   b. No file remains in our system any longer than 24 hours.

4) Officers then pick up the file sometime during the next 24 hours.
   a. If an officer fails to retrieve the file within 24 hours, it is replaced daily by a new full file the each morning.

5) Records continue to accumulate on the vehicle (and are only stored on the vehicle) until the officer offloads the records file.

6) Each day at 1300 hours, a routine runs that takes any records which officers have offloaded within the last 24 hours and sends those records to the state.
   a. Officers can offload any time of day. The records remain in the system until the next 1300 hours.
   b. Each time the records file is uploaded to the state, the system deletes the file from the server.
   c. If an officer uploads at 1230 hours. Those records would be in our system a total of 30 min. If an officer uploads at 1330 hours, those records would be in our system 23 hrs 30 min.

Please let me know if I can be of further assistance.
I. POLICY

It shall be the policy of the Clarksville Police Department to only use license plate recognition equipment as directed by departmental policy and state and federal law. Equipment will only be utilized by personnel trained in its use and in applications.

II. PURPOSE

To provide procedures for the use of automated license plate reader equipment for the Clarksville Police Department personnel.

III. DEFINITIONS

Automated License Plate Reader Vehicle (ALPR) -- The ALPR system enables officers driving the ALPR equipped vehicle to scan, record, and check license plates against a number of databases. These databases include, but are not limited to the following:

- NCIC Stolen Vehicle List (published daily by the Tennessee Bureau Investigations)
- Active Warrants List (published daily by the Tennessee Bureau Investigations)
- Registered Sex Offender Vehicle List (published daily by the Tennessee Bureau Investigations)
- Information entered by Clarksville Police Department personnel. Only personnel that have been trained and have been given a password to enter the system are authorized in enter data into the system.
- Information obtained from other Law Enforcement Agencies

IV. PROCEDURES

A. General Statements

1. When assigned to a vehicle equipped with an automated license plate reader, officers will ensure that the equipment is turned on during their entire tour of duty.

2. Officers must receive specialized training before they can be assigned to an ALPR equipped patrol vehicle. Training will be provided by the Clarksville Police Department thru the Vendor.
3. ALPR equipped vehicle(s) will be assigned to personnel designated by the Administrative Deputy Chief or their designee.

4. Any information entered into or obtained from the Automated License Plate Reader is for Law Enforcement Use Only. Officers that have entered information into the system shall be responsible for removing the information once they no longer have a need to locate the Vehicle in question.

B. Equipment

1. All equipment malfunctions will be immediately reported to the Administrative Deputy Chief or their designee who will authorize the appropriate diagnostics testing and repair thru the vendor.

2. The equipment will not be used while it is malfunctioning.

C. Field Procedures

1. Uploading and Downloading Data into ALPR system
   - Officers must ensure that the data is uploaded and downloaded daily.

2. Stolen Hit
   a. When a "stolen vehicle" hit is obtained by ALPR, the officer will contact NCIC (CPD Emergency Communication Division) to manually confirm the hit prior to taking any enforcement action.

   b. Upon receiving a "stolen vehicle" hit from NCIC (CPD Emergency Communication Division) officers should broadcast that they are following a stolen vehicle, and should continue to follow the vehicle until additional units arrive, then initiate a felony traffic stop.

   c. NOTE: It is very important that the officer confirm that the vehicle is stolen thru NCIC. This will help ensure that the vehicle was not recovered from a previous theft, but not removed from NCIC.

3. Initial Notifications
   a. Emergency Communication Personnel will verify stolen / wanted person(s) with the originating agency thru NCIC.

   b. Patrol Personnel will:
1. Officers must consider felony ALPR related arrest as a felony high risk arrest and adhere to all departmental General Orders and procedures to help ensure safety.

2. Ensure recovered vehicles are not released to the vehicle owner until the NCIC entry has been cleared.

3. Confirm all wanted person(s) thru NCIC (CPD Emergency Communication Division) prior to transporting to Montgomery County Jail.

4. Ensure that the Officer that has entered information into the system as an attempt to locate is notified in order to ensure that the Vehicle is removed from the system as soon as possible.

V. REVIEW PROCESS

The Chief of Police or his designee shall conduct an annual review of this General Order and shall make the necessary revisions.

VI. CANCELLATION

This General Order shall remain in force until revoked or revised by the Chief of Police.