

NOTICE TO REQUESTER

(Use multiple forms if necessary)

TO: Daniel Gluck, Senior Staff Attorney
ACLU Hawaii, P.O. Box 3410, Honolulu, Hawaii 96801

FROM: Honolulu Police Department
Attn: Susan Dowsett, Assistant Chief of Police, Investigative Bureau
801 South Beretania Street, Honolulu, Hawaii 96813
Phone: (808) 723-3848; sdowsett@honolulu.gov
(Agency/name & telephone number of contact person at agency)

DATE REQUEST RECEIVED: May 8, 2014
DATE OF THIS NOTICE: May 19, 2014

GOVERNMENT RECORDS YOU REQUESTED (attach copy of request or provide brief description below):

All records relating to the use of Automatic License Plate Readers (ALPRs), including but not limited to:

1. Policies, procedures, memoranda, and the like regarding the collection, retention, and treatment of data gathered from ALPRs;
2. Records relating to oversight of the use of ALPRs;
3. Data collected by ALPRs, for the time period May 1, 2014 to May 5, 2014 (inclusive) only;
4. Policies, procedures, contracts, agreements, and the like relating to the Honolulu Police Department's sharing of data, obtained through the use of Automatic License Plate Readers, with individuals, agencies, organizations, or entities outside the Honolulu Police Department (excluding the Department of the Prosecuting Attorney, the Department of the Attorney General). This includes, but is not limited to, any agreements to share data with private corporations.

NOTICE IS PROVIDED TO YOU THAT YOUR REQUEST:

Will be granted in its entirety as to Items 1, 2, and 4.

NOTE: Currently, the HPD has one policy that encompasses our procedure in the use and handling of the ALPR and data obtained through the ALPR. Further, the HPD has no agreements, memorandums of agreement/understanding, and/or contracts or the like with any individual, agency, organization, or entity outside the HPD (excluding the Department of the Prosecuting Attorney and the Department of the Attorney General) to share data obtained through the use of the ALPR.

Cannot be granted because

- Agency does not maintain the records. Agency believed to maintain records: _____
- Agency needs a further description or clarification of the records requested. Please contact the agency and provide the following information: _____
- Request requires agency to create a summary or compilation from records not readily retrievable.

Is denied in its entirety Will be granted only as to certain parts as to Item 3 based upon the following exemption provided in HRS § 92F-13 and/or § 92F-22 and other laws cited below (portions of records that agency will not disclose should be described in general terms).

RECORDS OR INFORMATION WITHHELD

Specific data (including actual license plate numbers, location/time/day of license plate numbers)

APPLICABLE STATUTES

92F-13(1), HRS

AGENCY JUSTIFICATION

Government records which, if disclosed would constitute a clearly unwarranted invasion of personal privacy

NOTE: A summary of the data collected is being provided along with descriptors and confirmation that all data obtained through the ALPR that is not evidence in a criminal or civil action or subject to a lawful action to produce records is being purged after 90 days.

REQUESTER'S RESPONSIBILITIES:

You are required to (1) pay any lawful fees assessed; (2) make any necessary arrangements with the agency to inspect, copy or receive copies as instructed below; and (3) provide the agency any additional information requested. If you do not comply with the requirements set forth in this notice within 20 business days after the postmark date of this notice or the date the agency makes the records available, you will be presumed to have abandoned your request and the agency shall have no further duty to process your request. Once the agency begins to process your request, you may be liable for any fees incurred. If you wish to cancel or modify your request, you must advise the agency upon receipt of this notice.

METHOD & TIMING OF DISCLOSURE:

Records available for public access in their entireties must be disclosed within a reasonable time, not to exceed 10 business days, or after receipt of any prepayment required. Records not available in their entireties must be disclosed within 5 business days of this notice or after receipt of any prepayment required. If incremental disclosure is authorized by HAR § 2-71-15, the first increment must be disclosed within 5 business days of this notice or after receipt of any prepayment required.

Method of Disclosure:

- Inspection at the following location: _____.
- As requested, a copy of the record(s) will be provided in the following manner:
 - Available for pick-up at the following location: _____.
 - Will be mailed to you.
 - Will be transmitted to you by other means requested: via email.

Timing of Disclosure: All records, or first increment where applicable, will be made available or provided to you:

- On May 19, 2014.
- After prepayment of fees and costs of \$ _____ (50% of fees +100% of costs, as estimated below).
Payment may be made by cash or: personal check other _____.

For incremental disclosures, each subsequent increment will be disclosed within 20 business days after:

- The prior increment (if one prepayment of fees is required and received).
 - Receipt of each incremental prepayment required.
- Disclosure is being made in increments because the records are voluminous and the following extenuating circumstances exist:

- Agency must consult with another person to determine whether the record is exempt from disclosure under HRS chapter 92F.
- Request requires extensive agency efforts to search, review, or segregate the records or otherwise prepare the records for inspection or copying.
- Agency requires additional time to respond to the request in order to avoid an unreasonable interference with its other statutory duties and functions.
- A natural disaster or other situation beyond agency's control prevents agency from responding to the request within 10 business days.

ESTIMATED FEES & COSTS:

The agency is authorized to charge you certain fees and costs to process your request (even if no record is subsequently found to exist), but must waive the first \$30 in fees assessed for general requesters and the first \$60 in fees when the agency finds that the request made is in the public interest. See HAR §§ 2-71-19, -31 and -32. The agency may require prepayment of 50% of the total estimated fees and 100% of the total estimated costs prior to processing your request. The following is the estimate of the fees and costs that the agency will charge you, with the applicable waiver amount deducted:

Fees: Search	Estimate of time to be spent: <u>15 mins</u> (\$2.50 for each 15-minute period)	\$ <u>2.50</u>
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Review & segregation	Estimate of time to be spent: _____ (\$5.00 for each 15-minute period)	\$ _____
Fees waived	<input type="checkbox"/> general (\$30) <input checked="" type="checkbox"/> public interest (\$60)	<\$ _____>
Other	_____ (Pursuant to HAR § 2-7-31(B))	\$ _____

Total Estimated Fees: \$ _____

Costs: Copying	Estimate of # of pages to be copied: <u>0</u> (@ \$ <u>0.25</u> per page.)	\$ <u>0</u>
Other	<u>0</u>	\$ <u>0</u>
Total Estimated Costs:		\$ <u>0</u>

NOTE: The policy and summary have already been reduced to digital format.

For questions about this notice, please contact the person named above. Questions regarding compliance with the UIPA may be directed to the Office of Information Practices at 808-586-1400 or oip@hawaii.gov.

READING THE SUMMARIES

1. **USER (Dashboard Detection Report):**

The "User" report breaks down the number of detections by individual users who have logged onto the system and use the ALPR system.

The Report Details section provides information on the following:

- a. The time frame covered by the report;
- b. The number of users who logged on and were operating the ALPR system during the given time frame; and
- c. The total number of detections during the given time frame.

NOTE: The Report Details states the "Detection Type" as "Mobile and Fixed", however, the HPD only has Mobile systems.

The User chart provides an overall snapshot of the number of detections each user generated during the given time frame. This chart can be in pie chart or bar graph form.

The User table lists the name of each officer who logged onto the system to use the ALPR system. Officers are listed in order of greatest number of detections generated to least number. The number assigned to each officer's name on the table corresponds with the User chart. The total number of detections each officer generated during the time period is also provided.

2. **SYSTEM (Dashboard Detection Report):**

The "System" report breaks down the number of detections by actual ALPRs in vehicles. To date, the HPD only has five (5) ALPRs in the field.

The Report Details section provides information on the following:

- a. The time frame covered by the report;
- b. The number of ALPR units operating during the given time frame (located under "System Count"); and
- c. The total number of detections during the given time frame.

NOTE: The Report Details states the "Detection Type" as "Mobile and Fixed", however, the HPD only has Mobile systems.

The System chart provides an overall snapshot of the number of detections each ALPR generated during the given time frame. This chart can be in pie chart or bar graph form.

The System table lists each ALPR in order of greatest number of detections generated to least number. The number assigned to each ALPR on the table

corresponds with the System chart. The total number of detections each ALPR generated during the time period is also provided.

3. **HIT RATIO (Dashboard Hit Ratio Report).**

The "Hit Ratio" Report indicates the number of "Hits" generated out of the total number of detections provided in the Users and System reports for the specified time period. While a number of plates may be detected, not all of them will alert ("Hit") as one that may be on a hot list (eg stolen vehicle, stolen plate, etc).

The Hit Ratio chart provides an overall snapshot of the number of hits received out of the total number of detections generated. This chart can be in pie chart or bar graph form.

The Hit Ratio table provides the detail numbers.

NOTE: No hits occurred during the time frame requested.

4. **ACCURACY (Dashboard Accuracy Report).**

The "Accuracy" Report provides a breakdown of the total number of Hits generated and indicates the number of confirmed hits ("Correct") and incorrect/non-confirmed hits.

"Correct" hits are ones where the system alerts and the officer confirms that the license is being read correctly and that the plate is in fact on a hot list (eg stolen, used in a crime, etc).

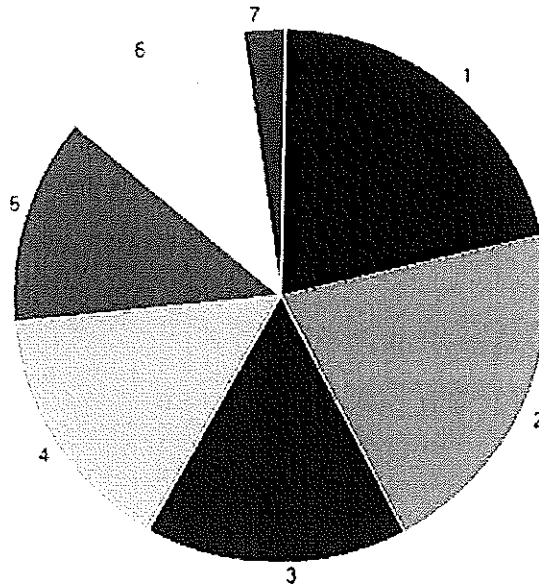
"InCorrect" hits are ones where the officer receives an alarm indicating that the license plate/vehicle was stolen however, when the officer visually checks the license plate being read by the ALPR, the officer determines that the plate was read incorrectly by the ALPR (eg. the ALPR reads a plate as "ABC123" but the plate actually reads "A3C123").

"NotScore" hits are reads where the officer could neither confirm nor not confirm the plate at the time the ALPR generated the read.

NOTE: No accuracy report was generated because no hit occurred during the time frame requested.

Report Details

Report By:	[REDACTED]	User Count:	7
Time Frame:	05-01-14 05-05-14	Total Detections:	9,239
		Detection Type	Mobile and Fixed



Contributor	User	Detections
1	[REDACTED]	1,953
2	[REDACTED]	1,927
3	[REDACTED]	1,462
4	[REDACTED]	1,424
5	[REDACTED]	1,166
6	[REDACTED]	1,074

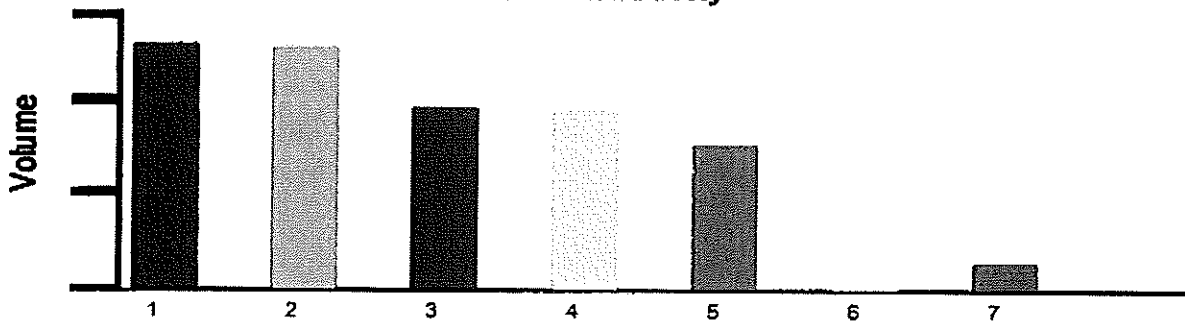


Contributor	User	Detections
7	[REDACTED]	233

Report Details

Report By:	[REDACTED]	User Count:	7
Time Frame:	05-01-14 05-05-14	Total Detections:	9,239
		Detection Type	Mobile and Fixed

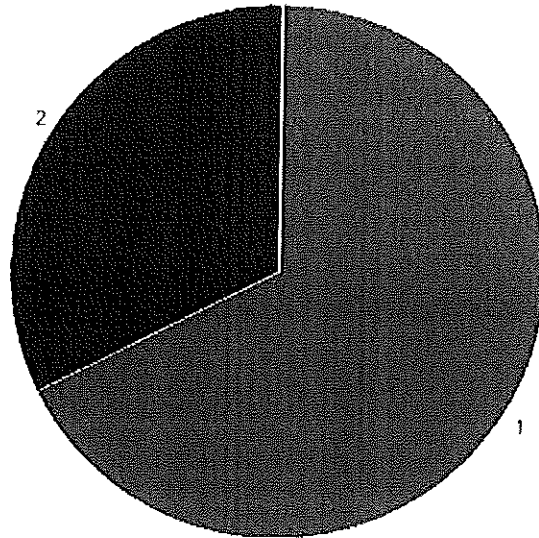
Detection Productivity



Contributor	User	Detections
1	[REDACTED]	1,953
2	[REDACTED]	1,927
3	[REDACTED]	1,462
4	[REDACTED]	1,424
5	[REDACTED]	1,166
6	[REDACTED]	1,074
7	[REDACTED]	233

Report Details

Report By:	[REDACTED]	System Count:	2
Time Frame:	05-01-14 05-05-14	Total Detections:	9,239
		Detection Type	Mobile and Fixed

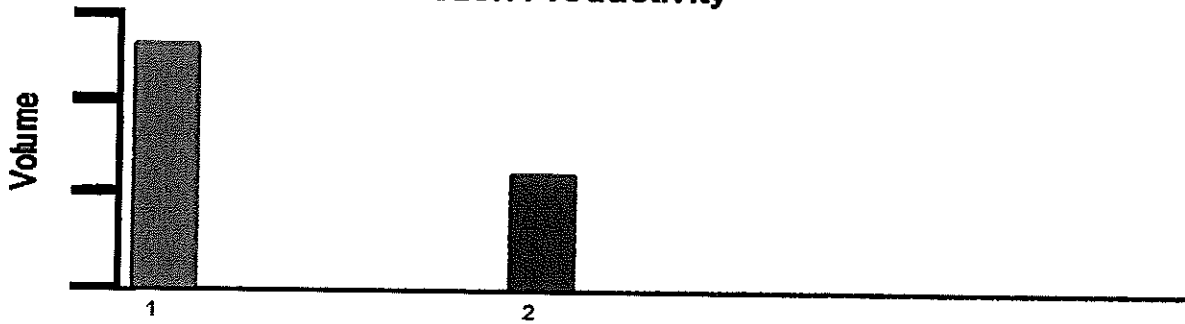


Contributor	System	Detections
1	MLPR12	6,238
2	MLPR7	3,001

Report Details

Report By:	[REDACTED]	System Count:	2
Time Frame:	05-01-14 05-05-14	Total Detections:	9,239
		Detection Type:	Mobile and Fixed

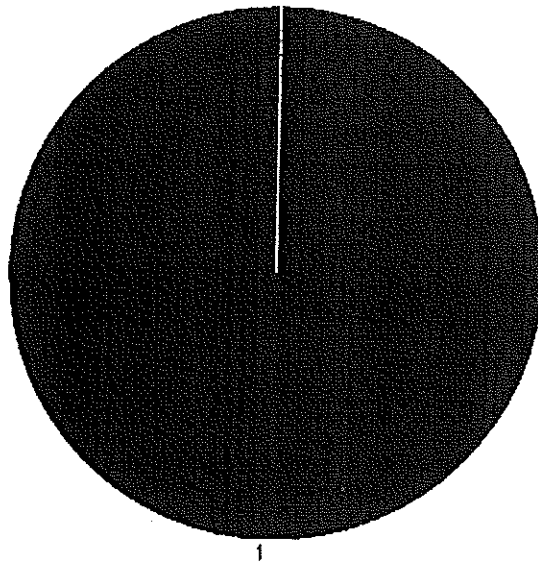
Detection Productivity



Contributor	System	Detections
1	MLPR12	6,238
2	MLPR7	3,001

Report Details

Report By:	[REDACTED]	Hit Ratio Count:	2
Time Frame:	05-01-14 05-05-14	Total:	9,239



Contributor	Record Type	Records
1	Detections	9,239
2	Hits	0



LEARN

Law Enforcement Archival & Reporting Network

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Agency Management

Agency Name:

Data Retention Policy:

Delete all Detection data after Days

Delete all Hit data after Days

Enter '0' for No Limit - Max Days = 2190 Days

Agency Manager List:

Add

Create

Remove

Geographic Zoning:

Current Status: Not in Use

[View Geographic](#)

Update

Close

Data Retention:

Assign a time period (measured in 'Day') that defines the accessibility time period of the Agency data. This may be different for Detection and Hit records. Enter '0' for No limit (No Data Retention period), or enter a number between 1 and 2190 representing the number of days the data will remain accessible.

WARNING: Data that ages beyond the Data Retention period at any given time will be made permanently inaccessible to all LEARN users on this server or otherwise.

Agency Manager List:

The Agency may have several Agency Managers affiliated with the account. Add, Create, or Remove Agency Manager Accounts. Each Agency Manager has the same privileges and at least one Agency Manager must be assigned to the account at any time.

Geographic Zoning:

Any Geographic zone may be applied to the Agency via LEARN Zoning Map Manager. The zone will limit all accessible LPR data to locations found within the zone - applies to all Users.

Agency Message:

The message below is currently active for all Users and Agency Managers. This can be modified at any time (Up to 150 characters).

Welcome to the Honolulu Police Department's LEARN Agency -
Powered by Vigilant Solutions

Edit

Data Sharing

Detection Sharing (External Server)

- Contribute Detections to NVLS
- Allow LPRD Detection Sharing
- Share LPR Data with External LEARN Servers

Detection Sharing (Internal Server)

Share With:

Accept Shares From:

- All -
- [Redacted] ^
- [Redacted] v

Hot-List Sharing

Share With:

'Data Sharing' allows your agency data including Detections and Hot-List record to be shared with other agencies on the LEARN server.

NVLS:

Contribute Detections to the National Vehicle Location Service (NVLS) nationwide LPR data sharing program.

LPRD:

Contribute Detections to the License Plate Recognition Data (LPRD) program funded by the Department of Justice.

Share data with external LEARN servers:

Allow the LPR Detections from your Agency to be searched by other external LEARN servers (No sensitive data will be made available).

Share Detections and Hot-List records with other Agencies:

Select the Agencies on this LPR server to share LPR Detections with Set permissions to share select Hot-Lists by Source.

National LPR Data Sharing Map:

The below map represents a list of Law Enforcement Agencies using LPR technologies - click on a representing 'Tic' mark and facilitate LPR data sharing by contacting the Agency Manager

Tutorial Guide:

