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**CSU FULLERTON POLICE DEPARTMENT
GENERAL ORDER NUMBER 4-11**

USE OF POLICE TRAFFIC ENFORCEMENT EQUIPMENT

- SUBJECT:** Police Traffic Enforcement Equipment and Operations
- PURPOSE:** To establish guidelines for the use of police specialized traffic enforcement equipment by the CSU Fullerton Police Department.
- POLICY:** It is the policy of the CSU Fullerton Police Department to create a safe environment for all students, faculty, and staff. To assist in the reduction of motor vehicle collisions and to help ensure the safety of motorists and pedestrians in and around campus, officers of the CSU Fullerton Police Department will utilize police traffic RADAR and LIDAR units for the enforcement of speed violations and Automated License Plate Reader (ALPR) technology to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons.

PROCEDURE:

- I. The Use of Speed Measuring Devices—RADAR. [CALEA 61.1.9a]
 - A. The CSU Fullerton Police Department will utilize handheld style Kustom Signal, Talon II radar units, operating in the “Ka-band.”
 - B. The RADAR unit is approximately 8 inches in length and 3 inches in width.
 - C. The radar units use a rechargeable battery that is integrated into the handle of the device. It may also be powered by use of a corded handle and plugged into the vehicles 12-volt power supply.
 - D. Officers of the CSU Fullerton Police Department shall operate the police traffic RADAR solely in the stationary mode, and may not be operated when the vehicle is in motion.
- II. The Use of Speed Measuring Devices—LIDAR
 - A. The CSU Fullerton Police Department will utilize handheld style Kustom Signal, ProLaser 3 and 4.
 - B. The LIDAR unit is approximately 10.25” x 4.25” x 7.40” (ProLaser 3) or 9.80” x 4.30” x 6.30” (ProLaser 4)

- C. The LIDAR units use a rechargeable battery that is integrated into the handle of the device. It may also be powered by use of a corded handle and plugged into the vehicles 12-volt power supply.

III. RADAR Operational Procedures [CALEA 61.1.9b]:

- A. Officers must select a Radar unit and sign that unit out from the radar log book. Officers will ensure all required fields, as to the status of the radar are documented before placing it in service. Officers shall note any damage, missing pieces, or anything making the device not serviceable. These deficiencies shall be reported to the On-Duty Watch Commander.
- B. Offices will conduct the internal circuit test on the unit, ensuring the unit displays a “32” in the target speed box. This number is preset by the manufacturer and the RADAR can not be operated if this number is not displayed.
- C. Officers will select one “55 MPH” tuning fork. The fork must be struck against a non-metallic solid object and placed approximately 3 inches in front of the antenna. The officer will note the speed displayed in the target box. Any number within +/- 1 MPH of 55 is the only acceptable numbers. Any number not within +/- 1 MPH must be noted, the RADAR placed out of service and the RADAR coordinator advised that the unit is not within calibration parameters.
- D. The RADAR unit may be placed into stationary service by the officer if the unit has successfully passed the calibration checks. While conducting directed enforcement, Officers should notify dispatch of the start and end of RADAR use. Dispatch shall create a log entry acknowledging this activity.
- E. Officers should primarily operate the RADAR for enforcement on the California State University Fullerton campus, concentrating on areas of high citizen complaints, where a traffic and engineering survey has been completed, and the signage reflects the results of the survey.
- F. Officers are to ensure that they operate their vehicles in a safe manner and to avoid unsafe maneuvers to stop a violator. Officers will utilize their personal discretion when deciding whether to cite a violator, or to give a verbal warning. Officers are highly encouraged to weigh all circumstances involved before determining their course of action.
- G. At the completion of the shift the officer will conduct a final tuning fork test of the RADAR unit. The unit must be with +/- 1 MPH of the tuning fork speed. If the unit fails to register the speed of the tuning fork within +/- 1 MPH the officer will advise the Watch Commander. Any citations written since the last accuracy check should be voided and the unit turned in for repair and recalibration. An email shall be sent to the appropriate Command Staff and the RADAR/LIDAR coordinator. The email shall give a brief description of the circumstances and error of the device. This shall be completed prior to the officers’ end of watch.

IV. LIDAR Operational Procedures:

- A. LIDAR devices will be assigned to individual Traffic Officers. Other trained personnel can utilize the LIDAR devices with Watch Commander approval. Any use by other than the assigned officer shall be logged in RIMS
- B. Once the device completes its automatic internal-check, the officer will be required to complete an “Accuracy Check” prior to going in service. The accuracy check should be completed to the standards set forth by the manufacturer.
- C. Officers should primarily operate the LIDAR for enforcement on the California State University Fullerton campus, concentrating on areas of high citizen complaints, where a traffic and engineering survey has been completed, is current, and the signage reflects the results of the survey.
- D. At the completion of the shift the officer will conduct a final Accuracy test of the LIDAR unit. If the device does not meet manufacturer specifications on accuracy, any citations written during the officer’s shift shall be voided and the unit turned in for repair. An email shall be sent to the appropriate Command Staff and the RADAR/LIDAR coordinator. The email shall give a brief description of the circumstances and error of the device. This shall be completed prior to the officers’ end of watch

V. RADAR Equipment Proper Care and Upkeep [CALEA 61.1.9c]

- A. The RADAR units are to be kept in their protective cases when not in service, are being transferred from the station to the police units, or when the police unit is in motion.
- B. Officers will avoid leaving the RADAR units on their vehicle’s dash or in direct sunlight for long periods of time.
- C. If the RADAR unit becomes dirty or soiled the officer will wipe the unit with a lightly damp cloth. In no circumstance will any soap, detergent or solvent be used to clean the RADAR unit. Special care will be used when wiping the antenna portion of the RADAR. If the officer is unable to clean the RADAR by this method they are to advise the RADAR coordinator.
- D. RADAR units should be plugged in at the end of shift to ensure the battery is charged for the next officer.

VI. RADAR/LIDAR maintenance and Calibration Records [CALEA 61.1.9d]

- A. All RADAR units and tuning forks will be sent to RHF Industries for repair or recalibration. This will occur anytime a RADAR unit or tuning fork is damaged or fails to test within the above listed tolerances. At a minimum all RADAR units and tuning forks will be sent for recalibration every 3 years as required by CVC 40802(D).

- B. All original copies of RADAR calibration and tuning fork calibration certificates will be kept in the Watch Commanders office by the assigned Department Radar coordinator.
- C. Copies of the Traffic and Engineering surveys for the California State University Fullerton, the Cities of Fullerton and Placentia will also be kept in the Watch Commanders office by the assigned Department RADAR coordinator.
- D. Officers will be provided copies of the calibration certificates, traffic surveys and the daily RADAR/LIDAR log prior to any traffic court appearance for a speed violation.

VII. RADAR Operator Training and Certification [CALEA 61.1.9e]

- A. Prior to using any RADAR units for enforcement purposes officers shall be trained in the use of this device. Officers must also complete a 100 vehicle estimation sheet and also score above an eighty-percent on the written test. Officers shall not use RADAR or LIDAR for enforcement activities until approved by the RADAR Coordinator/ Traffic Officer
- B. Officers successfully completing the training will be issued a certificate of competency in the use of police traffic RADAR.

VIII. The Use of Automated License Plate Reader—ALPR [CALEA 41.3.9a]

- A. All installation and maintenance of ALPR equipment, as well as ALPR data retention and access shall be managed by the Administrative Division.
- B. The appropriate Command Staff will assign personnel under his/her command to administer the day-to-day operation of the ALPR equipment and data.
- C. Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.
 - 1. An ALPR shall only be used for official and legitimate law enforcement business.
 - 2. An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
 - 3. While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
 - 4. No member of this Department shall operate ALPR equipment or access ALPR data without first completing Department approved training.

5. No ALPR operator may access California Law Enforcement Telecommunications System (CLETS) data unless otherwise authorized to do so.
6. If practicable, the officer should verify an ALPR response through CLETS before taking enforcement action that is based solely on an ALPR alert.

IX. ALPR Data Collection and Retention [CALEA 41.3.9d]

- A. The Department uses the LEARN-NVLS National Data Repository to host the LPR data. The LEARN platform provides infinite scalability and data security.
- B. All data and images gathered by an ALPR are for the official use of the California State University Fullerton Police Department and because such data may contain confidential CLETS information, it is not open to public review.
- C. ALPR information gathered and retained by this Department may be used and shared with prosecutors or others only as permitted by law.
- D. Any evidence in a criminal or civil action the applicable data should be downloaded from the server onto portable media and booked into evidence.


X. ALPR Data Accountability and Safeguards [CALEA 41.3.9b,d]

- A. All saved data will be closely safeguarded and protected by both procedural and technological means.
- B. The California State University Fullerton Police Department will observe the following safeguards regarding access to and use of stored data.
 1. All non-law enforcement requests for access to stored ALPR data shall be referred to the Records Supervisor and processed in accordance with applicable law.
 2. All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password protected system capable of documenting all access of information by name, date and time.
 3. Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or Department related civil or administrative action.
 4. All ALPR data queries must be accompanied by the law enforcement case number corresponding with the investigation. Without a case number entered, the system will not allow a query of license plate data.
 5. Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.

6. ALPR system audits will be conducted annually.

REVIEWED:
K.Bridgewaters

APPROVED:

A handwritten signature in black ink, appearing to read "Raymund P. Aguirre". The signature is written in a cursive, flowing style.

Raymund Aguirre
Chief of Police