



Snohomish County Sheriff's Office



ALPR

Automated License Plate Reader Training

UPDATE: SB 6002

USER ACCESS

- CTD will be responsible for creating and maintaining all Flock user accounts, roles, and privileges for all Sheriff's Office employees, including those in contract assignments.
- PDD will manage training on the use of ALPR systems. All users must be trained in the use of the FLOCK ALPR systems prior to use.
- You will receive an email from FLOCK regarding account activation once training is completed. All searches and Alerts will be created with the SCSO Flock account.
- All searches and alerts shall be created under the SCSO login.



USER REQUIREMENTS

- Read and acknowledge ALPR policy
- Read ALPR Standard Operating Procedures
- Review the videos below by logging into Flock Academy at this link [Flock Academy](#).
- If you are logging in for the first time, use your Flock Username and the 'I forgot my Password' option.
- **Select the 'Catalog' option and search for these trainings:**
 - **Law Enforcement User Training Session**
 - **Logging Outcomes**



ACCESSING FLOCK

- Desktop

- <https://www.flocksafety.com/>

- First Time User

- Enter your work email address and create a password

- Mobile Application

- Only for use on **SCSO issued phone**

- Download Flock through Knox Manage, which is where you will find the Application Store



SEARCH CRITERIA

Desktop

- Offense Type – Drop Down Menu
- Case Number (i.e., SO2025-12345678)
- Reason – Drop Down Menu
- License Plate
- Vehicle Fingerprint *
- Location
- Start and End Dates

*Vehicle Fingerprint encompasses distinctive features of a vehicle, including damage, aftermarket tires, bumper stickers, roof racks, as well as the make, model, and color.



DESKTOP SEARCH

Search

Search

Lookup

Investigative Purpose ⓘ

• Required Field

Offense Type •

Enter offense type

▼

Case Number •

Enter case number (required)

Reason •

Enter search reason (required)

▼

Vehicle Details

License Plate

Enter license plate

?

Plate State

Any

▼

☐ Include Partial Plate

Vehicle Fingerprint

Enter body, make, color, etc

▼

⌵

Location & Time

Location

My Network(s) Selected

⊗

Map & Devices

Start

04/14/2026 01:30 PM

–

End

04/14/2026 03:30 PM

Last 15 Min

Last 2 Hours

Last 24 Hours

Last 48 Hours

Last 30 Days

⌵ Advanced Filters

Reset All

0

Run Search



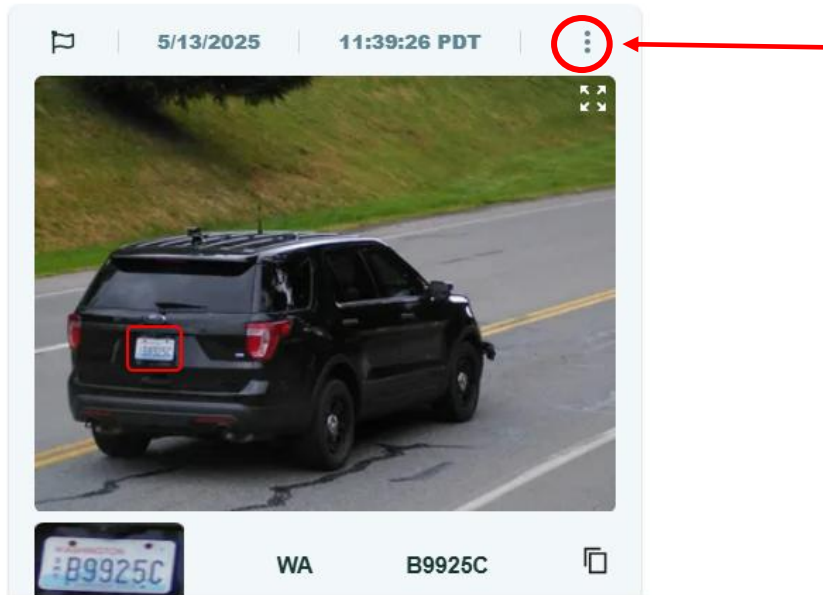
DESKTOP RETURN

Device Name: #01 EB W Stanley St @ Crooked Mile Rd 1 results

5/13/2025 11:00 AM - 5/13/2025 3:30 PM >

My Network(s)

Plate: B9925C

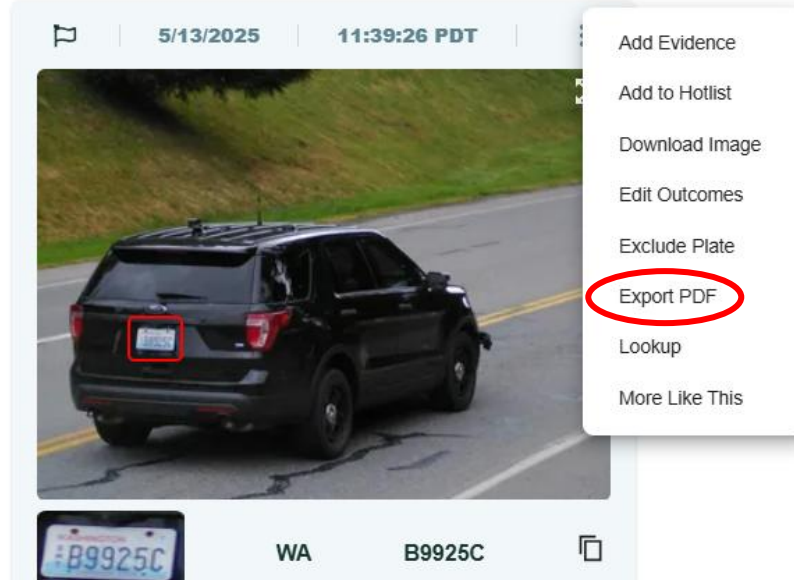


Device Name: #01 EB W Stanley St @ Crooked Mile Rd 1 results

5/13/2025 11:00 AM - 5/13/2025 3:30 PM >

My Network(s)

Plate: B9925C



Used to create a PDF for evidence



DESKTOP RETURN CONVERTED TO PDF

The FLOCK Desktop features allow returns to be converted to PDF format.

The screen shot on the right is what the return should look like after you have created the PDF.

****Do not attach PDF to New World as an attachment.**

Upload this return to Evidence.com as you would any other digital evidence.

flock safety

Report ID: 21340a4d-d55d-48c5-b93f-6d017a249ed4
Date Created: 5/13/2025, 3:12 PM PDT

Investigative Summary

License Plate Read

License Plate Detection

Organization name	Created by	Date created	Search reason
Granite Falls WA PD	Thomas Dalton	May 13, 2025	Training



License Plate Detection Details

License plate	B9925C
Body, Make, Color	SUV-Ford-Black
Local date/time captured	May 13, 2025, 11:39:26 AM PDT
Organization name	Granite Falls WA PD
Search reason	Training
Case number	LL2025-00001234
Device name	#01 EB W Stanley St @ Crooked Mile Rd
Device type	LPR
Device location	48.083562177641866, -121.98370483707073
Nearest address	18401 Crooked Mile Rd, Granite Falls, WA 98252, USA
Device network	Granite Falls WA PD

Flock Safety, and the Custodian of Record herein, declares, certifies, and verifies under penalty of perjury that this record is a true and accurate exact copy of the original record and/or document that was made and kept in the course of regularly conducted business activity, is a record that is routinely made and kept in the course of Flock Safety's business, was made at or near the time of the event it records, and that the Custodian of Record is familiar with the record and circumstances under which it was made within the regular course of business.

Disclaimer: The Device Location depicted in the map above is an estimation based on latitude and longitude of the device.



Mark Smith
Custodian of Records



SEARCH CRITERIA

Mobile App

Offense – Drop down Menu (required)

SCSO or SCSO Contract Case Number (For example SO2026-00012345)

Reason – Select from the dropdown menu (required)

License Plate

Vehicle Fingerprint

Timeframe

Location

MOBILE APP SEARCH

Add case number along with reason for the search.

3:13 5G+ 95

Search

Offense is now required.
Select the crime or offense that best matches your search.

Investigative Purpose (Required)

Offense Add offense (required)

Reason Add reason (required)

Case Number Add number (required)

Vehicle Details

License Plate Add full or partial plate

State Any

Include partial plates

Clear Search

Home Alerts Search

--

3:15 5G+ 95

Search

include partial plates

Date & Time

6 hours 12 hours 24 hours

7 days 14 days 30 days

Custom Date

Location & Devices

All Devices Zones

Draw Radius

Vehicle Fingerprint

Make Color Body

Identifier

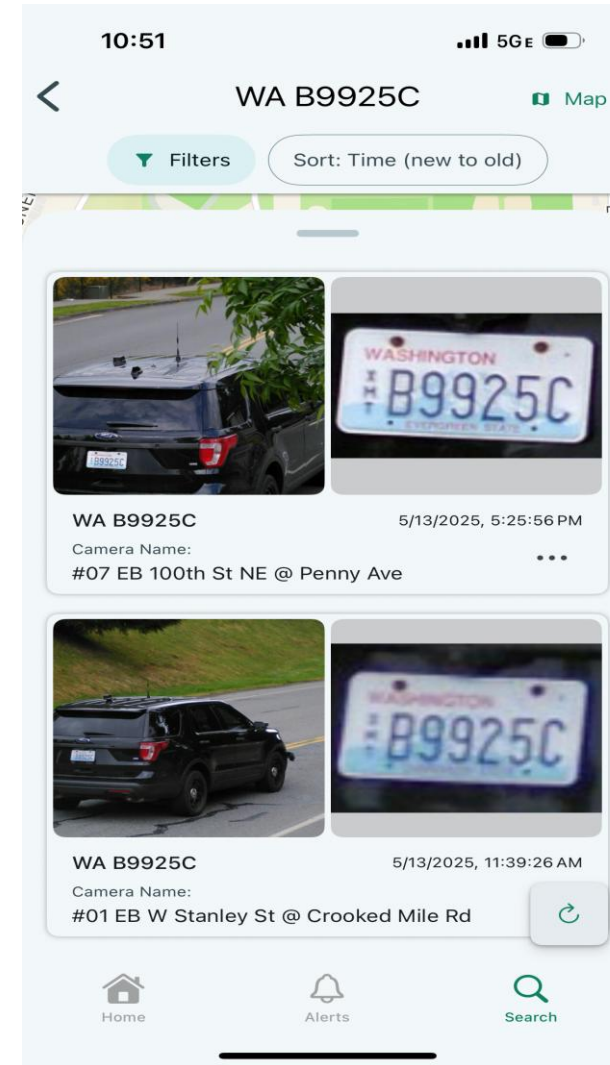
Clear Search

Home Alerts Search



MOBILE APP RETURN

- Return does not provide the same detection details as the desktop feature.
- The Mobile App does not have a PDF conversion option. Instead, take a screen shot of the return, transfer the file to the Axon App on your phone, and upload it to Axon Evidence.
- Requires more detail in your report about what you searched, the reason, and the results.



TECHNOLOGY REMINDER

- Flock cameras are AI powered, and software errors can occur. Variations in state, plate color, and characteristics could lead to errors.
- A positive ALPR match alone does not justify a vehicle stop; deputies need independent reasonable suspicion for the stop or immediately confirm visually that the license plate on the vehicle matches the image of the license plate displayed on the ALPR system and confirm by other means that the license plate number is in one of the databases specified below.
- (DOL, the state criminal justice information system, the FBI, kidnappings and missing persons list, the national center for missing and exploited children list, and the Washington missing persons list.)
- Flock returns should always be verified before taking any action.



RETENTION

- Flock Safety only stores images for 21 days.
- Retention laws require us to preserve certain information for discovery.



RETENTION

- All Flock queries returning with data relevant to the investigation are considered evidentiary and are required to be downloaded and transferred to evidence.com.
 - Convert .jpg photos to PDF
 - Include all relevant photos from your query response
 - Upload PDF to evidence.com
 - Follow evidence.com procedures (case ID, categorized as evidentiary)

Example: You conduct a Flock query for a Black Ford F-150 truck with rear damage. You might receive results for multiple different trucks with similar descriptions. Through further investigation, you narrow it down to the truck you believe is involved. It's crucial to retain the data (by converting it to PDF and uploading it to evidence.com) for the other two trucks. This ensures you can show that, despite multiple results, you accurately identified the involved vehicle. This process is important for potential legal challenges regarding the number of results received and your decision-making.



REPORTING

- A case report, or case supplemental report, shall be created every time a Flock query is conducted by a user, a return is produced, the return has evidentiary value, **or the lack of a return has evidentiary value**. (example; a suspect says he was driving in the area of a camera when a crime occurred. The camera did not capture his car there)
- Evidentiary value = A Flock query return that contains data relevant to the investigation.

Example: You investigate a burglary involving a black SUV. You query the Flock network surrounding the incident address. The return shows a black SUV passing one of the network cameras. Continue your investigation to prove or disprove the SUV is involved. Convert the return to PDF and upload to evidence.com.



REPORTING

- Reports shall include detailed information about your search returns containing evidentiary value.

Example: While reviewing the neighbor's ring camera I observed a black SUV parked in the victim's driveway during the time of the burglary. The SUV had a yellow sticker on the back window and was missing the left rear hubcap. I queried the Flock network surrounding the incident address, adding the above vehicle description. The return shows a black SUV with a yellow sticker on the back window passing a Flock camera twice, two blocks from the victim residence. The first return showed the SUV driving toward the victim address and the second showed the SUV driving away. Flock captured the license plate of the vehicle, which I ran through WACIC/NCIC, etc.....



REPORTING

- If an ALPR hit results in L/E action, regardless of the result, check mark 'ALPR' in the Action Taken data field of your Case or Case Supplement.

The screenshot displays the 'SO Case' reporting interface. The 'Case Report' section includes fields for Case Number (2026-), Reported Date and Time (05/20/2026), Priority, and Occurred Incident Type. The 'Occurred Location' section contains fields for Intersection?, House/Block #, ST Dir, ST Type, Street/Location Name, ST Type, ST Dir, and APT# OR "BLK". The 'X-ST' section includes X-ST Dir, X-ST Type, X-ST Name, X-ST Type, and X-ST Dir. The 'GEO VENUE' section includes City, State, ZIP Code, and County. The 'CASE STATUS' section shows 'Open' and 'DATE' (05/20/2026). The 'Reporting Officer' and 'Approved by' fields are present. The 'ACTION TAKEN' dropdown menu is open, showing options: ALPR (selected), PRE, Drone Deployment, Drug Referral, K9 Application, and LEAD. The 'ASSISTING AGENCIES' section is visible on the right. The 'Error Check' button is at the bottom left.

SO Case

Detail | Offenses | Subjects | Case Vehicle | Property Vehicle | Property General | Property Gun | Narrative | Attached Documents

Report Form Last Modified 11/30/18 1500

Case Report

CASE NUMBER: 2026- | REPORTED DATE and TIME: 05/20/2026 | PRIORITY: | OCCURRED INCIDENT TYPE: |

OCCURRED FROM DATE and TIME: | OCCURRED THROUGH DATE and TIME: |

Occurred Location

☐ Intersection ? | HOUSE/BLOCK #: | ST DIR: | ST TYPE: | STREET/LOCATION NAME: | ST TYPE: | ST DIR: | APT# OR "BLK": |

☐ Block

X-ST DIR: | X-ST TYPE: | X-ST NAME: | X-ST TYPE: | X-ST DIR: |

GEO VENUE: | CITY: | STATE: | ZIP CODE: | COUNTY: |

CASE STATUS: Open | DATE: 05/20/2026

Reporting Officer: | SIGNATURE DATE: |

Approved by: |

SIGNIFICANT EVENT: | CAMPUS CODE: | REPORTING DISTRICT: |

ACTION TAKEN

- ☒ ALPR
- ☐ PRE
- ☐ Drone Deployment
- ☐ Drug Referral
- ☐ K9 Application
- ☐ LEAD

ASSISTING AGENCIES

MODUS OPERANDI

SOLVABILITY FACTORS

ROUTING

MEDIA SYNOPSIS

ASH COUNTY SHERIFF

OUTCOMES

- To ensure accurate data for annual reporting, deputies **shall** complete the Outcomes section of Flock Safety, when L/E action is taken from a hit, which will provide a summary of your real-world use successes. Outcomes to report include, traffic stops (regardless of the end result), recovered stolen vehicles, recovered stolen plates, arrests, located missing persons, etc.

Note: Updates to the Flock interface are expected and will address the current lack of reporting mechanisms needed for compliance with SB6002. Until that time, some data entry redundancy is to be expected. User patience is appreciated.



OUTCOMES

- If a traffic stop is the only thing generated from a Flock Hit, (no Arrest and nothing recovered) the Outcome created shall appear similar to this sample image.

Edit Outcome

×

Details

Case Number

SO2026-88888888

Status

Completed

Assigned To

Sheriff Admin Team

Category

Incident

Arrests

Disposition

The Appropriate Selection

Activity

The Appropriate Selection

Other Crime(s)

Recovery

Stolen Vehicles Recovered

Guns Recovered

Approximate Value

Drugs

Notes

Additional Notes

Traffic Stop Only

Cancel

Submit



PRIVATELY HELD ALPR DATA (e.g., Home Depot or Lowes)

- An agency may obtain privately held automated license plate reader data (e.g., Home Depot or Lowe's) **only pursuant to a valid, court-issued, probable cause warrant.**
- **Privately held ALPR Data cannot be shared voluntarily.**



TRAINING SEARCH

- Once your training is complete and your account is activated, you can perform “training searches” to familiarize yourself with Flock Safety features.
- Case number shall be consistent (For example: SO2025-8888888).
- Use only **exempt license plates** for training searches.
- Reason shall indicate “Training.”
- No report is required when conducting training searches.
- **Do not convert the return to PDF or upload images to evidence.com if used for training.**



ANNUAL AUDIT

- All user search activity is permanently stored by Flock Safety.
- Images and returns are deleted after 21 days
- Organization audit data contains
 - Users
 - Number of networks searched
 - Offense
 - Case Number
 - Date/time
 - License plate, vehicle fingerprint
 - Reason for the search



Misuse of the System

- Deputies will not search or enter alerts into any Flock account at the request of members of other L/E agencies, including members of other agencies who are assigned to the Violent Offender's Task Force and the Snohomish Regional Drug Task Force.
- Deputies are not prohibited from conducting searches or creating alerts based on outside agency incidents for internal SCSO purposes that otherwise meet this policy. E.g. entering a freshly stolen vehicle license plate from an outside agency into an SCSO internal Hotlist.
- If allegations arise that the user has violated any part of this manual, the user may face disciplinary action, including the suspension of their Flock access.
- Willful and intentional misuse of the ALPR System or Data may subject the user to criminal or civil penalties.
 - *Any person who willfully and intentionally queries, accesses, or uses an automated license plate reader system for a purpose not specifically authorized under this chapter, or who willfully and intentionally retains, sells, shares, permits access, or disseminates automated license plate reader system data or audit trail data in violation of this chapter, is guilty of a gross misdemeanor.*



Custom Hotlist Audience = Organization and Others

Guidelines

Miscellaneous

- A. Each Custom Hotlist with the audience set to 'Organization' must be approved by a supervisor.
 - a. Supervisors will ensure that only one Organization Hotlist is created for each external agency event.
- B. An individual deputy should not create more than one (1) Organizational Hotlist and one (1) personal Hotlist per event, without new/additional information supporting the new Hotlist.
- C. When the subject vehicle of a Hotlist entry has been located and the need for the Hotlist entry has been exhausted, that Hotlist, or the individual plate must be removed from the Hotlist by the author or a supervisor.



Custom Hotlist Audience = Organization and Others

Guidelines

- **List Name**

- A. Each list with an audience of more than just the author will relate to one case number only.
- B. If the Hotlist relates to another agency event (i.e. Skagit SO is looking for a hit & run vehicle and they have broadcast the plate number) an assist agency case number will be drawn, and a case completed and the number used in the Hotlist plate entry form.
- C. The Hotlist name will include the: Originating Agency, Ori Agy Case Number (if known), crime, and suspect(s) name if available.
- D. Example: Lynnwood PD, C#XX0000-000000000(IF KNOWN), Crime-Assault 2, Suspect-Smith, John R. 01/01/2001'.



Custom Hotlist Audience = Organization and Others

Guidelines

Add Plate

Plate:

- A. The license plate number if known

State:

- A. Add the associated state if known

Case Number:

- A. Add the associated SCSO or contract city case number(s) (the assist other agency case number). Format: XX0000-00000000

Expiration

- A. Four (4) hours for another agency event, seven (7) days from the date of the crime for a Snohomish County Sheriff event.



Custom Hotlist Audience = Organization and Others

Guideline

Reason: (must be one of the following by state law)

- A. Stolen Vehicle
- B. Associated with a missing or endangered person
- C. Registered to an individual for whom there is an outstanding felony warrant
- D. Registered to an individual for whom there is an outstanding gross misdemeanor warrant
- E. Driver related to or involved in a felony.
- F. Driver related to or involved in a gross misdemeanor.
- G. RO related to or involved in a felony.
- H. RO related to or involved in a gross misdemeanor.
- I. Vehicle related to or involved in a felony.
- J. Vehicle related to or involved in a gross misdemeanor.



Custom Hotlist Audience = Only the List Author

Guidelines

List Name

- A. Each private list will relate to only one case number.
- B. It is **recommended**, not required, to include the case number, crime, suspect(s) name if available.
- C. Example: 'Case Number-XX0000-000000000, Crime-Assault 2, Suspect-Smith, John R. 01/01/2001',



Custom Hotlist Audience = Only the List Author

Guidelines

Add Plate

Plate:

- A. The license plate number if known

State:

- A. Add the associated state if known

Case Number:

- A. Add the associated case number(s)

Expiration:

- A. No more than 60 days



Custom Hotlist Audience = Only the List Author

Guidelines

Add Plate (cont.)

Reason: (must be one of the following by state law)

- A. Stolen Vehicle
- B. Associated with a missing or endangered person
- C. Registered to an individual for whom there is an outstanding felony warrant
- D. Registered to an individual for whom there is an outstanding gross misdemeanor warrant
- E. Driver related to or involved in a felony.
- F. Driver related to or involved in a gross misdemeanor.
- G. RO related to or involved in a felony.
- H. RO related to or involved in a gross misdemeanor.
- I. Vehicle related to or involved in a felony.
- J. Vehicle related to or involved in a gross misdemeanor.

