



CrossingGuard

Policies and Procedures for

Cerritos, CA
05/10/04

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I have reviewed the procedures and policies in this document and

I approve them as specified

I require amendments as indicated

DARYL EVANS
Printed Name of Cerritos Sheriff's Department Representative

[Signature]
Signature of Cerritos Sheriff's Department Representative

6-10-04
Date

Hal Arbogast
Printed Name of City of Cerritos Representative

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Signature of City of Cerritos Representative

6/10/04
Date

This document is complete and compatible with available systems and processes. It is the controlling document for Cerritos, California processing effective immediately.

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6/10/04
Date



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Revision History:

| Rev | Revision Date | Name | Description |
|-----|---------------|----------|--|
| 1 | 03/04/03 | Telander | Original document created |
| 2 | 5/20/03 | Telander | Update sections 7.2.3 per PD direction. |
| 3 | 5/10/04 | Telander | Update document format, and made updates including, Confidentiality (8.6), Purge (8.7) statements per AB1022 legislation, Discard Categories & Factors (5.2), Notice to Appear (7.1), Bail Amount/Amount Due (7.1.2), Discard Review (7.3) Yellow Time Report (7.4), Violation Process & Citation Amendments, (8.2), Data Input to Court (8.4), Form (8.3.3) |
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1 Purpose

This document specifies the parameters, criteria and procedures that define the requirements for the operation of an installation of a Nestor Traffic Systems, Inc. (NTS) CrossingGuard™ system to manage the automated enforcement of red light violations in Cerritos, CA. These procedures and policies are authorized by and expanded from the operating contract.

2 Scope

The procedures and policies detailed in this document apply to the following intersections located in Cerritos, CA:

- Bloomfield @ Artesia
- South @ Studebaker
- South @ Gridley
- Bloomfield @ 91FWY – Proposed
- Carmenita @ 91FWY - Proposed

3 References

- 3.1 Contract dated 07/11/2002
- 3.2 Amendment Number One to Contract dated 9/11/2003

4 Review Instructions

In order to ensure that NTS is operating in accordance with customer expectations, as authorized by the contract, it is important that the customer review and validate the operating version of this document.

The latest version of this document should be signed and dated by both the customer and the NTS Program Manager. NTS' copy of this document will be maintained as a reference for persons operating CrossingGuard. NTS will operate according to the last approved version of this document.

Any subsequent change in parameters, procedure, or criteria must be authorized in writing. Approved changes will be implemented as soon as practical and the customer will be notified of the date on which the change will take effect. This document will be updated to reflect the changes after review and approval. A copy of this document will be returned to the customer after approval.

The customer is requested to review each section and indicate acceptance of the specifications by a check mark (✓) in the box to the right of the item. If the item is not acceptable, the customer is requested to mark with an "X" in the box to the right and provide notations to indicate the required correction.

If there are changes required, NTS will resubmit the document for approval, requiring review of only those sections that have changed. NTS will mark unchanged sections with a check mark (✓) before resubmitting for final approval.

The customer is requested to initial the bottom of each page reviewed, even if corrections are requested, and to sign the cover page.

If corrections require additional pages, please number any additional pages beginning with the next number after the last page of this document and number the notations sequentially,

beginning with 1. Refer to the page and note number within the body of this document. If there are additions that do not relate to an existing section of the document, please enter a reference to them on the last page of this document. The customer is also requested to initial each additional page adjacent to the last note on that page.

5 Definitions

5.1 Abbreviations

| | |
|-------|---|
| NTS | Nestor Traffic Systems, Inc |
| CG | CrossingGuard™ |
| CGCC | CrossingGuard CitationComposer |
| PD | Cerritos Sheriff's Station or Officer |
| COURT | Cerritos Superior Court |
| CITY | City of Cerritos |
| CADMV | California Department of Motor Vehicles |
| CDL | California Driver License |

5.2 Discard Categories and Factors

This list is for internal use and is included as customer information. It does not require customer approval. It is, however requested that the customer read the discard categories and factors and initial the pages to indicate that this information was reviewed.

Violations Discarded - Discretionary Factors

Exempt Vehicle
 Exempt Violation - System Testing
 Funeral Procession
 Grace Period
 Officer Directing Traffic
 Out of State Vehicle
 Violation - System Testing

Violations Discarded - Uncontrollable Factors

DMV Driver Info Incomplete
 DMV Mismatch
 DMV Vehicle Info Incomplete
 Face Obstructed
 Lane Change
 Plate Glare
 Plate Obstructed/Obscured
 Signal Glare
 Signal Obstructed
 Speed Change
 Temporary Plate
 Vehicle Glare
 Vehicle Missing Plate
 Vehicle Obstructed/Obscured
 Windshield Glare

Violations Discarded - Controllable Factors

Missing Required Element

- Signal View Recording
- Context View Recording
- Front View Recording
- Rear View Recording
- Signal Image
- Vehicle Image
- Driver Image
- Plate Image
- Plate Number Illegible
- Plate State Illegible

6 Responsibilities

| Party | Responsibilities |
|---------------------------------------|---|
| NESTOR TRAFFIC SYSTEMS, INC. | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Maintenance of equipment <input checked="" type="checkbox"/> Collection and processing of violation data <input checked="" type="checkbox"/> Acquiring DMV data (utilizing approved DMV/PD requestor code) <input checked="" type="checkbox"/> DMV data entry <input checked="" type="checkbox"/> Review of DMV data <input checked="" type="checkbox"/> Providing citation data to Police Department laptop for review, court hearings, and violation viewing appointments <input checked="" type="checkbox"/> Printing and mailing of citations <input checked="" type="checkbox"/> Printing of Certificates of Mailing <input checked="" type="checkbox"/> Mailing of citations <input checked="" type="checkbox"/> Providing violator support services utilizing a toll free number to answer questions <input checked="" type="checkbox"/> Process Affidavit of Non-Liability requests <input checked="" type="checkbox"/> Process undeliverable mail <input checked="" type="checkbox"/> Mailing second notices, if applicable <input checked="" type="checkbox"/> Scheduling video viewing appointments at PD <input checked="" type="checkbox"/> Generating court evidence packets <input checked="" type="checkbox"/> Providing expert witness testimony as reasonably required |
| Cerritos, CA Sheriff's Station | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Review violations/Approval of citations <input checked="" type="checkbox"/> Host video viewing appointments at Police Department <input checked="" type="checkbox"/> Input court hearing dates into CitationComposer |
| Cerritos Superior Court | <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Provide electronic interface for Red Light Camera citations <input checked="" type="checkbox"/> Handle delinquent citations <input checked="" type="checkbox"/> Forwarding citation status/disposition/payment info to NTS monthly via an electronic interface |

Note that NTS may designate third parties to provide some of the services specified as NTS services.

7 Specifications

7.1 Citation

| | | |
|----------------------------|--|---|
| Form | A citation has two components: a "Notice to Appear" and a "Notice of Violation" | √ |
| Notice of Violation | The portion of the citation containing the images and other information about the violation and accused shall be called a "Notice of Violation." It shall have a detachable component labeled "Affidavit of Non-Liability". | √ |
| Notice to Appear | The Judicial Council of California dictates the format of the Notice to Appear. (Note: Form TR-115, provided by NTS, has been reviewed and was approved by the Judicial Council of California on 7/20/01 & 1/1/04) | √ |
| Citation Number | <ul style="list-style-type: none"> a) Each event will have a preliminary citation number that reflects the date and sequence number of the event. b) When a PD approves issuance of a citation, a number conforming to the requirements of the COURT replaces the preliminary citation number. c) The citation number shall have 7 characters. The first two characters shall be a sequential number incremented each time the PD approves a citation. The next character shall be "C". The final character shall be "A" for an initial citation and shall advance one letter, "B", "C", "D", etc. each time the citation is re-issued. | √ |
| Mailing | The initial citation mailing must occur no later than 11 calendar days from the Date of Violation. | √ |

7.1.1 Dates

| | | |
|--|---|---|
| Date of Violation / Date of Offense | The date the violation actually occurred. This date is printed on the Notice of Violation and on the Notice to Appear as Date of Violation. | √ |
| Time of Violation/Offense | The time the violation actually occurred. This time is provided as military time and is printed on the Notice of Violation as Time of Violation and on the Notice to Appear as "Time". | √ |
| Date Issued | The date the PD reviewed and approved a Citation for mailing. This is not printed on the Citation. | √ |
| Mailing Date / Notification Date | The date the citation was mailed. This date is printed on the Citation/Notice of Violation as Mailing Date. | √ |
| Payment Due / Court Date (Arrestment) | The first business day (not Saturday, Sunday or a court holiday) that is at least 60 days from the Mailing Date. The date is printed on the Notice of Violation as Payment Due and on the Notice to Appear as Court Date. | √ |

7.1.2 Amount

| | | |
|---------------------------------|---|---|
| Bail Amount / Amount Due | The amount printed on the citation is always \$340. It appears as Bail Amount on the Notice to Appear and as Amount Due on the Notice of Violation. | √ |
|---------------------------------|---|---|

7.1.3 Violation Information

| | | |
|---------------------------|--|---|
| Violation Location | The intersection location where the violation actually occurred. (e.g. "Bloomfield NB @ Artesia") | √ |
| PD Name | The name of the Police Officer who gave final approval to issue the Citation WILL NOT appear on the Notice of Violation. The approving officer's name, as entered in the officer profile in Citation Composer, WILL be printed on the Notice to Appear as the Declarant formatted as first initial, last name (e.g. "M. Smith"), along with the officer's ID number. | √ |
| Code | The citation shall reference the California Vehicle Code section as "21453(a) CVC" for through red light violations and "21453(c) CVC" for left turn red light violations. | √ |
| Time After Red | The number of seconds from the time the red light became active until the vehicle reached the stop line. It appears as "Crossed Limit Line x.xx Seconds After Red" on the Notice of Violation. | √ |

7.2 Issuance Criteria

7.2.1 Violation Criteria

| | | |
|---|--|---|
| Grace Period | The period of time after the light turns red during which violations are not recorded shall be 0 seconds (no grace period). | √ |
| Position of Vehicle When Light Turns Red | The front of the vehicle must be behind the limit line marked on the pavement. When the first line of the crosswalk serves as a limit line, the vehicle must not have entered the crosswalk. | √ |
| Signal State | The controlling signal(s) must be solid red. | √ |

7.2.2 Evidence

| | | |
|-----------------------------|---|---|
| Images | Five images are provided: a) An image showing the vehicle behind the limit line with the signals showing red. b) An image showing that the car proceeded into the intersection. c) An image showing a view of the entire license plate. d) An image showing the driver of the vehicle (passenger(s) will not be displayed on the printed citation). e) An image showing the license plate and enough of the vehicle to show that the license plate was attached to the vehicle in violation. | √ |
| Limit Line Image | The limit line image must clearly show: a) Some portion of the limit line in front of the forward most part of the vehicle, and b) The traffic signal clearly red. | √ |
| Signal Image Quality | At least one signal head must be visible in the limit line image and the intersection image shown on the Citation. It must be clear that: a) At least one controlling light must be active, and b) Any active controlling light is red, and c) No controlling yellow light may appear to be active. | √ |

| | | |
|--------------------------------------|---|---|
| Vehicle in Intersection Image | The intersection image must clearly show the rear of the vehicle beyond the limit line. When a crosswalk serves as a limit line, the front of the vehicle must have passed through the crosswalk. | √ |
| Vehicle Front or Rear | The vehicle front or rear image shall show the license plate on the front or rear of the vehicle. | √ |
| License Plate Image Quality | The entire license plate number must be visible and readable. | √ |
| Driver Image Quality | If the gender of the driver cannot be determined, the violation will be discarded, citing "driver not visible" as the reason. The driver of the vehicle must be identifiable. | √ |

7.2.3 Emergency and City Vehicles, Dealer Plates

| | | |
|----------------------------|--|---|
| Emergency Vehicles | Emergency vehicles with active emergency lights are exempt. Violations involving emergency vehicles with no active emergency lights visible are non-exempt. Both types of vehicles will be forwarded for PD review the same as non-emergency vehicles. | √ |
| Government Vehicles | Violations involving CITY vehicles, or vehicles from any other government entity, are non-exempt. | √ |
| Dealer Plates | NTS is unable to process violations for vehicles with dealer/temporary plates since it is not possible to retrieve CADMV data. | √ |

7.2.4 Tractor Trailer License Plates

| | | |
|------------------------|---|---|
| Plate Selection | The license plate must be read from the tractor. The plate from the trailer will not be used. If the plate is not captured from the tractor, the violation will be discarded. | √ |
|------------------------|---|---|

7.2.5 Out-of-State

| | | |
|---------------------------------------|--|---|
| Out-of-State Registration | Vehicles with non-California license plates will NOT be cited. | √ |
| Out-of-State Driver Implicated | If an accused violator from California submits an Affidavit of Non-Liability implicating a non-California driver, the affidavit will be entered and submitted to the PD for review. If the affidavit is accepted, a Request to Void document will be printed. The PD may then either re-issue the citation to the implicated driver or discard the citation. | √ |

7.3 Discard Criteria

| | | |
|------------------------|--|---|
| Discard Process | Violations that fail to meet the PD/CITY issuance criteria will be discarded and assigned to a discard category by an NTS operator. Each violation is labeled with a discard criterion that is accessible to the PD/CITY. The system allows for text descriptions for some non-specific criteria. When there are multiple discard reasons for an event, the event will be categorized as follows: a) If there is a root problem, such as lack of video, that causes inability to meet other criteria, e.g. image of license plate, the root problem will be cited. b) If one category is more descriptive of the underlying failure, that category will be used. | √ |
|------------------------|--|---|

| | | |
|-----------------------|---|---|
| | c) If one failure is less frequent than another, the less frequent failure will be noted so that it is not hidden behind the more frequent problem. | |
| Discard Review | The PD will be provided with access to all discarded violations for evaluation and review. | √ |

7.4 Reports

| | | |
|---|---|---|
| Disposition Reports | NTS will receive a monthly Disposition Report via ETRS that will include the final disposition of the cases. There are no disposition reports during the warning period. | √ |
| Monthly Billing Statement | The monthly billing statement will be sent to: City of Cerritos P.O. Box 3130 Cerritos, CA 09703 Attn: Hal Arbogast | √ |
| Performance Reports | Performance reports may be generated at the PD using CitationComposer or through CitationViewer. These include: a) Number of violations detected b) Number of exempt violations (e.g. emergency vehicles) c) Number of non-exempt violations d) Number of non-exempt violations having sufficient evidence to cite e) Percentage of non-exempt violations with sufficient evidence to cite f) Number of violations that could not be cited due to CG performance g) Number of violations that could not be cited due to issues outside of NTS' control h) Number of Notices of Violation (Citations) mailed | √ |
| Violations Sorted by Time Report | Violation counts per intersection are reported in time-of-day hourly intervals. | √ |
| Red Time Report | Violation counts occurring at each intersection in 10 millisecond intervals up to 5 seconds into the red cycle. | √ |
| Yellow Time Report | Timing of yellow phase through signal sensing from city traffic controller to the tenth of a second for each approach enforced. | √ |

7.5 Other Documents

| | | |
|-------------------------------|--|---|
| Certificate of Mailing | a) When a batch of citations is printed, one or more Certificate(s) of Mailing, approved for use by the Post Offices at which they are mailed, will be printed automatically. b) This form will be taken to the post office and will be signed by a postal employee. c) The signed Certificates of Mailing will be retained by NTS. d) When requested by the PD, a Certificate of Mailing will be mailed to the PD. e) Certificates of Mailing will be retained at NTS for a minimum of one year from the date of violation. | √ |
|-------------------------------|--|---|

8 Procedures

8.1 DMV

| | | |
|---|--|---|
| DMV Data Retrieval | NTS will retrieve data from the CADMV on behalf of the PD for the CITY. | √ |
| Single Owner, Driver Information Available and Matches | The registered owner's CADMV information must be consistent with the appearance of the driver in order to process a violation for PD review. The Register Owner's address must match the CDL address in order to obtain the required Date of Birth and CDL information unless verified by PD. | √ |
| Multiple Owners, Driver Information Available for All. | If the apparent gender characteristics, (gender, hair color, height, weight and age) from the driver image are consistent with the driver information for one owner, that person will be identified as the driver. | √ |
| No Driver's License Number / No Matching Driver | The COURT requires that CDL information be included on all red light camera citations with the exception of vehicles registered to businesses, rental and leasing companies. If the CDL information is not available, the violation will be discarded, citing "no licensed driver matches video." | √ |
| Rental/Leased Vehicles | A citation will be issued to the rental/leasing company if approved by the PD. The company must file an Affidavit of Non-Liability to implicate the driver. | √ |
| Vehicles Registered to a Business | A citation will be issued to the registered owner if approved by the PD. The owner must file an Affidavit of Non-Liability to implicate the driver. | √ |
| No Matching Driver | If none of the driver or registered owner information matches the driver image and the vehicle is not a rental/leasing or business vehicle, the violation will be discarded, citing "no licensed driver matches video" as the reason. | √ |
| Plate Type | The NTS reviewer will determine the plate type from the license plate image. Plate type information is required for CADMV queries. | √ |
| Make/Model/Vehicle Type | The NTS reviewer will verify that the make and model of the vehicle are consistent with the vehicle registration data received from CADMV. If the vehicle registration information is clearly inconsistent with the vehicle image, the violation will be discarded, citing "DMV Mismatch". | √ |

8.2 Citation Approval

| | | |
|--------------------------|--|---|
| Violation Process | Violations are processed by NTS for PD review. The process includes violation verification, plus retrieval and review of CADMV data. Violations that match the PD/CITY issuance criteria are forwarded to the PD computer for PD review. Violations that fail to meet the PD/CITY issuance criteria will be assigned to a discard category. Each discarded violation is labeled with a discard criterion and is accessible to the CITY. | √ |
| Officer Approval | PD, who may discard a violation or issue a Citation to the violator, individually reviews completed violations, including the violation video, the images extracted from the video, and CADMV information. No citation will be issued unless it is reviewed and approved by PD. | √ |

| | | |
|----------------------------|--|---|
| Citation Issuance | PD approved citations are printed and mailed by NTS. | √ |
| Citation Amendments | When any information on a citation needs to be amended, an amendment letter will be sent to the violator. PD will send the amendment letter, retain a copy for their records and submit a copy to the court. The Court Date (payment due date) on an amended citation is the first business day that is at least 60 days after the Mailing Date and reflected on the amendment letter. | √ |

8.3 Citation Processing

8.3.1 Mailing

| | | |
|------------------------------|---|---|
| Frequency of Mailings | Citations will be mailed daily Monday through Friday except holidays. | √ |
| Undeliverable Mail | If a citation is returned as undeliverable, under the direction of the PD, NTS will submit the completion and request to void for review by the PD. | √ |
| No Response | NTS is not required to take any further action for citations with no response. | √ |

8.3.2 Warnings to Citations

| | | |
|--|--|---|
| Conversion from Warnings to Citations | <ul style="list-style-type: none"> a) There will be a one day delay to complete the final warning processing before beginning to process citations. b) All warnings will remain in the database as "Complete/Uncollectible" c) It will not be possible to reprint warnings after starting to issue citations. | √ |
|--|--|---|

8.3.3 Affidavit of Non-Liability

| | | |
|--|---|---|
| Form | An Affidavit of Non-Liability (40518CVC) is provided on the back of the citation to allow the accused to identify the driver captured in the violation. | √ |
| Submission Date | A violator may submit an Affidavit of Non-Liability at any time up to and including the Court Date. Affidavits filed close to the Court Date may not be processed prior to the Court Date. | √ |
| Affidavit Return Address | Affidavits of Non-Liability will be addressed to NTS. Automated Red Light P.O. Box 737 La Jolla, CA 92038-0737 | √ |
| Submitted at Cerritos Sheriff's Station | If affidavits are submitted to the PD, the PD will mail the original (keeping a copy for their records) to NTS on a weekly basis. Automated Red Light P.O. Box 737 La Jolla, CA 92038-0737 | √ |
| Submitted at Court | If an affidavit is submitted at COURT, the COURT will forward it to NTS on a weekly basis. Automated Red Light P.O. Box 737 La Jolla, CA 92038-0737 | √ |
| Data Entry | Affidavits of Non-Liability will be returned to NTS and the data will be entered manually. | √ |

| | | |
|---|---|---|
| Officer Review | <p>Affidavits will be forwarded to the PD for review if:</p> <ul style="list-style-type: none"> a) The officer that approved the original citation, as well as any other officer authorized to use CitationComposer is permitted to review Affidavits of Non-Liability for acceptance/rejection. b) If driver information is retrieved from the CADMV for the implicated driver, it will be presented along with the data entered by NTS. c) If driver information is not retrieved from the CADMV (no match or ambiguous return) for the implicated driver, the PD may choose to attempt to retrieve the data and enter it manually AFTER accepting the affidavit. d) If an affidavit is rejected, the PD will print a form letter from CitationComposer indicating that the affidavit has been rejected and that the originally implicated driver is still responsible for the citation. The PD is responsible for mailing this letter to the violator. The content of the "master" letter may be changed at any time; however, the content may not be altered on an individual citation basis. | √ |
| Re-issue Mailing Date | <ul style="list-style-type: none"> a) The requirement to issue a citation within 11 days of the violation does not apply to citations issued to a driver implicated by an Affidavit of Non-Liability. b) The Mailing Date will be set to the date the re-issued citation is mailed. | √ |
| Re-issue Court Date | <p>The Court Date (payment due date) on a citation re-issued as a result of an accepted Affidavit of Non-Liability is the first business day that is at least 45 days after the Mailing Date on the re-issued citation.</p> | √ |
| Required Information | <p>Name, full address, driver license and date of birth of the implicated driver constitute sufficient information to submit the affidavit for review. For rented/leased vehicles, a rental/lease agreement is requested, but not required in order to enter the affidavit.</p> | √ |
| Rental/Leasing Contracts | <p>If a rental or leasing contract is submitted along with an Affidavit of Non-Liability, it will be retained by NTS. When requested by the PD, the rental or leasing contract will be mailed to the PD. When the PD has finished using the rental or leasing contract originals, the PD will mail them back to NTS to keep on file.</p> | √ |
| Affidavit and Related Document Storage | <p>After processing, all Affidavits of Non-Liability and related forms, including contracts, will be stored by NTS. When requested by the PD, NTS will mail the original Affidavit of Non-Liability and related forms to the PD. When the PD has finished using the Affidavit originals, the PD will mail them back to NTS to keep on file.</p> | √ |
| Notification | <ul style="list-style-type: none"> a) If an incomplete Affidavit of Non-Liability is submitted, NTS will return the affidavit to the violator with a request that all information be completed before the affidavit is resubmitted. (A notation will be entered in CitationComposer that this has occurred, noting the date and reason for the return.) b) The PD does not notify the accused of when an Affidavit of Non-Liability has been accepted. c) When the PD rejects an Affidavit of Non-Liability, CitationComposer may be used to generate an "affidavit rejection" letter to the accused. This letter would be printed at the PD and it would be the responsibility of the PD to mail the letter. | √ |
| Status Information | <p>Accused violators must contact the COURT for information regarding their citation status.</p> | √ |
| Cancellation Requests | <ul style="list-style-type: none"> a) When the PD accepts an Affidavit of Non-Liability, a Request to Void Citation is printed. The PD has the option to print multiple | √ |

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| | copies. b) The PD is responsible for delivery of these letters to the COURT. Request to Void Citations may not be printed on-demand apart from the above "Affidavit Review" process. | |
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8.3.4 Notice to Appear

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| Race | The race of the driver must be provided on the Notice to Appear due to the COURT requirement. This information is not available in the CADMV database. The NTS reviewer will select a race designation for all citations using the following designations: <ul style="list-style-type: none"> • "W" – White • "B" – Black • "A" – Asian • "H" – Hispanic • "O" – Other • "X" - Unknown Drivers will not be further distinguished by ethnic groups and in most cases "X" – Unknown is reflected. | √ |
| Officer Names / Signatures | The approving officer's name, as entered in the officer profile in CitationComposer, will be printed on the Notice to Appear as the Declarant. Format: First name initial, last name (e.g. M. Smith). | √ |

8.4 Court

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| Court Having Jurisdiction | The Bellflower Superior Court has jurisdiction over this program. | √ |
| Court Training | PD will provide general overview training to the COURT, with NTS support if requested. | √ |
| Courtesy Notices | The COURT will NOT issue courtesy notices to violators. COURT instructions are included on the back of the Notice of Violation. | √ |
| Data Input to Court | NTS Will electronically notify the COURT of mailings of Notices To Appear via the Expanded Traffic Records System ("ETRS") and "Imaging" (Bellflower COURT Records) electronic interfaces. Juvenile Notices to Appear will be manually delivered to Metro Court. | √ |
| Evidence for Trial | a) Duplicate Citations may be printed by the PD on-demand from the laptop. b) If requested by the PD, NTS can send a copy of the original citation. c) Laptop computer must be on-line the day before the court date in order to have the data exported automatically. | √ |
| Court Docket | The PD enters or instructs NTS to enter the court date when scheduled by the court. The violation record is automatically exported to the laptop in time for the court appearance. | √ |
| Data Update from Court/PD | a) NTS will receive a monthly report via ETRS that includes the final dispositions of all red light camera cases on the first Monday of each month. b) The monthly ETRS report will include the following information: <ul style="list-style-type: none"> - Citation number - Case status - Amount paid - Disposition date | √ |

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| | - Disposition code | |
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8.5 Juveniles

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| Age | A "juvenile" is a person less than 18 years old. An "adult" is a person 18 years old or older. | √ |
| Court | <p>a) Cases for juveniles who are red light violators are at: Norwalk Superior Court 12720 Norwalk Blvd. Norwalk, CA 90650</p> <p>b) When juveniles appear in COURT, they must bring their current CDL and be accompanied by a parent or guardian.</p> <p>c) Juvenile notices to appear are not transmitted via ETRS and will be hand delivered to Norwalk Court.</p> | √ |

8.6 Data Integrity

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| Security | <p>a) Workstations with access to the Cerritos database and CADMV data are password protected.</p> <p>b) The Cerritos database is protected by an additional password.</p> <p>c) Remote access is via a frame relay link or via Virtual Private Networking with encrypted passwords.</p> <p>d) The room containing the Cerritos server, on which the database resides, is physically secured when not occupied.</p> | √ |
| Confidentiality | <p>a) Notwithstanding Section 6253 of the California Government Code, or any other provision of law, photographic records made by the System shall be confidential, and shall be made available only to governmental agencies, law enforcement agencies, the registered owner or the individual identified by the registered owner as the driver of the vehicle at the time of the alleged violation, as instructed by the Municipality.</p> <p>b) Information obtained from the Department of Motor Vehicles for the administration or enforcement of the program shall be held confidential by NTS, and may not be used for any other purposes.</p> <p>c) Except for court records described in Section 68152 of the California Government Code, the confidential records and information described in paragraphs (a) and (b) may be retained for up to six months from the date the information is first obtained, or until final disposition of the citation, whichever date is later, after which time the information shall be destroyed, as soon as economically practical, in a manner that will preserve the confidentiality of any person included in the record or information.</p> | √ |
| Backups | <p>a) A process will be run weekly to discard non-violation events and backup the database to disk.</p> <p>b) The backup files will be periodically copied to tape and stored off-site.</p> | √ |
| Archival | Monthly archival of citations with a Court Date over one year old is planned. Status records will remain in the database, but videos and citation images will be stored outside the database. The full record may be made available with a one-week advance notice. | √ |

8.7 Purge Procedures

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| Discarded Violations | Red light violations that do not meet initial issuance criteria, and are subsequently discarded, shall be purged from the electronic database within sixty (60) days from the date of discard. | √ |
| Dismissed Citations | All Data contained in red light citations that are initially issued and later dismissed by the COURT (unless pending appeal), shall be destroyed within sixty (60) days from the date of dismissal. | √ |
| Complete Citations | All Data contained in red light citations in which the citation is paid, bail is forfeited, or after trial, shall be retained for a period of three years from the date of issuance and then destroyed within six (6) months of the end of such three year period. | √ |
| Purge Method | The method of destruction of all citation Data should be in a manner such that it cannot be reproduced or identified in any physical or electronic form. | √ |

8.8 Information Services

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| Operation Log | <p>A system operation log file is automatically produced at the roadside computer and accessible via the CitationComposer laptop. A new file is created each day and the previous day's file is automatically transferred to the database. Each message in the log file is stamped with a date and time. Among other things, the log file shows:</p> <ul style="list-style-type: none"> a) Sequencing of the monitored traffic signals. b) Violation predictions and the eventual outcome, including: <ul style="list-style-type: none"> • Confirmed, including the name of the files produced and when they were delivered to the database server. • Aborted, along with an explanation. c) Any detected errors in system operation. d) Any startup/shutdown of the system. e) Automated maintenance functions. | √ |
| Procedural Information for Accused Violators | <p>A toll-free telephone number for violators to call is required for this installation.</p> <p>The toll-free telephone number is (866) 334-2156. Callers will be able to select and hear recorded information at any time. They will also be able to speak with an operator equipped to answer general questions between 8:30 AM and 5 PM PST.</p> <p>Information available includes general payment instructions, the court address, the COURT and PD phone numbers, instructions on scheduling appointments to view video evidence, information about the automated enforcement program, and procedures for contesting violations.</p> | √ |
| Scheduling Appointments to View Violation Video | <ul style="list-style-type: none"> a) The PD will be available on <i>Wednesdays from 4:00pm to 6:00pm and Thursdays from 11:00am to 1:00PM</i> to show violators their violation videos. NTS recommends 15-20 minutes be allocated for each appointment. (Viewing appointment time and day can be revised at any time upon PD request and prior notice.) b) If the volume of appointment requests results in scheduling appointments more than two weeks from the date of the request, NTS will contact the PD to request additional time. c) Violators may call the toll free customer service number, as provided on the citations (866-334-2156) in order to schedule an | √ |

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| | <p>appointment to view video.</p> <p>d) Using the schedule provided by the PD, NTS will enter violation video viewing appointments into CitationComposer.</p> <p>e) The PD will be notified weekly of their appointment schedule.</p> <p>f) At least 48 hours advanced notice is required to ensure that the video is transferred to the laptop at the PD in time for the scheduled appointments. (If a violator calls, and requests to view the video "tomorrow", this will not be possible; the next viable viewing date, according to the PD calendar schedule, will be assigned instead.)</p> <p>g) If the PD must reschedule an appointment, they will need to attempt to contact the violator directly. The violator's telephone number is requested by NTS at the time the appointment is initially scheduled and included in the weekly appointment schedule</p> | |
| Status/Disposition Information for Violators | a) Current status information may only be obtained by contacting the court. | √ |
| Searches/Queries | The PD will be able to search the CitationComposer database or through CitationViewer using various search criteria (Citation ID, violator's last name, or license plate). There are no user-defined queries or user-defined reports. | √ |
| Viewing Citations/Viewing Video | <p>a) To view a copy of the Citation, the images and data must be retrieved from the Database at NTS. All Citations requiring PD review are sent automatically from the NTS Database to the PD computer overnight.</p> <p>b) To view the violation video, using the Master Database, the access retrieval time varies.</p> <p>c) Scheduled viewing appointments and COURT dates will be transferred to the local Database on the laptop in advance as long as the laptop is connected at least one day prior to the appointment.</p> | √ |

8.9 Payments

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| Address | <p>Checks and money orders are payable to "Bellflower Court". Payments may be made in person or by mail to:</p> <p style="text-align: center;">Superior Court of California County of Los Angeles Southeast District – Bellflower Court 10025 E. Flower Street Bellflower, CA 90706</p> <p>Credit card payments (MC, Visa, AmEx) are accepted via telephone or in person. Payments may be made at any time up to and including the court date.</p> | √ |
| NTS | NTS has no payment processing responsibility. | √ |
| Police Department | Payments may not be made at, or by mail to, the PD. | √ |
| Late payments | If a payment does not arrive prior to the court date, the COURT will determine the appropriate action. Violators may call the COURT to request an extension. No action is required of NTS. | √ |