



CITY OF WEST HOLLYWOOD

CITY HALL
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WEST HOLLYWOOD, CA
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DEPARTMENT OF PUBLIC WORKS

CITY OF WEST HOLLYWOOD, CALIFORNIA

BUSINESS AND ENFORCEMENT RULES

KEY CONTACTS

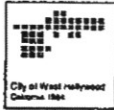
| <u>GATSO USA</u> | <u>Client</u> |
|---|---|
| <p>Andrew Noble, President Mobile: (978) 394-0652 Email: a.noble@gatso.com</p> <p>Rich Kosina, Chief Technical Officer Mobile: (480) 205-7180 Email: r.kosina@gatso.com</p> <p>Suzanne Kemple, Operations Mobile: (860) 977-1818 Email: s.kemple@gatso.com</p> <p>Jeff Shapiro, Processing Manager Office: (978) 922-7294 ext. 214 Email: j.shapiro@gatso.com</p> | <p><i>Project Mgr. and Staff</i></p> <p>Name: Sharon Peristein, City Engineer Phone: (323) 848-6383 Email: sperlstein@weho.org</p> <p>Name: Deputy Trent Miles, LA Sheriff's Dept. Phone: (310) 855-8850 Email: tdmiles@lasd.org</p> |

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THIS IS CERTIFIED TO BE A TRUE AND CORRECT COPY OF THE ORIGINAL ON FILE WITH THE CITY OF WEST HOLLYWOOD.

ATTEST *Rocio Martinez*
DEPUTY CITY CLERK



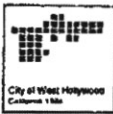


| <i>Question/Issue</i> | <i>Answer/Recommendation</i> |
|-----------------------|------------------------------|
|-----------------------|------------------------------|

| General Information | |
|--|--|
| Gatso City Code | 026 |
| Agency ORI Number | CA0190009 |
| CA Vehicle Code | 21455.5 – Authorizing statute 21453 (a) – Charging statute |
| Client Label | Los Angeles County Sheriff's Department – Citations Processing Center, West Hollywood, CA |
| Applicable Paperwork to be completed includes: | COMPLETE |
| <ul style="list-style-type: none"> • PDF of Ordinance • Agency ORI Authorization | |

| DATABASE AND SYSTEM SET-UP | |
|---|--|
| Warning Period | <p><u>What is a warning period</u> – Real paper citations will be issued but no fine will be due. The fine amount will appear at \$0.</p> <p><i>There will be a 30-day warning period</i></p> |
| Go Live Date | March 13, 2017 |
| First Real Ticket Date | April 12, 2017 |
| Type of Violation(s) | Red Light Violation [21453(a)] – Thru & Right Turn Movements |
| Minimum red light time showing on first violation | .1 seconds |
| Vehicle Speed | <p>≥ 15 mph for Thru Movements</p> <p>≥ 10 mph for Right Turn Movements</p> |
| Notices and Penalties | <ul style="list-style-type: none"> • 1st Notice is a citation with a \$490 (<i>\$100 fine plus \$390.00 state penalties and assessments</i>) <ul style="list-style-type: none"> ○ ALL Images are on the citation ○ Requisite action(s) of Violator will be outlined |
| User ID Setup | <ul style="list-style-type: none"> • ONLY authorized sworn officers from the County of Los Angeles Sheriff Department (LASD) will issue citations • LASD sworn officers will provide information on user ID set ups by utilizing the 'User Information Form' provided by Gatso USA |

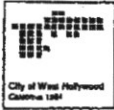




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| <p>Image Retention & Purge Requirements</p> | <p>Per Vehicle Code Section 21455.5(f)(3) and Contract Section F.22, contractor shall retain photographic records and confidential information obtained from the Department of Motor Vehicle for up to 6 months from the date the information was first obtained, or until final disposition of the citation, whichever date is later, after which the information shall be destroyed in a manner that will preserve the confidentiality of any person included in the record or information.</p> |
| <p>Applicable Paperwork to be completed includes:</p> <ul style="list-style-type: none"> • About the Program • Notice of Warning • Notice of Violation • User Information Forms • *Electronic Signatures • Data Retention Form | |

| <p align="center">BACK-OFFICE PROCESSING (*Up to Citation Mailing)</p> | |
|---|--|
| <p align="center">FOR RED LIGHT VIOLATIONS:</p> | |
| <p>Images of Violation</p> | <ul style="list-style-type: none"> • Three rear environment images of the vehicle showing progression past a fixed object with the traffic signal light illuminated red • One front facing image • Close-up image of the rear license plate - portion of the back of the vehicle to include identifying characteristics available • Close-up image of the driver • Video clip (shows a 10-second clip of the violation) |
| <p>Please define your policy on:</p> | |
| <p>Line of Demarcation</p> | <p>Crosswalk line or advanced stop bar</p> |
| <p>Position of Vehicle in Image 1</p> | <p>Entire vehicle must be behind stop bar (or in the absence of stop bar use the leading edge of the crosswalk)</p> |
| <p>Position of Vehicle in Image 2</p> | <p>The rear tire must be on or in front of trailing crosswalk line or stop bar (in the absence of a crosswalk)</p> |
| <p>Right Hand/Left Hand Turns on Red</p> | <p>Right hand turns will be processed if the vehicle is traveling more than 10 mph</p> <p>No left hand turns will be processed – they will all be rejected</p> |
| <p>Visibility of Traffic Signal in Image</p> | <p>Traffic light must be visible in both the before and after rear images</p> |
| <p>Visibility of Traffic Signal in Video</p> | <p>Traffic light does not need to be visible – send to LASD for final approval</p> |
| <p>Require driver's license number and date of birth</p> | <p>Yes, both driver's license and date of birth are required</p> |





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| Issue Violation to out-of-state plates | Yes |
| Issue Violation on gender mismatch | No, UNLESS the gender of the driver is unclear, then send to LASD |
| Passenger to be blocked out | Yes, the passenger will be blocked out by a black box |
| Issue Violation if driver is blocked | Yes |
| Multiple Violation Scenarios | The camera will detect and create separate events for each violation |
| Number of days before citations must be placed in Sheriff's website | 4 days |
| Number of days sworn LASD officer will review each incident within receipt from vendor and authorize the citation or reject the violation | 4 days |
| Number of days before citations must be mailed to registered driver of vehicle | 15 days |
| Define your policy for the special vehicles and tags listed below: | <i>Do you wish to accept them or reject them?</i> |
| Emergency Vehicles | No emergency vehicles – reject all – police cars, fire trucks and ambulances |
| Government Vehicles | Accept |
| Fleet Vehicles | Accept |
| Lease Vehicles | Accept |
| Rental Vehicles | Accept |
| Diplomatic Tags | Accept |
| Dealer Tags | Accept |
| Temporary Tags | Accept |
| Rejections | Reviewed by Gatso USA supervisors for reviewers accuracy *Data related to the rejection reasons will be available for reporting |
| Verification | Performed by Gatso USA |
| No Hit Research | Performed by client if necessary – forward to Deputy Miles |
| Police Approval | The signature and badge # of the 'Approving Officer' will appear on the printed citation *Client will provide signatures and names through utilization of the 'User Information Form' provided by Gatso USA |
| Print | Fulfilled by GATSO USA |
| Method of Mailing | First Class mail with Certificate of Mailing (for proof of service CVC requirement) |





CITY OF WEST HOLLYWOOD

| Customer Service Process | |
|----------------------------------|--|
| Citizen Phone Calls | Customer service phone number will be provided in the information text on the printed citation |
| Emails and Calls that go to City | Client will handle if necessary otherwise will forward to customer service center |
| Common Questions | |
| Payments | All payments made through Court or via website through payment portal interface |
| Contests | Done through court |
| Transfers | Affidavit on Notice |

Sharon Paulate
 City Representative 2/23/17
Date

Anthony White
 Sheriff Dept. Representative 2/23/17
Date

Sungwan Kemp
 Gatso USA Representative 2/23/17
Date

