

Flock Safety User Guide

Steps to use Flock Safety tools

Last Updated on Feb 7, 2020



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Getting Started

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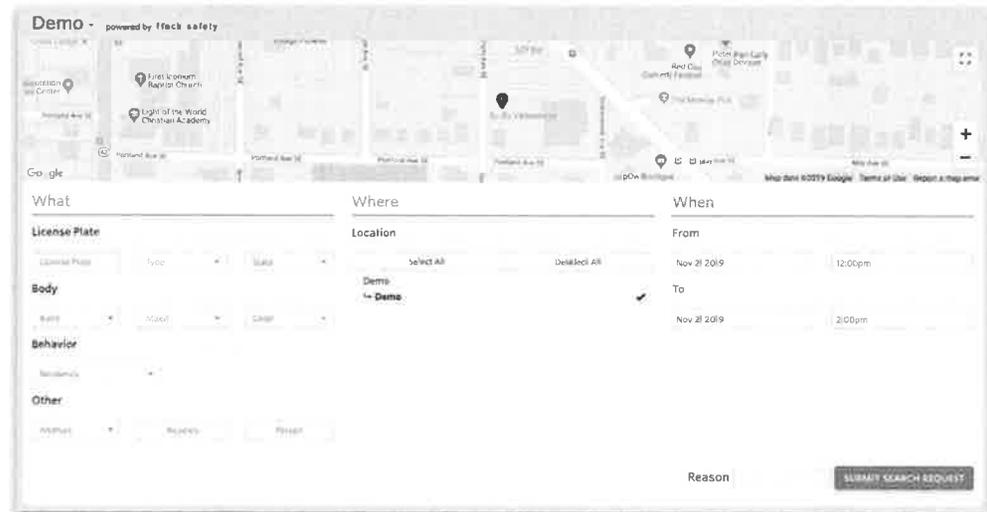
You'll receive an email from hello@flocksafety.com with login credentials to sign in to review your footage.



Search Footage

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- To review footage, select the “Feed” tab
- You can filter your search by date, time, camera, & objects
- Unprocessed images haven’t been labeled yet



Search Footage

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- Narrow your search, filter by make, build & more...
- You can also search for bicycles, dog, cats, or person
- Click “Submit Search Request” to find matching results

Demo - powered by iStock safety

Google

What

License Plate

Body

Behavior

Other

Where

Location

When

From

To

Reason

SUBMIT SEARCH REQUEST

Search Footage

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- Time-stamp is on the bottom right-hand corner of the image
- Details are on the left-hand side of the screen
- Select Download Images to save them to your device

1. Car (100.0%)
 - License Plate: GA CKT8558 (90.0%)
 - Color: Silver Grey (88.6%)
2. Car (100.0%)
 - Color: White (88.6%)
3. Truck (98.0%)
 - Color: White (83.9%)
4. Car (100.0%)

Download Images



Search Footage

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- “Flag” images if the labels on the left hand-side of the image are incorrect
- Select “Play” icon to view images in motion
- Select the magnifying glass icon to enlarge and download

- 1, Car (100.0%)
 - License Plate: GA CKT8558 (90.0%)
 - Color: Silver Grey (88.6%)
- 2, Car (100.0%)
 - Color: White (88.6%)
- 3, Truck (98.0%)
 - Color: White (83.9%)
- 4, Car (100.0%)

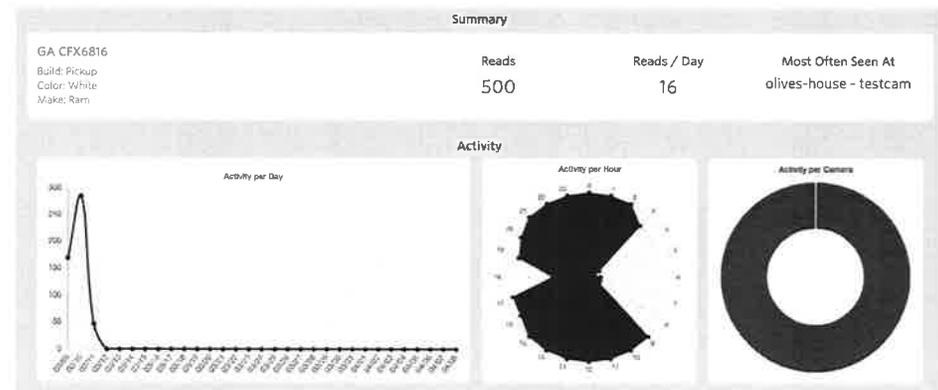
Download Images

Flag



Search Footage

- Select More Like This to replace filters with this build, make, and color
- Select Vehicle Summary to replace search filters with this plate only and see dashboard



User Management

Flock Safety's User Guide

Last Updated on January 13, 2020



User Management

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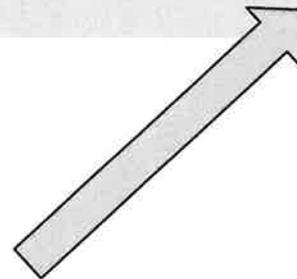
You determine who accesses footage, and can “Invite Users” as an Owner or Member:

- **Owner-** Accesses footage, handle user management, and review footage audit history
- **Member-** Can only access footage

User Management

Get started with managing users and roles by visiting the agency name section.

Logged in as Example PD Feed ▾ Hotlist Tool SafeList ▾ **Example PD** Help ▾ Logout



Setting up Your Organization

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The screenshot shows a web interface for 'Example Org' with the following components:

- Header:** 'Example Org' and 'Org Management' in the center, 'Logout' in the top right, and a home icon in the top left.
- Cameras Section:** A table with one row: 'Example HOA Cameras (0 cameras)'. The table has columns for 'Name', 'Relationship' (Owner), and 'Search' (Enabled). An 'Add' button is to the right.
- Roles Section:** An 'Add' button is to the right.
- Users Section:** An 'Add' button is to the right.

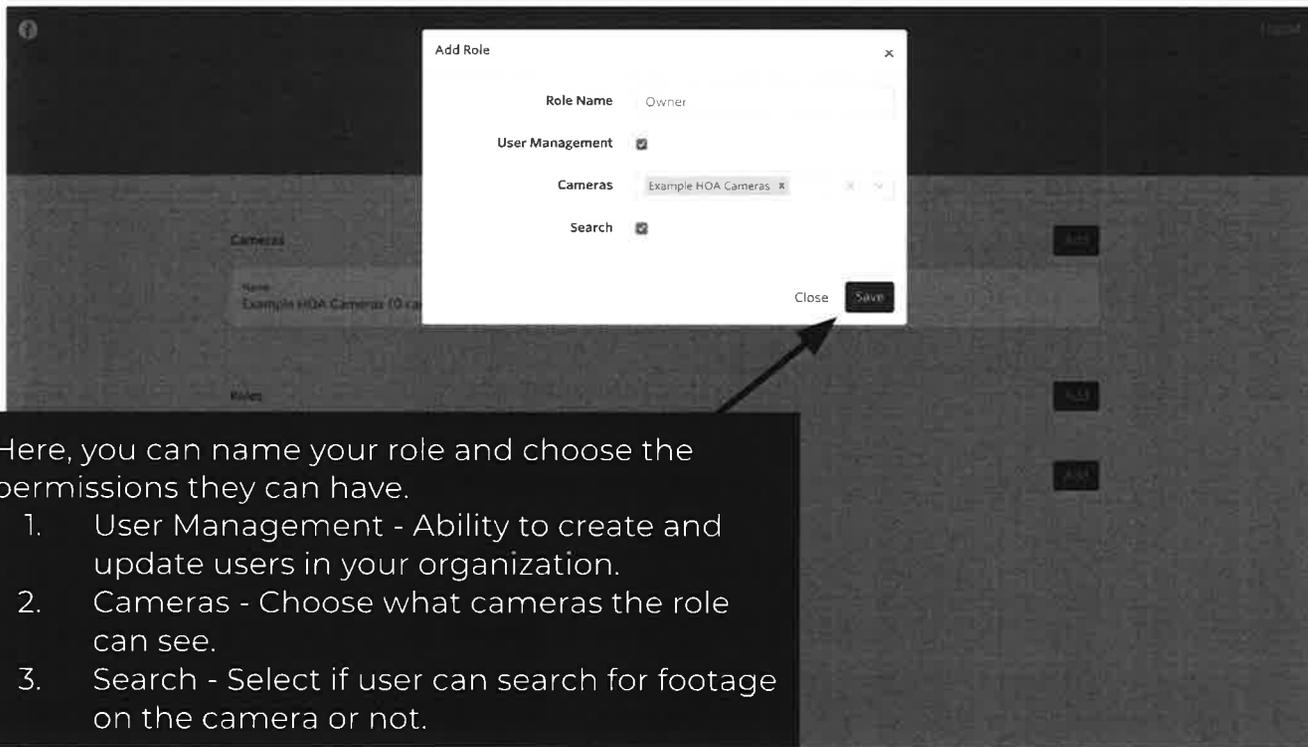
An arrow points from a text box to the 'Add' button in the Roles section.

Name	Relationship	Search
Example HOA Cameras (0 cameras)	Owner	Enabled

To create a new role, select "Add"

Adding a New Role (permissions)

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Here, you can name your role and choose the permissions they can have.

1. User Management - Ability to create and update users in your organization.
2. Cameras - Choose what cameras the role can see.
3. Search - Select if user can search for footage on the camera or not.

Editing a Role

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The screenshot shows a web application interface for 'Example Org' with 'Org Management' as the main heading. It features two main sections: 'Cameras' and 'Roles'. The 'Cameras' section has an 'Add' button and a table with one row: 'Example HOA Cameras (0 cameras)' with a relationship of 'Owner' and search status 'Enabled'. The 'Roles' section has an 'Add' button and a table with two rows. The first row is 'Member' with 'User Management' as the parent, 'Disabled' status, and 'Example HOA Cameras' as the associated cameras. The second row is 'Owner' with 'User Management' as the parent, 'Enabled' status, and 'Example HOA Cameras' as the associated cameras. A callout box with an arrow points to the three-dot menu icon in the 'Roles' table for the 'Member' row.

Example Org
Org Management

Cameras Add

Name	Relationship	Search
Example HOA Cameras (0 cameras)	Owner	Enabled

Roles Add

Name	User Management	Cameras	Search
Member	Disabled	Example HOA Cameras	Enabled
Owner	Enabled	Example HOA Cameras	Enabled

To make updates at a later time, select the three dots here.

Add

Editing a Role

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The screenshot shows the 'Example Org' Org Management interface. It features three main sections: 'Cameras', 'Roles', and 'Users'. Each section has an 'Add' button on the right side. The 'Cameras' section shows a table with one row: 'Example HOA Cameras (0 cameras)' with a relationship of 'Owner' and search status 'Enabled'. The 'Roles' section shows a table with one row: 'Owner' with status 'Enabled' and associated with 'Example HOA Cameras'. The 'Users' section is currently empty. A black callout box with white text is overlaid on the 'Roles' section, pointing to the 'Add' button in the 'Users' section.

Example Org
Org Management

Cameras [Add]

Name	Relationship	Search
Example HOA Cameras (0 cameras)	Owner	Enabled

Roles [Add]

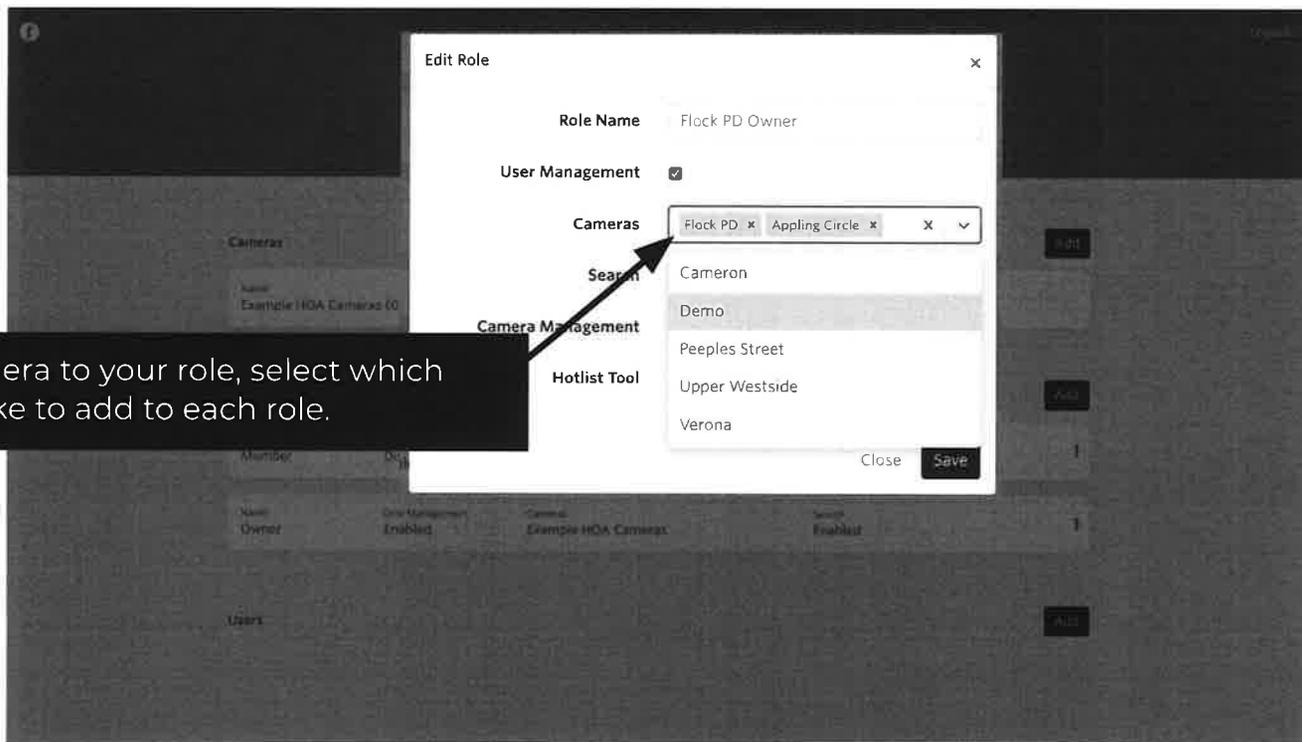
Name	Status	Associated With	Search
Owner	Enabled	Example HOA Cameras	Enabled

Users [Add]

To add a new user to your organization, select "Add".

Adding a Camera to a Role

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To add a new camera to your role, select which camera(s) you'd like to add to each role.

Add New User

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The screenshot displays a user management interface with a modal window titled "Add User". The modal contains the following fields and options:

- User Name:** A text input field.
- User Email:** A text input field.
- Phone Number:** A text input field.
- Should Receive Texts:** A checkbox that is currently unchecked.
- Role:** A dropdown menu with "Detective" selected.
- Timezone:** A dropdown menu with "US/Eastern" selected.
- Require Search Reason:** A checkbox that is currently unchecked.
- Show Search Audit:** A checkbox that is currently unchecked.
- Save:** A button at the bottom right of the modal.

The background shows a table of existing users with columns for Name, Role, and Status. Visible entries include "Detective" (Disabled), "Owner" (Enabled), "PD 1" (Detective), and "PD 2" (Detective).

Customize the user details and select their role, whether they need to provide search reasons and if they can view the search audit.

Add New User

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- **Roles**
 - **Owner-** Accesses footage, handle user management, and review footage audit history
 - **Member-** Can only access the footage
- **Require Search Reason** - Reasons for searching the footage can be audited to confirm that searches are not being misused by users.
- **Show Search Audit** - Will allow the user to see past search reasons for them & other users.

Editing a User

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The screenshot shows a web interface for 'Example Org Org Management'. It features three main sections: 'Cameras', 'Roles', and 'Users'. Each section has an 'Add' button. The 'Roles' section contains two rows of data. The 'Users' section is partially visible at the bottom. A callout box with a white background and black border contains the text: 'To make updates or remove a user at a later time, select the three dots here.' An arrow points from this text to the three-dot menu icon in the 'Users' section.

Cameras				Add
Name	Relationship	Search		
Example HOA Cameras (0 cameras)	Owner	Enabled		

Roles				Add
Name	User Management	Cameras	Search	
Member	Disabled	Example HOA Cameras	Enabled	⋮
Owner	Enabled	Example HOA Cameras	Enabled	⋮

Users				Add
Name	User Management	Search		
				⋮

Sharing your cameras with other agencies 20

Flock PD
Org Management

Cameras

Name	Relationship	Search	Camera Mgmt	Robot Tool
Flock PD (2 cameras)	Owner	Enabled	Enabled	Enabled

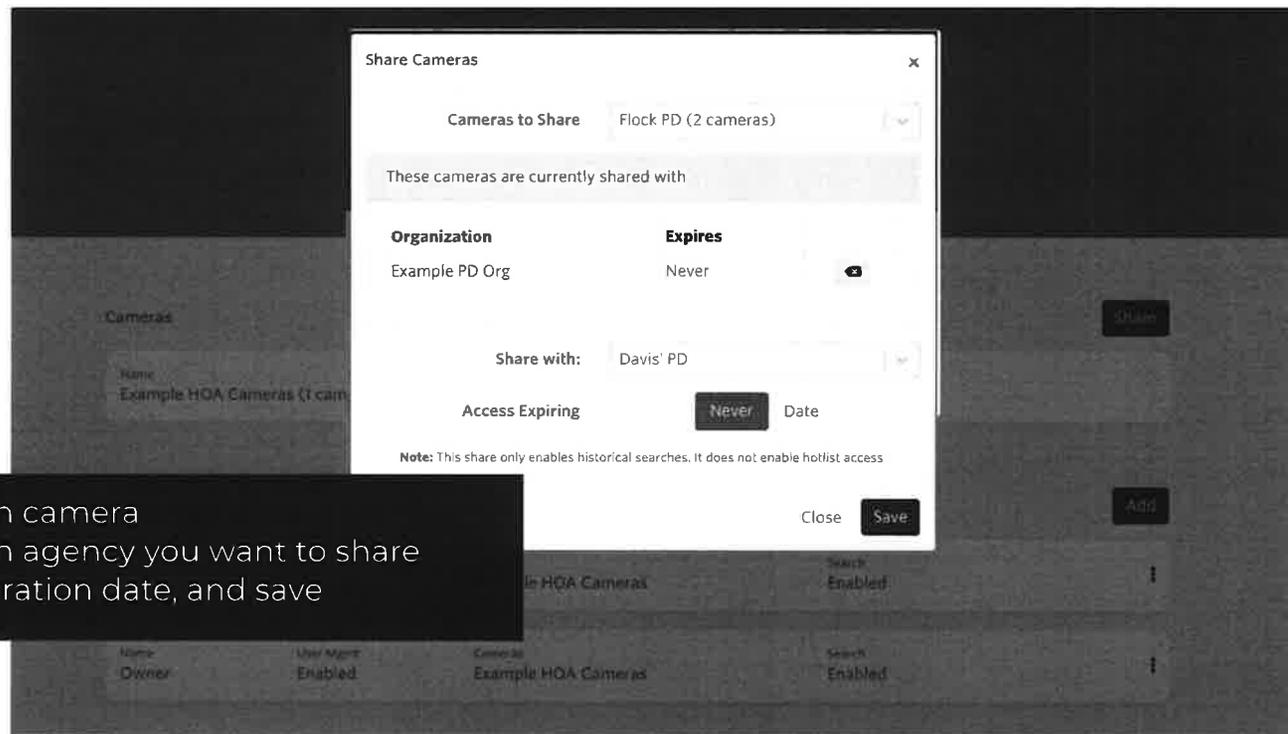
Share



Tap here to share your camera with agencies

Sharing your Cameras with Police

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1. Select which camera
2. Select which agency you want to share
3. Pick an expiration date, and save

flock safety

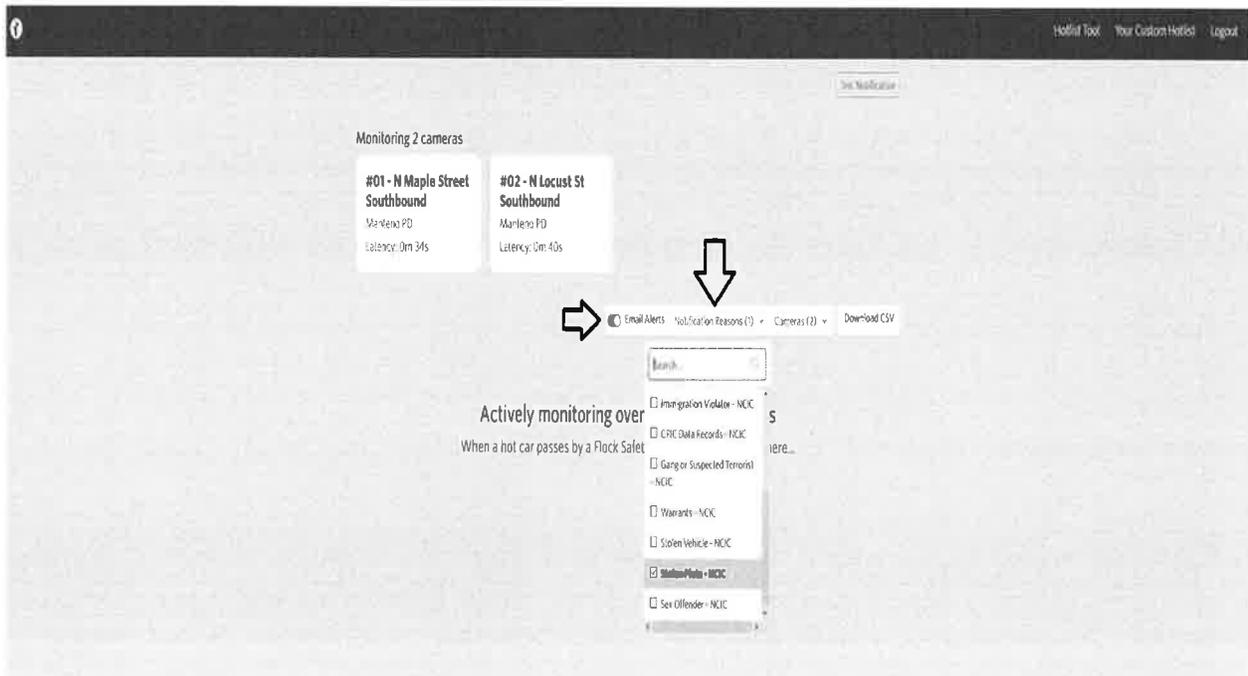
Stop property crime

Flock-Safety Camera Guide

- This guide will assist you with the new Flock Safety Camera System, there are currently two cameras in the Village of Manteno that utilize this software.
- Each squad has two desktop icons labeled as: Flock Safety Cameras (Feed) and Flock Safety Cameras (Hotlist). The FEED allows officers to search for license plates that the camera has picked up, HOTLIST allows officers to add plates to their custom feed, thus alerting the officer(s) when a hotlist plate is captured by the cameras.

Utilizing *Hotlist* Section

1. Begin by double-clicking, "FlockSafety Cameras (Hotlist)", this will open Google Chrome, and take you to the login page. Enter in your Username (Village Email) and password.
 - a. By simply logging in, your computer will now notify you when a hot plate drives by the cameras. You will receive a desktop notification and a sound notification. Do Not minimize this window-just pull up mobile in front of it—if you minimize it you won't get the hit tone <https://hotlist.flocksafety.com/>
2. In order to receive notifications, make sure to have the "Email Alerts" slider set to on (it will display blue). You may also check the NCIC boxes for any plates you would like to be notified on.



Adding/Removing Your Custom Hotlist Plates

1. Each officer has their own hotlist. To add plates to your hotlist, with the webpage open, click on “Your Custom Hotlist” in the upper right-hand corner.



2. Your list will now display, click “Add” to begin adding a new plate.
3. “Add Hot Plate” box will now appear, fill in the corresponding information. Please note, per administration, it is a MUST to add “Reason Text”. Place your reasoning for adding the plate to your Hotlist.

A form titled "Add Hot Plate" with the following fields: "Plate #" (text input), "Case Number" (text input), "Filter State:" (dropdown menu with "Any" selected), "Reason Text" (text input), "Alert Organization?" (checkbox), and "Expiration" (text input with "05/07/2020" entered). A "Save" button is at the bottom right.

Note: If you select “Alert Organization?” it will send out an email/text to all members of the department of the camera picking up your Hotlist plate. If you leave it unchecked, only YOU will be notified.

4. Once you have added your plate, select “Save”. Your plate is now part of your Hotlist, the plate will remain on your hotlist until your expiration date, or until you manually remove it.

Removing Hotlist Plate Section

1. With your custom hotlist opened, select the 3 vertical dots to the right of your plate.



The screenshot shows a table titled "Hot Plates" with a header row and one data row. The data row contains the following information: Plate # ASDASDAS, Plate State Any, Case # -, Reason Test, Alert Entire Org no, and Expiration 05/02/2020. A menu icon (three vertical dots) is located to the right of the Expiration date, with a black arrow pointing to it from the right.

Plate #	Plate State	Case #	Reason	Alert Entire Org	Expiration
ASDASDAS	Any	-	Test	no	05/02/2020

2. Select "Delete", you will be asked "Are you sure you want to delete (PLATE) as a hot list plate?" Select "Delete". Your plate is now removed.

Utilizing *Feed* Section

- The FEED control panel has a lot of useful information for officers to use. This guide will explain how to navigate the feed with all the information available.

1. Begin by double-clicking, "FlockSafety Cameras (Feed)", this will open Google Chrome, and take you to the login page. Enter in your Username (Village Email) and password.
<https://admin.flocksafety.com/login>

The screenshot displays the FlockSafety web application interface. At the top, a navigation bar shows the user is logged in as Tom Ritter, with links for Feed, Hotlist Tool, SafeList, Manteno PD, Help, and Logout. The main content area features a search interface with a map at the top and filter panels below. The search filters are organized into three columns: 'What', 'Where', and 'When'. The 'What' column includes filters for License Plate (with sub-filters for License Plate, Type, and State), Body (with sub-filters for Build, Make, and Color), Behavior (with a sub-filter for Abnormality), and Other (with sub-filters for Animals, Bicycles, and Trucks). The 'Where' column is titled 'Location (2/2)' and shows a list of selected locations: 'Manteno PD', '#01 - N Maple Street Southbound', and '#02 - N Locust St Southbound'. The 'When' column includes filters for 'From' and 'To' dates and times, with a 'Submit Search Request' button at the bottom right. The bottom of the interface shows 'Objects Found: 198' and options to Share, Sort, and Image Size.

2. Once logged in, you will be directed to the main panel (image above), this panel has all the useful information needed to check whether a plate you are curious about has been picked up.
 - a. **WHAT:** In the “What” section, fill in the information you are seeking to inquire about. The cameras also pick up: Dogs/Cats, Bicycles, and Person. It should be noted that PERSON will be picked up even in a vehicle, so you’ll tend to get a lot of vehicle returns if you search for just person.
 - b. **WHERE:** In the “Where” section, the two cameras are both set to search on both, Officers may choose to simply click on either camera to remove the green check. By removing a green check from either camera, the search will only be conducted on the camera(s) that have the green check to the right of their name.
 - c. **WHEN:** In the “When” section, simply select the time frame FROM and TO, this will narrow the search down to the selected times.
3. When you select search, your list will be provided.

Vehicle
• License Plate: [REDACTED]
• Build: Car
• Color: Black
• Seen 11 of the last 30 days
• Vehicle summary
• More like this

Download images



4. The information will be displayed on the left-hand side with an image of the vehicle on the right. When you locate the vehicle/plate, click on “Vehicle Summary” to gather further information.

- The vehicle summary information provides officers with information on how many times the camera picked up the plate, what time, and provides a map of the location as well.



- **Note:** For the example images, the IL Plate number has been replaced with a black box.

Opting In/Out for Text Notifications

- If you want your cell number added for text notifications too-advise Lt. Lockwood, Sgt. Berns or Ptlm. Ritter and they can add your cell number.
- Once your cell number is added-you can toggle that off/on just like email notifications