

RESOLUTION NO. 313

**A RESOLUTION OF THE CITY OF UNIVERSITY PLACE, WASHINGTON,  
APPROVING OF THE CITY'S PARTICIPATION IN THE WATCH YOUR CAR  
PROGRAM**

WHEREAS, auto theft is a national problem that plagues our nation's cities;

WHEREAS, a vehicle is stolen every twenty seconds in the United States;

WHEREAS, vehicle thefts continue to be a problem locally, with 167 vehicle thefts in University Place during the year 2000;

WHEREAS, the City Council and its police department are committed to reducing auto thefts and enhancing public safety and quality of life for its citizens;

WHEREAS, the Watch Your Car Program is a national vehicle theft program and has been successfully established and tested in Arizona, California, and Florida, among other states;

WHEREAS, the Watch Your Car Program is a voluntary vehicle registration designed to deter vehicle theft and assist in the apprehension of vehicle thieves;

WHEREAS, the purpose of the Watch Your Car program is to identify vehicles that are not routinely operated during early morning hours or near international land borders or ports so that law enforcement officers can investigate an auto theft before a stolen vehicle is reported; and

WHEREAS, the Washington Association of Sheriffs and Police Chiefs (WASPC) endorses the Watch Your Car program and has received state and federal funding to implement this program in the State of Washington.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF UNIVERSITY PLACE, WASHINGTON, AS FOLLOWS:**

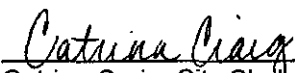
Section 1. Approval of the Watch Your Car Program. The City's participation in the Watch Your Car program is hereby supported and endorsed by the City of University Place City Council.

Section 2. Effective Date. This Resolution shall take effect immediately upon signing.

**ADOPTED BY THE CITY COUNCIL ON JUNE 4, 2001**

  
Lorna Smith, Mayor

ATTEST:

  
Catrina Craig, City Clerk

Washington State Patrol

*Watch Your Car System (WYC)  
Project Charter*

*By the  
ITD Software Engineering Section  
Project Office Unit*

*February 20, 2001*

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## Watch Your Car System (WYCS) Project Charter

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*The purpose of the Project Charter is to document the understandings of the project sponsors and the project team as to the scope, objectives, roles, and approach, which will be used for implementing Watch Your Car System (WYCS) for the Washington Association of Sheriffs and Police Chiefs (WASPC).*

### Introduction

A vehicle is stolen every 20 seconds in the United States. Auto theft is big business! If auto theft were legalized and incorporated, it would rank 56<sup>th</sup> among the Fortune 500 companies.

WATCH YOUR CAR is a national vehicle theft program. A significant number of auto thefts are committed during the early morning hours when the owners are asleep and unaware that their vehicles have been stolen. In many instances, a stolen car is driven to a chop shop or across state lines before the owner awakens to discover the theft. If a vehicle is not stolen for the purpose of resale or disassembly for the procurement of its parts, it may be used in the commission of another crime. In any event, the thief wants to avoid being noticed and will refrain from stealing vehicles that could draw the attention of law enforcement officials. The purpose of the Watch Your Car Program is to identify vehicles that are not routinely operated during early morning hours or near international land borders or ports so that law enforcement officers can investigate an auto theft before a stolen vehicle report is filed. Programs modeled after the Federal Watch Your Car Program have been implemented on a statewide basis and by individual local jurisdictions in Arizona, California, Florida, Louisiana, Minnesota, New York, Pennsylvania, and Tennessee. The State of Illinois has a Beat Auto Theft (BAT) Program, while Texas has a Help End Auto Theft (HEAT) Program. The national Watch Your Car Program has modeled the Watch Your Car Program after the Texas HEAT Program.

The Watch Your Car Program is a voluntary vehicle registration designed to deter vehicle theft and assist in the apprehension of vehicle thieves. Vehicle owners sign an agreement stating that their vehicle is not normally used between the hours of 1 a.m. and 5 a.m. Special stickers are placed in the car windows to alert police of the vehicle owner's participation. If a police officer observes the vehicle being operated on a public highway anywhere in the U.S. during these hours, they may stop the vehicle and verify that the operator is in legitimate possession of the vehicle.

The goal of the Washington State "WATCH YOUR CAR" program is to reduce the incidence of vehicle theft by deterrence and arrest of vehicle thieves apprehended through the efforts of the WATCH YOUR CAR PROGRAM.

The Washington Association of Sheriffs and Police Chiefs (WASPC) has received a grant from the Department of Community, Trade and Economic Development and the U.S. Department of Justice to implement a WATCH YOUR CAR program in the State of Washington. WASPC will issue grants to law enforcement jurisdictions for program

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start-up costs, including staff time, computer equipment and software, and supplies. WASPC will notify participating law enforcement jurisdictions of their responsibilities in tracking and reporting citizen enrollment in this program.

Selection of law enforcement jurisdictions that will receive funding will be based on reported auto thefts over a couple of years as reported to the Washington Uniform Crime Reporting (WUCR) and their willingness to participate in WATCH YOUR CAR program.

The system will contain the registered owner of the vehicle, license plate and vehicle information, and a list of alternate drivers. The registered owner can withdraw from the program at any time, but record of his participation will remain in the system. The system will also track the recovery of the participants stolen vehicles. Three reports will be generated by the system: total number of participants, total number of participants by ORI, and participants recovered stolen vehicles by ORI.

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## Watch Your Car System (WYCS) Project Charter

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*A project scope statement sets expectations for what will be included within the boundaries of the project.*

### Project Scope

WASPC has a federal grant to institute a "WATCH YOUR CAR" program in the State of Washington in an effort to reduce auto theft. The Washington State Patrol (WSP) has been asked to develop a database program within the CrimeVue System for the storage and retrieval of participant's information in the Watch Your Car System (WYCS).

This centralized database will store the participant's vehicle and driver's license plate information. Having this ability in WACIC will make the service available to all law enforcement agencies. The project will provide the following functionality:

- The ability to update the fields. Updates and retrieval from WACIC will be through the ACCESS network.
- Establish a verification policy to verify the registered owner's name submitted matches the existing owner's records. Inclusive in the verification process should be the registered owner's name and vehicle license number, and name for any authorized drivers.

WASPC and WSP are the stakeholders in this project.

The following tasks are outside of the scope of this project. The Information Technology Division will not:

- Manage the resolution of business issues
- Participate in determining the jurisdictions to test the application
- Provide or co-ordinate training or generate training documents
- Generate any user documentation or updates to the existing manuals including the WACIC and ACCESS manuals.

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*A goal is a statement of purpose indicating a desired result; a desired outcome that the project team and executive sponsors strive to achieve. An objective is a specific and measurable result expected within a specific timeframe, consistent with a goal.*

### Project Goals and Objectives

Goal 1: Enable local law enforcement agencies to enter and query participants in the WYC Program.

- Objective A: Implement software changes within the CrimeVue application to store and retrieve data associated with program participants.
- Objective B: Implement new screen masks within ACCESS for the entry and modification of WYC data.

Goal 2: Provide statistical reports on program participation.

- Objective A: Report the total number of participants in the program.
- Objective B: Report the total number of participants in the program by ORI.
- Objective C: Report the total number of participants recovered stolen vehicles.

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*Assumptions are factors, for planning purposes, which are considered to be true, real, or certain. They generally involve a degree of risk.*

### Assumptions

- Funding has been secured by WASPC through grants from the Department of Community, Trade and Economic Development and the U.S. Department of Justice.
- Contractors will be hired to develop the application and entry masks.
- System requirements will focus on the needs of the national vehicle theft program WATCH YOUR CAR.
- The application will include the generation of three reports. All other reporting requirements will be determined upon the completion of the application development and will be contracted out by WASPC with the assistance of ITD of WSP.
- WASPC will determine participating law enforcement agencies.
- WASPC and WSP Criminal Records Division will provide all training and materials.
- WASPC and WSP Criminal Records Division will provide updates to the WACIC manual.



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*Constraints are factors that will limit your options.*

### **Constraints**

- The system must be implemented by June 30, 2001.
- Only agencies that use the ACCESS switch can participate in the WYC Program.

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### Methodology and Deliverables

A structured methodology is key to the success of any project and ensures the delivery of a quality product. The Project Management Methodology (PMM) has the flexibility to be tailored to meet the project requirements for the WYCS project. The following chart outlines the major deliverables for the WYCS project. The checklists within the PMM will be used to develop each deliverable.

Deliverable	Phase
Project Charter	Planning
Project Plan	Planning
Communication Plan	Planning
Contracts	Planning
Resource Allocation Plan	Planning
Risk Management and Contingency Plan	Planning
Statement of Requirements	Requirements Analysis
Conceptual Design	Requirements Analysis
System Design	Design
Test Plan	Design
Implementation Plan	Design
Product	Implementation
Post Implementation Report	Review
Lessons Learned Log	All
Issues Log	All
Change Control Log	All
Project Journal	All

# Watch Your Car System (WYCS) Project Charter

## Resources, Roles and Responsibilities

Group	Person	Role	Responsibilities
WSP	Information Technology Executive Steering Committee (ITESC)	Executive Oversight	<ul style="list-style-type: none"> <li>• Sets IT policy and exercises final WSP authority over IT projects.</li> <li>• Ensures agency strategies and standards are adhered to.</li> </ul>
TSB	Commander Robert Lopez	Executive Sponsor	<ul style="list-style-type: none"> <li>• Primary decision-maker.</li> </ul>
Criminal Records Division (CRD)	Captain Brian Ursino	Joint Business Owner	<ul style="list-style-type: none"> <li>• Makes decisions relating to the division's business functions.</li> </ul>
Washington Association of Sheriffs and Police Chiefs (WASPC)	Larry Erickson Executive Director of WASPC	Joint Business Owner	<ul style="list-style-type: none"> <li>• Makes decisions relating to the business functions, rules, policy and procedures, and direction.</li> </ul>
Washington Association of Sheriffs and Police Chiefs (WASPC)	Mike Noski	Watch Your Car Program Manager	<ul style="list-style-type: none"> <li>• Administers the statewide vehicle theft prevention program in accordance with the National Watch Your Car program guidelines.</li> </ul>
Information Technology Division (ITD)	Dan Parsons	Criminal Justice Program Manager	<ul style="list-style-type: none"> <li>• Coordinates and directs criminal justice program activities.</li> </ul>
Information Technology Division (ITD)	Pat Ramsdell	Project Manager	<ul style="list-style-type: none"> <li>• Manages the overall WYCS project.</li> <li>• Ensures timely completion of deliverables.</li> <li>• Coordinates and directs project activities.</li> </ul>

## Watch Your Car System (WYCS) Project Charter

Group	Person	Role	Responsibilities
Shared Client Services (SCS)	Diana Rush	Project Support	<ul style="list-style-type: none"> <li>Assists in maintaining project plans and related schedules.</li> <li>Assists the Project Manager in controlling the project.</li> <li>Enhances and administers documentation procedures.</li> </ul>
Information Technology Division (ITD)	Lori Maeshiro	Project Office Unit Manager	<p>Internal Quality Assurance:</p> <ul style="list-style-type: none"> <li>Ensure the project adheres to the PMM.</li> <li>Ensure all deliverables are reviewed by the Project Office to assure quality.</li> </ul>
Information Technology Division (ITD)	Patty Jensen	Project Associate	<ul style="list-style-type: none"> <li>Another ITD project manager who provides peer review, support, and consultation to the Watch Your Car Project Manager.</li> </ul>
Criminal Records Division (CRD)	Al Lane	CrimeVue System Administrator	<ul style="list-style-type: none"> <li>Assist the project manager develop statements of work using the existing CrimeVue documentation as the model.</li> <li>Coordinate updates to the CrimeVue and ACCESS manuals.</li> <li>Provide CrimeVue and ACCESS expertise to the project manager.</li> </ul>
SAIC	Jennifer Wong	Programmer Supervision	<ul style="list-style-type: none"> <li>Partner with WSP to develop the Requirements and the Conceptual Design documentation.</li> <li>Supervise the SAIC programmer.</li> </ul>
Level II	Ron Skinner	Programmer Supervisor	<ul style="list-style-type: none"> <li>Manage the development of the ACCESS entry and modification screens.</li> <li>Assist with system testing.</li> <li>Provide input to the testing schedule.</li> <li>Provide status on resolution of reported errors.</li> </ul>

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### Information Technology Division Responsibilities

1. Manage the WYCS Project using the ITD Project Management Methodology (PMM).
2. Prepare and execute this Project Charter.
3. Prepare and execute other project planning documents as they apply to this project.
4. Document system requirements and conceptual design for the project.
5. Manage project team resources.
6. Communicate project status to the project team, WASPC, ITD management, and ITESC as described in the project Communication Plan.
7. Facilitate the resolution of technology issues.
8. Manage ITESC approved changes to the scope of work.
9. The point of contact with the vendors.
10. Develop and manage the vendor contracts.

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### Criminal Records Division (CRD) Responsibilities

1. Partner with WASPC to co-ordinate the updates to the WACIC and ACCESS manuals. This includes the generation of the user documentation on how to use the Watch Your Car program.
2. Partner with WASPC in the generation of training materials and training of the law enforcement community.
3. Partner with WASPC in testing the new application.

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## Watch Your Car System (WYCS) Project Charter

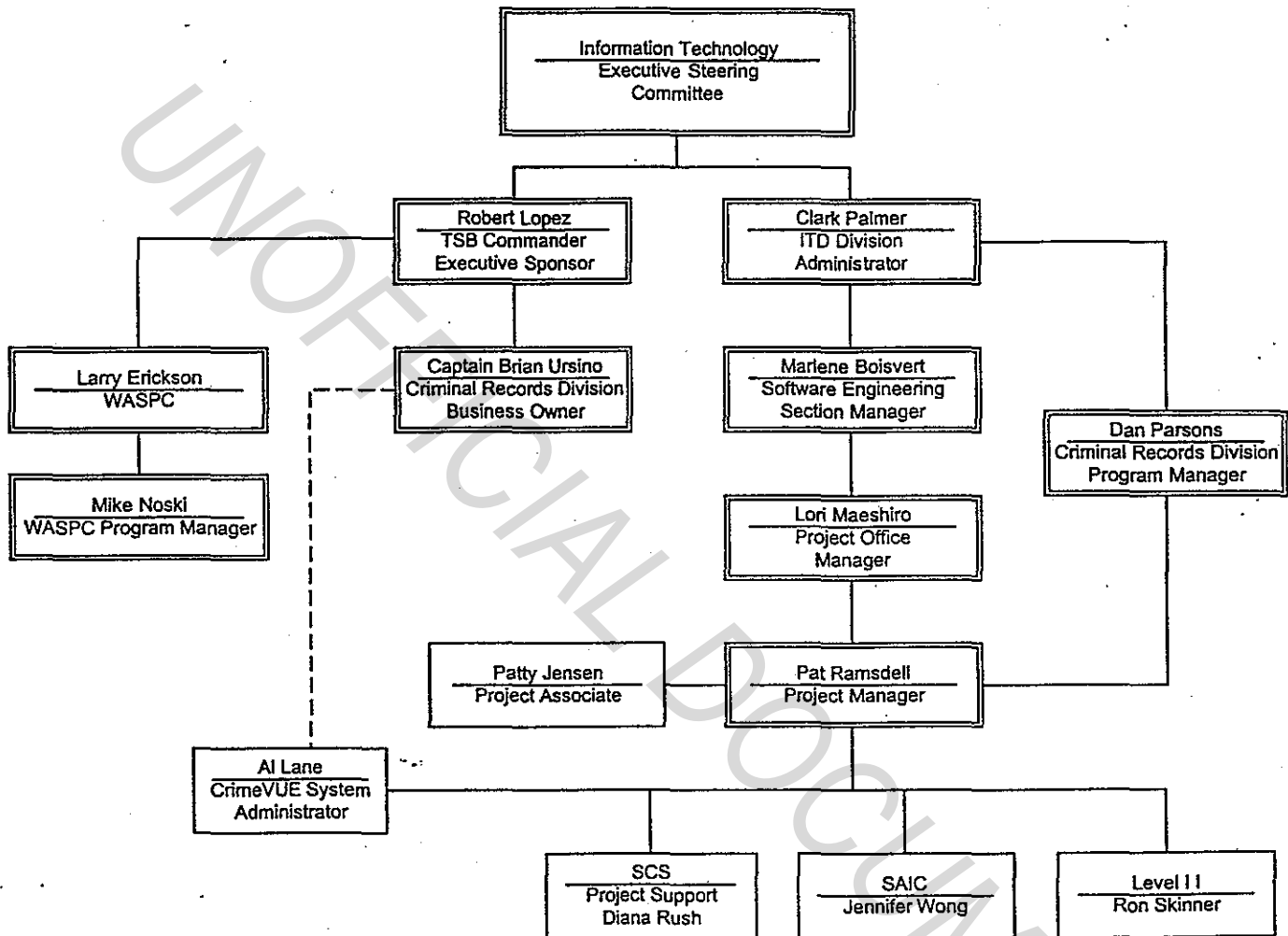
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### WASPC Responsibilities

1. Secure funding for vendor services and personnel resources necessary to implement WYCS.
2. Make decisions affecting the business operation.
3. Ensure staff is available as needed to answer business questions and provide other needed information to perform project task work.
4. Communicate system requirements to the ITD project manager.
5. Communicate project status to WASPC members.
6. Facilitate the resolution of business issues.
7. Review and provide feedback on project deliverables developed by ITD.
8. Provide a system administrator.
9. Partner with WSP Criminal Records in testing the new application.
10. Approve the vendor-generated products.
11. Partner with WSP Criminal Records Section in the generation of training materials and training of the law enforcement community.
12. Partner with WSP Criminal Records Section to co-ordinate the updates to the WACIC and ACCESS manuals. This includes the generation of the user documentation on how to use the Watch Your Car Program.

# Watch Your Car System (WYCS) Project Charter

## WYCS Project Reporting Structure





## **Watch Your Car System (WYCS) Project Charter**

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### **Project Guidelines**

In the event that a disagreement within the project team cannot be resolved, issues dealing with business, organization, procedure or policy will be resolved by the IT Executive Steering Committee. Clark Palmer, Information Technology Division Administrator, will resolve system design issues.

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WATCH YOUR CAR REGISTRATION

When you register for the "Watch Your Car" program, please be aware that you are allowing law enforcement officials to stop your vehicle between the hours of 1:00 a.m. and 5:00 a.m. and when your vehicle is in close proximity to any international border, no matter what the hours may be.

PLEASE PRINT CLEARLY IN INK ONLY Register only one vehicle per document You may copy this document for additional vehicle registration

The following is REQUIRED information. The Washington State Patrol and Law Enforcement Agencies will be able to access the information you provide. The purpose of this registration is to provide the owner with a vehicle theft deterrent program and to determine legal ownership of a stolen vehicle recovered by law enforcement officials, as quickly as possible.

Grid for VIN input

VEHICLE IDENTIFICATION NUMBER PLEASE PRINT CLEARLY AND ACCURATELY! USE CAPITAL LETTERS!

NAME/NAMES OF REGISTERED OWNER/OWNERS (Print)

STREET ADDRESS

CITY State ZIP CODE

MAIN PHONE NO. SECOND PHONE NO. (If main unavailable, busy or changed)

YEAR/MAKE (1993 Chevy, 1998 Ford, Olds, Etc.) MODEL (Caravan, Accord, Cherokee, Etc.)

LICENSE PLATE NUMBER BODY TYPE (4 dr. Sedan, Van, Etc.) COLOR

HAVE YOU FULFILLED STATE LAW REQUIREMENTS CONCERNING INSURANCE COVERAGE ON THIS VEHICLE? YES NO IS THE VEHICLE IDENTIFIED ABOVE REGISTERED WITH THE WASHINGTON DEPARTMENT OF LICENSING? YES NO DO YOU HAVE A VALID WASHINGTON DRIVERS LICENSE? YES NO

Signature of owner/owners Printed name of owner/owners

TAKE THIS COMPLETED REGISTRATION FORM TO LOCAL PARTICIPATING LAW ENFORCEMENT AGENCY

For more information on WATCH YOUR CAR PROGRAM, contact Washington Association of Sheriffs and Police Chiefs at 360-586-3221 or your local participating law enforcement agency.

## CONSENT FORM

I realize that persons operating my vehicle between the hours of 1:00 a.m. and 5:00 a.m. or in close proximity to any international border at any hour are subject to a police stop based on the decal of the "Watch Your Car Program". In these instances, police action will include the necessary precautions generally taken to protect officers when approaching a potentially stolen vehicle. I agree specifically to advise the person to whom I give possession of the vehicle, that this agreement exists and that they will be subject to being stopped by the police during the prescribed hours. I will not authorize such person to let anyone use the vehicle. I understand that in order to withdraw from participation in this program, I must remove the decals from my vehicle and notify the participating law enforcement agency that enrolled my vehicle in writing. I further agree to remove the decals prior to the sale or transfer of ownership on my participating vehicle.

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Signature

Please Print Your Name

Date

A cancellation notice must be filled out and turned into your participating law enforcement agency to remove your vehicle from the "Watch Your Car" program. **Any change of address and telephone numbers** must be submitted in writing to your local participating law enforcement agency for updating information to the "Watch Your Car" program.