	Policy and Procedure:
City of Dublin **POLICE**	303.23 - Automated License Plate Reader (ALPR) Policy
	Last Revision Date: 10/03/2023
	Effective Date: 10/03/2023
	Standard Reference: CALEA 41.3.9
	Approved by: Justin Paez, Chief of Police

PURPOSE

ALPR technology, also known as Automated License Plate Reader (ALPR), provides automated detection of license plates. The technology captures license plate numbers and compares them with law enforcement data to identify stolen vehicles, stolen license plates, missing persons, active warrants, and stolen property recovery. The purpose of this policy is to provide guidance for the capture, storage, and use of digital data obtained through the use of ALPR technology.

POLICY

ALPR equipment shall be used for official law enforcement purposes only and in a manner consistent with the manufacturer's recommendations and this policy. The Dublin Police Department utilizes stationary and mobile ALPR technology to identify license plates that have been entered into a static "Hotlist" created by the Law Enforcement Automated Data System (LEADS), the National Crime Information Center (NCIC), and the agency's local wanted database. Access to ALPR technology shall be managed by the Operations Bureau Commander or their designee. Officers and civilian support personnel shall be trained in operating the ALPR technology system prior to accessing the system.

DEFINITIONS

– ALPR (Automated License Plate Reader) - equipment used to automatically recognize and interpret vehicle license plate characters. This data is then compared with a list of license plates bearing significance to law enforcement.

– ALPR Generated Data - any information captured by ALPR camera equipment.

– Hotlist - a digital file containing alphanumeric license plate related information pertaining to vehicles of interest, which may include stolen vehicles, stolen vehicle license plates, vehicles owned or associated with wanted or missing person(s), vehicles suspected of being involved with criminal or terrorist activities, and other legitimate law enforcement purposes. Hotlist also includes, but is not limited to, national data (i.e., NCIC) for similar categories, license plates associated with AMBER Alerts or Missing Persons/Vulnerable Adult Alerts, and includes manually entered license plate information associated with crimes that have occurred in any local jurisdiction.

– Search- a query conducted on ALPR software for law enforcement purposes.

– Alert- an alarm from ALPR software notifying the user of detected hotlist

information.

- Flock- an ALPR hardware and software technology company.

PROCEDURE

I. Operator Guidelines (CALEA LE 41.3.9 A)

A. Upon receiving an alert, the ALPR operator should utilize available information to determine the accuracy of the alert. The ALPR operator will visually verify that the license plate number and the ALPR software read on the alert screen match prior to taking any enforcement action on a vehicle.

B. The operator will independently confirm that the alert is still active by running the information through a NCIC/LEADS terminal. An ALPR alert cannot be the sole reason for a traffic stop or investigative detention.

C. If the alert information cannot be verified the officer must establish other probable cause or reasonable articulable suspicion for a traffic stop or investigative detention.

II. Investigation Guidelines

A. Users may conduct a search of a license plate number on ALPR software only for law enforcement purposes.

B. Prior to conducting the search, users shall enter a valid call for service number or report number into the ALPR software in the "search reason" tab.

C. Users may utilize "training" as the "search reason" upon their initial training with the ALPR software.

III. Data Security, Storage, Access, and Retention (CALEA LE 41.3.9 B & C)

A. Users shall comply with LEADS/NCIC/CJIS administrative rules and regulations. ALPR data and information will only be used for criminal justice purposes.

B. Users shall only access ALPR generated data or ALPR software from a CJIS compliant device (not personal devices).

C. Any requests for information gathered through the use of ALPR technology will be handled in accordance with DPD Policy 501.01, "Agency Records."

D. Information gathered through ALPR technology will only be shared with other law enforcement agencies for law enforcement purposes.

E. The Dublin Police Department does not host servers for ALPR generated data. Users may download ALPR data from ALPR software to a locally hosted network.

F. The retention period of ALPR generated data is subject to the ALPR software company's data retention policy.

G. Retention of locally downloaded ALPR data is subject to the City of Dublin Records Retention Schedule.

H. A transparency portal will be made available to the public related to ALPR data use and retention. This portal will provide information about the use and retention of ALPR data, as well as statistical data on the system's contribution to public safety.

IV. Training (CALEA 41.3.9 C)

A. All operators shall receive initial training on the use of ALPR data and software.

B. Operators shall only utilize ALPR data and software after receiving departmental training.

V. Administration

A. The Operations Bureau Commander or their designee shall audit the organization search log on an annual basis to ensure procedural compliance with Section II, Investigation Guidelines.

B. Sworn Supervisors, Intelligence Analysts and Crime Analysts will be provided additional training in the creation and management of hotlists. Sworn Officers should send hotlist information to a Sworn Supervisor, Intelligence Analyst, or Crime Analyst for entry into the ALPR software. Supervisors, Intelligence Analyst, and Crime Analyst will review, evaluate, and analyze this information and make a determination on inclusion into the ALPR software.

VI. Policy Procedures and Outcomes

A. Officers should input outcomes into the ALPR system following their investigation to document successes.

B. The Operations Bureau Commander or their designee shall conduct a documented annual review of the search log audit and the outcomes.

C. The Chief of Police or their designee may periodically inspect the ALPR software system to ensure that safeguards and requirements are being met.

REFERENCE:

None

CROSS-REFERENCE TO FORMS:

None

REPLACES:

None