



~~2-89~~ 1-22 **AUTOMATED LICENSE PLATE READER PROGRAM**

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s)

A. Related SOP(s)

- ~~1-83 Real Time Crime Center (Currently 5-9 and 5-10)~~
- 2-9 Use of Computer Systems
- 2-45 Pursuit by Motor Vehicle

B. Form(s)

None

C. Other Resource(s)

Albuquerque, NM, (Placeholder: City- LPR Ordinance § 3-11-5 Timeframe for Purging License Plate Reader Records (2013) effective 2014 or 2016)

D. Rescinded Special Order(s)

None

~~(Placeholder)~~ 2-89-11-22-1 **Purpose**

~~The purpose of the Automated License Plate Reader (ALPR) Program is to assist officers with quickly reading license plates and identifying stolen vehicles. This program can also be used to help officers or detectives in identifying vehicles during an investigation.~~ provides the Albuquerque Police Department (Department) personnel with guidelines on the proper use of the ALPR technology.

~~2-89-21-22-2~~ **Policy**

~~It is the policy of the Albuquerque Police Department (Department) to use ALPR technology to identify individuals who use vehicles in the commission of a crime, as well as use ALPR technology to support investigations surrounding crimes involving vehicles. To ensure protect the privacy of our citizens, it is the policy of the Department to use of ALPR technologies is protect the privacy of our citizen restricted limited to valid law enforcement purposes only. Through policy and procedure, which is a priority of this program. To that end, it is the policy to use ALPR technology to take a proactive approach to identifying individuals who are driving stolen vehicles identify individuals who use vehicles in the commission of a crime, as well use technology to support investigations surrounding crimes involving vehicles. In doing so, The Department seeks to increase the number of arrests and prosecutions for this offense, thereby deterring future offenders and reducing the number of stolen vehicles. Protecting the privacy of our citizens through strict policy and procedure is a priority of this program. It is also the policy to perform this proactive and tactical mission in a safe and professional manner. Therefore, all personnel utilizing the ALPR in the field or during an~~



~~investigation shall exercise appropriate caution and shall comply with the provisions of this SOP. The use of the ALPR technology shall be limited to use for a valid law enforcement purpose.~~

N/A ~~2-89-31-22-3~~ 21-22-3 Definitions

~~A. Automated License Plate Reader~~

~~Equipment used to assist law enforcement officers with the identification of active stolen vehicles and suspect vehicles. The system utilizes a dual channel, color, and infrared (IR) camera to read plates in conjunction with a software program installed on a mobile computer. The software reads the infrared plate image provided by the camera and searches its system to check if the plate is listed as stolen or wanted. This system is also known as ALPR.~~

A. Active Hit Protocol

1. The Active Hit Protocol is a three (3) step process that must be adhered to, every time an alert for a stolen vehicle is received by a member of the Department or the Emergency Communication Center (ECC):

a. Compare the detection and check for misreads. Confirm all the characters match the wanted plate;

b. Confirm that the state of the wanted plate matches the plate on the vehicle; and

—Conduct a National Crime Information Center (NCIC) check to confirm that the vehicle is still wanted.

c.

~~Automated License Plate Reader (ALPR) Alert Software~~

~~Vendor supplied software that allows Department personnel to receive ALPR alert notifications.~~

B. ALPR Alert

A visible and/or audible notification to Department personnel that a license plate scanned by an ALPR is on a prepared Hot List.

~~Automated License Plate Reader (ALPR) Alert~~

~~A visible and or audible notification to Department personnel that a license plate scanned by an ALPR is on a prepared hot list.~~

C. ALPR Operator

A Department personnel member that who has been authorized to utilize trained the in the lawful use of the Department's ALPR system technologies.



D. Automated License Plate Reader (ALPR) Alert Software

Vendor-supplied software that allows Department personnel to receive ALPR alert notifications.

~~A. ALPR Alert~~

~~A visible and/or audible notification to Department personnel that a license plate scanned by an ALPR is on a prepared Hot List.~~

E. Fixed ALPR System technologies

ALPR cameras that are permanently affixed to a structure, a pole, a traffic barrier, or a bridge.

F. Hot List

A list of license plates of interest that are transmitted to an ALPR-equipped vehicle, a fixed system, or a portable system. License plates shall only be entered onto the Hot List for a valid law enforcement purpose.

G. Plate Reads

The associated image and data of a license plate that are scanned by an ALPR camera.

H. Portable ALPR System Technologies

ALPR cameras that are transportable and can be moved and deployed in a variety of venues based on crime trends or the operational needs of the Department.

I. Vehicle-mounted ALPR Technologies System

ALPR cameras that are affixed, either permanently (hardwired) or temporarily (e.g., magnet-mounted), to a law enforcement vehicle for mobile deployment.

~~Active hit protocol~~

~~active hit protocol three step process that must be adhered to, every time an alert for a stolen vehicle is received.~~

~~Compare the detection and check for misreads. Confirm all the characters match the wanted plate.~~



~~Confirm that the State of the wanted plate matches the plate on the vehicle.~~

~~Conduct an NCIC check to confirm that the vehicle is still wanted.~~

~~Target Alert Surface~~

**6** ~~2-89~~ **41-22-4** **Rules and Responsibilities**  
**or Procedures**

~~A. ALPR Coordinator~~ **ALPR Operations:**

**A. All sworn personnel officers, Police Service Aides, Crime Analysts, Real Time Crime Center (RTCC), and Emergency Communications Center (ECC) Dispatch personnel will have access to the Department's ALPR system via their mobile dispatch terminal (MDT) or agency Department-issued computer/smartphone.**

1. **Access to the Department's ALPR system technology must be for a valid law enforcement purpose. Any member of the Department who engages in the misuse of the ALPR equipment, databases, or data are subject to disciplinary actions.**

2. **All users of the Department's ALPR system technology shall adhere to the consistent with SOP Use of Computer Systems SOP.**

3. **All users of the Department's ALPR system technology shall ensure that the Target Alert ALPR alert software Service (TAS) is running in the background of their computer to facilitate receipt of fiving wanted vehicle alerts.**

~~All users of the Department's ALPR technology system who receive an alert for a wanted vehicle must adhere to the Active Hit Protocol.~~

~~Compare the detection, and check for misreads. Confirm all the characters match the wanted plate.~~

~~Confirm that the State of the wanted plate matches the plate on the vehicle.~~

~~a. Conduct an NCIC check to confirm that the vehicle is still wanted.~~

4. **Emergency Communications Center (ECC) personnel who receive a wanted vehicle alert via the ALPR alert software TAS shall perform the following steps:**

a. **The ALPR system technology shall alert Control at the ECC. Control and when The An ECC Control dispatcher shall then confirms that the plate and state match within the alert, and the Supervisor shall enter create a priority two (2) 27-7F call for service with vehicle information from the alert. and Sworn personnel officers shall then be dispatched to check the area.**

b. **Once the call is dispatched, the dDispatcher shall immediately run the plate to confirm the vehicle is still outstanding as stolen. Please enter The dispatcher shall then enter comments on the event if the vehicle is still showing as stolen through NCIC; and**



~~c. If the vehicle is located, —The officers Sworn personnel are responsible for shall verifying that the alert information matches the vehicle. If the vehicle is mobile, a felony stop will likely be initiated consistent with SOP Pursuit by Motor Vehicle. —if it is located and this will likely result in a felony stop if the vehicle is still mobile.—Once stopped, sworn personnel the officers shall be responsible for confirming that the vehicle is stolen. n vehicle. etc.~~

4

~~A~~

B. LPR Data Sharing and Dissemination

ALPR data should be considered law enforcement sensitive and can only be shared for valid law enforcement purposes.

C. Retention

Data shall only be held in the system for three hundred and sixty-five ~~days~~ (365) days. Any data in the system that exceeds three hundred and sixty-five (365) days shall automatically be purged from the system.

~~1. The coordinator will be the Director Commander of the Real Time Crime Center or designee.~~

~~2. The coordinator will be assigned to supervise the program, including record keeping, and all audits of the system.~~

~~Verify all ALPR units are being utilized appropriately.~~

~~3. Verify all individuals who have access to the ALPR and its system have been trained and clearly understand its function.~~

~~5. Ensure license plate information is protected according to the National Crime Information Center (NCIC) guidelines.~~

~~6. Maintain logs of searches and monthly statistics.~~

~~B. Deployment Use of ALPR~~

~~1. ALPR units shall can be deployed at any time during the work shift of officers who have been assigned a unit.~~

~~2. Units can will be deployed on random patrol, utilizing based on criminal predictive mapping or upon a special request by an officer on an as needed basis.~~

~~3. ALPR units will only be used deployed for a law enforcement purpose.~~

~~Operators of an ALPR shall:~~

~~Transport and activate mobile ALPRs.~~

~~Confirm any stolen vehicle or license plates on NCIC.~~

~~Report malfunctions with the ALPR to the ALPR coordinator by the end of the shift.~~

~~Correct any misread plates by the end of the shift.~~



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

SOP 1-22 (Currently 2-89)

OPA Draft 01/26/2021

Complete monthly statistics

~~1. Any searches into the ALPR database will be logged on the monthly log sheet.~~

~~C. ALPR System and System Searches~~

~~The ALPR system database will only be searched for vehicle data and used for official criminal and administrative purposes. Any other use or search in the system is not authorized. This data will be stored in a secured, city owned and maintained computer. Data will only be held in the system for Seven (7) days and thereafter be purged from the system. Any data in the system that exceeds the seven day rule will be purged from the system.~~

~~2-89.5 Responsibilities~~

~~A. Officer~~

~~B. The deployment of An officer equipped with an ALPR shall:~~

~~1. Attend a training course set up by the auto theft unit on how to operate the ALPR and search the ALPR system.~~

~~2. Turn the ALPR on upon deployment at the start of every shift.~~

~~3. Confirm any "high alert hits" on NCIC.~~

~~4. Report any malfunctions with the unit to the ALPR coordinator by the end of the shift.~~

~~5. Correct any misread plates by the end of the shift.~~

~~6. Record on monthly statistics sheet all activity for each day.~~

~~7. Any searches into the ALPR database will be logged on the monthly log sheet.~~

~~8. Turn in monthly statistics sheet and monthly license plate search log at the end of each month to the ALPR coordinator.~~

~~C. ALPR Coordinator~~

~~D. ALPR coordinator shall:~~

~~1. Verify all ALPR units are being utilized appropriately.~~

~~2. Report any issues with the ALPR program or audit to their Lieutenant or Commander.~~

~~3. Verify all individuals who have access to the ALPR and its system have been trained and clearly understand its function.~~

~~4. Ensure license plate information is protected according to NCIC guidelines.~~