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Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s)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D. Rescinded Special Order(s)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

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 ALPR technologies is to provide a proactive and tactical mission in a safe and professional manner. Therefore, all personnel utilizing the ALPR in the field or during an
2-89-31-22-3 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

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

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 has been authorized to utilize trained 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 as needed 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

2-89-41-22-4 Rules and Responsibilities

A. ALPR Coordinator ALPR Operations:

All sworn personnel, Police Service Aides, Crime Analysts, Real Time Crime Center (RTCC) and Emergency Communications Center (ECC) personnel shall 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 is subject to disciplinary actions.

2. All users of the Department’s ALPR system technology shall adhere to the 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 wanted vehicle alerts.

   a. All users of the Department’s ALPR technology system who receive an alert for a wanted vehicle must adhere to the Active Hit Protocol.
   b. Compare the detection and check for misreads. Confirm all the characters match the wanted plate.
   c. Confirm that the State of the wanted plate matches the plate on the vehicle.
   d. 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 the Supervisor shall then confirm that the plate and state match within the alert, and the Supervisor shall create a priority two (2) 27-7F call for service with vehicle information from the alert. Sworn personnel shall then be dispatched to check the area.
   b. Once the call is dispatched, the Dispatcher 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** shall verify 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, **the officers** shall be responsible for confirming that the vehicle is stolen.  

### 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.

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

5. **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.
Complete monthly statistics
   a. 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

   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 malfunction 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.

B. ALPR Coordinator

   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.