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

1~~2~~-22~~89~~-1   Purpose

The purpose of the automated license plate reader (ALPR) program is ~~designed~~ to assist ~~officers with quickly reading license plates and~~ in identifying stolen vehicles through the reading of license plates. This program can also be used to help officers or detectives in ~~identifying~~ locating specific vehicles ~~during~~ involved in an investigation.

1~~2~~-22~~89~~-2   Policy

It is the policy of the Department to take a proactive approach to decrease the number of vehicles stolen and support criminal investigations while protecting the privacy of citizens. ~~identifying individuals who are driving stolen 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.~~

1~~2~~-22~~89~~-3   Definitions

A. Automated License Plate Reader (ALPR)

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.~~

1~~2~~-22~~89~~-4   Rules and Responsibilities

~~A. ALPR Coordinator~~

7

~~1. The coordinator will be the Director 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.~~

~~B.~~A.   ~~Deployment~~ Use of ALPR

1.   The Department may use both fixed and mobile ALPR units and may be deployed at any time. ~~ALPR units shall be deployed 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.

5

~~C.~~B.   ALPR System and System Searches

The ALPR system database will only be searched for ~~vehicle data and used for official criminal and administrative~~ law enforcement purposes. ~~Any other use or search in the system is not authorized.~~ This data will be stored in a secured electronic environment, ~~city-owned and maintained computer.~~ Data will ~~only be held in the system for 7~~ 90 ~~days and thereafter be purged from the system~~ be stored in accordance with the records retention policy. ~~Any data in the system that exceeds the seven-day rule will be purged from the system.~~

~~2-89-5   Responsibilities~~

~~Officer~~

~~The deployment of An officer equipped with an ALPR shall:~~
~~Attend a training course set up by the auto theft unit on how to operate the ALPR and search the ALPR system.~~
~~Turn the ALPR on upon deployment at the start of every shift.~~
~~Confirm any "high alert hits" on NCIC.~~
~~Report any malfunctions with the unit to the ALPR coordinator by the end of the shift.~~
~~Correct any misread plates by the end of the shift.~~
~~Record on monthly statistics sheet all activity for each day.~~
~~Any searches into the ALPR database will be logged on the monthly log sheet.~~
~~Turn in monthly statistics sheet and monthly license plate search log at the end of each month to the ALPR coordinator.~~

~~ALPR Coordinator~~

ALPR coordinator shall:
Verify all ALPR units are being utilized appropriately.
Report any issues with the ALPR program or audit to their Lieutenant or Commander.
Verify all individuals who have access to the ALPR and its system have been trained and clearly understand its function.
Ensure license plate information is protected according to NCIC guidelines.