



## **2-89 AUTOMATED LICENSE PLATE READER PROGRAM**

### **2-89-1 Purpose**

The automated license plate reader program is designed 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.

### **2-89-2 Policy**

It is the policy of the Department to take a proactive approach to 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.**

### **2-89-3 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.

### **2-89-4 Rules and Responsibilities**

#### **A. ALPR Coordinator**

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.



3. Verify all ALPR units are being utilized appropriately.
4. 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 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.
4. Operators of an ALPR shall:
  - a. Transport and activate mobile ALPRs.
  - b. Confirm any stolen vehicle or license plates on NCIC.
  - a. Report malfunctions with the ALPR to the ALPR coordinator by the end of the shift.
  - c. Correct any misread plates by the end of the shift.
  - d. Complete monthly statistics.
  - e. 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 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

B. Officer



**C. 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.

**D. ALPR Coordinator**

**E. 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.



ALBUQUERQUE POLICE DEPARTMENT  
PROCEDURAL ORDERS

SOP 2-89

Effective: 01/13/16 Review Due: 01/13/17 Replaces: 04/27/15

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#### **A. ALPR Coordinator**

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

#### **B. Deployment**

1. ALPR units shall be deployed during the work shift of officers who have been assigned a unit.
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**2-89-5 Responsibilities**

A. Officer

1. An officer equipped with an ALPR shall:

- a. Attend a training course set up by the auto theft unit on how to operate the ALPR and search the ALPR system.
- b. Turn the ALPR on at the start of every shift.
- c. Confirm any "high alert hits" on NCIC.
- d. Report any malfunctions with the unit to the ALPR coordinator by the end of the shift.
- e. Correct any misread plates by the end of the shift.
- f. Record on monthly statistics sheet all activity for each day.
- g. Any searches into the ALPR database will be logged on the monthly log sheet.
- h. 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. ALPR coordinator shall:

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

Policy Development Form  
Office of Policy Analysis



Name and Title: Cmdr M. Velarde

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SOP: 2-89 Automated License Plate Reader Program

Date Completed: 12/15/18

In order to gain a clear understanding of the reason for the policy change, please answer the questions below with as much detail as possible as this information will be shared with internal and external stakeholders interested in participating in APD's policy development process.

Explain the rationale or purpose for the new policy or amended policy? Example: Best practices, case law, liability, conflicts with other policies or regulations, CASA related.

Department is no longer using the ALPR on police units. The Department is in the process of starting a new contract utilizing stationary ALPRs and Mobile Trailer ALPRS. The amendments reflect updated case law and provisions for the new equipment.

What is the policy intended to accomplish? Explain the general intent with respect to the specific topic of the policy.

Provide guidelines for the use of the ALPR to department personnel.

How will the policy be measured to determine its effectiveness? (Example: Will data be collected, if so, in what format and who will maintain the information?)

Data will be collected and stored through established systems, primarily through the Real Time Crimes Center.

Please submit this form to [OPA@cabq.gov](mailto:OPA@cabq.gov)

Should you have any questions or concerns regarding this form, contact Jolene Luna at 768-2223 or email [jjluna@cabq.gov](mailto:jjluna@cabq.gov).

Updated 7/25/18

Policy Development Form  
Office of Policy Analysis



Please list any references used to draft the policy such as policies from other agencies, case law, directives from the CASA, research papers, etc.

ACLU Vs. Southern California

Harrison Niel Vs. Fairfax County