

Automated License Plate Readers (ALPR)

427.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. The ALPR is used by the Louisville Police Department as an effective intelligence tool to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. The ALPR may also be used to gather information related to active warrants, electronic surveillance, suspect interdiction and stolen property recovery.

427.2 DEFINITIONS

- (a) Automated License Plate Reader (ALPR): A device that uses cameras and computer technology to compare digital images to lists of known information of interest.
- (b) ALPR Operator: Trained Department members who may utilize ALPR system/equipment. ALPR operators may be assigned to any position within the Department, and the ALPR Administrator may order the deployment of the ALPR systems for use in various efforts.
- (c) ALPR Administrator: The Crime Prevention Specialist or his/her designee, serves as the ALPR Administrator for the Department.
- (d) Vehicles of interest: Including, but not limited to vehicles which are reported as stolen; display stolen license plates or tags; vehicles linked to missing and/or wanted persons and vehicles flagged by the Department of Motor Vehicle Administration or law enforcement agencies.
- (e) Detection: Data obtained by an ALPR of an image (such as a license plate) within public view that was read by the device, including potential images (such as the plate and description of vehicle on which it was displayed), and information regarding the location of the ALPR system at the time of the ALPR's read.
- (f) Hit: Alert from the ALPR system that a scanned license plate number may be in the National Crime Information Center (NCIC) or other law enforcement database for a specific reason including, but not limited to, being related to a stolen car, wanted person, missing person, domestic violation protective order or terrorist-related activity.

427.3 ADMINISTRATION OF ALPR DATA

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access shall be managed by the Crime Prevention Specialist. The Crime Prevention Specialist will assign personnel to administer the day-to-day operation of the ALPR equipment and data.

427.4 ALPR OPERATION

Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- (a) An ALPR shall only be used for official and legitimate law enforcement business.

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- (b) An ALPR may be used in conjunction with any patrol operation or official department investigation. The ALPR alert can be used as one element in developing reasonable suspicion or probable cause.
- (c) Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) The officer should verify an ALPR response through the Colorado Bureau of Investigation before taking enforcement action that is based solely upon an ALPR alert. Once an alert is received, the operator should confirm that the observed license plate from the system matches the license plate of the observed vehicle, including but not limited to; the alphanumeric characters of the license plate, state of issue, type of plate, and vehicle descriptors before proceeding, as practical. Before any law enforcement action is taken because of an ALPR alert, the alert will be verified through a NCIC/CCIC inquiry via the MDT or through Dispatch. Members will not take any police action that restricts the freedom of any individual based solely on an ALPR alert unless it has been validated.
- (f) No ALPR operator may access the Colorado Bureau of Investigation data unless authorized to do so.

427.5 ALPR DATA COLLECTION AND RETENTION

All data and images gathered by the ALPR are for the official use of the Louisville Police Department and because such data may contain confidential information, it is not open to public review. ALPR information gathered and retained by this department may be used and shared as required by law.

- (a) **Mobile ALPR Data:** The Crime Prevention Specialist is responsible to ensure proper collection and retention of ALPR data and for transferring ALPR data stored in department vehicles to the department server on a regular basis, not to exceed 30 days between transfers. All ALPR data downloaded to the server should be stored for the minimum period established by department records retention guidelines and thereafter may be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a lawful action to produce records. In those circumstances, the applicable data should be downloaded from the server onto portable media and booked into evidence.
- (b) **Flock ALPR Data:** ALPR vendor, Flock Safety will store the data (data hosting) and ensure proper maintenance and security of data stored in their data towers. Flock Safety will purge their data at the end of the 30 days of storage. However, this will not preclude Louisville Police Department from maintaining any relevant vehicle data associated with an investigation and/or case obtained from the system after that period pursuant to the established Louisville Police Department retention schedule, as set forth by State law.

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Information gathered or collected, and records retained by Flock Safety cameras or any other ALPR system will not be sold, accessed, or used for any purpose other than legitimate law enforcement or public safety purposes.

427.6 ACCOUNTABILITY AND SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The Louisville Police Department will observe the following safeguards regarding access to and use of stored data:

- (a) All non-law enforcement requests for access to stored ALPR data shall be referred to the Administrative Services Manager and processed in accordance with applicable law.
- (b) All ALPR data downloaded to the mobile work station and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
- (c) Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.
- (e) The LPD does not permit the sharing of ALPR data gathered by the City or its contractors/subcontractors for the purpose of federal immigration enforcement.
- (f) ALPR system audits should be conducted on a regular basis by the Crime Prevention Specialist or his/her designee.
- (g) The Crime Prevention Specialist or his/her designee shall ensure that a transparency portal is made available for public access to the Flock Safety System. The transparency portal will provide information on usage statistics as well as a link to the LPD ALPR policy.

427.7 TRAINING

The Crime Prevention Specialist should ensure that members receive department-approved training for those authorized to use or access the ALPR system.