



AUTOMATED LICENSE PLATE RECOGNITION (ALPR) SYSTEM

General

1. ALPR system is designed to assist in identifying vehicle license plates that may be associated with either criminal activity or motor vehicle infractions. ALPR utilizes special cameras to capture a color image, as well as an infrared image, of the license plate on a vehicle. The image captured is converted into a text file utilizing Optical Character Recognition (OCR) technology, which is automatically compared against an informational data file that could contain information on Stolen or Wanted Vehicles, as well as vehicles associated with AMBER Alerts, missing persons, warrant subjects, suspended drivers, uninsured vehicles or other user defined criteria. If a match is found, the user is notified of the vehicle "hit" by an audible alert and an associated notation on the user's computer screen.

2. The information data file is comprised of information downloaded prior to each shift in a digital file format from LEDS and/or other agencies, such as NCIC or DMV, or user defined "Vehicle of Interest" (VOI) lists. At this time, LEDS is updating their files once daily. It is important that ALPR users take into account the amount of lag time between receiving an ALPR hit notification and the last updating of the informational data file within the mobile ALPR unit database.

Training

3. Users of the ALPR will received training on its use by the program manager or designee (the Patrol Division Commander will appoint the program manager).

Deputies utilizing ALPR Units – Procedures

4. ALPR users receiving an alert or "hit" shall immediately either confirm the status of the vehicle by running the license plate manually via the MDC/CAD or over the radio via CCOM, unless compelling circumstances are present or officer safety issues make it unsafe to do so. In such cases, deputies shall confirm the status of the vehicle as soon as possible.

- a. When requesting CCOM to confirm the status of the ALPR alert, the deputy shall advise CCOM the request is for an ALPR alert on a vehicle.
- b. stolen vehicle ALPR alert – after confirming ALPR image matches the stolen license plate number, deputies may regard the alert as Reasonable Suspicion that the vehicle and/or license plate stolen. The



deputy may come up on their primary dispatch net (1 or 2) and advise CCOM of the requirement to “verify an ALPR hit” as they are following a stolen vehicle and/ or a vehicle with a stolen license plate. CCOM shall immediately provide secondary confirmation or advise the deputy that the vehicle and/or license plate is no longer reported as stolen.

5. VOI Lists are comprised of user-defined data into an informational data file so that ALPR users will be alerted whenever a VOI is located. VOI lists can be input into the ALPR server information data file only by ALPR administrators.
 - a. The user to reflect “real time situations”, such as a stolen vehicle that just occurred, an Amber Alert, Robbery, etc, can also manually input VOI license plate information. Whenever possible, Mobile ALPR users should manually input this information into their patrol vehicle’s ALPR system for use during their shift. This information will be lost at the end of their shift when the information gathered that day by the ALPR is downloaded (synched) to the ALPR server.
 - b. An ALPR vehicle alert identified via “VOI List” information may not automatically provide deputies with sufficient justification to pull over or detain vehicle occupant(s). Deputies must use discretion and in some cases may need independent information to justify a traffic stop.
6. Any incident associated with the ALPR system shall be documented using an ALPR statistical code (TBD). The statistical code shall go on the Vehicle/Incident Report and in the MDC clearance. Additionally, any vehicle recovered using the ALPR system shall have “ALPR RECOVERY” written across the top of the Incident Report.
7. Deputies shall adhere to CCSO LEM pursuit procedures (Chap. 2, Sect. 8)

Care of Equipment

8. Do not take vehicles equipped with ALPR through a car wash. Operate the vehicle with care in areas where tree branches or other objects may encounter the roof of the vehicle.
9. Do not attempt to adjust or remove the cameras. If the unit is not working properly contact your immediate supervisor – diagnosis and an authorized technician will only preform repair.

Record Retention and Official Use of ALPR Data

10. ALPR license plate information:



- a. shall be retained for ten (10) years¹; and
- b. may be queried, accessed or disseminated, for official law enforcement investigative purposes only.

¹ OAR 166-150-0135(18) **Crime Analysis Records** Records documenting department efforts to anticipate, prevent, or monitor possible criminal activity. May include reports, statistical summaries, trend or prediction information, photographs, sound and video tape recordings, and related documents. Subjects often include crime patterns or modes of operation, analysis of particular crimes, criminal profiles, forecasts, movements of known offenders, alerts from other agencies, and others. (Minimum retention: (a) Major crime analyses or studies: 10 years (b) Other records: Until superseded or obsolete)