

**AURORA POLICE DEPARTMENT  
SPECIAL ORDER**

|                                                |                                     |                                               |
|------------------------------------------------|-------------------------------------|-----------------------------------------------|
| <b>SO 11-10</b>                                | <b>EFFECTIVE:</b> December 14, 2011 | <hr/> <b>Daniel J. Oates, Chief of Police</b> |
|                                                | <b>REVIEW:</b> June 14, 2012        |                                               |
| <b>References:</b>                             |                                     |                                               |
| <b>Subject:</b> AUTOMATED LICENSE PLATE READER |                                     | <b>Initiated By:</b>                          |
| <b>Resulting Action:</b>                       |                                     | <b>PAGE: 1 of 2</b>                           |

The purpose of this Special Order is to outline the policy on use of the Automated License Plate Reader system (ALPR).

Automated License Plate Reader (ALPR) technology provides automated detection of license plates. ALPR systems utilized by Aurora Police Department personnel are intended to gather data associated with vehicle license plates for official law enforcement purposes. The Aurora Police Technology Section will administer the ALPR program.

**ALPR Operation**

The use of ALPR systems is restricted as outlined below. Department personnel will not use the ALPR equipment or database for any unauthorized purpose.

- ALPR will be used only for official law enforcement business.
- No Department member may operate the ALPR system or access the ALPR database without first completing Department approved ALPR training.
- When receiving an ALPR alert, members must visually confirm the plate against the captured image and verify the validity of the alert through Public Safety Communications Department (PSCD) or MDC query when circumstances allow.
- At the start of each shift, members must ensure that the ALPR system has been updated with the most current hotlist available from the Back Office System Server (BOSS).
- The three mounted cameras are not adjustable. Members will not attempt to move or reposition the cameras. If a member believes that a camera is out of adjustment, the Technology Section will be contacted.
- Only Technology Section personnel are permitted to make adjustments or corrections to the equipment or MDC software that supports the ALPR.

**ALPR Data Collection and Retention**

ALPR systems and the associated database are the property of the Aurora Police Department and are intended for use in conducting official business.

ALPR plate scan information will be retained for a period of two years, except that plate scan information deemed as evidence in a criminal investigation may be transferred to the Digital Media Management System for further retention.

ALPR Data Access

Members are authorized to access ALPR data through the Back Office System Server (BOSS) for Law Enforcement investigative purposes only. Members are not allowed to disseminate any information outside of the Department without authorization from the Technology Section.

Concurrent use of the BOSS system is limited through user licensing. Members must log out of BOSS immediately after use.