

2.27 AUTOMATED LICENSE PLATE RECOGNITION SYSTEM (IGO 10.002 – 5/28/10)

2.27.1 Policy

The purpose of this policy is to establish guidelines and responsibilities of personnel and units utilizing the Automated License Plate Recognition (ALPR) system. As with any technical system, adherence to standards and procedures is a key element to the success of the system.

2.27.2 Check out/Check in

The ALPR shall be checked out and back in through the duty sergeant. The officer checking out the ALPR and the officer's unit number will be recorded on the equipment sign out board located in the equipment room. The officer and sergeant shall record the use of the ALPR on the officer's DPEC and in the Watch Commander's Log.

2.27.3 Use and Storage of Information/Retention

In cases where Mobile ALPR unit users receive an alert that a vehicle is stolen, wanted or has a warrant associated with it, the officer shall immediately confirm the status of the vehicle by running the license plate over the radio via ADCOM or Commerce City Police Records as soon as possible. Officers shall adhere to the Commerce City Police Department's Pursuit Policy as stated in Policy 2.3.

Personnel must use reasonable discretion as an ALPR vehicle alert identified via hot list information does not automatically provide ALPR users with Probable Cause to stop and arrest. ALPR hotlists will also identify a "vehicle of interest" which is not necessarily wanted for a crime (ex: sex registrants vehicle) and independent information justifying a traffic stop should be obtained. However ALPR hits on "vehicles of Interest" may be used to support reasonable suspicion to detain for further investigation.

All plate scan data collected from the ALPR cameras is transmitted to an ALPR server. The ALPR server resides within the Commerce City Information Tech Department. In addition to software applications that are used to run the ALPR server, the ALPR server also houses the "informational data file" containing wanted, stolen, or vehicles of interest, as well as all the plate scans captured by the ALPR cameras.

Plate scan data is retained for a period of two years and is restricted for law enforcement purposes only. Any other use of this data is strictly forbidden. Employees found using this data for anything other than law enforcement purposes may be subject to disciplinary action.

At the end of each shift where the ALPR was utilized regardless of whether any stolen vehicles were located, the Sergeant will record the number of stolen vehicles recovered and or arrests made as a result of the ALPR on their Watch Commander's Log.