



**NEW CASTLE COUNTY
POLICE**

**AUTOMATED LICENSE
PLATE READER SYSTEMS**

DIRECTIVE 41
APPENDIX 41-R

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AUTOMATED LICENSE PLATE READER SYSTEMS

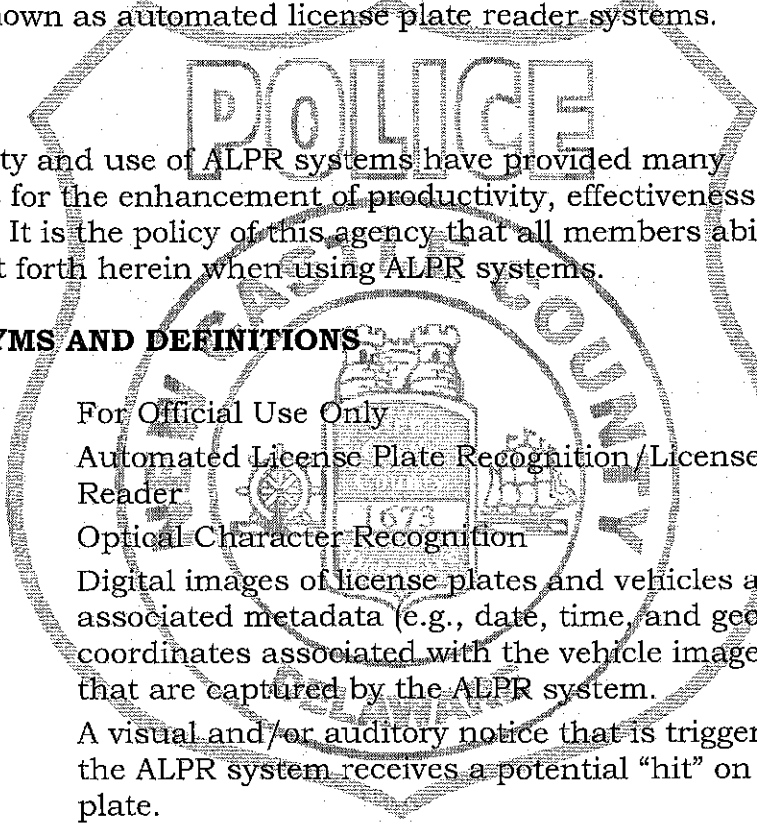
I. PURPOSE

The purpose of this policy is to provide officers with guidelines on the proper use of automated license plate recognition (ALPR) systems, also commonly known as automated license plate reader systems.

II. POLICY

The availability and use of ALPR systems have provided many opportunities for the enhancement of productivity, effectiveness, and officer safety. It is the policy of this agency that all members abide by the guidelines set forth herein when using ALPR systems.

III. ACRONYMS AND DEFINITIONS



<i>FOUO:</i>	For Official Use Only
<i>ALPR:</i>	Automated License Plate Recognition/License Plate Reader
<i>OCR:</i>	Optical Character Recognition
<i>Read:</i>	Digital images of license plates and vehicles and associated metadata (e.g., date, time, and geographic coordinates associated with the vehicle image capture) that are captured by the ALPR system.
<i>Alert:</i>	A visual and/or auditory notice that is triggered when the ALPR system receives a potential "hit" on a license plate.
<i>Hit:</i>	A read matched to a plate that has previously been registered on an agency's "hot list" of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting investigation, or which has been manually registered by a user for further investigation.
<i>Hot list:</i>	License plate numbers of stolen cars, vehicles owned by persons of interest, and vehicles associated with wanted persons. Hot list information can come from a variety of sources, including stolen vehicle information from the National Insurance Crime Bureau and the National Crime Information Center (NCIC), as well as national AMBER Alerts and Department of Homeland Security watch lists. Departments of motor vehicles can provide lists of expired registration tags, and law enforcement agencies can interface their own, locally

compiled hot lists to the ALPR system. These lists serve an officer safety function as well as an investigatory purpose. In addition to agency supported hot lists, users may also manually add license plate numbers to hot lists in order to be alerted if and when a vehicle license plate of interest is "read" by the ALPR system.

Fixed ALPR system:

ALPR cameras that are permanently affixed to a structure, such as a pole, a traffic barrier, or a bridge.

Mobile ALPR system:

ALPR cameras that are affixed, either permanently (hardwired) or temporarily (e.g., magnet-mounted), to a law enforcement vehicle for mobile deployment.

Portable ALPR system:

ALPR cameras that are transportable and can be moved and deployed in a variety of venues as needed, such as a traffic barrel or speed radar sign.

IV. PROCEDURES

A. General

1. The use of ALPR systems is restricted to public safety-related missions of this Division.
2. ALPR systems and associated equipment and databases are authorized for official public safety purposes. Misuse of this equipment and associated databases, or data, may be subject to sanctions and/or disciplinary actions.
3. ALPR systems and ALPR data and associated media are the property of this agency and intended for use in conducting official business with limited exceptions noted elsewhere in this policy.

B. Administration

1. The Division shall designate an employee(s) with administrative oversight for ALPR system deployment and operations who is (are) responsible for the following:
 - a. Establishing protocols for access, collection, storage, and retention of ALPR data and associated media files,

- b. Establishing protocols to preserve and document ALPR reads and "alerts" or "hits" that are acted on in the field or associated with investigations or prosecutions,
 - c. Establishing protocols to establish and ensure the security and integrity of data captured, stored, and/or retained by the ALPR system,
 - d. Ensuring the proper selection of the personnel approved to operate the ALPR system and maintaining an adequate number of trainees,
 - e. Maintaining records identifying approved ALPR deployments and documenting their results, including appropriate documentation of significant incidents and arrests that are related to ALPR usage; and
 - f. Authorizing any requests for ALPR systems use or data access according to the policies and guidelines of this Division.
- 2. Designated, trained personnel shall check equipment on a regular basis to ensure functionality and camera alignment. Any equipment that falls outside expected functionality shall be removed from service until deficiencies have been corrected.
 - 3. ALPR systems repairs, hardware or software, shall be made by agency authorized sources.
- C. Operation
- 1. ALPR operation and access to ALPR collected data shall be for official Division purposes only.
 - 2. Only officers who have been properly trained in the use and operational protocols of the ALPR systems shall be permitted to use it.
 - 3. Officers assigned mobile ALPR units shall have the unit active at all times while engaging in normal patrol duties unless extenuating circumstances exist.
 - 4. At the start of each shift users must ensure that the ALPR system has been updated with the most current hot lists available.

5. Officers assigned mobile ALPR units shall make every reasonable attempt to transmit scan data to the ALPR server prior to the end of their tour of duty.
6. ALPR Alerts/Hits: Prior to initiation of the stop:
 - a. Visually verify that the vehicle plate number matches the plate number run by the ALPR system, including both alphanumeric characters of the license plate and the state of issuance.
 - b. Verify the current status of the plate through dispatch or MDT query.
7. In every case in which an alert or a hit is triggered that results in enforcement action, the user should record the disposition of the alert and the hit into the ALPR system.
8. Hot lists may be updated manually if the user enters a specific plate into the ALPR system and wants to be alerted when that plate is located. Whenever a plate is manually entered into the ALPR system, the officer should document the reason.
9. Special Details: ALPR use during nontraditional deployments (e.g., special operations or during a criminal investigation) must be approved by the Operations Section Commander or designee.
10. Searches of historical data within the ALPR system should be done in accordance with established Division policies and procedures.

D. ALPR Data Sharing and Dissemination

1. ALPR data should be considered for official use only and can be shared for legitimate law enforcement purposes:
 - a. When ALPR data are disseminated outside the agency, it should be documented in a secondary dissemination log maintained by the administrator(s).
 - b. Information sharing among agencies should be dictated in accordance with MOUs (memoranda of understanding) or established Division policies.

E. Retention

ALPR data will be retained for 1 year in accordance with the Records Retention Schedule.