



WRITTEN DIRECTIVE	No. PD13-0712	Page: 1 of 6
Subject: Use of Automatic License Plate Recognition Systems	Effective Date:	10-04-13
	Supercedes/ Amends:	N/A
	Reference:	41.3.9



I. Purpose

The purpose of this directive is to establish guidelines and procedures for the deployment, operation and maintenance of automatic license plate recognition systems.

II. Policy

It shall be the policy of the Lynchburg Police Department to utilize automatic license plate recognition systems:

- for law enforcement purposes only
- in accordance with department policy and manufacturer’s guidelines
- in accordance with applicable law protecting citizens’ legitimate rights to privacy.

III. Procedure

A. DEFINITIONS

1. *Automatic License Plate Recognition (ALPR)* – Computer assisted equipment, fixed or mobile, used to scan license plate numbers and identify potential matches to suspected criminal activity, criminal intelligence information, or homeland security information.
2. *ALPR Vehicle* – A police vehicle equipped with a functional ALPR system.
3. *Hot List*: NCIC/VCIN extract file obtained through the Virginia State Police for use with ALPR systems, which identifies license plate numbers of interest to law enforcement.
4. *Read List*: ALPR computer generated database of license plate data captured during daily operation.
5. *Hit*: ALPR system alert of a scanned license plate number matching a number listed in the Virginia State Police Hotlist or other criminal justice system alert list.

B. GENERAL

41.3.9 a.

1. ALPR systems will be used for law enforcement purposes only.
2. ALPR systems will be operated anytime an ALPR vehicle is in service and will not be disabled during a shift, unless so authorized or directed by a supervisor.
3. ALPR license plate data will automatically be compared to Virginia State Police Hot List data.

- a. ALPR systems only compare the plate number and not the state from which the plate was issued.
4. ALPR systems may be utilized during criminal investigations when crime patterns, locations or suspect vehicles have been identified.
 - a. Officers may enter license plate numbers into individual ALPR vehicle systems for scanning throughout the shift.
 - 1) The reason for entering the plate number will be provided in the “note” section of the entry screen (such as stolen vehicle, missing person, robbery suspect, etc.)
 - 2) After entering the license plate number, officers should query the ALPR database to determine if the license plate was previously scanned.
 - 3) License plate numbers entered by officers should be purged from the ALPR system before the end of the officer’s shift by pushing the “end shift” button.
 - b. To assist with on-going criminal investigations, Information Desk staff or other assigned employees may enter license plate numbers into the Hotlist for downloading to ALPR systems.
 - 1) License plate numbers entered into the Hotlist will remain active until Information Desk staff or other assigned employees are notified to remove the data.
5. ALPR systems may be used to collect data from geographical areas which are adjacent to crime scenes or which are determined to be related, or potentially related, to criminal activity under active investigation.
 - a. Full or partial license plate numbers related to the criminal activity under active investigation will be entered into the vehicle’s ALPR system:
 - 1) prior to beginning the area canvas, in active criminal investigations
 - 2) as soon as possible, in the case of crimes that have just occurred.
 - b. Additional alert or investigation-related information may be entered into the vehicle’s ALPR system as such information becomes available.

C. ALPR HIT RESPONSES AND CONFIRMATIONS

1. When the ALPR system matches a license plate number with one recorded in the active criminal investigation Hot List, the system sounds an audible tone and displays a digital image of the license plate.
2. Absent exigent circumstances or additional facts to establish reasonable suspicion or probable cause to detain, officers will verify ALPR “hits” through VCIN/NCIC before stopping the vehicle or detaining the vehicle’s driver or occupants.

- a. The ALPR system only recognizes a license plate number: it cannot identify the issuing state. This can result in a false license number “hit.”
- b. ALPR hit response data may provide information related to individuals listed in the “violent gang member” or “terrorist watch” list.
 - 1) Such information does not constitute reasonable suspicion or probable cause to detain a vehicle or operator.
- c. ALPR hit response data related to an enforcement action will be downloaded and submitted into Property & Evidence for case preparation.

D. ALPR DATA SECURITY, RETENTION, AND ACCESS

41.3.9 b,d

1. The Lynchburg Police Department server will be the designated, secure location for storage and transmission of ALPR data.
2. Updated Hot List data will be downloaded to the server daily from the Virginia State Police and automatically transmitted to ALPR vehicles.
 - a. Hot List data will be maintained for twenty-four hours or until updated.
 - b. Read List and hit response data will be retained in accordance with federal, state and local law.
3. Retention schedules for captured ALPR data will be listed in the current Addendum to this directive.
 - a. ALPR data captured for the purposes defined in section III, E, 1 of this directive will automatically upload from the ALPR vehicle to a secured department data server before the end of the officer’s tour of duty.
 - 1) Captured license plate data will include GPS location, date, time, and digital image.
 - 2) Once ALPR data is uploaded to the department server, the system will automatically purge read data from the ALPR vehicle system.
 - b. ALPR data captured outside the scope of purposes defined within section III, E, 1 and within the current Addendum to this directive:
 - 1) will not be retained
 - 2) will be automatically purged from the ALPR data system within 24 hours of capture.
4. Searches of ALPR data stored on vehicle systems or on the Lynchburg Police Department server will be for law enforcement purposes only.
 - a. Officers may search captured ALPR data on individual vehicle units to determine if a particular license plate was scanned during the shift.

- b. The Computer Operations Unit will assist officers with searches of ALPR data stored on the department server.
 - c. If ALPR data becomes evidentiary in nature, the data will be processed according to procedures set forth in PD-1201 (*Evidence, Recovered, or Found Property*) and retained according to requirements set forth in the Library of Virginia Records Retention and Disposal Schedule.
 - 1) ALPR evidentiary data will be copied to a disk and entered into Property and Evidence by the investigating officer.
 - d. Other law enforcement agency requests for ALPR data searches will be referred to the Criminal Investigations Division Captain.
 - 1) ALPR data may be released to other law enforcement agencies for law enforcement purposes only.
 - e. A non-law enforcement request for ALPR data will be considered a FOIA request and will be referred to the Administrative Division Captain.
5. Annual ALPR system data control audit:
- a. Computer Operations Unit staff will conduct an annual audit of ALPR system usage, data storage and data access.
 - b. The purposes of this audit will be to assess the effectiveness of ALPR system and management controls in maintaining data security and adherence to department policy.
 - c. The LPD Information Systems Coordinator will report audit findings to the Deputy Chief in charge of Investigations and Administration.

E. OPERATOR AND SUPERVISORY RESPONSIBILITIES

- 1. Supervisors will monitor ALPR system use and will deploy ALPR equipped vehicles:
 - a. so as to effectively collect data in furtherance of active investigative and emergency response functions, to include:
 - 1) locating stolen property, criminal suspects, wanted or missing persons
 - 2) gathering evidence in criminal investigations
 - 3) identifying and contacting persons in emergency evacuation situations
 - b. based on evaluation of strategic and situational factors.
- 2. Access to ALPR data and activity reports will be for law enforcement purposes only, as specified within section III, E, 1.
- 3. ALPR data access *other than* in active scanning “hit” situations (as defined in section III, C) must be authorized in advance by the requesting officer’s Division Captain.

- a. Such access will be permitted only for the purposes listed in section III, E, 1-a.
- b. ALPR data access will be documented by means of an *ALPR Data Access Log*.
- c. The completed *ALPR Data Access Log* and the related data downloaded will be filed and maintained as an IBR attachment.

F. MAINTENANCE

1. The Computer Operations Unit will oversee installation, maintenance and servicing of ALPR equipment.
 - a. ALPR maintenance, repair, calibration and cleaning will be performed according to the equipment manufacturer's specifications.
 - b. ALPR camera lenses will be cleaned with glass cleaner or mild soap and water with a soft, non-abrasive cloth.
 - c. ALPR systems will not be modified or adjusted without the approval and oversight of Computer Operations Unit staff.
2. When an ALPR unit is removed from a vehicle, the unit will be placed in a protective storage case and secured so as to prevent damage.
3. ALPR vehicles will not be cleaned in any automatic/drive through carwash facility. ALPR vehicles must be hand washed to protect the camera equipment from damage.
4. Officers will report any damage to ALPR equipment to their supervisor.
 - a. Damage will be documented in Memorandum format.
 - b. The supervisor will ensure the Computer Operations Unit is notified of the damaged equipment as soon as practical.
 - c. Computer Operations staff will be responsible for coordinating repair of damaged ALPR equipment.

G. TRAINING

1. Officers must complete department-approved ALPR training before operating any ALPR system.
 - a. Department-approved training may be completed through classroom instruction, individual instruction, or eSign system training.
 - b. ALPR training will be documented within the PISTOL or eSign system employee training record, maintained by the Personnel and Training Unit.
2. ALPR training will cover the following instructional areas:
 - a. equipment operation
 - b. equipment maintenance

- c. data recording, security, storage, retention and access guidelines.
- 3. ALPR training materials will be:
 - a. approved prior to use by the Personnel and Training Unit Commander
 - b. maintained on file within the Personnel and Training Unit
 - c. updated as necessary.

Original Signed

Parks H. Snead
Chief of Police

October 4, 2013

Date