



WRITTEN DIRECTIVE	No. PD13-0712	Page: 1 of 1
Subject: Addendum: Use of ALPR Systems	Effective Date:	10-04-13
	Supercedes/ Amends:	N/A
	Reference:	41.3.9



Automatic License Plate Recognition System Data Retention Schedule

1. Data captured by Lynchburg Police Department ALPR systems in furtherance of the active criminal investigation and emergency response functions listed below will be retained according to the same retention schedule as criminal investigation and emergency response records:
 - a. locating stolen property, criminal suspects, wanted or missing persons
 - b. gathering evidence in criminal investigations
 - c. identifying and contacting persons in emergency evacuation situations.

2. ALPR data captured outside the scope of the active functional purposes defined above:
 - a. will not be retained
 - b. will be automatically purged from the ALPR data system within 24 hours of capture.

Original Signed

Parks H. Snead
Chief of Police

October 4, 2013

Date