

3.02-8

**DAYTON POLICE DEPARTMENT
GENERAL ORDER**



AUTOMATIC LICENSE PLATE READERS

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POLICY STATEMENT

Automatic License Plate Reading (ALPR) technology utilizes specialized cameras and computers to quickly capture large numbers of photographs of license plates, convert them to text and compare them quickly to a large list of plates of interest. The procedures of this policy govern all department personnel utilizing License Plate Readers.

I. Automatic License Plate Readers (ALPR)

- A. The use of Automatic License Plate Readers (ALPR) is intended to provide officers with an automated method of identifying vehicles and license plates connected to criminal activity.
- B. The ALPR scans license plates and compares them to the data provided by the NCIS/LEADS and MIS data. The ALPR software runs on the Mobile Data Computer (MDC) and automatically alerts the operator to potentially stolen vehicles or license plates, SILVER / AMBER Alerts, registered owner warrants, and Terrorist Watch List hits. The ALPR maintains the date, time, and location of each license plate scanned.
- C. Assignment of ALPR equipment within the agency in conjunction with the Motor Vehicle Coordinator, ALPR Coordinator, and each division and is based upon the needs of the department.
- D. The use of ALPR equipment is for official law enforcement purposes only and done in a manner consistent with the manufacturer's recommendations and this general order.

II. DEFINITIONS

- A. ALPR – (Automated License Plate Reader) - equipment consisting of a camera(s), LPR computer, and MDC software used to automatically recognize and interpret the characters on vehicle license plates. This data is then compared with a list of license plates bearing some significance to law enforcement.
- B. Hot List - also known as "hit list." A database populated with items of specific concern to the investigative and/or enforcement interests of law enforcement. This may include, but is not limited to, Terrorist Screening Center Watch List, stolen/wanted vehicles and license plates, wanted and missing persons, cautions, and license plates associated with AMBER Alerts or various watch lists provided for law enforcement purposes.
- C. Download - transfer of data to and from the ALPR server consisting of license plate associated data.
- D. Alarm - aka "Hit" - a positive indication, by visual and/or audible signal, of a potential match between data on the "hot list" and a license plate scanned by the ALPR system. A hit is NOT conclusive confirmation that a license plate is wanted and additional investigation is always warranted when a hit is indicated.
- E. ALPR Generated Data -- all information, including location, date and time of a license plate encountered and any ALPR generated digital photographic image(s) of the license plate and vehicle generated entirely through the use of, and by, the ALPR equipment.

III. LPR OPERATIONS

- A. All operators shall receive training prior to using the ALPR system.
- B. It is the responsibility of each ALPR user to download the current "hot list" from ALPR server prior to the deployment of the ALPR equipment.
- C. Upon receiving an alarm, the ALPR operator should utilize whatever information is available to determine the accuracy of the "hit." The ALPR operator will visually verify the actual license plate number and the actual



read on the LPR screen are the same, i.e., same characters and numbers. The operator will confirm the "hit" is still active by running the information through NCIC/LEADS via Teletype or MDC. Receipt of an ALPR alarm is NOT sufficient probable cause to warrant a stop or arrest without additional verification.

- D. Upon receipt of an alarm, the ALPR operator will use established procedures in taking enforcement action based on the seriousness of the offense.
- E. Additional information may be entered into the ALPR system at any time. Broadcast information received following the initial download should be manually entered immediately upon receipt by the ALPR operator. The reason for the entry shall be included in the "note" portion of the entry screen, i.e., stolen vehicle, missing person, abduction, Amber Alert, robbery suspect, etc.
- F. Upon completing the manual entry, the operator should query the ALPR data to determine if the license plate was scanned previously. ALPR operators should ensure that any manually entered plates are promptly removed when the original reason for entry is no longer valid.

IV. DEPLOYMENT

- A. ALPR equipped vehicles may be used in a routine patrol capacity. They should NOT, however be intentionally used in a manner or location that will increase the risk of damage to ALPR equipment, such as, civil disturbance situations.
- B. Operation of ALPR equipped vehicles shall be in accordance with General Order 3.02-4 - Police Vehicles.
- C. Supervisors should make every effort to deploy ALPR equipped vehicles on a regular basis and must give permission for the units to be deployed in a covert application.

V. MAINTENANCE

- A. Under no conditions should an ALPR operator attempt to modify the ALPR equipment or software operating system without permission from the ALPR coordinator.
- B. ALPR camera lenses may be cleaned with glass cleaner or mild soap and water and a soft, nonabrasive cloth.
- C. Damage to ALPR equipment shall be immediately reported to a supervisor. The supervisor will document and investigate the damage.
- D. The ALPR coordinator will be notified of any ALPR equipment needing maintenance, removal, or repair. This information should be submitted via e-mail or to the Division Coordinators. The ALPR coordinator will coordinate all maintenance and repair with the appropriate ALPR vendor. The vehicle does not need to be removed from service once the damaged or malfunctioning ALPR is secured or removed from the vehicle.

VI. INVESTIGATIONS

- A. Every police officer has access to previous license plate reads via the Executive Information System (EIS) or through the respective license plate reader program.
- B. Personnel may access ALPR data for law enforcement purposes only.
- C. It is recommended that officers and detectives check the EIS system or the respective license plate reader program for any previous reads for investigations where full or partial license plates are known. This information can prove to be very valuable in regard to locating a vehicle that is either stolen or utilized in a crime.
- D. The ALPR Coordinator will be the primary point of contact for any ALPR record requests.



VII. DATA COLLECTION AND RETENTION

- A. Any requests for information gathered through the use of ALPR technology will be handled in accordance with General Order 1.10-8, Public Access to Agency Records.
- B. Information gathered through the use of ALPR technology will only be shared with other law enforcement agencies, for law enforcement purposes.
- C. Only data from ALPRs that is necessary for law enforcement purposes will be gathered and stored. All ALPR footage will be retained for 30 days. ALPR footage of an evidentiary nature will be retained in accordance with the current City of Dayton Schedule of Records Retention and Disposition Form RC-2.
- D. Data gathered from the use of ALPRs will be protected in accordance with General Order 1.01-7, Management Information System / Kronos Timekeeping / Data Security.