

Policies

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Summary:

Prescott Police Department Policy 428 governing the use of Automated License Plate Readers (ALPR), covering purpose, administration, operation, data collection and retention, and accountability safeguards. Published via Lexipol.

Automated License Plate Readers (ALPR)

428.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Prescott Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPRs may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

428.2 ADMINISTRATION OF ALPR DATA

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Support Bureau Commander. The Support Bureau Commander will assign personnel under his/her command to administer the day-to-day operation of the ALPR equipment and data.

428.3 ALPR OPERATION

Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use the equipment or database records for any unauthorized purpose.

- (a) An ALPR shall only be used for official and legitimate law enforcement business.
- (b) An ALPR may be used in conjunction with any patrol operation or criminal Department investigation. Reasonable suspicion or probable cause is not necessary before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing Department-approved training.
- (e) If practicable, the officer should verify an ALPR response through the Arizona Law Enforcement Telecommunication System (ALETs) before taking enforcement action that is based solely upon an ALPR alert.
- (f) No ALPR operator may access ALETs or National Law Enforcement Telecommunications System (NLETs) data unless authorized to do so.

428.4 ALPR DATA COLLECTION AND RETENTION

All data and images gathered by an ALPR are for the official use of the Prescott Police Department. Because such data may contain confidential ALETs information, it is not open to public review.

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Automated License Plate Readers (ALPR)

ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law.

The Support Bureau Commander is responsible to ensure proper collection and retention of ALPR data and for transferring ALPR data stored in department vehicles to the department server on a regular basis, not to exceed 30 days between transfers.

All ALPR data downloaded to the server should be stored for the minimum period established by Department records retention schedule and thereafter may be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

428.5 ACCOUNTABILITY AND SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The Prescott Police Department will observe the following safeguards regarding access to and use of stored data:

- (a) All non-law enforcement requests for access to stored ALPR data shall be referred to the Records Supervisor and processed in accordance with applicable law. For any confidential data a stated purpose for access must be provided.
- (b) All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
- (c) Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.
- (e) ALPR system audits should be conducted on a regular basis.

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Summary:

Prescott Police Department Policy 428 governing the purpose, administration, operation, data collection, retention, and safeguards for Automated License Plate Reader (ALPR) technology. It defines authorized law enforcement uses, mandatory training, data retention limits, and access safeguards.

Automated License Plate Readers (ALPR)

428.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Prescott Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPRs may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

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- (d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.
- (e) ALPR system audits should be conducted on a regular basis.

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Summary:

A draft Prescott Police Department procedures manual section (Procedure 417) governing use of Automated License Plate Reader (ALPR) technology, including search criteria, sanctions, custom hot list entries, and audit requirements.

Published via Lexipol for official law enforcement purposes.

Automated License Plate Reader (ALPR)

417.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Prescott Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPRs may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and recovery of stolen property.

417.2 SEARCH CRITERIA FOR ALPR SOFTWARE SYSTEMS

- (a) All qualified police personnel and dispatcher entering license plates or vehicle descriptions into our ALPR systems are required to do the following:
 - 1. Enter the specific reason for the search. Examples - suspect wanted for aggravated assault per DV and fled the scene in his vehicle.
 - 2. Enter badge number or employee number of the person searching the system.
 - 3. Enter the Department Report (DR) number or the CAD incident number into the proper field.
 - 4. Any requests to search the system from other law enforcement agencies will require the same information as above.

417.3 SANCTIONS

- (a) Failure to adhere to the policies and procedures pertaining to any of our ALPR systems shall result in disciplinary action, up to and including termination. Misuse of or failure to follow established policies will result in access being removed from that member.

417.4 CUSTOM HOT LIST ENTRIES

- (a) Qualified police personnel of the Prescott Police Department can make custom hot list entries within ALPR software. Only qualified police personnel have the ability and authorization to do so, and all entries must be in full compliance with this policy, applicable law, and for official law enforcement business only.
- (b) Custom hot list entries will alert other members of the agency to a particular vehicle's presence in the city. For this reason, members must immediately remove a vehicle that is no longer wanted from the custom hot list in the ALPR system. Failure to do so immediately could result in a vehicle being improperly stopped and is therefore against this policy.
- (c) Sergeants or Lead Police Officers shall review their assigned officer's hot list entries once per quarter with each officer. Stale entries that are located during this review should be removed from the software if they are no longer a wanted vehicle, or if leaving them entered in the hot list serves no reasonable purpose.

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Automated License Plate Reader (ALPR)

- (d) Official audits of the custom hotlists will be completed monthly by members of the Department designated by the Chief. Any entries found to be outside of policy or no longer in the system for a reasonable purpose shall be provided to that sworn member and their supervisor for removal and potential disciplinary actions.