

Automated License Plate Readers (ALPR)

427.1 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 Grafton 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.

427.2 ADMINISTRATION OF ALPR DATA

Flock Safety is responsible for all installation and maintenance of their fixed ALPR equipment, as well as ALPR data retention. Access to the Flock Safety ALPR system shall be administered by the Chief of Police or designee. Particular roles shall be established by the Chief of Police or designee based on assignment and rank. All installation and maintenance of mobile ALPR systems and its access, shall be managed by the Assistant Chief of Police. The Assistant Chief of Police will assign personnel under his/her command to administer the day-to-day operation of the mobile ALPR equipment. Because Flock Safety is part of a nationwide network, the Chief of Police may grant other law enforcement agencies access to the Grafton ALPR data. Data from the mobile ALPR system shall be maintained at a server located at Greenfield, Wisconsin Police Department.

427.3 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 official 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 Transaction Information for the Management of Enforcement (TIME) system or National Law Enforcement Telecommunications System (NLETS) before taking enforcement action that is based solely upon an ALPR alert.

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- (f) No ALPR operator may access TIME or NLETS data unless otherwise authorized to do so.
- (g) Equipment or software issues shall, as soon as as practical, be reported.
- (h) The ALPR equipment and software shall be operational during the officer's shift.
- (i) The department shall maintain a "Grafton Police Department" hot list on the ALPR database. The hot list will include vehicles that are of interest due to local investigations. Only supervisors may authorize a vehicle to be added to or removed from the "Grafton Police Department" hotlist.

427.4 ALPR DATA COLLECTION AND RETENTION

All data and images gathered by an ALPR are for the official use of the Grafton Police Department and because such data may contain confidential TIME information, it is not open to public review. ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law.

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

All mobile ALPR data downloaded to the server will be stored for 1 year in accordance with the provisions outlined in the agreement with the Greenfield, Wisconsin Police Department and all fixed ALPR data (Flock system) will be retained for 30 days in accordance with their data retention policy. If it is reasonable to believe that the data will become evidence in a criminal or civil action or is subject to a lawful action to produce records, the applicable data should be downloaded from the server onto portable media and booked into evidence.

427.5 ACCOUNTABILITY AND SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The Grafton 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 Chief of Police and processed in accordance with applicable law.
- (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. Under all circumstances, the person searching for information through the Flock Safety camera system shall include a reason for the search under the "Search Reason" block. There should be a corresponding case or call for service number associated with each search. Blanket searches absent a bona fide reason, are strictly

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prohibited. The only exception is for training and or demonstration purposes, in which case “Training” or “Demonstration” shall be used in the search reason block.

- (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) All ALPR system audits should be conducted on a regular basis.