
Automated License Plate Readers (ALPR)

425.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

425.2 POLICY

All ALPR data and images accessed are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

425.3 DEFINITIONS

1. AUTOMATED LICENSE PLATE READER (ALPR)- A device that uses camera and computer technology to capture license plate numbers and vehicle photos with date, time, and GPS coordinate information at time of detection.
2. STATIONARY ALPR CAMERA- All ALPR cameras will have at least one ALPR camera integrated to detect license plate or vehicle information in at least one direction.
3. DETECTION – Data obtained by an ALPR within the public view that is captured, including images of license plates, vehicles, subjects, or objects, with GPS information regarding the location, date, and time of the ALPR read.
4. HIT- A notification from the ALPR system that alerts the users that a license plate scanned by the ALPR may be in National Crime Information Center (NCIC) or other law enforcement database or that the vehicle is on a “Hot List” for a specific reason, including, but not limited to, being related to a stolen car, wanted person, missing person, domestic violence protective order, or terrorist-related activity.
5. HOT LIST – License plate(s) associated with vehicles of interest from various databases, including, but not limited to, NCIC, DOJ, DMV, IJIS Warrant, and local investigations.
6. SPECIAL HOT LIST – Created solely to bring the officers’ attention to specific vehicles that have been associated with criminal activity. Special Hot Lists could be generated by comparing data from several law enforcement databases.
7. ALPR ADMINISTRATOR – Any person authorized to create or disable, monitor, and audit user accounts.

425.4 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Roseville 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. It may also be used to gather information related to active warrants, homeland security, active criminal investigations, suspect interdiction and stolen property recovery.

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All ALPR data access, shall be managed by the Services Division Captain or designee. The Services Division Captain or designee will assign members under his/her command to administer the access to the ALPR data.

425.4.1 ALPR ADMINISTRATOR

The Services Division Captain or designee shall be responsible for developing guidelines and procedures to comply with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.
- (b) Training requirements for authorized users.
- (c) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.
- (d) Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.
- (e) The title and name of the current designee overseeing the ALPR operation.
- (f) Working with the Custodian of Records on the retention and destruction of ALPR data.
- (g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

ALPR administrators shall:

Ensure all installed ALPR system equipment is functioning properly, on as needed basis.

- (a) Coordinate the training for all users of the ALPR programs.
- (b) Conduct audits every 60 days of ALPR user queries.
- (c) Update access to the database for users who show a continued need for it.

425.5 ROLES AND RESPONSIBILITIES

ALPR systems shall be deployed for official law enforcement purposes, including, but not limited to

- (a) Locating stolen vehicles, wanted or missing persons, or vehicles, or identifying stolen license plates as designated on various Hot Lists.
- (b) Canvassing areas surrounding recent crimes to capture vehicle license plates in an attempt to locate vehicles that may have been connected to the crimes.
- (c) Other uses as approved and documented by an appropriate supervisor or ALPR administrator.
- (d) ALPR hits shall NOT be the sole basis for an enforcement or investigative stop. Independent reasonable suspicion or probable cause is required before making a traffic stop.

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425.6 OPERATIONS

Use of ALPR data is restricted to the purposes outlined below. Department members shall not use, or allow others to use the database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

- (a) ALPR data shall only be used for official law enforcement business.
- (b) ALPR data may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before accessing ALPR data.
- (c) No ALPR end user may access department, state or federal data unless otherwise authorized to do so.
- (d) The officer shall verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.

425.6.1 INOPERABLE OR DAMAGED ALPR EQUIPMENT

Upon discovery of any ALPR equipment that is inoperable or damaged, officers shall:

- (a) Not attempt to repair defective or inoperable ALPR equipment and immediately notify an ALPR Administrator and their Supervisor.
- (b) Document damage or vandalism to any fixed ALPR camera, ALPR equipment, or a mobile trailer in a crime report and notify the ALPR Administrator. Damaged or vandalized mobile trailers shall be returned to the police facility by a trained officer.

425.6.2 ALPR HITS

ALPR hits shall be broadcast in a timely fashion so that Dispatch can confirm the status of the wanted vehicle and ensure officer and public safety.

- (a) Officers broadcasting ALPR hits from a vehicle shall have Dispatch confirm vehicle status on the appropriate radio channel and not run the plate via the MDC prior to broadcast.
- (b) Personnel broadcasting ALPR hits from a desktop shall confirm the vehicle status prior to broadcast on the appropriate radio channel.

ALPR hits shall be dispatched as provided below:

- (a) ALPR hits shall be entered as a call for service using the appropriate LPR call type to classify the incident.
- (b) Dispatchers receiving ALPR hit information shall enter a call for service and:
 1. Confirm the license plate status by running a CLETS/NCIC query and attaching the results to the incident.
 2. Obtain the vehicle description and direction of travel.
 3. Make the appropriate broadcast based on the circumstances surrounding the hit. At a minimum dispatchers will broadcast on the main channel to the Patrol Division.

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4. In the event contact is made with the vehicle, the call type shall be updated to LOCLPR.

425.6.3 HOT LISTS

- (a) Hot Lists (SVS, SRV, SLR) will be automatically downloaded into the ALPR system multiple times a day, with the most current data overwriting the old data.
- (b) Special Hot Lists will only be allowed with approval by the Services Captain or designee.
 1. The Hits from Special Hot Lists should be viewed as informational only, created solely to bring the officers' attention to specific vehicles that have been associated with criminal activity. Department Special Hot Lists shall not be shared with any other LEA without prior authorization from the Services Division Captain or designee.

425.6.4 HOT PLATES

Hot Plates added to any ALPR database shall have an expiration date not to exceed thirty (30) days.

1. Hot plate entry into the Flock database is currently prohibited.

Hot Plates entered into the ALPR system shall contain the following information:

1. Entering officer's name and contact phone number.
2. Related case number.
3. Short synopsis of originating call or reason for entry with as much description as possible.

License plates entered into ALPR as a Hot Plate that will also be entered into SVS, SLR, SFR, MUPS, etc. shall have an expiration not to exceed twenty-four (24) hours.

425.6.5 USER SEARCHES

When an officer uses any ALPR system to aid in an investigation, the following information shall be entered upon each search:

1. Searching officer's name.
2. Related case/CFS number, if applicable.
3. If no case/CFS number is available, the officer must provide a reason for the search with as much description as possible.

425.7 DATA COLLECTION AND RETENTION

The Services Division Captain or designee is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data.

All ALPR data should be stored for 60 days (Vehicle Code § 2413) and in accordance with the established records retention schedule as updated on an annual basis with the City. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it

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will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be booked into evidence.

425.8 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Roseville Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) All ALPR data shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only.

425.9 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

425.9.1 DATA SHARING - OUTSIDE AGENCIES

Requests received from outside agencies to access Roseville Police Department ALPR data will be evaluated under the following guidelines:

- (a) Sharing request will be limited to agencies within 150 mile radius of the City of Roseville or on a case by case basis with agencies outside of that area.
- (b) Sharing requests will be reviewed by the Services Division Captain or designee to make a determination.

425.9.2 DATA SHARING - SPECIAL REQUESTS

Special requests received from outside agency personnel will be evaluated, on a case by case basis, under the following guidelines:

- (a) The agency makes a written request for the ALPR data that includes:
 - (a) The name of the agency.
 - (b) The name of the person requesting.
 - (c) The intended purpose of obtaining the information.
- (b) The request is reviewed by the Services Captain or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file. See the associated ALPR procedure for specific guidelines.

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425.10 AUDITING

The Professional Standards Unit Sergeant will be responsible for conducting ALPR audits. ALPR auditing will include the following:

- (a) Sharing Agreements
 - 1. Sharing agreements will be audited annually for assessment of continued need.
 - 2. Sharing agreements include both agencies that the Department shares data with, and agencies that share data with the Department.
- (b) User Accounts
 - 1. User accounts will be audited every 60 days for assessment of continued need.
- (c) Searches
 - 1. User searches will be audited every 60 days for policy compliance.
- (d) Hot Plate Entries
 - 1. Hot plate entries will be audited every 60 days for policy compliance.

425.11 TRAINING

The ALPR Administrator shall ensure that members receive department-approved training for those authorized to access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

Prior to utilizing any ALPR system each user shall complete training under the following guidelines:

- (a) Complete Department training with an approved ALPR trainer.
- (b) Review ALPR policy and procedure annually and complete associated training quiz.