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 Delaware 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. The ALPR may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery. The purpose of this policy is to provide guidance for the capture, storage, and use of digital data obtained through the use of ALPR technology.

427.2 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 Captain. The Support Captain will assign personnel under his/her command to administer the day-to-day operation of the ALPR equipment and data.

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 ALPR.

(c)

(d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.

(e) The officer shall verify an ALPR response through LEADS before taking enforcement action that is based solely upon an ALPR alert.

(f) No ALPR operator may access Ohio Law Enforcement Automated Data System (LEADS) data unless otherwise authorized to do so.

427.3.1 INVESTIGATIVE SEARCHES

Authorized users are permitted to search the ALPR database for legitimate criminal justice purposes only. All searches shall include, at minimum, the following documentation:

a. incident or case type

b. incident or case number (Ex. 2025-3000XXXX)

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427.3.2 FIELD OPERATION GUIDELINES
When ALPR cameras return an alert, prior to making a stop or taking enforcement action, officers:

a. shall visually verify the license plate number and the ALPR read match prior to taking an enforcement action

b. shall independently confirm the alert is still active by running the information through a NCIC/LEADS terminal. An ALPR alert cannot be the sole reason for a traffic stop or investigative detention

c. if the alert information cannot be verified the officer must establish other probable cause or reasonable articulable suspicion for a traffic stop or investigative detention

427.3.3 ALERT DOCUMENTATION
ALPR operators who take official action in response to an ALPR alert must complete the "Edit Outcome" information field on the alert.

427.4 ALPR DATA COLLECTION AND RETENTION

All data and images gathered by an ALPR are for the official use of the Delaware Police Department. ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law.

ALPR data is stored and retained on the FLOCK Safety server for 30 days in accordance with the applicable records retention schedule.

In circumstances where ALPR data has become or it is reasonable to believe will become evidence in a criminal or civil action, or is subject to lawful action to produce records, the data should be downloaded and retained in the applicable case file. In such instances, the data will be retained in accordance with the applicable retention schedule for case files.

427.5 ACCOUNTABILITY AND SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The Delaware 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 Administrative Captain 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

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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 data collected or retained by the Delaware Police Department shall not be sold, published, exchanged, disclosed or disseminated to persons not authorized to access or use such information.

(f) ALPR users shall use only technology resources, including computers, software and systems, that are issued or maintained by the department to access ALPR data. Users shall not access ALPR information with personally owned devices.

427.5.1 ALPR SYSTEM AUDIT

Annually, the ALPR system shall be audited to ensure compliance with provisions of this policy and applicable law. The audit will include, but is not limited to:

(a) A random audit for a specified time frame to ensure the inquiries comply with policy.

(b) A review of the policy and any recommendations or modifications to the policy.

(c) Any recommendations for the removal, relocation, or addition of cameras.

An individual user's actions of the system are subject to audit at anytime.

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