



<b>GENERAL ORDER:</b>	<b>5.42</b>
<b>CHAPTER:</b>	<b>Law Enforcement Operations</b>
<b>SUBJECT:</b>	<b>Automated License Plate Recognition (ALPR) System</b>
<b>ISSUED DATE:</b>	April 5, 2010
<b>REVISION DATE:</b>	May 9, 2023
<b>NOTES:</b>	
<b>RELATED ORDERS:</b>	CIV Codes: 1798.90.5 – 1798.90.55
<b>ATTACHMENTS:</b>	<a href="#">1. Use of the NCRC LPR System</a> <a href="#">2. Tech / Network Infrastructure Unit "Notice of Data Breach" Form</a> <a href="#">3. Automated License Plate Reader Technology in Law Enforcement</a>

**PURPOSE:** Automated License Plate Readers (ALPR) are utilized at fixed locations as well as on select sheriff's office vehicles. The purpose of this policy is to provide guidance for the proper use, storage, and sharing of digital data obtained through the use of ALPR technology.

**POLICY:** The ALPR system will be used for official law enforcement purposes to include gathering information related to criminal and missing persons investigations, locating wanted person, and identifying and locating stolen/wanted vehicles. The use of the ALPR System and data will be done in accordance with this written directive, and federal and state law.

#### **DEFINITIONS:**

**ALPR SYSTEM** – A searchable computerized database resulting from the operation of one or more mobile or fixed cameras combined with computer algorithms to read and convert images of vehicle license plates and the characters they contain into computer-readable data. The system does not contain the vehicle's registration information or the driver's license information of the vehicle owner.

**ALPR INFORMATION** – Information or data collected through the use of an ALPR System. The information does not contain personal identifying information.

**ALPR END-USER** – A person that accesses or uses an ALPR system.

**HOT LIST** – List of vehicles associated with active investigations that are entered into the ALPR Data Management System.

**LEARN** - Data management and hosting software, used in Vigilant Solutions ALPR technology.

**FLOCK SAFETY** – Data management and hosting software, used in Flock Safety ALPR technology.

#### **ORDER:**

##### **A. ALPR USAGE**

1. ALPR Equipment and database records shall only be used for official law enforcement purposes. Accessing the data for personal reasons is prohibited.
2. Only those who are properly trained may operate ALPR equipment or access ALPR data.
3. An ALPR may be used in conjunction with patrol operations or investigations.
4. The following are some situations for using the ALPR system:
  - a. Stolen / Wanted Vehicle Identification
  - b. To identify wanted felons during routine patrol or investigations
  - c. BOLF's
  - d. AMBER Alert
  - e. Surveillance and Investigation
  - f. To conduct grid searches of areas around the crime scene for possible associated vehicles.
  - g. Blue Alert
  - h. Silver Alert
  - i. Yellow Alert
5. Unless done pursuant to a court order, an ALPR camera should only be utilized to record vehicles that are in areas exposed to the public view.
6. Partial plates reported during major crimes should be checked against the ALPR database in an attempt to identify suspect(s) vehicles.
7. If practical, deputies should not take any enforcement action based solely on an ALPR alert. Deputies should verify an ALPR response via the California Law Enforcement Telecommunications System (CLETS). They should verify that the license plate in the system matches the license plate on the observed vehicle.
8. To ensure proper accountability, all users of ALPR databases must have their own unique username and password. Usernames and passwords shall not be shared.
9. For every ALPR browsing inquiry, the associated case number and/or specific reason for the inquiry must be entered when prompted to do so by the ALPR database.

B. DATA COLLECTION AND RETENTION: ALPR data downloaded or saved from ALPR databases shall be done for an official law enforcement purpose. Downloaded images associated to a specific investigation should be uploaded to Evidence.com and annotated with the respective report number.

C. PUBLIC RECORDS REQUESTS: All public records requests for information or data related to the ALPR or its' usage will be routed through the Internal Affairs Unit.

D. SYSTEM ADMINISTRATOR: The Eden Township Substation (ETS) Administrative Lieutenant, or designee(s), is the ALPR System Administrator for the Law Enforcement Services Division. The Dublin Police Services Administrative Lieutenant, or designee, is the ALPR System Administrator for DPS. The system administrator's responsibilities shall include:

1. Ensure users receive ALPR training prior to utilizing the system.
2. Maintain a list of qualified vehicle operators.
3. Overseeing the maintenance of the ALPR system.
4. Conduct periodic audits to ensure user compliance.

#### E. MAINTENANCE

1. Major repairs to any equipment, other than routine and normal maintenance, require the system administrator's authorization.
2. All regularly scheduled maintenance and routine repairs shall be coordinated through the Technical Services Unit.
3. All persons using a vehicle with ALPR cameras are responsible for the condition of the equipment and should notifying the ALPR System Administrator when a repair is required.
4. Under no circumstances shall a vehicle equipped with ALPR cameras be taken through an automated carwash.
5. Under no circumstances shall a user adjust, mount or dismount ALPR cameras.
6. Caution should be taken to ensure the system's computer has proper ventilation. (Trunk Mounted System)

#### F. TRAINING

1. The system administrator can authorize select sheriff's deputies, sheriff's technicians, and crime technicians to use the ALPR system once they have been trained, showing proficiency and an understanding of operational procedures.
2. Vigilant: The system administrator can authorize a staff member to use the ALPR database and/or ALPR equipped vehicle once they have received proper training. Training will consist of the following online on-demand training courses:
  - a. Vigilant Car Detector
  - b. Target Alert Service (TAS)

- c. Vigilant Vehicle Manager 101
3. Training courses are available at [www.vslea.org](http://www.vslea.org) via the “Training On-Demand” tab. At the completion of each course, an assessment will be provided to the user to ensure proficiency and understanding of operational procedures. Upon completing the assessment, staff will provide the system administrator with a copy of the certificate of completion.
4. Flock Safety may be accessed by select members of the Agency who receive the following training:
  - a. Flock Search Tool Certification Program
  - b. Flock Alerts Certification Program
5. Staff approved to access Flock Safety will need to complete the two courses as well as the assessment demonstrating proficiency and understanding of operational procedures. Upon completing the assessment, staff will provide the system administrator with a copy of the certificate of completion.

#### G. SECURITY

1. ALPR data contains no personal identifiable information.
2. ALPR data is stored on third party servers that ensure proper maintenance and security of stored data.
3. The Alameda County Sheriff's Office does not permit the sharing of ALPR data gathered by the agency for the purposes of federal immigration enforcement.
4. Requests by any law enforcement agency to receive Sheriff's Office ALPR data will be evaluated by the system administrator prior to approval.

H. AUDITS: The system administrator will conduct random, semi-annual audits of ALPR detection browsing inquiries to ensure user compliance with ALPR usage outlined in this policy.