Burleson Police Department
Administrative Policy and Procedures

Number: 08-005
Document Title: Automated License Plate Recognition System (ALPRS)
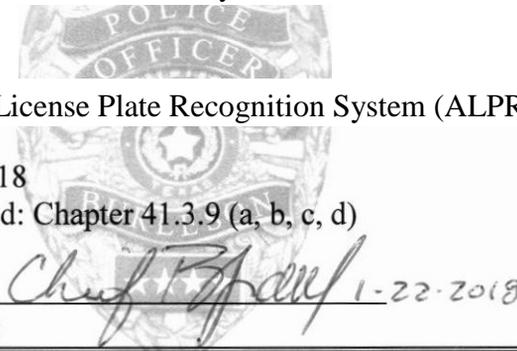Effective Date: 01/19/2018
Last Revised Date: 01/19/2018
CALEA Standards Referenced: Chapter 41.3.9 (a, b, c, d)

ISSUING AUTHORITY: _Chief Bill_ 1-22-2018
Billy Cordell, Chief of Police

I. Policy

It shall be the policy of the Burleson Police Department to use ALPR technology as authorized and directed by departmental policy and state and federal law. The ALPR system, equipment, and data captured by ALPR equipment shall be used only for legitimate law enforcement purposes. [41.3.9a]

II. Definitions

A. Automated License Plate Recognition (ALPR): A system designed to scan, record, and check license plates of vehicles against established databases. These databases include, but are not limited to, the following:

1. NCIC/TCIC Stolen Vehicle List (published daily by the Texas Department of Public Safety)
2. City of Burleson Active Warrants List
3. Registered Sex Offender Vehicle List
4. Manually entered local data

ALPR systems may be installed at fixed sites in Burleson, or in Burleson Police Department vehicles.

B. Hotlist: A list of license plate numbers entered unto databases for purposes of extracting information on stolen vehicles / plates, suspects wanted for warrants or crimes, or to assist with the identification of suspects involved in criminal activity.

C. Hit: Visual and/or audible notification of a match between a scanned license plate and a license plate on the hotlist.

D. Confirmation: A hit must be verified through the active database in which the license plate was entered. For example, a hit on a stolen license plate/vehicle originating from NCIC must be verified through NCIC per

departmental Written Directives. A hit on the hotlist alone is not sufficient cause to make an arrest but justifies further investigation.

E. ALPR Data: Data captured by the ALPR system from license plates that were read by the device, either fixed or mobile, including images of the plate and the vehicle on which it is displayed, the date and time, and information regarding the location of the vehicle at the time of notification.

F. Law Enforcement Archival and Reporting Network (LEARN): Vigilant Solutions' secure hosted intelligence platform, where hotlists and data collected through the use of ALPR equipment are uploaded for comparison and access as needed by authorized investigative personnel. This data is not stored by the Burleson Police Department and as a result is not subject to retention restrictions as outlined in this Directive.

Procedure

Ill.   Data security and access

1. Each authorized user will be trained in the use of the ALPR system and assigned a unique username and password for access to the LEARN database and mobile ALPR system. Usernames and passwords will remain confidential and are not to be shared with other users. The Support Bureau Captain or their designee will be the system administrator and is the point of contact for all issues related to the ALPR system and LEARN database. [41.39b]

2. Hotlists will be automatically downloaded to the mobile computer throughout the day from LEARN per their designated refresh schedule. Manual hotlists or individual license plates may be entered by the system administrator or their designee at any time.

3. If a manual hotlist or tag is entered into the system, it must be removed when the information is no longer current. The person who entered or requested entry of the data will be responsible for ensuring it is promptly removed. (IE: officers must request removal of data)

4. ALPR data is to be used for authorized criminal justice purposes only and shall not be released to members of the general public. Public information will be handled per departmental policy. ALPR data may be shared with other law enforcement agencies for legitimate investigative purposes. Any ALPR data that involves a hit from which enforcement action, an investigation, or a prosecution resulted will be added to the case file or the records management system (RMS) and maintained therein until no longer needed. [41.3.9a]

5. The system administrator will be responsible for determining the retention period for ALPR data. The system administrator should balance existing technology, current state law, data storage capabilities, cost, and investigative need when determining or adjusting data retention periods. In those instances when ALRP data is identified as relevant to a specific case or investigation, the data should be retained in the investigative file or electronically attached to the case in the records management system. [41.3.9d]

Equipment

IV. Operator Training

1. Personnel must receive end user training before they may be assigned to an ALPR equipped patrol vehicle.[41.3.9c]

2. The ALPR vendor is responsible for the installation, repair, and removal of the ALPR equipment.

3. Officers will visually inspect the mobile exterior cameras for cleanliness, damage, or unauthorized alterations prior to beginning their tour of duty in an ALPR-equipped vehicle. All equipment malfunctions or damage will be immediately reported to the on-duty patrol supervisor.

4. Officers may download the most current data file hotlist and manually add any license plate numbers that are of interest and not already included in the file download.

V. Field Procedures

1. When assigned to an ALPR-equipped vehicle, officers will ensure that the system remains activated during their entire tour of duty and the mobile computer is logged into the wireless network for required internet access. [41.3.9a]

2. Upon receiving a hit, the mobile ALPR operator will visually verify the displayed information matches the subject license plate.
   Once visually verified, officers should request confirmation from Communications and broadcast location and vehicle information in order to obtain cover and take appropriate action based upon the type of hit.
   Note: It is very important that officers verify and confirm each hit prior to taking any enforcement action, as hotlists may not always contain the most updated information. [41.3.9a]

3. Responsibilities

a. Communications personnel will:

   1) Dispatch additional units to assist if requested.

   2) Notify a patrol supervisor if a felony traffic stop is anticipated.

   3) Confirm the information with the originating agency.

   4) Notify other jurisdictions if the vehicle and/or trailing units leave the City of Burleson and enter their area of responsibility.

   5) Notify NCIC/TCIC of the recovery of stolen property if applicable.

b. Patrol personnel will:

   1) Keep Communications informed of their location and the need for additional units.

   2) Adhere to Written Directive 04-001 Function of Patrol section IV. Pursuits if a vehicle flees in response to activation of emergency equipment.

c. Patrol supervisors will:

   1) Ensure that ALPR equipped vehicles are deployed on each patrol shift as availability allows.

   2) Ensure recovered vehicles are not released to the owner until the TCIC/NCIC entry has been cleared.

   3) If a pursuit does occur, Supervisors will ensure compliance with written directive 04-001 Function of Patrol section IV (Pursuits).

d. The Crime Analyst will:

   1) Forward a monthly ALPR statistical data report to the Chief of Police that will contain, but not be limited to, the following:

      (a) The number of plates scanned

(b)   The number of hits received and

(c)   The number of confirmed hits that resulted in arrest, recovery of stolen property, and recovery of missing persons.