LEE'S SUMMIT POLICE DEPARTMENT
GENERAL ORDER 200.29

SUBJECT: Automated License Plate Reader System	Issue Date: 03/03/14	Effective Date: 03/03/14
Rescinds: N/A		
Reference: CALEA: 41.3.9; G.O. 200.09C; RSMo. Chapter 109		
By Order Of: Scott Lyons, Interim Chief Of Police		

I.   POLICY

Automated License Plate Reader (ALPR) technology provides automated detection of license plates. The ALPR is used to convert data associated with vehicle license plates and use it for official law enforcement purposes. These systems provide many opportunities for the enhancement of productivity, effectiveness, and officer safety. This policy establishes the policy and procedures for use of these systems by department personnel.

II.   DEFINITIONS

A. **Automated License Plate Reader (ALPR) system** – Equipment consisting of fixed cameras, USB thumb drive, and computer hardware/software used to automatically recognize and interpret the characters on vehicle license plates. The data is then compared against a hot list of license plates bearing some significance to law enforcement. Also known as license plate "reader" or "recognition" systems.

B. **Alert -** A visual and/or auditory notice that is triggered when the LPR system receives a potential "hit" on a license plate.

C. **Hit** – An automatic read matched to a plate that has previously been registered on an agency's "hot list" of vehicle plates related to stolen vehicles, wanted vehicles, or other supporting investigation, or which has been manually registered by a user for further investigation.

D. **Hot List** - License plate numbers of stolen cars, vehicles owned by persons of interest, and vehicles associated with AMBER Alerts that are regularly added to "hot lists" circulated among law enforcement agencies. Hot list information can come from a variety of sources, including stolen vehicle information from the National Insurance Crime Bureau and the National Crime Information Center (NCIC), as well as national, state and local AMBER Alerts and Department of Homeland Security watch lists. Departments of motor vehicles can provide lists of expired registration tags, and law enforcement agencies can interface their own, locally compiled hot lists to the ALPR system. These lists serve an officer safety function as well as an investigatory purpose. In addition to agency supported hot lists, users may also manually add license plate numbers to hot lists in order to be alerted if and when a vehicle license plate of interest is "read" by the ALPR system.

E. **Law Enforcement Archival and Retrieval Network (LEARN)** – Server application which retains data collected from the ALPR system.

III. PROCEDURES

A. General (41.3.9a)
1. ALPR systems and associated equipment and databases are restricted to official law enforcement purposes. Officers shall not use, or allow others to use, the equipment or systems for any unauthorized purpose.
2. ALPR systems and ALPR generated data and associated media are the property of this agency and intended for use in conducting official law enforcement business.

B. Administration
1. The Operations Division Commander/designee has administrative oversight for ALPR systems deployment and field operations.
2. Responsibilities:
    a. Ensure proper collection, storage, and retention of ALPR data and associated media files (41.3.9d);
    b. Selection of the personnel approved to operate the ALPR system;
    c. Maintaining an adequate number of trainees (41.3.9c);
    d. Maintaining records identifying ALPR deployments and documenting their results, including appropriate documentation of significant incidents and arrests that are related to ALPR usage; and
    e. Authorizing any requests for ALPR systems use or data access (41.3.9b).

C. Operation (41.3.9a)
ALPR operation and access to ALPR collected data shall be for official agency purposes only such as but not limited to:
    a. Stolen vehicles;
    b. Stolen license plates;
    c. Counterfeit license plates;
    d. Hit and run suspect vehicles;
    e. Suspended or revoked drivers;
    f. Missing persons - AMBER alerts, etc;
    g. Crimes in progress - While used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas surrounding 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;
    h. Wanted fugitives, violators of court orders and absconders;
    i. Proximity, identity, or association of known, or observed but as -yet unknown, suspects in criminal or terrorism investigations;
    j. Traffic control and safety analysis-related or predictive information, including use during supervisor approved public safety checkpoints or studies to confirm or disprove crime trends;

      k. High Risk Offenders (HRO), subjects of Suspected Criminal Activity Reports (SCAR), and similar Criminal Intelligence suspects that have been reported to be engaged in ongoing criminal enterprises.

      l. Persons of interest in on-going criminal investigation.

  2. Operation, use, and maintenance check of the ALPR systems and equipment is restricted to department personnel who have received department-approved training. (41.3.9c)

D. Daily Procedures (41.3.9a)
1. At the start of each shift, operators must ensure that the ALPR system is operating properly.
2. Operators utilizing vehicles equipped with the ALPR system shall log into the ALPR software system whenever they are using the vehicle in the course of their regular duties.
3. Operators utilizing vehicles equipped with the ALPR system shall log out of the system at the end of their shift.

E. Alerts/Hits (41.3.9a)
1. The operator must visually verify that the vehicle plate number matches the plate number run by the ALPR system, including both alphanumeric characters of the license plate and the state of issuance.
   - No match - If for any reason they do not match, the hit will be rejected.
   - Match - verify the current status of the plate through dispatch or MDT query when circumstances allow.
     - In rare occasions, compelling circumstances may exist, that the delay in verifying the hit could jeopardize an investigation and/or officer safety. In these circumstances, this validation can be deferred.
   - If the hit cannot be verified as still being entered and no other compelling circumstances exist, the vehicle will not be stopped solely on the ALPR without independent reasonable suspicion being established.
2. Follow the vehicle stop procedures outlined in General Order 200.09C.
3. In each case in which an alert or a hit is triggered, the operator should record the disposition of the alert and the hit into the ALPR system.
4. When an ALPR hit leads to an arrest or otherwise leads to the generating of a police report, the reporting operator shall indicate the use of the ALPR equipment in ETI.
5. Hot lists may be updated manually with plate data relevant to a specific criminal investigation or adjudication.
   - Users can enter a specific plate into the ALPR system and will be alerted when that plate is located.
     - When a plate is manually entered into the ALPR system, the user should document the reason for entering the plate into the Hot List.

- Other requests to enter a specific plate into the ALPR system will be sent, in writing, to the Criminal Intelligence Officer; including specific reasons for the request.
6. Special Details: ALPR use during nontraditional deployments (e.g., special operations or during a criminal investigation) must be approved by a Division Commander/designee. (41.3.9b)
7. Searches of historical data within the ALPR system will only be conducted by the Criminal Intelligence Officer. (41.3.9b)

F. Maintenance
1. Operators shall check equipment on a regular basis to ensure functionality and camera alignment. Any equipment that falls outside expected functionality shall be removed from service and a Vehicle Equipment Repair Form completed to correct deficiencies.
2. ALPR systems repairs, hardware or software, shall be conducted by agency authorized sources.
3. To prevent damage to the camera/magnet system, vehicles equipped with the ALPR system can only be washed by hand, or in a brushless car wash.

G. Data Sharing and Dissemination (41.3.9a)
1. ALPR data should be considered "For Official Use Only"; is exempt from mandatory release to the public under RSMO 610.100 subsection 3 "known as the Missouri Sunshine Law" and can be shared for legitimate law enforcement purposes.
2. When ALPR data are disseminated outside the agency, it should be documented in a secondary dissemination log.
3. Information sharing among agencies should be dictated in accordance with MOUs (memoranda of understanding) or established departmental policies.

H. System Audit
1. An annual audit of the ALPR system will be conducted by the Operations Division Commander to verify ALPR system integrity is maintained.
2. The audit will include a report forwarded to the Chief of Police.
3. The Chief of Police/designee will present the annual system audit to the Public Safety Advisory Board (PSAB) for review and comment.

I. Retention (41.3.9d)
1. All data downloaded to the server should be stored and retained in accordance with Missouri Retention and Disposition Schedules as outlined in Public and Business Records, Chapter 109 RSMo.
2. Information from license plate scans obtained by the ALPR will be retained on the LEARN Server for a period of 30 days and then automatically purged.
3. Information relevant to a specific criminal investigation may be extracted from the LEARN Server prior to the automatic purge and added to the case investigation file.