

- A. **PURPOSE.** To establish procedures for the use of automatic license plate readers (ALPR) and the collection, maintenance, and archiving of related data.
- B. **GOALS.** Automatic license plate readers enhance the efficiency and effectiveness of the Department and its officers and are intended to:
1. Enhance officer safety
  2. Increase the recovery of stolen vehicles
  3. Increase warrant arrests
  4. Increase the collection of outstanding parking fines
  5. Support investigative efforts
  6. Assist in the collection of potential evidence

C. **DEFINITIONS**

1. *Automatic License Plate Recognition System (ALPR).* Technology consisting of cameras and computer hardware and software.
2. *Back Office System Server (BOSS) Application.* A computer interface for ALPR administrative functions, record storage, record retrieval, and analysis.
3. *Hotlist.* A database consisting of known license plates used to compare license plates read by the ALPR system. Databases may include, but are not limited to information from NCIC, LEIN, Michigan Secretary of State, and the City of Grand Rapids.
4. *Read.* Infrared images of license plates that are converted into test data using optical character recognition technology.
5. *Alert.* A match of a Read to a record in a Hotlist.

D. **OPERATION OF THE ALPR SYSTEM**

1. Vehicles equipped with ALPR systems will be deployed city-wide.

2. The ALPR system will capture images of license plates as vehicles pass through the field of view of the cameras and compare each plate with records from applied hotlists.
3. When a read matches a record in an applied hotlist, an audible and/or visual alarm will occur on the mobile data computer, alerting the operator.
4. Only personnel trained in the proper use of the ALPR system and the BOSS Application shall operate the respective systems.

E. SPECIFIC RESPONSIBILITIES. Officers trained and assigned to a vehicle equipped with ALPR shall:

1. Ensure the system is activated throughout their shift unless a valid reason exists to turn it off.
2. Take reasonable steps to confirm an alert is accurate and involves the proper vehicle and/or individual. In general an alert by itself is not reasonable suspicion or probable cause to stop a vehicle.
3. Complete the proper ALPR tracking documentation when appropriate.
4. Act upon the higher priority event if an ALPR alert is received while responding to a call for service. (For example, a stolen vehicle alert should override a response to a barking dog; a shooting call will override a parking scofflaw alert.)

F. AUTOMATIC LICENSE PLATE DATA

1. All ALPR data is for official use only. Use of the ALPR system for personal purposes is strictly forbidden, and misuse will result in disciplinary action, up to and including termination.
2. Access to ALPR data shall be controlled in a manner consistent with current policies and procedures used to secure sensitive law enforcement information.
3. ALPR data may be shared with other law enforcement agencies to assist them with official investigations.
4. ALPR data shall not be intentionally collected in sensitive locations and/or utilized for any purpose other than for legitimate law enforcement use.

5. Data generated by the ALPR system will be maintained for no longer than one year unless necessary for evidentiary purposes.

#### G. ALPR System Maintenance

1. ALPR cameras are attached to the vehicle in a manner designed to ensure the maximum accurate reads possible. Only properly trained personnel are authorized to move and/or adjust the cameras.
2. Personnel shall follow guidelines for cleaning cameras as trained.
3. Personnel assigned to vehicles equipped with an ALPR system shall follow the established process for equipment repairs when the ALPR system is in need of service or functioning improperly.
4. ALPR cameras, equipment, hotlists, and the BOSS application will be maintained by the appointed Support Services Division personnel.