



City of Manassas Police Department General Duty Manual



Effective Date: 06-10-2010	GENERAL ORDER	Number: 08-13
Subject: Automated License Plate Reader (ALPR)		
<input checked="" type="checkbox"/> New <input type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 12-17-2014		Reevaluation: <input type="checkbox"/> 1 yr. <input type="checkbox"/> 18 months <input checked="" type="checkbox"/> N/A
Accreditation Standards: 41.3.9/	By Authority Of:  Douglas W. Keen, Chief of Police	Total Pages: 2

PURPOSE:

The ALPR will provide a more efficient means to identify and locate vehicles that are reported as stolen and provides an additional investigative tool for traffic enforcement.

POLICY:

It is the policy of the Manassas City Police Department to locate and recover vehicles that are entered into NCIC/VCIN as stolen vehicles. It is also part of our duty and mission to enforce state and local codes related to the operation of motor vehicles on the highways

DISCUSSION:

The program will also be used in locating vehicles identified as having overdue fines associated with parking violations in the City of Manassas. The Traffic Services Supervisor will coordinate with IT and the Treasurer's office to interface their overdue parking summons list with the ALPR system.

For the purposes of this General Order, the following definitions apply:

ALARM (HIT): A positive indicator either by visual and or audible signal of a potential match between data on the Hot List and a license plate scanned by the ALPR system. *A hit is not conclusive confirmation that a license plate is wanted.

Additional investigation is warranted when a hit is indicated.*

HOT LIST: A database populated through VCIN/NCIC with specific items of concern, which indicate but is not limited to Terrorist Screening Center watch lists, stolen/wanted vehicles and license plates. Cautions notice, and license plate associated with Amber Alerts or any watch lists provided for law enforcement purposes.

LOCAL HOT LIST: A database populated through the Manassas City Police- Crime Analysis Unit which includes local wanted persons, with associated tag information, local protective orders with appropriate GEO Fencing, persons of interest (with supervisor approval) or any other database which would further criminal investigation.

AUTOMATIC LICENSE PLATE READER (ALPR) SYSTEM: The equipment utilized to run the associated camera(s), computers, GPS Antenna, computer software and accessories necessary to connect the system. The process involves the photographing of license plates and checking the captured tag numbers against Hot Lists.

ALPR OPERATIONS MANAGER: The designated supervisor(s) responsible for administering the ALPR program, ensuring the training of operators, coordinating of repairs and necessary software/hardware upgrades.

ALPR GENERAL DATA: All information captured by the ALPR system, to include location, date, time of license plate capture (photographic images).

ALPR OPERATOR: Any officer who has undergone ALPR training. The ALPR Operations Manager will maintain a list of trained ALPR operators.

Effective Date: 06-10-2010	GENERAL ORDER	Number: 08-13
Subject: Automated License Plate Reader (ALPR)		Page: 2 of 2

ALPR OPERATOR RESPONSIBILITIES

1. Shall receive the required training prior to using the ALPR System.
2. Exercise care when operating the ALPR system during the operation of a motor vehicle; paying attention to motor vehicle safety and operation, not endangering anyone during the operation of the system.
3. The ALPR operator shall complete a daily ALPR use sheet and forward it to the ALPR program manager (Traffic Services Supervisor). A copy of any recovered stolen vehicle or recovered stolen license plate incident report will be attached to the ALPR use sheet. In addition, the operator will download the license plate image and the NCIC/VCIN information associated with any stolen vehicle or stolen license plate photographed by the ALPR. A paper copy of this information shall be retained for evidentiary purposes.

PROCEDURE:

- I. The Automated License Plate Reader (ALPR) system will allow designated sworn members to photograph license plates and automatically compare them to an uploaded NCIC/VCIN “hot list” of stolen vehicles, license plates, and wanted persons specific to a particular vehicle in most weather conditions, regardless of vehicle speed. Many agencies have found the ALPR to be a highly effective system which can increase stolen vehicle and stolen license plate recoveries and help reduce the economic impact of automobile thefts. The following guidelines will apply when using the ALPR.
 - A. Only trained members will use the ALPR system. When not in use, all ALPR equipment may be left in the assigned vehicle. If the vehicle is to be left unattended, except when parked at Police Headquarters and when a vehicle is at Public Works, the cameras will be stored inside the locked passenger compartment to prevent vandalism or theft. Cables and leads may remain attached, provided the equipment is turned off.
 - B. NCIC/VCIN information will be loaded into the ALPR by the operator prior to beginning operations. License plate broadcasts for stolen or suspect vehicles should be entered by the operator during a tour of duty.
 - C. A log will be maintained to track ALPR vehicle and equipment use. The ALPR operator shall complete a daily ALPR use sheet and forward it to the ALPR program manager (Traffic Services Supervisor). A copy of any recovered stolen vehicle or recovered stolen license plate incident report will be attached to the ALPR use sheet. In addition, the operator will download the license plate image and the NCIC/VCIN information associated with any stolen vehicle or stolen license plate photographed by the ALPR. A paper copy of this information shall be retained for evidentiary purposes.
 - D. ALPR operators will conduct all operations using vendor-applied software on the assigned vehicle’s MDC. All software and hardware used with the ALPR shall be approved by the MDC MIS Coordinator. (Technical Services Supervisor)
 - E. In serious criminal investigations, where a general location for a suspect vehicle or a crime pattern has been identified, information captured by the ALPR may be retained for an extended period of time with approval by the on-duty supervisor.
 - F. ALPR operators may search past images to determine if a particular license plate was photographed. This feature may be utilized at the request of members or other law enforcement officers for investigative purposes only.
 - G. ALPR System Operations
 1. When in operation, the ALPR photographs license plates without operator action, thus allowing the operator to perform routine patrol operations.
 2. The operator receives an audible alert tone and a picture of the license plate if a license matches the wanted license plate. A hit confirmation must be conducted through the PSCC.
 3. Officer conducting the hit confirmation through PSCC will mark out as a self-initiated call identified as a LPR hit.
 4. In the event an alert is received on an occupied vehicle that is confirmed stolen, the member will stop the vehicle using procedures associated with a high risk stop.
 - H. The Technical Services Supervisor will organize operation of the ALPR systems, to include:
 1. Coordinate and/or conduct training and maintain a list of qualified ALPR operators and trainers.
 2. Be notified in the event of equipment problems or malfunction and coordinate repair or replacement.

Effective Date: 06-10-2010	GENERAL ORDER	Number: 08-13
Subject: Automated License Plate Reader (ALPR)		Page: 2 of 2

- I. The Traffic Services Supervisor will manage the daily operations to include the following items.
 - 1. Compile a monthly report of ALPR operating hours, stolen vehicle and stolen plate recoveries, and arrests made as a result of ALPR use.
 - 2. Provide copies of the monthly reports to the Patrol Division Commander.

II. Delinquent Parking Ticket Enforcement and Towing

- A. Data Retrieval
 - 1. Officer will not conduct a traffic stop on a vehicle based solely upon a hit from unpaid parking tickets.
 - 2. A vehicle must be parked on a city street before it can be towed for unpaid parking tickets. The officers will need to be brought up to speed on the unpaid ticket policy that the Parking Enforcement Officers' operate on for towing, storage, etc.
 - 3. Once receiving a computer hit for unpaid parking tickets, during normal business hours, the officer will confirm with the Treasurer's office that the balance is still outstanding, **prior** to towing. If they cannot reach anyone at the Treasurer's office, they are not to tow the vehicle. After normal business hours and during the weekends, the MDT will automatically receive the up-to-date records from when the Treasurer's office closed their system.

III. Records and Retention

- A. ALPR data will be stored on our local Police Department Server for 35 days, but may be adjusted depending on the amount of data collected and the ability of the server to retain such data. After that the data will begin to overwrite itself.

Attachments: "A" ALPR Daily Log
"B" ALPR Monthly Log

Index as: ALPR.
License Plate Reader.

References: http://www.elsagna.com/mph_900_applications.htm