

Automated License Plate Readers (ALPRs)

425.1 PURPOSE AND SCOPE

Best Practice

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

425.2 POLICY

Best Practice

MODIFIED

The policy of the Addison Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

Definitions

1. Automated License Plate Reader (ALPR): A device that uses cameras and computer technology to compare digital images to lists of known vehicles of interest.
2. ALPR Data: Scan files, alert data, and any other documents or other data generated by or through utilization of the ALPR system.
3. Hot List: A list of license plates associated with vehicles of interest compiled from one or more law enforcement databases.
4. Alert: A visual and/or auditory notice or alarm that is triggered when the ALPR receives a potential hit on a license plate.
5. System Administrator: Police Department employee designated by the Chief of Police to administer the agency's use of the ALPR system including policy, training, and compliance.

425.3 ADMINISTRATION

Best Practice

MODIFIED

TPCA-2022 - 7.36 (a), 7.36 (d) TPCA-2025 - 7.36 (A), 7.36 (D)

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Addison Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates, missing persons, etc.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed and maintained by the Police Department and the Information and Technology Department. The crime analysis unit will manage the day-to-day operation of the ALPR equipment and data.

425.4 OPERATIONS

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MODIFIED

TPCA-2022 - 7.36 (a), 7.36 (b), 7.36 (c) TPCA-2025 - 7.36 (B), 7.36 (C)

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Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. An officer should have reasonable suspicion to believe the car is directly associated with the person sought (owner, regular driver, regular passenger, etc.) before being entered on a Hot List. All Hot List vehicles shall include a case/incident number and the reason for the vehicle being in the system.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped vehicles to canvass areas around 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.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training. Department training will be conducted annually.
- (e) No ALPR operator may access confidential department, state or federal data unless authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through the appropriate official law enforcement database before taking enforcement action that is based solely on an ALPR alert.

425.5 DATA COLLECTION AND RETENTION

Best Practice MODIFIED TPCA-2022 - 12.08, 7.36 (e) TPCA-2025 - 12.08, 7.36 (E)

The Information and Technology Department is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

ALPR data will be retained for no longer than 30 days. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal, civil, or administrative action or is subject to a discovery request or other lawful action to produce records. In those circumstances, the applicable data should be downloaded onto portable media and booked into evidence.

When a Hot List is created in the system, it shall be the responsibility of the Hot List creator to include an expiration date. If the Hot List is no longer needed before it is due to expire, the creator shall immediately manually remove it from the system.

425.6 ACCOUNTABILITY

Best Practice MODIFIED TPCA-2022 - 12.08, 7.36 (e) TPCA-2025 - 12.08

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All data will be closely safeguarded and protected by both procedural and technological means. The Addison Police Department will observe the following safeguards regarding access to and use of stored data:

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
- (b) Members authorized to access Automated License Plate Recognition (ALPR) data shall access such data only when the member has a specific, articulable, and legitimate law enforcement purpose for doing so. Access shall be limited to the minimum information reasonably necessary to accomplish that purpose. ALPR data shall not be accessed merely because the member is authorized to use the system. Authorization to access the system does not, by itself, constitute a legitimate law enforcement purpose. A legitimate law enforcement purpose must relate to a specific criminal investigation, specific incident or event, identified public-safety concern, or authorized department-related civil or administrative matter. Members shall document the associated case number, incident number, or other identifying information supporting the access to a specific vehicle.
- (c) ALPR system audits should be conducted on a regular basis.

425.7 RELEASING ALPR DATA

Best Practice **MODIFIED** TPCA-2022 - 5.03, 7.36 (e)

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law.

The System Administrator is responsible for approving ALPR data that may be shared with other law enforcement or prosecutorial agencies.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.