

FALL RIVER POLICE DEPARTMENT Operations Manual		
Automatic License Plate Recognition		POLICY C06-01
Issued Date: 03-20-2012	Effective Date: 03-30-2012	
Review Date: 07-14-2022	Last Revision Date: 03-20-2012	
Massachusetts Police Accreditation Commission (MPAC) Standards Referenced: 61.1.1 (d-e)		
Commission on Law Enforcement Accreditation (CALEA) Standards Referenced: 41.3.9 (a-d) 61.1.1 (d-e)		
Massachusetts General Laws Reference: N/A		

The Standard Operating Procedure rescinds any previously issued orders, bulletins, directives, and any other previously issued written directives on this subject matter not mentioned herein.

PURPOSE

1. The purpose of this policy is to provide officers with guidelines on the proper use of the Automatic License Plate Recognition (ALPR) System, also commonly known as License Plate Reader System.

POLICY

1. The availability and use of the Automatic License Plate Recognition (ALPR) Systems have provided many opportunities for the enhancement of productivity, effectiveness, and officer safety. It is the policy of the Fall River Police Department that all members abide by the guidelines set forth herein when using the Automatic License Plate Recognition (ALPR) System. (41.3.9) (a)

ACRONYMS AND DEFINITIONS

FOUO

1. For Official Use Only.

ALPR

1. Automatic License Plate Recognition/License Plate Reader.

OCR

1. Optical Character Recognition.

Read

1. Digital images of license plates and vehicles and associated metadata (e.g. date, time, and geographic coordinates associated with the vehicle image Capture) that are captured by the Automatic License Plate Recognition System.

Alert

1. A visual and/or auditory notice that is triggered when the Automatic License Plate Recognition System receives a potential “hit” on a license plate.

Hit

1. An alert that a license plate matches a record maintained in the Automatic License Plate Recognition database related to stolen vehicles, wanted vehicles, or other alert type files that support investigation or which have been manually registered by a user for further investigation.

Hot List

1. License plate numbers of stolen cars, vehicles owned by persons of interest, and vehicles associated with AMBER Alerts are regularly added to the “hot list,” 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 AMBER Alerts and Department of Homeland Security watch lists. The Department of Motor Vehicles can provide lists of expired registration tags, and law enforcement agencies can interface their own, locally compiled hot lists to the Automatic License Plate Recognition 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 Automatic License Plate Recognition System.

Fixed License Plate Reader System

1. License Plate Reader cameras that are permanently affixed to a structure, such as a police vehicle, a traffic barrier, or a bridge.

**Mobile License
Plate Reader System**

1. License Plate Reader cameras that are affixed, either permanently (hardwired) or temporarily (e.g. magnet-mounted), to a law enforcement vehicle for mobile deployment.

**Portable License
Plate Reader System**

1. License Plate Reader cameras that are transportable and can be moved and deployed in a variety of venues as needed, such as a traffic barrel or speed radar sign.

PROCEDURES**GENERAL** (61.1.1) (d)

1. The use of the Automatic License Plate Recognition System is restricted to public safety-related missions of the Fall River Police Department. (41.3.9) (b)
2. Automatic License Plate Recognition System and associated equipment and databases are authorized for official public safety purposes. Misuse of this equipment and associated databases, or data, may be subject to sanctions and/or disciplinary actions. (41.3.9) (b)
3. Automatic License Plate Recognition System, License Plate Reader data and associated media are the property of the Fall River Police Department and intended for use in conducting official business with limited exceptions noted elsewhere in this policy. (41.3.9) (b)

ADMINISTRATION (61.1.1) (e)

1. The agency shall designate an employee(s) with administrative oversight for the Automatic License Plate Recognition System deployment and operations who is (are) responsible for the following: (41.3.9) (b) (c)

- a. establishing protocols for access, collection, storage, and retention of the Automatic License Plate Recognition data and associated media files,
 - b. establishing protocols to preserve and document Automatic License Plate Recognition reads and “alerts” or “hits” that are acted on in the field or associated with investigations or prosecutions,
 - c. establishing protocols to establish and ensure the security and integrity of data captured, stored, and/or retained by the Automatic License Plate Recognition System, (41.3.9) (d)
 - d. ensuring the proper selection of the personnel approved to operate the Automatic License Plate Recognition System and maintaining an adequate number of trainees,
 - e. maintaining records identifying approved Automatic License Plate Recognition deployments and documenting their results, including appropriate documentation of significant incidents and arrests that are related to the Automatic License Plate Recognition usage, and
 - f. authorizing any requests for the Automatic License Plate Recognition System use or data access according to the policies and guidelines of this agency. (41.3.9) (b)
2. Designated, trained personnel 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 until deficiencies have been corrected. (41.3.9) (c)
3. Automatic License Plate Recognition System Usage: (41.3.9) (a)
 - a. Automatic License Plate Recognition operation and access to License Plate Reader collected data shall be for official agency purposes only,

- b. only officers who have been properly trained in the use and operational protocols of the Automatic License Plate Recognition System shall be permitted to use it.
 4. Operational Procedures:
 - a. At the start of each shift, users must ensure that the Automatic License Plate Recognition System has been updated with the most current hot lists available.
 - b. License Plate Reader Alerts/Hits, prior to initiation of the stop:
 - Visually verify that the vehicle plate number matches the plate number run by the Automatic License Plate Recognition System, including both alphanumeric characters of the license plate and the state of issuance, and
 - verify the current status of the plate through dispatch or Mobile Data Terminal query when circumstances allow.
 - c. In each case in which an alert or a hit is triggered, the user should record the disposition of the alert and the hit into the Automatic License Plate Recognition System.
5. Manual Entry of Data: (41.3.9) (b)
 - a. Hot lists may be updated manually if the user enters a specific plate into the Automatic License Plate Recognition System and wants to be alerted when that plate is located. Whenever a plate is manually entered into the Automatic License Plate Recognition System, the officer should document the reason.
 - b. Manual entries may include, but should not be limited to, an AMBER Alert, Missing Child Alert, and Missing College Student Bulletin. Be On Look Out (BOLO), Attempt To Locate (ATL), or

Wanted or Missing Person broadcast or bulletin in which a license plate number is included. Such manual entries must be manually updated when the information changes or is no longer current.

c. Special Details:

- Automatic License Plate Recognition use during nontraditional deployments (e.g. special operations or during a criminal investigation) must be approved by the administrator.

d. Searches of historical data within the Automatic License Plate Recognition System should be done in accordance with established Departmental policies and procedures.

6. Automatic License Plate Recognition Data Sharing and Dissemination:

- a. Automatic License Plate Recognition data should be considered For Official Use Only and can be shared for legitimate law enforcement purposes.
- b. Information sharing among agencies should be dictated in accordance with Memoranda of Understanding (MOUs) or established Departmental policies.

7. Retention of Data: (41.3.9) (d)

- a. Data from Automatic License Plate Recognition System will be transferred/uploaded to the Department's server at a time to be determined by the Automatic License Plate Recognition Administrator. Data captured by the Automatic License Plate Recognition will be purged once the upload to the Department server is complete.

- b. All Automatic License Plate Recognition data may be stored in the Department's server for a period of one year, however, that data may be stored for longer than one year in the following circumstances:
- Alert data associated with an enforcement action, investigation, or prosecution shall be maintained until a final disposition has been reached in the particular case.
 - Alert data associated with an arrest will be maintained in the criminal case file and retained for the maximum period of time associated with such record.
 - Alert data associated with criminal investigations will be maintained in the criminal case file and retained for the maximum period associated with such record.
 - If it is reasonable to believe that the Automatic License Plate Recognition data will be used as evidence in a criminal or civil action, the record will be maintained until it is no longer reasonable to believe it will be used as evidence in a criminal or civil action.
 - Whenever otherwise directed by the Automatic License Plate Recognition Administrator.

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