

	Arcadia Police Department Operations Division	SOP #	100
		Revision #	1
		Implementation Date	10/10/2015
		Last Reviewed/Update Date	04/26/2016
By:	Brian Ortiz, Sergeant	Approval	R. Guthrie

Title / Purpose

AUTOMATED LICENSE PLATE READER (ALPR) GUIDELINES AND PROCEDURES

The ALPR SOP is designed to identify how the system is administered, in accordance with APD Policy §461, and identify the responsibilities, procedures, and guidelines set forth in the California Civil Code. Also, the Arcadia Police Department (APD) has both mobile and stationary ALPR cameras. The SOPs are intended to give officers and dispatchers guidance in the event of an ALPR alert / "hit".

Scope

All police department personnel who either use or access the information stored with in the ALPR system should be familiar with the SOP for ALPR cameras and received departmental training before accessing the ALPR system.

Prerequisites

The information obtained by and contained within the ALPR system is strictly for LAW ENFORCEMENT USE ONLY. Overall administration of the ALPR system is the responsibility of the Administrative Division Commander. Day to day operational monitoring of the ALPR system is the responsibility of the Administrative Sergeant.

The officer/dispatcher should verify that the ALPR system did not misread the license plate. This can be done by visually confirming the images on the ALPR computer screen, and determining that the characters on the license plate were correctly interpreted by the ALPR system. Lastly, all ALPR hits should be verified through the California Law Enforcement Telecommunications System (CLETS), which will confirm the validity of any ALPR hits.

Responsibilities

Per APD Policy §461.3.1, the following guidelines and operational procedures apply to the ALPR system:

- a) Information Technology (I.T.) technicians from the City of Arcadia's contractor, Sigmanet, and technicians from 3M are authorized to access the ALPR system for maintenance and other I.T. related work.
- b) All authorized users of the Department's ALPR system must receive training in the system's operation and policy before accessing the ALPR system.
- c) The ALPR system should be audited by the Administrative Sergeant routinely to ensure only authorized personnel are accessing the ALPR system. Use and release of ALPR data shall only be in accordance with policy §461.7.
- d) The Department's ALPR system automatically logs all users who access the system and what data was reviewed.

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- e) The Administrative Division Commander, Captain Foley, is responsible for oversight of the ALPR information.
- f) All captured ALPR data is retained for 730 days, when it is automatically purged by the ALPR system (Government Code §34090.6). Any ALPR data needed for criminal or civil purposes should be downloaded onto another media storage device and booked into evidence.
- g) This SOP and applicable department policy should be posted on the Department's website.

Whenever the ALPR system alerts the officer/ dispatcher to a license plate "hit", the operator should follow the SOPS set forth under "Procedures."

Failure to properly disposition the hits and misreads before the end of the officer's/dispatcher's shift will result in the capture of inaccurate data. Every effort should be made to properly disposition all hits and misreads on all ALPR deployments.

Procedure

If the officer/dispatcher confirms that the ALPR system correctly hit on a license plate, then the officer (if read from a mobile ALPR) should verify through dispatch that the vehicle license plate associated with the hit is still wanted.

If the license plate is confirmed by dispatch as a valid hit on a mobile ALPR, the officer should implement proper officer safety tactics to stop the vehicle. If the hit is confirmed from a stationary ALPR, dispatch will make a general broadcast to all units and assign the beat unit, if available. The direction of travel of the wanted vehicle and all other pertinent information should be broadcast to field units. Unless necessary, the location of the ALPR camera should not be broadcast over the radio.

After the necessary actions have been taken to deal with the wanted vehicle and/or occupants of the wanted vehicle, the ALPR officer/dispatcher should select the proper disposition in the ALPR system for each hit. In the event the officer/dispatcher determines that the ALPR system misread the license plate, it is the responsibility of that officer/dispatcher to properly identify and/or correct the misread in the ALPR system.

The scanned license plates, vehicle images, and hit/misread disposition information is uploaded to the ALPR server at the end of every deployment. This information can later be searched for criminal investigations and statistical research. In addition, the Arcadia PD ALPR database is shared with the Los Angeles County Sheriff's Department. For these reasons, it is important to ensure that data uploaded after each ALPR deployment is accurate.

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References

Refer to APD policies #300 (Use of Force), #314 (Pursuit), and #461 (ALPR).

Definitions

ALPR refers to our Automated License Plate Readers.

Hit refers to a want on a license plate.