


<p style="text-align: center;">GENERAL ORDER</p>  <p style="text-align: center;">Kyle Police Department</p>	Effective: 04-01-23	Chapter 7.46
	Section: Investigative Operations	Subject: Automated License Plate Readers
	Approved: <u>Jeff Barnett</u> Chief of Police	

I. POLICY

Automatic License Plate Reading (ALPR) technology utilizes specialized cameras and computers to quickly capture large numbers of photographs of license plates, convert them to text and compare them quickly to a large list of plates of interest. This technology provides many opportunities for the enhancement of productivity, effectiveness, and officer safety. It is the policy of this agency that all members abide by the guidelines set forth herein when using this technology, while maintaining compliance with applicable state and federal laws.

II. PURPOSE

The primary purpose of the Kyle Police Department Automated License Plate Readers (ALPR) system is to provide a tool for use by Patrol and Criminal Investigations personnel. This tool assists in the detection and apprehension of vehicles and/or persons traveling through the jurisdiction of Kyle in a vehicle that has license plates that have been entered either into the National Crime Index Computer or on the Kyle Police Department ALPR Hotlist. The ALPR system can also be utilized by Kyle Police Detectives to assist in the development of leads that can eventually identify suspects who have committed crimes within this city.

III. DEFINITIONS

- A. ALPR - (Automated License Plate Reader) - equipment consisting of a camera(s), LPR computer, and MDC software used to automatically recognize and interpret the characters on vehicle license plates. This data is then compared with a list of license plates bearing some significance to law enforcement.
- B. Hot List - also known as "hit list." A database populated with items of specific concern to the investigative and/or enforcement interests of law enforcement. This may include, but is not limited to, Terrorist Screening Center Watch List, stolen/wanted vehicles and license plates, wanted and missing persons, cautions, and license plates associated with AMBER Alerts or various watch lists provided for law enforcement purposes.
- C. Download - transfer of data to and from the ALPR server consisting of license plate associated data.
- D. Alarm - aka "Hit" - a positive indication, 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, and additional investigation is always warranted when a hit is indicated.
- E. ALPR Generated Data -- all information, including location, date and time of a license plate encountered and any ALPR generated digital photographic image(s) of the license plate and vehicle generated entirely through the use of, and by, the ALPR equipment.

IV. ALPR COORDINATOR

- A. The Chief of Police shall designate an ALPR Coordinator with administrative oversight for the ALPR system deployment and operations that is responsible for the following:
 1. Establishing protocols for access, collection, storage, and retention of LPR data and associated media files.
 2. Establishing protocols to preserve and document ALPR reads and "alerts" or "hits" that are acted on in the field or associated with investigations or prosecutions.
 3. Establishing protocols to establish and ensure the security and integrity of data captured, stored, and/or retained by the ALPR system.
 4. Training requirement for authorized users.
 5. Maintaining records identifying approved ALPR deployments and documenting their results, including appropriate documentation of significant incidents and arrests that are related to its usage.
 6. Authorizing any requests for ALPR systems use or data access according to the policies and guidelines of this agency.
 7. Working with the Custodian of Records on the retention and destruction of ALPR data.

V. ALPR OPERATIONS

- A. All operators shall receive training prior to using the ALPR system.
- B. It is the responsibility of each ALPR user to download the current "hot list" from ALPR server prior to the deployment of the ALPR equipment.
- C. Upon receiving an alarm, the ALPR operator should utilize whatever information is available to determine the accuracy of the "hit." The ALPR operator will visually verify the actual license plate number and the actual read on the LPR screen are the same, i.e., same characters and numbers. The operator will confirm the "hit" is still active by running the information through NCIC/LEADS via Teletype or MDC. Receipt of an ALPR alarm is NOT sufficient probable cause to warrant a stop or arrest without additional verification.
- D. Upon receipt of an alarm, the ALPR operator will use established procedures in taking enforcement action based on the seriousness of the offense.
- E. Additional information may be entered into the ALPR system at any time. Broadcast information received following the initial download should be manually entered immediately upon receipt by the ALPR operator. The reason for the entry shall be included in the "note" portion of the entry screen, i.e., stolen vehicle, missing person, abduction, Amber Alert, robbery suspect, etc.
- F. Upon completing the manual entry, the operator should query the ALPR data to determine if the license plate was scanned previously. ALPR operators should ensure that any manually entered plates are promptly removed when the original reason for entry is no longer valid.

VI. DEPLOYMENT

- A. ALPR equipped vehicles may be used in a routine patrol capacity. They should NOT, however be intentionally used in a manner or location that will increase the risk of damage to ALPR equipment, such as, civil disturbance situations.

B. Operation of ALPR equipped vehicles shall be in accordance with General Order 3.02-4 - Police Vehicles.

C. Supervisors should make every effort to deploy ALPR equipped vehicles on a regular basis and must give permission for the units to be deployed in a covert application.

VII. MAINTENANCE

- A. Under no conditions should an ALPR operator attempt to modify the ALPR equipment or software operating system without permission from the ALPR coordinator.
- B. ALPR camera lenses may be cleaned with glass cleaner or mild soap and water and a soft, nonabrasive cloth.
- C. Damage to ALPR equipment shall be immediately reported to a supervisor. The supervisor will document and investigate the damage.
- D. The ALPR coordinator will be notified of any ALPR equipment needing maintenance, removal, or repair. This information should be submitted via e-mail or to the Division Coordinators. The ALPR coordinator will coordinate all maintenance and repair with the appropriate ALPR vendor. The vehicle does not need to be removed from service once the damaged or malfunctioning ALPR is secured or removed from the vehicle.

VIII. INVESTIGATIONS

- A. Every police officer has access to previous license plate reads via the Executive Information System (EIS) or through the respective license plate reader program.
- B. Personnel may access ALPR data for law enforcement purposes only.
- C. All ALPR data queries must be accompanied by the agencies case number corresponding with the investigation. Without a case number entered, the system will not allow a query of license plate data.
- D. No entry of "Hot Lists" or other data may be entered into the ALPR database without Supervisor approval.
- E. It is recommended that officers and detectives check the EIS system or the respective license plate reader program for any previous reads for investigations where full or partial license plates are known. This information can prove to be very valuable in regard to locating a vehicle that is either stolen or utilized in a crime.
- F. The ALPR Coordinator will be the primary point of contact for any ALPR record requests.

IX. PRIVATELY OWNED/FUNDED ALPR SYSTEMS

- A. The agency recognizes that residents may want to purchase privately owned ALPR systems and link them to the KPD network of systems. All private systems linked to the KPD system must be approved by the Chief of Police. All data received by the KPD shall become KPD data and subject to all provisions of this policy. The KPD must be provided search capabilities to any linked ALPR system. The KPD shall not be responsible for any costs associated with a privately funded ALPR system.

1. Privately owned ALPR systems must meet all local government right of way ordinances, rules and regulations.
2. The KPD will not actively monitor any privately-owned ALPR or video system.

X. DATA COLLECTION AND RETENTION

- A. Any requests for information gathered through the use of ALPR technology will be handled in accordance with General Order 5.1 Departmental Records.
- B. Information gathered through the use of ALPR technology will only be shared with other law enforcement agencies, for law enforcement purposes.
- C. Only data from ALPRs that is necessary for law enforcement purposes will be gathered and stored. All ALPR footage will be retained for 30 days. ALPR footage of an evidentiary nature will be retained in accordance with the current City of Kyle Schedule of Records Retention and Disposition **Form RC-2. WHAT IS OUR DOCUMENT CALLED?**
- D. Data gathered from the use of ALPRs will be protected in accordance with General Order **1.01-7, Management Information System / Kronos Timekeeping / Data Security. ?????**