

St. Joseph, Missouri Police Department



DIRECTIVE TYPE: GENERAL ORDER		INDEX NUMBER: GO1203
SUBJECT: Automated License Plate Reader (ALPR)		
ISSUE DATE: 08/31/12	REVISIONS: 1/31/13	AMENDS/RESCINDS: N/A
REVISIONS CONTINUED:		DISTRIBUTION: A (All)

I. PURPOSE:

The purpose of this policy is to establish protocol for the use of the Automated License Plate Reader (ALPR). The ALPR will be assigned to a particular vehicle in the SJPD fleet, which will only be used by department-trained personnel. The ALPR will be used to convert data associated with vehicle license plates and use it for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons.

II. POLICY:

It is the policy of the St. Joseph Police Department that only trained personnel use the ALPR and ensure that it is used for official and legitimate law enforcement purposes only.

III. PROCEDURES:

A. Administration

Installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be performed by any ALPR Manager. Other ALPR Managers' responsibilities include, but are not limited to:

1. Maintain an adequate number of trainers;
2. Select (with Commander approval) and train approved members to operate the ALPR system;
3. Arrange for additional training when deemed necessary; and
4. Maintain records identifying approved ALPR details and their results, and ensure appropriate documentation of significant incidents and arrests that are related to ALPR usage.

B. Patrol Operations

1. Shift supervisors will appoint ALPR-trained officers to use the ALPR during routine patrol. This information must be documented on the ALPR System User Log. A supervisor will be notified of all appropriate matters (wanted vehicles or persons found with the system, etc.).
2. The proactive entry of any data, except as stipulated in this general order, or the access to ALPR records **MUST** be approved by an agency ALPR Manager, and the request must have a specific criminal investigative or patrol purpose.
3. Deployment of the ALPR equipment is intended to provide access to stolen and wanted files and for the furtherance of criminal investigations. Use is restricted to these purposes. No officer may use, or authorize the use of, the equipment or database records for any other reason.
4. The officer operating the ALPR is responsible for confirming an ALPR response through MULES before taking any enforcement action that is based solely on the ALPR alert.

The ALPR vehicle will NOT engage in pursuits.

C. ALPR Maintenance

1. The ALPR camera lenses shall be cleaned with a glass cleaner sprayed on a soft cloth as necessary.
2. Any damage shall be reported immediately to the shift supervisor, who will send an email to the Patrol Commander and Agency Managers. The ALPR vehicle will immediately be pulled out of service.
3. **The vehicle itself cannot be washed by the department's contracted car wash businesses; it must be hand-washed to prevent damage to the camera/magnet system.**

D. Investigations

1. The ALPR can be used to locate vehicles of interest for a specific investigation. With Commander and Agency Manger approval, investigators can request specific "hit lists" to be loaded into the ALPR, which will automatically send an email to the investigator if the vehicle is scanned.
2. Specific vehicle files can also be loaded that may relate to a situation of concern to a certain geographical area. The data collected may enable investigators to take immediate action or provide additional leads, should a crime occur in the vicinity of the captured plate.
3. Deployment of the ALPR will be initiated in the event an AMBER or DCJS Missing Child Alert is announced.

E. Accountability and Safeguards

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

1. All requests for access to stored data shall be referred to the Public Safety Network Administrator/Local Agency Security Officer and processed in accordance with applicable law.
2. All ALPR data downloaded to the mobile work station and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
3. Persons trained and approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation.
4. Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.
5. ALPR system audits should be conducted quarterly by an Agency Manager.

F. ALPR Data Sharing and Dissemination

1. ALPR data should be considered for official use and is exempt from mandatory release to the public under RSMO 610.100, subsection 3, known as the “Missouri Sunshine Law.”
2. ALPR data can be shared among agencies for legitimate law enforcement purposes in accordance with established MOU’s (memoranda of understanding) or department policies.

Chris Connally Chief of Police

Date