350.1: PURPOSE AND SCOPE

The purpose of this policy is to establish requirements for the deployment, use, security, retention, and sharing of Automated License Plate Reader (ALPR) technology system and captured license plate data in compliance with Oregon Senate Bill 1516.

This policy applies to all ALPR systems operated by the Albany Police Department, including fixed, mobile, and trailer-mounted systems, and to all authorized users who access or handle captured license plate data.

The Automated License Plate Reader technology, also known as License Plate Recognition (LPR), allows for automated detection of license plates. ALPRs play an increasingly important role in law enforcement by assisting with the location of wanted vehicles while enhancing productivity, effectiveness, and officer safety. ALPR systems are able to recognize, read, and compare motor vehicle license plates against various police databases much more efficiently than officers manually scanning and making comparisons while on patrol. ALPRs are used by the Albany Police Department to convert data associated with vehicle license plates for official law enforcement purposes.

350.1.1: DEFINITIONS

Alert - A notification generated by an ALPR system indicating a match to a hot list or authorized database.

Authorized User - A law enforcement officer or employee authorized to deploy or use an ALPR system or captured license plate data.

Automated License Plate Recognition System (ALPR) - High speed cameras and computer algorithms that convert images of license plates or vehicle characteristics into computer readable data.

Captured License Plate Data - GPS coordinates, date/time, video, photographs, license plate numbers, vehicle characteristics, or related data collected by an ALPR system.

Hot List - A database identifying vehicles used in the commission of a crime or violation, avoid apprehension, or associated with a missing or endangered person.

Law Enforcement Purpose - Any authorized use listed in Section 350.4 of this policy.

Secured Area - An area with controlled access not open to the public.

350.2: POLICY

It is the policy of the Albany Police Department to use ALPR systems only for authorized law enforcement purposes, to safeguard captured license plate data, and to ensure compliance with all statutory requirements governing ALPR use, retention, access, and sharing.

350.3: ADMINISTRATION

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access shall be managed by the Support Services Captain. The Support Services Captain will assign members to administer the day-to-day operation of the ALPR equipment and data.

350.4: AUTHORIZED USES OF ALPR SYSTEMS

ALPR systems and captured license plate data may be used only for the following law enforcement purposes:

a. Identifying a vehicle used in the commission of a crime or to avoid apprehension.

b. Identifying a vehicle used to facilitate a violation under ORS 153.008 (excluding non-criminal traffic violations).

c. Identifying a vehicle registered to a person with an outstanding arrest warrant.

d. Locating a vehicle associated with a missing or endangered person, including AMBER or Silver Alerts.

e. Regulating the use of parking facilities.

f. Controlling access to secured areas.

No other use shall be permitted. Reasonable suspicion or probable cause is not required, but the use shall fall within the authorized purposes above.

350.4.1: HOT LIST MANAGEMENT

Officers may manually enter license plates or "Hot List" into the ALPR system. Hot lists entered directly into the server will remain in the system until the list is manually purged.

Unless the license plate is associated with an active incident, all manual entries shall be approved by a supervisor. The approving supervisor shall ensure the following:

a. The entry is for a specific law enforcement purpose (e.g.; wanted person or vehicle, missing person).

b. The name of the officer adding the entry or if added on behalf of another officer, the name of that officer.

c. Officers are informed about what action to take if the system triggers an alert on a manually entered license plate.

d. Officers are responsible for ensuring that hot lists are removed from the system promptly when the need for the hot list has expired.

350.4.2: VISUAL CONFIRMATION BEFORE TRAFFIC STOP

Before initiating a traffic stop based on an ALPR alert, the authorized user shall visually confirm:

a. License plate number

b. Issuing state

c. Vehicle characteristics

The stop must comply with department policy and applicable law.

350.5: ALPR DATA COLLECTION AND RETENTION

All data and images gathered by an ALPR are for the official use of the Albany Police Department. ALPR information gathered and retained by this Department may be used and shared with other law enforcement agencies, prosecutors or others only as permitted by law.

The ALPR System Administrator Designated by the Support Services Captain shall be responsible for the collection, retention, and the transferring of ALPR data.

All ALPR data not related to a court proceeding or ongoing criminal investigation shall be retained no more than 30 days. For ALPR data related to a court proceeding or ongoing criminal investigation, the data should be retained following Records Maintenance and Release: Policy 601.

350.6: SEARCH LOGGING REQUIREMENTS

Every search of captured ALPR data shall record:

a. Authorized user identifier;

b. Employing agency;

c. Search inputs;

d. Date and time;

e. Case or reference number;

f. Law enforcement purpose; and

g. If the search is related to an investigation of a crime or violation, the specific type of crime or violation being investigated.

350.7: DATA SHARING

The ALPR data may be shared with other law enforcement agencies for official law enforcement purposes.

The ALPR data shall not be shared with any government entity not created under Oregon law unless:

a. The request is for law enforcement purpose,

b. Only relevant data is provided, and

c. No unrestricted or ongoing access is granted.

When conducting a search on behalf of an out-of-state agency, the officer shall record:

a. Authorized user identifier;

b. Employing agency;

c. Requesting agency;

d. Search inputs;

e. Date and time;

f. Case or reference number;

g. Law enforcement purpose;

h. If the search is related to an investigation of a crime or violation, the specific type of crime or violation being investigated; and

i. The number of cameras/devices accessed.

j. The request is reviewed by the Support Services Captain or the authorized designee and approved before the request is fulfilled.

k. The approved request is retained on file by the Support Services Captain.

Requests for ALPR data by subpoena, court order, or other compulsory legal process will be processed as provided in the Records Maintenance and Release: Policy 0601.

350.8: SECURITY AND ACCESS CONTROL

The Albany Police Department shall:

a. Maintain secure access controls for all ALPR systems and data.

b. Limit access to authorized users.

c. Ensure compliance with all encryption, storage, and security requirements.

d. Conduct regular internal audits of ALPR use and data access.

350.9: VENDOR REQUIREMENTS

Any contract with an ALPR vendor shall include:

a. Captured data is the property of the Albany Police Department and may not be used, accessed, or licensed by the vendor except for limited technical support with express consent.

b. All external data requests received by the vendor must be directed to the Albany Police Department.

c. End to end encryption of all captured data.

d. Compliance with the FBI CJIS Security Policy, including execution of the CJIS Security Addendum.

e. Vendor liability for misuse or improper release of data.

350.9.1: VENDOR AUDITS

Vendors shall provide:

a. Monthly audits that are searchable include information for the preceding 30-day period, system usage, number of cameras, number of searches, number of alerts, authorized users, date and time of searches, and purpose for searches.

b. Quarterly audits for searches conducted on behalf of non-Oregon agencies include number of cameras, number of searches, government agency, authorized users, date and time of searches, and purpose for searches.

Audit results shall be made publicly accessible by the vendor within two business days of receipt.

350.10: ALPR TRAILER

The ALPR trailers may be installed at selected locations in the City of Albany with the approval of the LINE Lieutenant. Each deployment of the trailer shall be documented in the LINE Lieutenants Log, including:

a. The purpose for deployment.

b. Duration.

c. Person responsible for the removal of trailer.

If the trailer generates an alert, the Communications Center is responsible for notifying the field units according to the nature of the alert. Officers shall be dispatched to the area of an alert for high priority plates, such as wanted persons for violent felonies, critical missing persons, or wanted vehicles.

The ALPR system administrator or designee shall be responsible for the maintenance of the trailer-based system.

350.11: TRAINING

Prior to any user accessing or operating the ALPR system, the Training Coordinator shall ensure that all authorized users of the ALPR system receive training on:

a. Deployment and operation of ALPR systems

b. Legal restrictions and authorized uses

c. Data retention and destruction

d. Search logging requirements

e. Hot list accuracy requirements

f. Security and CJIS compliance

350.12: PROHIBITED USE

Captured ALPR data and systems shall not be used for:

a. Any purpose not listed in Section 350.4;

b. Immigration enforcement ([Immigration Violations Policy 555](#));

c. Civil surveillance unrelated to authorized law enforcement purposes; or

d. Personal, political, or commercial use.