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			Distribution: All
Title: STATIONARY AUTOMATED LICENSE PLATE READER		Section: Investigations	
Issued: 05/24/2022	Effective: 06/02/2022	Revised: 02/26/2026	
Rescinds: All Previous		Amends: 08/01/2023	
CALEA References: LE 41.3.9			
KLEAP References:			
State/Federal Statutes:			
Review: Annual		Authority: Chief Buck Buchanan	

I. Purpose


The purpose of this General Order is to provide procedures for the capture, storage, and use of digital data obtained through the Stationary Automated License Plate Reader (SALPR) technology.

II. Policy

The SALPR is a tool used by Andover Police Department (APD) personnel to assist in detecting and apprehension of vehicles and or persons suspected of criminal activity. The SALPR may also be used to assist in developing leads that can eventually identify suspects who have committed crimes within the City of Andover.

III. Definitions

- A. Stationary Automated License Plate Reader (SALPR):** A device fastened securely to a stationary object that uses cameras and computer technology to compare digital images to lists of known information of interest.
- B. Stationary Automated License Plate Reader (SALPR) Administrator:** The Investigations Commander serves as the system administrator for the department.
- C. Custom Hotlist:** A list of license plates associated with vehicles suspected of criminal activity created by trained personnel.
- D. Detection:** Data obtained by a SALPR of an image, such as a license plate and or the description of a vehicles on which the license plate is displayed, within public view that was read by the device and information regarding the location of the SALPR system at the date and time of the SALPR's read.
- E. Hit:** Alert from the SALPR system that a scanned license plate number may be in National Crime Index Computer (NCIC), or other law enforcement database for a specific reason, including but not limited to, a stolen vehicle, wanted person, missing person, missing and or kidnapped children, protective order or terrorist-related activity.
- F. Hotlist:** A list of license plates associated with vehicles entered into the (NCIC) to include, but not limited to, stolen vehicles, missing persons, active alerts, protection orders, and Be on the Lookout (BOLOs).

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- G. SALPR System Site:** A secure connection to the server that uses NCIC downloaded files for the SALPR to search.

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IV. Regulations

- A.** Only properly trained department personnel are allowed to access the SALPR system or collect SALPR information [C].
- B.** Members shall not allow department records from the SALPR to be viewed, obtained or otherwise disseminated outside of the department except for those records disseminated in accordance with this General Order [D].
- C.** Members will only print records from the SALPR software for official business use [C].
- D.** Members who print records from the SALPR software shall shred the record when its use for official business is no longer needed [C].
- E.** Members will not use information obtained from the SALPR system for anything other than approved department business. In addition to department discipline, members violating this regulation may be criminally prosecuted [F].
- F.** Members will not allow others to use their assigned login credentials to access the SALPR system [C].
- G.** Members shall not use anything except for a case number in the “reason” field in the SALPR system and shall limit their search criteria to specific areas that may be associated with the vehicle they are searching for unless approved by a supervisor [B].
- H.** Officers shall not use the SALPR system for outside agencies unless approved by a supervisor, and proper information has been obtained from the requesting agency [B].

V. Procedures

A. Responsibilities

1. The SALPR Administrator is responsible for the overall operations of the SALPR system. Responsibilities of the function may include but are not limited to:
 - a. The determination of the locations for the placement of the SALPR system equipment. Locations will be determined based on maximum captures of license plates at points of ingress and egress into the city limits, natural choke points where vehicle traffic must pass before entering sections of the city, and or locations based on criminal activity.
 - b. Installation and maintenance of the SALPR equipment, as well as, collection, compilation and all use of the system.

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- c. Tracking and audit procedure of the SALPR system, to include a monthly report of all SALPR search history and use. The report will be forwarded through the chain of command to ensure training requirements are met, security of the information is being maintained, and the agency is in compliance with applicable privacy laws.
2. The monthly report will include, at a minimum, the following records:
 - a. Number of hits captured by the SALPR at their specific locations;
 - b. Search history for each specific user;
 - c. The reason for every search conducted;
 - d. Successful apprehension of individuals suspected in criminal activity; and,
 - e. Any outside agency SALPR requests.

B. Security and Access (LE 41.3.9b)


1. Access to the SALPR system will only be granted after department members have completed training and signed APD Form 98 - Acceptable Use Agreement for FLOCK Access.
2. The SALPR system will only be accessed from an approved department desktop computer or a mobile data computer (MDC) unless otherwise approved by the Chief of Police.
3. A SALPR shall only be used for official law enforcement business and all data is treated as confidential.
4. A SALPR will only be used in conjunction with a criminal investigation.
5. Department members will be provided a unique login username and password.

C. Operations – Hotlist (LE 41.3.9a)

1. The officer will log in to the SALPR system’s website with their unique username and password, which will automatically connect the officer to the hotlist through NCIC.
2. If a hit is received, the officer will verify that the license plate from the SALPR system matches the license plate of the observed vehicle.
3. A hit alone from the SALPR system is not probable cause to initiate contact. Information shall be verified by dispatch through NCIC to confirm the validity of the hit and determine if the hit is on a vehicle, or the person driving the vehicle, before taking any law enforcement action.
4. Members will not take any police action that restricts the freedom of any individual based solely on a SALPR alert unless it has been validated.

D. Searches (LE 41.3.9a)

1. The SALPR system allows officers to search for vehicles by license plate number, make, and model of a vehicle.

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2. To conduct a specific search, the officer is required to enter a **“reason”** for the search. The **“reason”** shall include the **case number** for the incident in which a vehicle is being searched. The use of anything except for a case number in the **“reason”** field is strictly prohibited, i.e., CAD numbers, names, etc. unless approved by a supervisor.
 - a. Any search done without a case number in the reason field will require a memorandum with detailed reason the search was conducted and the memorandum shall be submitted to the SALPR Administrator.
3. The officer is authorized to use any search filters provided by the SALPR system as long as a **case number** has been assigned for the incident. However, the officer should limit their search criteria to specific areas that may be associated with the vehicle they are searching for.
4. A supervisor may authorize a SALPR system search for outside agencies if the outside agency making the request can provide the following information:
 - a. The name of outside agency;
 - b. The name and ID number of the person requesting;
 - c. The intended purpose of obtaining the information, and
 - d. The case number related to the incident they are requesting a search for.
5. If a search is conducted for an outside agency, the Chief of Police or designee shall be notified.


E. Custom Hotlist (LE 41.3.9a)

1. The SALPR system allows officers to create a **“custom hotlist.”** Officers are authorized to create a custom hotlist for any case involving a potential suspect vehicle.
2. A custom hotlist can be created so that an alert is sent to an officer when a suspect vehicle is detected by a SALPR. The officer must have an ongoing criminal case and reasonable suspicion that the vehicle is involved in criminal activity.

F. Data Collection and Retention (LE 41.3.9d)

The SALPR Administrator is responsible for ensuring systems and processes are in place for the proper collection and retention of all SALPR data.

1. The SALPR system manufacturer will purge SALPR data captured after 30 days unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action, or is subject to a discovery request or other lawful action to produce records.
2. When personnel become aware of invalid data being contained with the state NCIC database, APD personnel shall notify the contributing agency.

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3. APD may enter into data-sharing agreements with other law enforcement agencies as determined by the Chief of Police.

G. Releasing SALPR Data (LE 41.3.9b)

The SALPR data may be shared only with law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law.

1. The agency making a written request for the SALPR data must include:
 - a. The name of outside agency;
 - b. The name of the person requesting;
 - c. The intended purpose of obtaining the information; and
 - d. A case number related to the incident they are requesting a search.
2. The request is reviewed by the Investigations Commander and approved before the request is fulfilled.
3. The approved request is retained on file. Requests for SALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in General Order M1118 – Records - Administration.

H. Privately Owned/Funded SALPR Systems

1. The APD recognizes that residents may want to purchase privately-owned SALPR systems and link them to the APD network of systems.
2. All private systems linked to the APD system must be approved by the Chief of Police.
3. All data received by the APD shall become APD data and subject to all provisions of this policy.
4. The APD must be provided search capabilities to any linked SALPR system.
5. The APD shall not be responsible for any costs associated with a privately funded SALPR system.
6. Privately owned SALPR systems must meet all local government right of way ordinances, rules, and regulations.
7. The APD will not actively monitor any privately owned SALPR or Video system.
8. No privately owned SALPR systems will have access to APD's SALPR System.

I. Training (LE 41.3.9c)

The Investigations Commander shall ensure that APD employees receive department approved training to use or access the SALPR system.