

# BARRINGTON HILLS POLICE DEPARTMENT



**Subject: Automated License Plate Reader System (ALPR)**

**General Order: 6135**

**Issued: January 6, 2022**  
**Effective Date: January 6, 2022**  
**Termination Date: N/A**

**Rescinds:**

**Reference CALEA Standards:**

**Amended Date: August 24, 2026**

**PURPOSE:** To provide guidelines for the proper training, storage and use of data obtained through the use of Automated License Plate Reader (ALPR) Technology.

**POLICY:** It is the policy of the Barrington Hills Police Department to utilize ALPR technology while recognizing individuals; privacy and civil liberties. The access and use of such systems and information shall be for law enforcement purposes only, and in compliance with all applicable training, statutes, department policies, rules and regulations.

## I. Definitions

- A. Automated License Plate Reader (ALPR) – A camera that converts vehicle and license plate information into readable data.
- B. ALPR System – ALPR cameras and related data.
- C. Hot List – List maintained by the State of Illinois and the Department containing license plate numbers of stolen vehicles, stolen license plates, vehicles associated with missing persons, AMBER / SILVER alerts and vehicles associated with criminal activity.
- D. ALPR Alert– A notification generated by the ALPR system indicating that a vehicle passed an ALPR camera with a license plate that match data on the Hot List. A read matched to a license plate that has been registered on the Department's "Hot List" of vehicle plates or the local "Hot List" on the ALPR that has been added by a user.

## II. Guidelines for Use

- A. The purpose of the ALPR System is to provide actionable data for criminal investigations, while enhancing officer safety and effectiveness by alerting officers to the presence of vehicles reported stolen, associated with wanted or missing persons, AMBER alerts, or other criteria as determined by the Chief of Police. This system may be utilized to assist police in being proactive in deterring future criminal activity, or in matters where the safety of an individual or the public is in jeopardy. The system is not accessible for arbitrary review and access.
- B. The ALPR readers are positioned primarily at the entrances to Village limits on public roadways, capturing digital images of vehicles passing the ALPR readers. The ALPR system compares the characters in the license plate read to an imported Hot List and sends an alert if there is a match; it does not perform an inquiry of license plates through LEADS;

## III. Data Security and Access

- A. Access and use of the ALPR system is restricted to authorized police personnel for law enforcement and public safety-related functions of the Department. Data obtained from the ALPR system is for official use only and may not be used for personal reasons, or reasons not consistent with the law enforcement and public safety-related functions of the Department, under any circumstances. Employees who misuse or abuse the ALPR system data may be subject to disciplinary action.
- B. Information obtained from the ALPR system shall not be disseminated or released to the public unless required or authorized by law. All non-law enforcement requests for access to stored ALPR data shall be referred to the Records Supervisor and processed in accordance with applicable law.

1. As required by 625 ILCS 5/2-130 of the Illinois Vehicle Code, ALPR data may not be released to any other authorized and verified law enforcement officials for the purpose of investigating or enforcing a law that:
    - a. Denies or interferes with a person's right to choose or obtain reproductive health care services or any lawful health care services as defined by the Lawful Health Care Activity Act; or
    - b. Permits the detention or investigation of a person based on the person's immigration status.
  2. ALPR data may not be released to out of state authorized and verified law enforcement officials for legitimate law enforcement purposes unless said out of state law enforcement department has expressly declared its affirmation of the use of the data shall comply with the restrictions provided for in Section 625 ILCS 5/2-130 of the Illinois Vehicle Code.
- C. All data and images are exempted from disclosure under the Illinois Freedom of Information Act, and therefore, shall be held as confidential as required by the Illinois Vehicle Code (625 ILCS 2-130 *et seq.*).
- D. Information obtained from the ALPR system may be disseminated to other law enforcement agencies' personnel for legitimate law enforcement or public safety purposes or otherwise permitted by law.

#### IV. Administration

- A. The Chief of Police, and/or designee, will be responsible for the administrative oversight of the ALPR system deployment, operations, data security and access, data storage and retention.
- B. Authorized and trained personnel shall verify the functionality of ALPR system equipment. Damage or problems with equipment shall be reported as soon as possible by creating a Work Order in 911Tech.

#### V. Training

- A. Authorized personnel will be trained in the use of the ALPR system. Training will include the following:
  1. Access and use of the ALPR system.
  2. Interpreting and verifying an ALPR alert. This includes verifying the accuracy of the ALPR read, issuing state matches the license plate on record, and the conditions of the alert are still current.
  3. Recognizing that the operator of the vehicle may not be the registered owner.
  4. Notification to other agencies when required by the ALPR alert.

#### VI. Operation

- A. Authorized Personnel will complete Department approved training prior to the operation and access of the ALPR system.
- B. The ALPR system shall only be used for official law enforcement purposes and in accordance with the law.
- C. Department personnel shall not use or allow others to use the ALPR system or data for any unauthorized purpose.
- D. At the beginning of each shift, officers are required to ensure the ALPR system is operational.
  1. Open a web browser page and navigate to the ALPR System.
  2. Enter login credentials and test the volume to ensure proper operation/volume.
  3. Ensure the Hot List monitors all cameras. You are now actively monitoring.
- E. Officers receiving valid ALPR alerts shall do the following prior to responding to or taking action:
  1. Weigh the seriousness of their current assignment versus the basis of the ALPR alert.
  2. When determining whether or not to take enforcement action, officers shall consider factors, including but not limited to; the safety of the public and other officers.

- F. Upon receiving an alert, officers will visually verify the vehicle license plate number of the Alert matches the plate number recognized by the ALPR system, including the alphanumeric characters of the license plate and the state of issuance.
- G. If practicable, the officer should verify an ALPR alert through the Illinois Law Enforcement Agencies Data System (LEADS) before taking enforcement action that is based solely upon the ALPR alert.

**VII. ALPR System Searches**

- A. Searches within the ALPR system shall be for law enforcement purposes only.
  - 1. Navigate to the ALPR System and Read the disclaimer to accept.
  - 2. Determine the search criteria for the target vehicle. Begin with a general search and narrow the focus if necessary.
  - 3. Determine the category of images to search. Begin with "All Images" and then narrow the focus if necessary.
  - 4. Select the appropriate location(s) where cameras are located and then broaden the search as necessary.
  - 5. Determine the timeframe for when the incident(s) occurred. Multiple timeframes can be searched simultaneously.
  - 6. Enter the required case number AND case type to identify the "Reason" for the search.
  - 7. When images of evidentiary value are located, "Download Images" and add them to the case file. The electronic image will be entered into Evidence following the procedures for submission of photographic electronic evidence.

**VIII. Data Storage, Retention and Audits**

- A. ALPR data shall be stored for no more than 30 days, unless it is reasonable to believe it will become required for evidentiary, or legitimate internal purposes. In such circumstances the applicable data should be downloaded and entered into evidence.
- B. The Department will regularly review the ALPR system to verify proper access and use. Audit results will be forwarded to the Chief of Police annually.

By Order of:

Electronic Signature

Kyle Murphy  
Chief of Police