

	<b>Lakewood Police Department Policy and Procedure</b>	<b>Effective Date: 03/17/2025</b>
	<b>Policy Number: PP – 9126 AUTOMATIC LICENSE PLATE RECOGNITION SYSTEM</b>	

#### A. Policy

The Lakewood Police Department recognizes the use of fixed and mobile Automatic License Plate Recognition System (ALPR) as an effective tool to identify vehicles that are associated with criminal activity.

#### B. Procedure

1. The use of ALPR systems is restricted to public safety-related missions of this agency.
2. ALPR systems and associated equipment and databases are authorized for official public safety purposes. Misuse of this equipment and associated databases, or data, may be subject to sanctions and/or disciplinary actions.
3. Agents who utilize a fixed or mobile ALPR system will be trained on the appropriate use and function of the system.
4. Current CCIC and NCIC Hotlist data shall be automatically uploaded to the system by the vendor on a minimum of a daily basis.
5. All agents and approved non-sworn employees will be trained on the use of the software, including monitoring the dispatcher function, record queries, search capabilities, and audit procedures.
6. The reason for any query of ALPR data must be documented in the system to ensure there is a legitimate law enforcement reason for the search.
7. The Division Chief of Support Services shall designate a sworn employee who will have administrative oversight for ALPR deployment, operations, ensuring current training procedures, and conducting audits as necessary.
8. When crime analysis of stored ALPR data is used for the detection, prevention, or apprehension of criminal activity or criminal person(s), including protecting the homeland from terrorist attacks, efforts should be made to safeguard the personal privacy rights of motorists.
9. Personally identifying information obtained through ALPR data about an individual will not be used for crime analysis unless there is a legitimate and documented law enforcement reason for disclosing such personal information to a law enforcement officer or crime analyst.

#### C. Rule

1. Agents will not conduct a traffic stop based solely on an alert from the ALPR system.

2. Any alert identified by the system should be considered one element, which would contribute to determining reasonable suspicion for a traffic stop.
3. After receiving an alert, the user will visually confirm the software's interpretation of the captured image against NCIC/CCIC data.
4. ALPR scanned data retention information:
  - a. Based on needs of the department, license plate scanned data will be securely stored and retained for a period of no more than one year after the creation of the data for use in law enforcement investigations.
  - b. At the end of the allotted time frame, the scanned data will be deleted from the storage system. This process will occur automatically and be conducted by the vendor.
  - c. Specific ALPR data may be preserved beyond the one-year retention period if the data may be evidence in a civil lawsuit, internal affairs investigation, personnel matter, administrative matter, or potential felony criminal prosecution per Section 24-72-113, C.R.S. Qualified ALPR data must be added to evidence.com for preservation.
5. If any ALPR data is preserved and accessed beyond one year after its creation, a field interview report shall be written which documents the person who accessed the data and the reason the data was accessed, including but not limited to the existence of a felony criminal investigation, internal affairs investigation or personnel matter, or the receipt of a notice of intent to sue or civil suit per Section 24-72-113, C.R.S. Preserving ALPR data for a misdemeanor criminal investigation a year beyond when the record was created is not authorized by law unless one of the above criteria is met.
6. ALPR data may be shared with other law enforcement agencies for criminal justice purposes only. Ongoing information sharing shall be governed by Memorandums of Understanding. If ALPR data is shared with non-governmental organizations, data retention by the NGO shall be compliant with federal, state, and local laws.
7. A designated administrator of the system shall manage and audit all ALPR users and the ALPR database to ensure compliance with applicable security, authentication, and use of the ALPR system.
8. The ALPR administrator will annually notify Colorado State Patrol that the ALPR system is in operational condition and being maintained by the department.