	Lakewood Police Department **Policy and Procedure**	**Effective Date:** **10/15/2020**
	Policy Number: PP-9126 **Automatic License Plate** **Recognition System (ALPR)**	

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.   Agents who utilize a mobile ALPR system will be trained by ALPR trainers on the appropriate use and function of the system.

2.   Following an ALPR related contact, agents will enter the appropriate disposition in the Neology system.

3.   Agents should verify that they are using the most current "Hot List" available in order to avoid "false alerts."

4.   The Information Technology Department will be responsible for the maintenance and physical inspection of the software and hardware related to the system. Agents shall not move, reposition, or adjust the hardware.

5.   All agents will be trained on the use of the software including monitoring the dispatcher function, record queries, search capabilities, and audit procedures.

6.   The Division Chief of Investigations shall designate a sworn employee who will have administrative oversight for ALPR deployment, operations, ensuring current training procedures, and conducting audits as necessary.

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 agent will visually confirm the software's interpretation of the captured image against NCIC/CCIC data. This confirmation may be completed by the mobile data computer or police communications when circumstances allow.

4. The use of the ALPR and the data gathered are for law enforcement purposes only. Misuse of the data or equipment will subject the user to discipline.

5. ALPR scanned data retention information:

    a. Based on data storage capacity and needs of the department, license plate scanned data will be securely stored and retained for a period of 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. The Information Technology Department will be responsible for purging the data.

    c. Upon Request to I.T., 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.

6. 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.

7. 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.