

	COLERAIN TOWNSHIP POLICE DEPARTMENT			Policy # 7.15
	Title:	Automated License Plate Reader		
	Initial date:	04/08/2025	Revised date:	04/08/2025
	Reviewed date	04/08/2025	Approved by:	Chief Edwin C. Cordie III

Purpose:

The purpose of this policy is to provide guidance for the capture, storage, and use of digital data obtained through the use of permanently installed automated license plate reader (ALPR) technology.

Policy:

It is the policy of the Colerain Township Police Department to utilize ALPR technology to capture and store digital license plate reader data and images while recognizing the established privacy rights of the public.

It is the department's policy that all installation and maintenance of the ALPR equipment, as well as the ALPR data retention and access, shall be managed as determined by the Chief of Police or their designee. The Chief of Police will assign a supervisor to administer the day-to-day operation of the ALPR equipment and data.

It is the department's policy to use ALPR systems only for legitimate law enforcement and public safety purposes. The ALPR administrator shall ensure that ALPRs are not deployed or used to enforce the law in any discriminatory manner that is prohibited by the United States Constitution or the Ohio Revised Code.

Definitions:

Alert: A visual and/or auditory notice that is triggered when the ALPR system receives a potential "hit" on a license plate.

Hit: Alert from the ALPR system that a scanned license plate number may be in the National Crime Information Center (NCIC) or other law enforcement database for a specific reason including, but not limited to, being related to a stolen vehicle, wanted person, missing person, violation of a protection order, or terrorist-related activity.

Hot List: A list containing vehicles of interest with an articulable criminal nexus or valid public safety concern, including but not limited to, vehicles which are reported as stolen, display stolen license plates, vehicles linked to missing and/or wanted people, and vehicle flagged by law enforcement agencies.

Automated License Plate Reader (ALPR): A device that uses cameras and computer technology to compare digital images to database lists of known information or interest.

ALPR Data: Data captured by the ALPR cameras of an image (such as a license plate and description of vehicle on which it was displayed) within public view that was read by the device, including GPS coordinates and date and time information of the ALPR system at the time of the ALPR's read.

Vehicles of Interest: Including but not limited to vehicles which are reported as stolen; display stolen license plates or tags; vehicles linked to missing and/or wanted persons flagged by law enforcement agencies.

Procedure:

A. General

1. The use of an ALPR is restricted to the purposes outlined in policy and training.
 - a. Information gathered or collected, and records retained by department ALPR system cameras will not be accessed or used for any purpose other than legitimate law enforcement purposes.
 - b. Officers shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.
2. The following uses of the ALPR system are specifically prohibited:
 - a. Invasion of Privacy: Except when done pursuant to a court order such as a search warrant, it is a violation of this policy to utilize department owned ALPR to record license plates except those vehicles that are exposed to public view.
 - b. Harassment or Intimidation: It is a violation of this policy to use the ALPR system to harass and/or intimidate any individual or group.
 - c. Personal Use: It is a violation of this policy to use the ALPR system or associated scan files or hot lists for any personal purpose. Violation of this policy will be subject to progressive discipline and may be grounds for immediate termination.

B. Administration

1. All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the ALPR administrator.
 - a. All ALPR equipment shall be considered department owned property.
2. The Investigative Division Lieutenant is the designated ALPR administrator, with administrative oversight for ALPR system operations and is responsible for:
 - a. Establishing protocols for access, collection, storage, and retention of ALPR data and associated media files.
 - b. Establishing protocols to preserve and document ALPR reads and “alerts” or “hits” that are acted on in the field or associated with investigations or prosecutions.
 - c. Establishing protocols for ALPR system monitoring to ensure the security and integrity of data captured, stored, and/or retained by the ALPR system and compliance with applicable privacy laws.
 - d. Establishing the training requirements for officers to operate the ALPR system and coordinating with the training division as needed.
 - e. Maintaining records identifying approved ALPR deployments and documenting their results, including appropriate documentation of significant incidents and arrests that are related to ALPR usage. Additional record results to be reported and maintained include false or inaccurate license plate hits or reads that resulted in traffic stops or personal contact with persons or vehicles of non-interest.
 - f. The internal system maintains an audit trail of all inquiries of LPR records. This trail shall not be disabled and shall be kept in a manner consistent with the records retention schedule.
 - g. Authorizing any requests for ALPR systems use or data access in consultation with the Chief of Police and according to department policies and guidelines.
3. Officers will report any observed damage to ALPR systems to the ALPR administrator who will coordinate any necessary repairs.

4. The ALPR administrator will ensure that designated, trained personnel check ALPR equipment on a regular basis to ensure functionality and camera alignment.
5. To the extent possible, the Chief of Police / APLR administrator is responsible for the security of the data and will utilize best efforts to ensure the permanent erasure and deletion of all data on a rolling thirty day schedule; 1) from internal Colerain Township records and 2) from the vendor's database and 3) from any third party that has acquired the Colerain data records and/or other records that have been blended with the Colerain Township data.
6. Records of number of plates read by each LPR shall not be recorded or transmitted anywhere and shall be purged from the system within thirty days of their capture in such a manner that they are destroyed and not recoverable, unless an alarm resulted in an arrest, citation, protective custody, or identified a vehicle that was the subject of a missing person or wanted broadcast, in which case the data on the particular number plate may be retained until final court disposition of the case. Captured license plate data obtained for the purposes described in this paragraph shall not be used or shared for any other purpose.
7. Yearly Reporting Requirements
 - a. The ALPR Administrator shall report to the trustees annually during their first regular meeting in February of each year, the following information compiled for the previous year:
 1. The number of devices in use.
 2. The number of matches made by the LPR devices.
 3. The number of matches that identified vehicles and individuals sought by law enforcement and that resulted in stops of vehicles or individuals.
 4. The number of matches that resulted in searches of vehicles and individuals, releases, arrests, or other outcomes.

C. Automated License Plate Reader System

1. ALPR operation, all data and images gathered by the ALPR, and access to collected data shall be for only sworn officers of this department.

2. Only properly trained officers are allowed access to the ALPR system, to operate ALPR equipment, to access ALPR data, or to collect ALPR information.
3. To ensure proper operation and facilitate oversight of the ALPR system, all trained officers are required to have individual credentials for access and use of the ALPR system and/or data, which has the ability to be fully audited.

D. Operations

1. Usage of the ALPR system

- a. The ALPR system may only be used for law enforcement purposes, including but not limited to:

1. Pursuing information relevant to an ongoing criminal investigation
2. Apprehending an individual with an outstanding warrant
3. Locating a missing or endangered person
4. Locating a lost or stolen vehicle
5. Vehicles registered to people whose drivers' licenses, driving privileges, or vehicle registrations are under suspension or revocation.
6. Vehicles registered to persons suspected of criminal or terrorist acts, transportation of stolen items or contraband, or motor vehicle violations.
7. Vehicles involved in case-specific criminal investigative surveillance.
8. Vehicles involved in homicides, shootings, and other major crimes.
9. As part of a criminal investigation where there is a reasonable suspicion that a crime was committed.

- b. The ALPR system may not be used for:

1. Traffic enforcement or red-light enforcement

2. Fines or fees, including expired registration
3. To obtain biometric information
4. Selling data to a private third party (i.e. repossession companies)
5. Segregating data to assemble data groups.... that travel at a specific day or time of day, such as persons that are coming and going to restaurants, bars, health clubs, religious services, political gatherings or other legally permitted activities.

2. ALPR Alerts/Hits:

- a. If practicable, officers should confirm the license plate from the alert matches the license plate of the observed vehicle prior to initiating a stop.
- b. Absent exigent circumstances, the officer shall verify the suspect and/or vehicle is still wanted if the alert was generated due to the inclusion of the suspect and/or vehicle on a regional, state, or national database.
- c. The officer shall verify an ALPR response through the appropriate database before taking enforcement action that is based solely on an ALPR alert.
- d. Officers are required to have reasonable suspicion and/or probable cause to make a stop of any vehicle.

3. Hot Lists

- a. Designation of hot lists to be utilized by the ALPR system shall be made by the ALPR administrator or their designee.
 1. Specific hot lists shall be approved and entered by the ALPR administrator (or designee) within the ALPR system.
 2. All plates, vehicles, and suspect information entered into the ALPR system will also contain the following information:
 - a. Entering user's name
 - b. Requesting officer's name

c. Related case number

d. Short synopsis describing the nature of the originating call

4. All usage of the ALPR system must comply with Colerain Township Police Department's Code of Ethics, Rules and Regulations, Policy and Procedure Manual.

E. ALPR Data Collection and Retention

1. All data will be closely safeguarded and protected by both procedural and technological means.
2. The ALPR vendor will store and ensure proper maintenance and security of data. The ALPR vendor will remove all unique Colerain Township LPR data and Colerain Township LPR data that has been blended or co-mingled with outside data on a rolling maximum thirty day deletion schedule.
3. The department will retain ALPR data for a maximum of thirty days, unless a longer retention period is required by the Ohio Revised Code or applicable records retention schedules.
 - a. If data has evidentiary value, it must be stored according to policy as soon as practicable.

F. Releasing of ALPR Data

1. ALPR data may be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes.
2. All data and images gathered by an ALPR are for the official use of Colerain Township Police Department. This data may contain confidential information such as LEADS data, and therefore by law is not open to public review.