AUTOMATED LICENSE PLATE READER
STANDARD OPERATING PROCEDURES

I. Policy

It shall be the policy of the Pflugerville Police Department to use ALPR technology as authorized and directed by departmental policy and state and federal law. The ALPR system, equipment, and data captured by ALPR equipment shall be used only for legitimate law enforcement purposes.

II. Definitions

A. Automated License Plate Recognition (ALPR): A system designed to scan, record, and check license plates of vehicles against established databases. These databases include, but are not limited to, the following:

- NCIC/TCIC Stolen Vehicle List (published by the Texas Department of Public Safety)
- City of Pflugerville Active Warrants List
- Registered Sex Offender Vehicle List
- Manually entered local data

i. ALPR systems may be installed at fixed sites in the City of Pflugerville, or in Pflugerville Police Department vehicles.

B. Hotlist: A list of license plate numbers entered into databases for purposes of extracting information on stolen vehicles / plates, suspects wanted for warrants or crimes, missing persons, or to assist with the identification of suspects involved in criminal activity.

C. Hit: Visual and/or audible notification of a match between a scanned license plate and a license plate on the hotlist.

D. Confirmation: A hit must be verified through the active database in which the license plate was entered. For example, a hit on a stolen license plate/vehicle originating from NCIC must be verified through NCIC per departmental Written Directives. A hit on the hotlist alone is not sufficient cause to make an arrest but justifies further investigation.

E. ALPR Data: Data captured by the ALPR system from license plates that were read by the device, either fixed or mobile, including images of the plate and the vehicle on which it is

displayed, the date and time, and information regarding the location of the vehicle at the time of notification.

F. The Flock Safety Camera System is a network of stationary cameras that provide real-time hot-list alerts and support criminal investigations. Flock Safety, the ALPR vendor, will host the data and ensure proper maintenance and security. Data generated by the system is retained for 30 days. After this period, Flock Safety will automatically purge the data unless it has been identified as relevant to an active criminal case. In those instances, the Pflugerville Police Department may retain such data in accordance with the department's established retention schedule or other applicable guidelines. Data collected through this system is also uploaded to the Texas Department of Public Safety (DPS) in compliance with state requirements.

G. The Axon Fleet3 ALPR System collects data through in-car dash camera/ALPR equipment and uploads it to Axon's secure hosted intelligence platform. All data collected through this system is owned by the Pflugerville Police Department. The Department's established retention period for Axon Fleet3 ALPR data is 30 days. Once data is uploaded into Evidence.com case files, it becomes part of the official case record and is subject to the applicable case retention requirements set forth by the Pflugerville Police Department. Data collected through this system is also uploaded to the Texas Department of Public Safety (DPS) in compliance with state requirements.

H. Restriction of use of ALPR Data: Information gathered or collected, and records retained by Flock Safety cameras or any other PPD ALPR system will not be sold, accessed, or used for any purpose other than legitimate law enforcement or public safety purposes.

III. Data security and access

- Each authorized user will be trained in the use of the ALPR system and assigned a unique username and password for access to the LEARN database and mobile ALPR system, and Flock Safety system. Usernames and passwords will remain confidential and are not to be shared with other users. The Chief of Police or their designee will be the system administrator and is the point of contact for all issues related to the ALPR system and LEARN database, and Flock Safety Database.

- Hotlists will be automatically downloaded to the mobile computer throughout the day from LEARN per their designated refresh schedule. Manual hotlists or individual license plates may be entered by the system administrator or their designee at any time.

- If a manual hotlist or tag is entered into the system, it must be removed when the information is no longer current. The person who entered or requested entry of the data will be responsible for ensuring it is promptly removed. (IE: officers must request removal of data)

- ALPR data is to be used for authorized criminal justice purposes only and shall not be released to members of the general public. Public information will be handled per departmental policy. ALPR data may be shared with other law enforcement agencies for legitimate investigative purposes. Any ALPR data that involves a hit from which enforcement action, an investigation, or a prosecution resulted will be added to the case file or the records management system (RMS) and maintained therein until no longer needed.

- Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relates to a specific criminal investigation. Every ALPR Detection Browsing Inquiry must be documented by either the associated Pflugerville Police Department case number or incident number and a reason for the inquiry

- ALPR data is not permitted for personal use, harassment or intimidation, or use based on a protected characteristic. Violations of this policy will result in discipline, up to and including termination

- The ALPR system is and will be audited quarterly by the administrator(s) to ensure compliance to policies and procedures.

IV. Field Procedures

- Upon receiving a hit, the mobile ALPR operator will visually verify the displayed information matches the subject license plate.

- Once visually verified, officers should request confirmation from Communications and broadcast location and vehicle information in order to obtain cover and take appropriate action based upon the type of hit. ***Note: It is very important that officers verify and confirm each hit prior to taking any enforcement action, as hotlists may not always contain the most updated information.***

V. Responsibilities

A. Communications personnel will:

- Dispatch additional units to assist if requested.
- Notify a patrol supervisor if a felony traffic stop is anticipated.
- Confirm the information with the originating agency.
- Notify other jurisdictions if the vehicle and/or trailing units leave the City of Pflugerville and enter their area of responsibility.
- Notify NCIC/TCIC of the recovery of stolen property if applicable.

B. Patrol personnel will:

- Keep Communications informed of their location and the need for additional units.