DOUGLAS COUNTY SHERIFF'S OFFICE		Patrol SOP
Vehicles and Traffic		**PAT-T- 222**
Axon License Plate Recognition System (ALPR) Vigilant Solutions System		
Effective Date: 08-31-26 Supersedes: 07-15-26	Approval: Division Chief	Number of Pages: 4
References: 24-72-113(b) C.R.S.	Reevaluation Date: Annually or as needed	Standards: CALEA LE 41.3.9

I. PURPOSE

This directive establishes procedures for operation, deployment, and statistical reporting of the automatic license plate recognition systems installed in Douglas County Sheriff's Office vehicles and stationary equipment.

II. AUTOMATIC LICENSE PLATE RECOGNITION SYSTEM (ALPR)

A. Axon Fleet in-car systems include an ALPR service. Information linked to the vehicle license plate number may include wanted subjects, stolen vehicles/plates, sex offenders, and/or Department of Motor Vehicle information based on the registered owner (revocations and suspensions). ALPR alerts can be used for tactical criminal interdiction, investigative, crime analysis, and administrative purposes.

B. The Colorado Crime Information System (CCIS), which is updated by the Colorado Bureau of Investigation and the Colorado Division of Motor vehicles, maintains a downloadable list of information to be used by license plate reader technology. Information is provided to the ALPR application(s) from a list that is compiled by CBI. Information that is gained by the license plate reader is for informational purposes only and is not to be acted upon without other supporting information. Additionally, operators may enter specific vehicle information to be added to the searchable database for Douglas County. The ALPR system and its data are "for official use only" and will not be used for any unauthorized purpose. Only authorized users are allowed access to the ALPR system. <LE 41.3.9b> All ALPR related inquires must include an incident number and an official law enforcement purpose in the search.

III. ALPR MATCH CRITERIA

CBI has determined that the following criteria will be used when deciding to enter a license plate into the downloadable Hot Sheet file for suspended and revoked drivers:

A. When receiving an ALPR "alert" the deputy will visually confirm the state of the plate and the number against the captured image. All "alerts" on potential violators or wanted subjects by the ALPR will be verified by the deputy through CCIC/NCIC prior to taking enforcement action. This can be done using the vehicles MDT or through dispatch.

B. Once the vehicle recorded has been verified, the matching criteria for the subject(s) associated to the vehicle.

The matching criteria for the ALPR file shall at a minimum be:

- An exact match to the driver's last name and at least the first three (3) letters of the driver's first name
- A match to the first eight (8) characters of the driver's physical address

C. If an arrest is made, or a case number generated, the deputy will add that case number to the "Add Intel" field and document the ALPR hit in the ticket notes or report.

IV. PROCEDURES <LE 41.3.9a>

A. Axon Fleet in-car systems include an ALPR service. These systems are installed in all marked patrol cars and some unmarked vehicles.

B. Axon Fleet System starts up automatically with the vehicle and MDT. Axon Fleet performs the following:

- Downloads the current NCIC hit list from CBI. Additionally, agency wide, and user specific hit lists can be dynamically created, which will be pushed out to the deputies MDT's.
- Scans license plates and compares the plate to hotlists, which will provide an alert to the deputy on a hitlist hit, and automatically categorize the alert.
  - The deputy can either act on the alert or dismiss the hit due to wrong state, read error, etc.
  - The ALPR function is not available if the Fleet system is actively recording either the front camera, or the rear facing camera of the system.

C. Flock Safety is a fixed ALPR scanning system utilized by DCSO.

- Currently there are fixed cameras placed throughout the county and Interstate 25. In addition, DCSO shares Flock data between other approved law enforcement agencies, and has read access from several private entities (Home Owners Associations as an example).
- Flock Safety connects to the CBI to import hotlists to their cloud service, Flock.
- Flock Safety cameras scan vehicles and license plates as traffic passes. Flock compares the scanned license plate(s) to the online hotlist for hotlist activity.
- Alerts, messages, monitoring, and vehicle research are done through https://search.flocksafety.com/search
- Flock retains DCSO data for 7 days.

D. Vigilant LEARN

- Vigilant ALPR system and the LEARN application are legacy applications with limited support. There are potentially four (4) Vigilant ALPR trailers and three (3) Vigilant ALPR fixed units available for capturing plate records.
- The LEARN application provides access to scanned law enforcement plate records as well as "commercial data".
- Law enforcement records are retained for 7 days.
- LEARN data is used primarily for investigative purposes.

E. In the event an arrest is made, or a case number generated, the deputy will add that case

number to the "Add Intel" field and document the ALPR alert in the ticket notes or report.

F. Deputies using an ALPR system may occasionally receive a highly important system alert (Amber alert, stolen vehicles, missing / suicidal person, felony warrants, etc. or system update). When receiving a highly important alert, be sure to air the information to dispatch so they and surrounding deputies are aware of the situation. Be sure to include vital information such as vehicle description, direction of travel, etc., and advise dispatch to inform other nearby agencies when appropriate.

V. ALPR/LEARN DATA ACCESS, SECURITY, STORAGE, and RETENTION

A. Axon Fleet ALPR, Flock Safety, and Vigilant LEARN all utilize secure cloud storage services to maintain and catalog license plate reads and hits. Axon Fleet ALPR and Vigilant LEARN license plate reads are retained for 7 days. Flock Safety license plate reads are retained for 7 days. All license plate reads are automatically purged from the respective system unless the specific record is saved. Any plate record can be flagged as evidence in the respective systems for use in criminal cases or administrative purposes, which will prevent the record from being purged.

B. Authorized personnel may access records during the specified retention period. However, after the retention period has lapsed, the custodian may only access the records *"if there has been a notice of claim filed, or an accident or other specific incident that may cause the passive surveillance record to become evidence in any civil, labor, administrative, or felony criminal proceeding…"* CRS 24-72-113(b). If the records are accessed for this reason, then the *"custodian shall preserve a record for the reason for which the passive surveillance record was accessed and the person who accessed the passive surveillance record beyond the first anniversary after its creation"*.

C. Members are encouraged to disseminate a special report when the system is used to help solve a major crime or used in a newsworthy arrest.

VI. DUTIES OF EQUIPMENT OPERATOR(S) and DCSO I.T. STAFF

A. Operational problems, other than those appropriate to be handled by DCSO IT, should be reported via written memo to the Patrol Commander for resolution.

B. Deputies are responsible for the care and general maintenance of the equipment while using it to include cameras, computer, wiring and associated equipment. The assigned operator(s) will ensure that the equipment is properly functioning, or they will immediately notify DCSO IT staff. The assigned operator(s), in conjunction with DCSO IT staff, will periodically inspect the condition of the equipment and review data generated from the system(s) to include reports/incidents and ensuring that the system is working properly. If a member believes that a camera is out of adjustment, the DCSO IT staff will be notified.

VII. OPERATOR TRAINING <LE 41.3.9c>

Douglas County Sheriff's Office staff utilizing the license plate recognition system must receive training and a login prior to their use of the equipment. Training will consist of but is not limited to training provided by the vendor and/or authorized DCSO staff.

VIII. AUTOMATED LICENSE PLATE READER (ALPR) AUDIT and COMPLIANCE

A. The Strategic Initiatives Commander, or their designee, shall be responsible for conducting random quarterly audits of the Automated License Plate Reader (ALPR) system to ensure compliance with applicable federal, state, and local laws, agency policy, and established operational procedures.

These audits shall include, but are not limited to, a review of:

a. Authorized access and use of the ALPR system;
b. Queries conducted by agency personnel;
c. Data access, retention, sharing, and dissemination practices;
d. Proper documentation and case-related justification for ALPR use, when applicable; and
e. Any potential misuse, unauthorized access, or policy violations.

The Strategic Initiatives Commander shall document the results of each audit, including any findings, corrective actions, recommendations, or identified training needs. Audit records will be maintained in accordance with agency record retention requirements.

Any suspected misuse or unauthorized use of the ALPR system discovered during an audit shall be promptly reported through the appropriate chain of command for further investigation and potential disciplinary action.