
	<p>GLASTONBURY POLICE DEPARTMENT GENERAL ORDER</p>		<p>NUMBER 41-11</p>
<p>CHAPTER 41</p>			
<p>TITLE: Automated License Plate Reader System</p>			
<p>EFFECTIVE: 08/01/2023 ISSUED: MSP REVIEW: ANNUAL</p>			
<p>RESCINDS: N/A</p>			

POLICY:

The availability and use of Automated License Plate Readers systems (ALPR) provide opportunities for the enhancement of productivity and effectiveness as well as increased safety for the public and law enforcement. It is the policy of the Glastonbury Police Department to only utilize this technology in the furtherance of official and legitimate law enforcement operations and public safety. All members are expected to abide by the guidelines set forth herein when using an ALPR system.

DEFINITIONS

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

ALPR: Automated License Plate Recognition. Automated License Plate Recognition technology uses high-speed cameras combined with sophisticated computer algorithms capable of converting the images of license plates to electronically readable data. The ALPR system captures an image of a license plate and converts it to a text file using Optical Character Recognition (OCR) technology. The technology also compares the digital images of license plates to the CJIS-NCIC Hot file database.

ALPR Operator: Trained Glastonbury Police Department personnel authorized to utilize ALPR systems and equipment.

ALPR Administrator: Designee of the Chief of Police responsible for compliance with all applicable laws and regulations pertaining to ALPRs as well as providing access and training to Department personnel in the operation of ALPR systems.

Alert Data: Information captured by an ALPR relating to a license plate that matches the license plate on a “hot list”.

ALPR Data: Scan files, alert data, and any other documents or data generated by, or obtained through, utilization of an ALPR system.

ALPR Data Query Logs: A record of a search or query of ALPR data.

ALPR System: The ALPR camera and all associated equipment and databases operated by members of the Glastonbury Police Department.

GPS: Global Positioning System.

Hit: An alert that a license plate matches a record maintained in an ALPR database related to stolen vehicles, wanted vehicles, or other alert-type files that support an investigation or which have been manually registered by a user for further investigation.

Hot List: License plate numbers of stolen cars, vehicles owned by persons of interest, and vehicles associated with AMBER Alerts that are regularly added to “hot lists” circulated among law enforcement agencies. Hot List information can come from a variety of sources, including the National Crime Information Center (NCIC), as well as national Amber Alerts and Department of Homeland Security watch lists. These lists serve an officer safety function as well as an investigatory purpose. In addition to agency-supported hot lists, users may also manually add license plate numbers to hotlists in order to be alerted if and when a vehicle license plate of interest is read by the ALPR system in accordance with a legitimate law enforcement purpose.

Hot List Download: The method by which the hot list data is transferred to a computer within a law enforcement vehicle or at a fixed terminal.

Optical Character Recognition (OCR): The technology that supports the automated reading and digitizing of images of license plates that are captured by an ALPR system.

PROCEDURES

General: ALPR systems and associated equipment and databases, whether owned or under the control of the Glastonbury Police Department, are authorized for official use only. Misuse of this equipment and associated databases or data may be subject to sanctions and/or disciplinary actions, as determined by the rules and regulations of the Department.

Administrative and Technical Support

- **Administrative Support:** The Investigations Division Lieutenant is the designated ALPR Administrator, and will oversee the Department’s ALPR operations.

Assigned duties shall include:

- Ensuring that the ALPR system is used only for appropriate Department business and in accordance with this policy;
- Monitoring the use of the ALPR and scheduling periodic audits;
- Recommending updates to the ALPR policy;
- Keeping informed of legal decisions, trends, and case law concerning ALPRs;
- Coordinating with other Department personnel regarding the maintenance and retention of data;
- Maintaining records identifying approved ALPR deployments and documenting their results, including appropriate documentation of significant incidents and arrests that are related to ALPR usage;

- Authorizing any requests for ALPR systems use or data access according to the policies and guidelines of this department;
- Training designated officers in the proper operation of ALPR systems;
- Documenting those trained as Operators and reporting this information to the Training Unit;
- Assist other department personnel as needed;
- Ensuring the proper selection of the personnel approved to operate the ALPR system and maintaining an adequate number of trained and authorized users

Maintenance and Retention of Data

The Records Division shall be responsible for the maintenance and retention and dissemination of data stored by Glastonbury Police Department ALPR systems in accordance with CT Public Records Laws. All Freedom of Information requests for ALPR data will be cleared through the Chief of Police.

ALPR System Usage

- ALPR systems and information shall be accessed and used only for official and legitimate law enforcement operations and public safety-related purposes, and may only be used based on specific and articulable facts of a concern for safety, wrongdoing, criminal investigations, Department-related civil investigations, or pursuant to a court order.
- Only users who have been designated by the ALPR Administrator and properly trained in the use and operational protocols of the ALPR system shall be permitted to use a system. Only those users with an approved login and password will be allowed access to an ALPR system.
- **Authorized User Alert Profile:** Personnel who have been designated as authorized users with an approved login and password for access to the ALPR System must establish an alert profile at the time of initial login. In order to minimize disruption from excessive alerts and to avoid alerts based on categories that are not actionable without a simple CJIS query, all personnel must comply with the following schedule for alert notifications:
 - **Authorized Categories:** The following categories for an alert profile are authorized:
 - Stolen Vehicle
 - Warrants
 - Missing Person
 - Protective Order
 - Amber Alert
 - Missing Child
 - PD hot list
 - **Prohibited Categories:** The following categories for an alert profile are prohibited:
 - Sex Offender
 - Stolen Plate
 - Gang Member or Suspected Terrorist
 - Immigration Violator

- Violent Person
- Protective Interest
- Supervised Release

Exceptions to these requirements for specific users may be authorized by the ALPR Administrator. These exceptions shall only be made to further a specific investigation or other public safety purpose.

- Searches of historical ALPR data shall be done in accordance with established departmental policies and procedures.
- Requests to use an ALPR system during nontraditional deployments, i.e. special operations or criminal investigations, must be approved by the Administrator. In their absence, requests may be forwarded to the Captain or Chief of Police. The Chief of Police will be notified as soon as practicable of any such deployments.

Operational Procedures

Manual Entry of Data

- Personnel may become aware of license plate numbers or vehicles of interest from a specific incident or investigation and may seek to have this information entered into GPD ALPR systems. The entry of this information will trigger alerts to be forwarded to GPD personnel and other designated agencies. This information may only be entered by an authorized Glastonbury Police Department supervisor for official and legitimate law enforcement or public safety operations.
- For all manual license plate entries, a verification of the license plates shall be queried via CJIS to verify the plate to be entered is accurate.
- Manual entries may include but are limited to an AMBER Alert, Missing Child Alert, Be On the Look Out (BOLO), Attempt To Locate (ATL), or Wanted or Missing Person broadcast or bulletin, in which a license plate number is included. Such entries must be manually updated as soon as practicable when the information changes or is no longer current.
- Manual entries may also include specific descriptions of vehicles that are being sought for specific crimes or in accordance with investigations.

ALPR Hits and Alerts:

Prior to initiation of a stop based on a hit or alert:

- Users shall visually verify that the vehicle plate number matches the plate number queried by an ALPR system, including both the alphanumeric characters of the license plate and the state of issuance.
- Users shall verify the current status of the plate through the state's Criminal Justice Information System (CJIS), National Crime Information Center (NCIC) Department's Records Management System (RMS), or other appropriate source of data prior to a stop when circumstances allow or as soon as

practicable. (Confirm the vehicle is stolen, etc.)

INFORMATION MANAGEMENT**ALPR Data Query Records**

- In accordance with agreements between the Glastonbury Police Department and contracted ALPR vendors, Department vendors will maintain a record for each transaction conducted on Department ALPR systems that will include the name of the individual accessing the data, along with the date and time of access, and the reason for the access.
- Audits shall be conducted at the discretion of the Chief of Police.

ALPR Sharing and Dissemination

- ALPR data can be accessed, retrieved, or shared, for official and legitimate law enforcement operations or public safety purposes only.
- Information sharing among law enforcement agencies should be governed by departmental policies or memoranda of understanding.
- ALPR data will not be shared with agencies in support of administrative and criminal law enforcement missions related to immigration matters.

Retention

- Bulk data from ALPRs will not be stored on the Department's server and will only be stored by GPD ALPR vendors. Either by their own protocols or at the direction of the Department, GPD ALPR vendors will store bulk Department ALPR data for a period of no longer than 30 days.
- Department ALPR data may be downloaded and retained by Department personnel in accordance with legitimate law enforcement purposes including specific investigations. This data shall be retained in accordance with CT Public Records laws and maintained until a final disposition has been reached in the particular case.

POLICY REVIEW

The ALPR Administrator is responsible for the annual review of this Policy and the policies and procedures contained herein and for making recommendations to the Chief of Police for any necessary amendments. This is a new technology and it may raise both legal and technological issues. As the use of the technology progresses, the Department will continue to monitor and assess the appropriateness of this Policy.