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	Greenville, SC Police Department **GENERAL ORDER**		
	Subject Automatic License Plate Reader	**Number** 217A4	**Type** Operational

Effective Date 8/3/2026	**Amends/ Rescinds** 217A3	**Pages** 1 of 4	**Re-evaluation** November
References CALEA 41.3.9			**Notes** Section 3 – Added directives regarding audit and reporting, and edited usage guidelines.

1.0 Policy

The Automatic License Plate Recognition System (ALPR) is an effective tool that has enhanced law enforcement's ability to identify vehicles that are associated with criminal activity. The purpose is to detect violations of law, recover stolen property, apprehend fugitives, and assist with investigations around the nation. The Greenville Police Department is aware this technology could help reduce crime, increase solved cases, return property to owners, and improve the quality of life within the City of Greenville.

2.0 Procedure

2.1 The Greenville Police Department will utilize the ALPR systems for official public safety related purposes only.

2.2 ALPR systems, data, and associated media are the property of the Greenville Police Department, and these items are intended for the utilization of conducting official business.

2.3 Any misuse of the ALPR systems and databases will be subject to sanctions and/or disciplinary actions. The ALPR system is to be used for investigative purposes related to an alert on a vehicle or follow-up for a crime. The ALPR system will not be used for non-policing needs or personal interest.

2.4 Any alert identified by the ALPR system should be considered one element which would contribute to determining reasonable suspicion for a traffic stop.

2.4.1 Officers receiving an alert will visually verify the information received on the ALPR is the same as the information shown on the vehicle.

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2.4.2 If the alert is on a subject present at the time of contact, the officer will contact Communications with the location and request additional units to respond as needed.

2.4.3 If an alert is identified and a subject or property is detained, officers will follow the NCIC Hit Confirmation process to verify the alert information, using Communications SOP 601 NCIC Stolen Vehicle/Felony Vehicle Information or GO 244 Collection and Preservation of Evidence.

2.5 The data captured using the ALPR will be automatically transmitted to the active user. Only authorized personnel will have access to data that has been uploaded to the CJIS compliant AWS GovCloud.

2.6 Data captured will be retained for a period of 30 days in the AWS GovCloud. All information older than 30 days will be purged. If the information needs to be retained for judicial purposes, a copy of the information should be acquired and placed into property and evidence and made part of the Investigative Report via the narrative or supplements.

2.7 The ALPR data may be shared with law enforcement entities for official law enforcement purposes or as permitted by law.

3.0 ALPR System Usage and Supervisor Review

3.1 Only personnel who have acknowledged receipt and review of this general order shall be permitted to use the ALPR system.

3.2 All data, including custom hot-lists, added into the system must have an investigative case number formatted with the two-digit year and six-digit case number, separated by a hyphen. Records must also include, appropriate notation that this record is not an NCIC record hit, and an articulable, public safety related reason for entry.

3.3 Each search performed in the ALPR system must include a valid case number formatted with the two-digit year and six-digit case number, separated by a hyphen. Searches must also include a valid, public safety related reason for the search.

3.3.1 In the event a search is performed relating to another agency's case, and a city case has not been created, the outside agency's case number may be used. In the reason field, the circumstances should be clearly explained and the name of the other agency listed.

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3.4 Stolen vehicles entered into the national NCIC system will automatically be populated into the ALPR system.

3.5 The Greenville Police Department may have access to data acquired by other regional users if those users have agreed to share information. Any information provided by regional users will follow Departmental Standard Operating Procedures and General Orders.

3.6 The information collected by the ALPR system will be stored for a period of 30 days. Information older than 30 days is automatically purged.

3.7 The process to use the ALPR system will follow:

3.7.1 An alert will be received by an officer for a stolen vehicle or vehicle of interest having been seen by the ALPR system.

3.7.2 Officers will view a picture of the vehicle to determine make, model, color, and license plate.

3.7.3 Officers will circulate the area looking for the vehicle. Officers will radio Communications informing of conducting directed patrol from an ALPR alert. Communications will open a call in CAD with the call type ALPR.

3.7.4 If the vehicle is spotted, then appropriate actions as defined by General Orders and Standard Operating Procedures are undertaken.

3.7.5 If the vehicle is not spotted after a reasonable search, Officers will radio Communications indicating the directed patrol has ended without the vehicle being located.

3.8 Each month, supervisors assigned by the Chief of Police or his/her designee will:

3.8.1 Review any searches that have been flagged by the ALPR system to ensure the search was for an appropriate public safety purpose.

3.8.2 Review at least one search made by each officer in their chain of command to ensure the search was for an appropriate public safety purpose.

3.8.3 Review a list of all searches for obvious signs of irregularities.

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3.8.4 A monthly report of audit findings will be provided to the Chief of Police.

3.8.5 Supervisors may not clear their own flagged searches.

DocuSigned by:
J.H. Thompson
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J. H. Thompson, Chief of Police

8/3/2026

Date

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