



Policy Manual Standard Operating Procedure	
SOP Number: 13-09d	Subject: Automated License Plate Readers
Authorized by: Chief Robert Connolly	
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Signed: The original signed copy of this directive is on file in the Office of Professional Standards.	
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1. PURPOSE

This policy establishes governing the use of Automated License Plate Recognition (ALPR/LPR) systems by the Georgia Tech Police Department (GTPD). GTPD utilizes ALPR cameras to support legitimate law enforcement and public safety operations while protecting constitutional rights and individual privacy.

2. POLICY

ALPR systems shall be used only for official law enforcement purposes. All access, searches, alerts, and dissemination of ALPR information shall comply with applicable federal and Georgia law, CJIS Security Policy, Georgia Open Records requirements, and departmental directives.

3. RESPONSIBILITIES

3.1 Officers will adhere to this directive and manufacturer instructions when operating the LPR. Only GTPD officers trained in the use of the ALPR will operate the ALPR equipment.

- 3.2 GTPD's System Support is responsible for training, maintenance, and issues with the ALPR system. ALPRs will be maintained in accordance with manufacturer recommendations and this directive.
- 3.3 Supervisors will monitor the deployment and use of the ALPR.
- 3.4 The Chief of Police or his/her designee approves deployment locations of fixed cameras based on public safety needs.

4. ACTION

4.1 Training

- 4.1.1 GTPD OIT will be responsible for facilitating training of authorized Department employees.
- 4.1.2 Only Department employees who have completed the initial training with System Support will have their username and passwords activated for the ALPR system. The ALPR system is restricted to official law enforcement activities only.

4.2. Guidelines for Use

4.2.1 Authorized Uses

- 1. Identification of stolen vehicles
- 2. Identification of wanted persons
- 3. Identification of missing persons
- 4. BOLO investigations
- 5. Violent crime investigations
- 6. National security matters
- 7. Campus safety
- 8. Other legitimate law enforcement purposes

- 4.2.2 During operation, ALPR "hits" are indicated by an audio and visual alarm. No enforcement action shall be based solely upon an ALPR alert. Officers shall visually verify the license plate and confirm status through NCIC/GCIC/CJIS or other appropriate databases before initiating enforcement unless exigent circumstances exist.

- 4.2.3 License plates may be manually entered into a Hot List by authorized users for the following reasons including, but not limited to:

- 1. Be On Look Out (BOLO);
- 2. Attempt to Locate;

3. AMBER Alerts;
4. Child Abduction;
5. Wanted Person; and
6. Missing Persons.

4.2.4 License Plates which are manually entered into the ALPR must be set to expire within 30 days by the employee making the entry. Stale or expired data will be removed prior to 30 days by the employee who made the entry.

4.3 Prohibited Uses

4.3.1 Employees shall not use LPR systems for personal reasons or curiosity; to monitor family, friends, coworkers, students, faculty, staff, neighbors, celebrities, or public officials; or to monitor constitutionally protected speech, protest, religion, or association absent a legitimate law enforcement purpose.

4.3.2 Searches based solely upon race, ethnicity, religion, national origin, gender, sexual orientation, disability, political beliefs, or other protected characteristics are strictly prohibited.

4.4 Data Security and Use

4.4.1 Data gathered by the ALPR will be used for official law enforcement purposes only. Only trained users will have access to the ALPR system.

4.4.2 LPR information may only be shared with authorized law enforcement agencies for official purposes or as required by law. All external dissemination shall be documented.

4.4.3 Data obtained through the web portal will be limited to authorized users of the ALPR system.

4.4.4 Every user activity is logged. Monthly audits and random supervisory audits shall be conducted to verify compliance.

4.4.5 Every search conducted shall be attributable to an individual user account and permanently logged. Employees shall never access ALPR information without a documented law enforcement purpose. Personal curiosity searches are strictly forbidden. GTPD maintains zero tolerance for misuse of ALPR technology. Any employee who intentionally violates this policy may be subject to termination, revocation of system access, criminal prosecution, civil liability, and referral to the Georgia Peace Officer Standards and Training Council.

4.5 Data Retention and Dissemination

- 4.5.1 Data gathered by the ALPR system is automatically uploaded to our database. This data is only stored for 30 days unless preserved as evidence or otherwise required by law.
- 4.5.2 Outside requests for ALPR data must be made through an Open Records Request, reference SOP 17-01, section 4.3 for information. All external dissemination shall be documented.
- 4.5.3 Captured license plate data collected by a law enforcement agency shall not be subject to public disclosure pursuant to Article 4 of Chapter 18 of Title 50.

4.6 Maintenance

Requests for maintenance or repair to the ALPR system will be made through System Support, via cshelp@police.gatech.edu

5. DEFINITIONS

Automated License Plate Reader (ALPR): ALPRs utilize technology to scan, detect, and identify license plate numbers, which appear on selected Hot Lists.

Hot List: A list which includes, but is not limited to, stolen plates, vehicles, and persons entered into the National Crime Information Center (NCIC) database and the Georgia Crime Information Center (GCIC) database as well as a list generated by the Georgia Department of Revenue which includes suspended/expired registration, vehicles with no or suspended insurance and other registration/insurance violations.

6. CANCELLATION

This directive cancels SOP 13-09c, “Automated License Plate Readers.”

7. REFERENCE

GA Code §§ 35-1-1 — 35-10-11

Section 35-1-22 - Prohibition on law enforcement retaining license plate data obtained from automated license plate recognition systems; limited use of data; public disclosure prohibited