

SUBJECT: Automatic License Plate Recognition System (ALPR)		NUMBER: 140.3
DIRECTIVE TYPE: General Order	EFFECTIVE DATE: December 12, 2012	RE-EVALUATION DATE: Annually
DISTRIBUTION: All Personnel	AMENDS/SUPERCEDES: None	REVISED DATE: 07/18/23
RELATED STANDARDS/STATUTES/POLICIES: CALEA 41.3.9		

PURPOSE: To provide employees with the guidelines on the proper use of license plate recognition (LPR) systems

POLICY: It is the policy of the Lexington Police Department that LPR systems will be used only by authorized personnel and within the guidelines within this policy.

I. General Procedure (CALEA 41.3.9 a)

- A. All operators shall receive training prior to operating the ALPR systems (CALEA 41.3.9 c).
- B. Only authorized persons are allowed to operate the ALPR system or access the ALPR database records. Authorized personnel are employees having successfully passed the SLED/NCIC certification (CALEA 41.3.9 c).
- C. No employee shall use or authorize the use of ALPR systems for reasons that are not legitimate law enforcement purposes. Misuse of this equipment will result in disciplinary action.
- D. ALPR systems and ALPR database records as well as any associated media are the property of the Lexington Police Department.

II. Administration

- A. The Department shall designate an employee(s) with administrative oversight for the APLR system deployment and operations. The employee will be responsible for the following:
 - 1. Establishing protocols for access, collection, storage, and retention of ALPR databases and associated media.
 - 2. Establishing protocols to preserve and document ALPR reads, alerts, or hits that are acted on in the field, or associated with investigations or prosecutions.
 - 3. Establishing protocols to ensure the security and integrity of data captured, stored, and/or retained by the ALPR system.

4. Authorizing any requests for the ALPR systems use or data access according to the policies and guidelines of the Department (CALEA 41.3.9 d).
- B. Designated, trained personnel shall check equipment on a regular basis to ensure functionality and camera alignment. Equipment that falls outside of expected functionality shall not be used and removed from service until any deficiencies have been corrected.
- C. All ALPR system diagnostics and repairs shall be made only by Department authorized sources through the respective contractual company.

III. Mobile ALPR Deployment and Use (CALEA 41.3.9 a)

- A. Whenever a trained operator is using an ALPR equipped vehicle for patrol functions, the APLR must be utilized (turned on and functioning) unless the unit is malfunctioning for a reason beyond the operator's control.
- B. Only officers who have been properly trained in the use and operational protocols of the ALPR system will be permitted to use it (CALEA 41.3.9 b).
- C. Operators shall ensure that the ALPR system has been updated with the most current hot lists available at the start of each shift.
- D. Upon receiving an alert/hit, the operator shall prior to the stop:
 1. Visually verify that the vehicle plate number matches the plate number captured by the ALPR system including alphanumeric characters of the license plate and state of issuance.
 2. Verify the current status of the information provided by the hit through dispatch or MDT query when circumstances allow.
- E. Searches of historical data within the ALPR system should be done in accordance with established departmental policies and procedures.

IV. Stationary ALPR System Usage (CALEA 41.3.9 a)

- A. All operators of the stationary ALPR system shall keep their individual accounts secure and prohibit unauthorized access or use to their account.
- B. Upon receiving an alert, prior to initiating a stop, the ALPR operator shall:
 1. Visually verifying that the vehicle plate number matches the plate number captured by the ALPR system, including both alphanumeric characters of the license plate and the state of issuance.

2. Verify the current status of the information provided by the hit through dispatch or MDT inquiry when circumstances allow. Receipt of a hit is not sufficient probable cause to initiate a stop without verification. Verification of information is essential before conducting the traffic stop, furthering the investigation, or taking any enforcement action.
- C. If an operator verifies a hit as being accurate, the operator shall take appropriate action in accordance with Department policy and procedures.
- D. Administrators and operators may manually entered information into the ALPR Hot Lists. Whenever information is manually entered into the Hot List:
 1. It must be for legitimate law enforcement purposes.
 2. It is the responsibility of the person entering the information to remove the information once it no longer serves a legitimate law enforcement purpose.
- E. Searches of historical ALPR data within the ALPR system database shall be conducted in accordance with established Departmental policies and procedures and SLED regulations.

V. ALPR Data Sharing and Dissemination

- A. Both active ALPR data and historical ALPR data should be considered for official use only.
- B. ALPR data can be shared for legitimate law enforcement purposes (CALEA 41.3.9 b).

VI. Maintenance

- A. For mobile (vehicle) ALPR units:
 1. ALPR operators shall not attempt to modify the ALPR system equipment in any manner.
 2. A vehicle equipped with ALPR equipment shall not be driven into any automatic car wash.
 3. ALPR cameras may be cleaned in accordance with the manufacturer's recommendations.
 4. ALPR system damage shall be reported to the operator's supervisor immediately.
- B. For stationary ALPR units:
 1. All maintenance to stationary ALPR units shall be conducted by a representative of the contractual ALPR Company.

2. If malfunctioning is observed, operators shall report the issue to an administrator who, in turn, shall report it to the contractual ALPR Company.