



# GENERAL ORDER

Loudoun County Sheriff's Office

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<b>Chapter:</b> Operations	<b>Section:</b> 401.8	
<b>Subject:</b> Operational Functions	<b>Topic:</b> Automated License Plate Recognition (ALPR)	
<b>Accreditation:</b>	<b>Revised:</b>	<b>Reaffirmed:</b>
<b>Enacted:</b> 07/30/2015	<b>Last Review:</b> 07/24/2015	<b>Review:</b> 07/30/2016

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## I. PURPOSE

The purpose of this General Order is to establish a policy regarding the issuance, operation, and administration of Automated License Plate Recognition (ALPR) equipment.

## II. POLICY

The use of Automated License Plate Recognition (ALPR) equipment is intended to provide law enforcement personnel with a method of identifying vehicles and license plates (and by association the specific owners or operators of those vehicles) without direct intervention by the officer. Locating vehicles identified as having a specific interest to law enforcement is consistent with the mission of the Loudoun County Sheriff's Office in delivering the greatest measure of safety and the highest level of service to the citizens and visitors to the County.

Assignment of ALPR equipment within the agency is made by the Sheriff or his/her designee based upon the needs of the agency.

The use of ALPR equipment shall be for law enforcement purposes only and done in a manner consistent with the manufacturer's recommendations and this policy.

## III. DEFINITIONS

Automated License Plate Recognition (ALPR) system - Equipment consisting of a camera(s), computer, and computer software used to automatically recognize and interpret the characters on vehicle license plates. This data is then compared against a list of license plates bearing some significance to law enforcement.

Hot List - A database populated with items of specific concern to the investigative and/or enforcement interests of law enforcement in Loudoun County. This may include, but is not limited to, the Terrorist Screening Center Watch List, stolen/wanted vehicles and license plates, wanted and missing persons, cautions, and license plates associated with Amber Alerts or various watch lists provided for law enforcement purposes.

Alarm - A positive indication, by visual and/or audible signal, of a potential match between data on the Hot List and a license plate scanned by the ALPR system.

System Administrator – Technology Services employee designated by the Sheriff or his/her designee to manage and maintain the ALPR system(s). This individual manages the hardware and software utilized by the ALPR system and its operators.

#### IV. PROCEDURE

The following deployment procedures shall be followed by all ALPR operators, regardless of assignment:

- A. All operators shall receive training prior to using the ALPR system.
- B. All operators will be certified to conduct NCIC/VCIN queries with a minimum level "B" certification.
- C. Upon receiving an Alarm, the ALPR operator shall determine the accuracy of the Alarm. The ALPR operator will visually verify that the subject tag and the tag on the MPH900 software are the same. The operator will confirm the Alarm is still valid by running the information through NCIC/VCIN. Receipt of an ALPR alarm is not sufficient probable cause to warrant an arrest or detention without additional verification.
- D. Upon receiving an Alarm from the Terrorist Screening Center Watch List, the ALPR operator, within a timely fashion, will contact the Terrorist Screening Center with details of the Alert (1-866-872-9001). The operator shall also complete an informational IBR report and forward it to the Criminal Investigations Division.
- E. Additional information may be entered into the ALPR system at any time. Broadcast information received following the initial download should be manually entered immediately upon receipt by the ALPR operator. The reason for the entry shall be included in the "note" portion of the entry screen (i.e., stolen vehicle, missing person, abduction, Amber Alert, robbery suspect, etc.).
- F. Upon completing a manual entry, the operator will query the ALPR data to determine if the license plate was scanned previously. If an Alarm is recorded, the information will be relayed to the appropriate person (i.e., the investigating officer and/or the Emergency Communications Center).
- G. The ALPR operator shall ensure that the GPS is connected and operating properly.
- H. Additional specific instructions may be provided by the supervisor of a particular unit.

#### V. DEPLOYMENT

ALPR equipped vehicles may be used in a routine patrol capacity or for special operations. Unless necessary for the specific incident, ALPR equipment should not be intentionally used in

a manner or location that will increase the risk of damage to or damage caused by the ALPR equipment (i.e., civil disturbances, etc.).

VI. MAINTENANCE

- A. Under no circumstances should an ALPR operator attempt to modify the ALPR equipment or software.
- B. ALPR camera lenses may be cleaned with glass cleaner or mild soap and water, and a soft, non-abrasive cloth.
- C. ALPR cameras must be removed from vehicle prior to entering an automatic car wash facility and/or upon the completion of the tour of duty, and placed in the trunk of the vehicle.
- D. Damage to the ALPR equipment shall be immediately reported to an on-duty supervisor and the ALPR Systems Administrator.
- E. The supervisor shall document (and investigate, if necessary) the damage in accordance with agency policy.
- F. The Technology Section shall be notified of any ALPR equipment needing maintenance or repair. Maintenance and repair will be coordinated with the appropriate vendor.

VII. ADMINISTRATION

- A. Responsibilities of the System Administrator:
  - 1. On a daily basis, the System Administrator shall download the current Hot List from the Virginia State Police Fusion Center.
  - 2. The System Administrator must ensure the most current Hot List available has been uploaded to the ALPR software for distribution to ALPR units over-the-air.
- B. ALPR data will be maintained for a period of 365 days on the ALPR Server, but may be adjusted depending on the amount of data collected, the ability of the server to retain such data, and the needs of pending investigations. In serious criminal investigations where a general location for a suspect vehicle or a crime pattern has been identified, information captured by the ALPR system may be retained for an extended period of time with approval by the Sheriff or his/her designee.
- C. All FOIA requests will be submitted to the Sheriff or his/her designee for review.
- D. The sharing of ALPR data among other agencies shall be dictated in accordance with Memorandum's of Understanding (MOU's) or established agency policies.

- E. All users of the ALPR software shall be approved by the Sheriff or his/her designee. All system usage will be audited on a quarterly basis for compliance with the policies outlined in this General Order.