	Lynnwood Police Department Policies and Procedures Manual	Section: 462
	Title: Automated License Plate Readers	
WASPC Standard(s):	Initial Issue Date: 1/1/2016	Last Updated: 11/10/2025	Total Pages: 1 of 3

462.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates and vehicle characteristics. ALPR is used by the Lynnwood Police Department to convert data and imagery associated with vehicle license plates and vehicle characteristics for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates, canvassing crime scenes for suspect vehicles, and missing or endangered persons.

462.2 ADMINISTRATION OF ALPR DATA

The Commander of Administration serves as the system administrator, consistent with WACIC guidelines. ALPR equipment may consist of both stationary ALPR cameras, and ALPR cameras affixed to Lynnwood Police Department patrol vehicles. The commander will have the ability to extend administrator rights to other approved and trained staff, such as the technology and equipment officer, but will retain ultimate authority.

The commander will be responsible for the following:

a) Overseeing and administering the ALPR program, including the storage and management of all ALPR data systems.
b) Ensuring only commissioned personnel, or as designated by the Chief of Police, utilize and have access to the system.
c) Ensuring appropriate training of operators and that training is completed prior to an operator using the system.
d) Ensuring that all training is documented.
e) Ensuring the provision of ongoing training as deemed necessary.
f) Authorizing requests from other Flock law enforcement agencies for access to system cameras and data. These requests would only be approved subsequent to the other agency agreeing to and signing a Lynnwood User Agreement.
g) Perform annual audits as prescribed in §462.6.

462.3 ALPR OPERATION

Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

a) ALPR shall only be used for official and legitimate law enforcement business. It may be used in conjunction with any official department operation or investigation.
b) No member of this department shall operate ALPR equipment, or access ALPR data, without first completing department-approved training.
c) ALPR may be used to canvass for vehicles around any crime scene, and license plates or vehicle characteristics of potential suspect vehicles may be searched in the ALPR system.

d) If practicable, an officer should verify an ALPR response through "A Central Computerized Enforcement Service System" (ACCESS) before taking enforcement action that is based solely upon an ALPR alert.
e) No ALPR operator may retrieve ACCESS data unless otherwise authorized to do so.

When searches of a vehicle are performed within the ALPR system the following fields and information shall be provided.

a) Case Number: A Case Number, Incident Number, Administrative Investigation (AI) Number, or a Public Disclosure Request (PDR) Number shall be provided. If a search is being performed for an allied agency, then an incident number will need to be created within New World containing that agency's incident/case number and a description of the crime necessitating the search, as well as succinct vehicle information.
b) Reason: Two (2) Options
    I. A criminal investigatory nexus for the search is required. Examples could include Theft 1, Residential Burglary, a vehicle/plate associated with an armed robbery, potential suspect vehicle in a vehicle prowl, confirmed felony warrant suspect, etc.
    II. An active and assigned administrative investigation, or a PDR request.

462.4 ALPR DATA COLLECTION AND RETENTION

All data and images gathered by an ALPR are for the official use of the Lynnwood Police Department. ALPR information gathered and retained by this department may be used and shared with other law enforcement agencies and prosecutors only for legitimate law enforcement purposes and investigations, or with others only as permitted by law and as prescribed in RCW 10.93.160.

All ALPR data related to Lynnwood Police Department investigations will be downloaded and entered into evidence (Axon Evidence Entry Module) per policy §810. All ALPR data downloaded and entered into evidence (Axon) shall be stored according to the Washington State Law Enforcement Records Retention Schedule and thereafter may be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action, or is subject to a lawful action to produce records.

Flock Safety stores data (data hosting) and ensures proper maintenance and security of data per CJIS rules. Flock Safety purges this data after seven (7) days of storage, and it is not recoverable. Data related to criminal investigations or community safety concerns located within the 7-day storage period can be uploaded by police employees into evidence (Axon Evidence Entry Module) per policy §810.

Notwithstanding any other provision of law, all electronic images or data gathered by Automated License Plate Readers that have been used for a legitimate law enforcement purpose, are for the exclusive use of law enforcement in the discharge of duties and are not to be made open to the public.

462.5 ACCOUNTABILITY AND SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The Lynnwood Police Department will observe the following safeguards regarding access to and use of stored data:

a) Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
b) ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes (RCW 10.93.160).
c) All non-law enforcement requests for access to stored Flock Safety Camera data shall be referred to the Records Section as a PDR request and processed in accordance with applicable law and court rules.
d) Images and videos that are considered evidence will be stored in accordance with department evidence policies and procedures.
e) ALPR system audits shall be conducted on a regular and annual basis.

462.6 FLOCK SAFETY CAMERA SYSTEM AUDITS

All access and use of ALPR Camera data is logged and stored according to the Washington State Law Enforcement Records Retention Schedule. It will be audited to ensure the system is being used as outlined in this policy. Audit reports contain, at a minimum:

a) Ten (10) randomly selected inquiries.
b) A case number or incident number associated with the investigative effort generating the query.
c) The date and time of access.
d) The name of the agency employing the user.
e) The name of the law enforcement user.
f) The specific data accessed. The ALPR Camera Administrator, or their designee, shall conduct periodic, documented audits of LPR Detection Browsing Inquiries conducted by ALPR camera users, to ensure compliance with this policy. These audits will occur at least annually, but more frequent audits may occur at the direction of the chief of police, or designee.