



LAS VEGAS METROPOLITAN POLICE DEPARTMENT
POLICY AND PROCEDURE

Policy: 6.560, *Automated License Plate Reader (ALPR)*
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6.560 AUTOMATED LICENSE PLATE READER (ALPR)

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It is the policy of this department to provide department personnel with guidelines and procedures for the collection, access, use, dissemination, retention, and purging of automated license plate reader (ALPR) information to ensure that information is used for legitimate law enforcement functions only and that privacy, civil rights, and civil liberties of individuals are not violated.

Department members will not seek, submit, or retain license plate reader information about individuals, or an organization based solely on their religious beliefs, political affiliation, social views, activities, race, ethnicity, citizenship, place of origin, age, disability, gender, gender identity, sexual orientation, or other classification protected by law (see LVMPD [8.174, Respect for Individual Rights of Persons](#)).

6.560.1 Definitions

ALPR data	The images and associated metadata from captured images.
automated license plate reader (ALPR)	A system that uses cameras that function to capture an image of a vehicle's license plate and use optical character recognition (OCR) to automatically read license plate characters.
commercial data	Refers to the ALPR data collected by private commercial sources and available via any ALPR data vendor.
detection	The scan of a license plate by an ALPR camera.
hit	A detection of a license plate that matches to a plate which has previously been registered on an agency's "hot list."
hot list	A file that contains the license plate numbers of stolen vehicles; stolen license plates; AMBER, SILVER, or other law enforcement alerts; and lists of license plate numbers known to be associated with specific individuals, such as wanted or missing individuals.
hot plate	A license plate number that, when entered or uploaded into any ALPR system, triggers a notification on future detections of this plate.
Mobile Companion	An extension of the Motorola/Vigilant ALPR system in a mobile application format. The application has tools that include plate scanning, alerting capabilities, and search tools that operate similar to web-based software.
Terminal Alert System (TAS)	A system that generates hits by matching available ALPR detections against a user's specific alert configuration. It is a thin, Windows-based client that runs on a desktop or laptop and will generate a pop-up alert when a wanted license plate is detected.

6.560.2 Acquiring and Receiving ALPR Data

LVMPD has access to several sources of ALPR data, including commercial data sources. LVMPD has also deployed department-owned and operated ALPR camera systems to include fixed cameras, quick deploy cameras, and mobile applications, all of which allow for the creation of license plate reader detections controlled by LVMPD.

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ALPR data that is accessed by LVMPD contains images of license plates that are visible to the public and that identify specific vehicles (e.g., vehicles on a public roadway or on private property but their license plate[s] are visible from a public roadway or place). Retained ALPR data does not include specific identification of individuals.

License plate numbers, date, time, and location collected through an ALPR detection may not be, when taken alone, sufficient to identify the individual associated with the vehicle. LVMPD may be able to link the ALPR data to an individual through other means, such as a check of vehicle registration. Thus, even though LVMPD accesses the ALPR data which may be the result of an automated collection of license plate numbers, it is the investigative process that identifies individuals.

All deployments of the ALPR system are for official use only. All information captured, stored, generated, or otherwise produced by department-owned ALPR cameras is the property of LVMPD, regardless of where the information is housed or stored. LVMPD will not confirm nor deny the existence of ALPR information to any individual or agency that would not be authorized to receive the information unless otherwise required by law.

6.560.3 Information Retention and Purging

Retention parameters as outlined in this policy apply only to the ALPR information contained in LVMPD's ALPR system. Once ALPR information is downloaded by LVMPD personnel and incorporated into a criminal intelligence record or an investigative case file, the ALPR information is then considered investigative information or intelligence, and the laws, regulations, and policies applicable to that type of information will govern its use.

Each authorized user is responsible for preserving the ALPR data that has evidentiary value to a criminal investigation by using reporting features found within the various ALPR systems. This data will be stored longer than the regular retention period. If the ALPR record is evidence in a specific criminal or other law enforcement investigation, LVMPD authorizes the transfer of the applicable record from the ALPR system server to LVMPD's case management system or in a form of digital storage media or report for preservation.

All data collected by LVMPD's ALPR system will be stored for a period not to exceed 90 days. After 90 days, the information will be automatically purged from the system.

6.560.4 Administration/Program Management

The Technical Operations Section (TOS) in conjunction with the ALPR program manager will:

1. Oversee and administer the ALPR program.
2. Ensure proper data security and access by authorized department personnel, including the removal of access for employees who are separated from the department or no longer authorized to access the system.
3. Ensure all personnel are trained before being granted access to any ALPR system.
4. Conduct bi-annual audits to ensure compliance with applicable laws, regulations, policies, and data retention periods/purging standards.

6.560.5 Access/Use

Access to or disclosure of ALPR data will only be provided to individuals within the department or other authorized governmental agencies. Officers will complete the required ALPR training as provided by TOS prior to accessing any of the ALPR program technologies outlined in this policy. Queries and dissemination

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of ALPR data are permitted only if the query is relevant to a criminal investigation and the requester has a legitimate need. Any misuse of ALPR data may result in disciplinary action, up to termination.

Required Audit Information

ALPR systems contain fields where information related to the reason and/or purpose may be entered prior to completing a query. As outlined in required training, department members must enter the event number and the crime being investigated when performing such queries. (400 codes are acceptable when used in conjunction with an event number.) In exceptional cases of highly sensitive investigations when investigative units require the use of ALPR data, an internal tracking number or other information may be used in these fields with prior approval from the TOS lieutenant.

Mobile Companion Application

Access to and use of the Mobile Companion application is permitted only after the user has completed the required ALPR training and has been granted access. The application will only be installed on a department-issued smartphone. Use of the application is only permitted if the requester has an authorized purpose and meets the requirements outlined in this policy. Users must also comply with LVMPD [11.230, Department Issued Cell Phones](#) at all times.

Scan Plate

Scan Plate is a feature within the Mobile Companion application. The Scan Plate feature allows the user to create a detection of a license plate by leveraging the smartphone camera and its associated location information. The smartphone application and the Scan Plate feature will only be accessed or operated under the following conditions:

1. The specified smartphone application will only be installed on a department-issued smartphone.
2. A license plate will only be captured using the Scan Plate feature if the subject license plate is in open view of the public and the officer is in a lawful position.
3. The use of the Scan Plate feature is only authorized while on duty and for legitimate law enforcement activity.
4. Scan Plate users will adhere to LVMPD [4.116, Driving/Vehicle Procedures](#).

Alert Handling

The Terminal Alert System (TAS) is the primary method in which LVMPD, specifically Fusion Watch, receives ALPR hot plate alerts. TAS is a hot plate notification system that generates an alert when a hot plate is detected by ALPR technology. Hot plate alerts are also sent out via email and other delivery methods for notification to specific department members. Upon receipt of an ALPR hot plate alert, members will make every reasonable effort to ensure both the accuracy and validity of a hot plate hit prior to taking law enforcement action. The accuracy is vetted by comparing the contents of the hit to the provided imagery. Ensuring the accuracy of a hit includes:

1. Comparing the license plate state of issue listed in the hit to the apparent state of the plate visible in the image.
2. Comparing the license plate alphanumeric characters in the hit to the apparent alphanumeric characters visible in the image.
3. Comparing the listed make and/or model of the vehicle in the hit to the vehicle visible in the image.

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It may not always be possible to verify the accuracy of a hit using the provided imagery. Certain lighting, network, or other factors can prevent verification. Officers will use the information from the ALPR hot plate hit to attempt to locate the vehicle in question to determine the accuracy of the hit in the field.

A hit is confirmed by ensuring that the information contained in the hit is still active and/or valid within the corresponding law enforcement system of record (i.e., a stolen vehicle hit will be confirmed by querying the plate in the hit within the National Crime Information Center [NCIC] system). Whenever possible, the appropriate system of record will be queried to confirm validity.

The receipt of an ALPR hot plate hit may or may not rise to the level of reasonable suspicion. It is the responsibility of the officer to consider the totality of the circumstances and complete a full investigation prior to making an arrest.

Hot Plate Management

Proactive manual entry of ALPR hot plates/hot lists is permitted with license plate information (e.g., BOLO or AMBER alerts) for authorized purposes. It is the responsibility of the department member who creates a hot plate to manage, edit, and delete the plate as necessary. Additionally, strict adherence to the training regarding hot plate creation, as provided by the TOS ALPR Operator course, will be maintained. When creating a hot plate for distribution to Fusion Watch or other department members, the hot plate entry must include all pertinent information. This ensures other department members can make an informed decision about taking any law enforcement action based on the detection of a hot plate.

In addition to the [required audit information](#) as outlined above, the following will be included in the "Comments" or the "Details" field of a hot plate entry to assist in the handling of hot plate alerts:

1. Specific crime being investigated.
2. Level of suspicion connected to the vehicle or potential occupants (i.e., probable cause or reasonable suspicion).
3. Officer safety information (e.g., indicate if occupants may be armed/dangerous).
4. Contact information and/or instructions for responding officers should the vehicle be located.

Hot plates will not be set as active for a period longer than 15 days. Re-entry of a hot plate is permitted if it continues to meet the standards for hot plate creation.

Manually entered hot plates can provide immediate notifications of ALPR detections on wanted vehicles, addressing potential delays in uploading NCIC wanted vehicle data into ALPR systems. NCIC remains the primary database for the entry and management of wanted vehicles/persons. (5/22, 2/24)■