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| <b>TITLE: AUTOMATED LICENSE PLATE READERS</b> |                                 |                        |                        | <b>NUMBER: 1611</b>              |
| <b>ISSUED:</b><br>03/11/2025                  | <b>EFFECTIVE:</b><br>03/21/2025 | <b>REVISED:</b><br>N/A | <b>CANCELS:</b><br>N/A | <b>PAGE(S):</b><br>7             |
| <b>ILEAP STANDARDS:</b>                       |                                 |                        |                        | <b>REVIEW DATE:</b><br>As Needed |

- I. PURPOSE:** To establish guidelines for the implementation, installation, and use of Automated License Plate Recognition (ALPR) technology.
- II. POLICY:** The Moline Police Department will use ALPR to convert data associated with vehicle license plates for official law enforcement purposes to include, but not limited to identifying stolen or wanted vehicles, missing persons and other crimes in a manner consistent with state and federal law protecting an individual's civil rights and privacy.
- III. DEFINITIONS:**
- A. Automated License Plate Reader (ALPR): A scanner/camera system that reads license plates/registrations on vehicles, which are parked or moving, and compares this information to defined records that are maintained within the system.
  - B. Hot List: A list of files, including but not limited to the following: records from NCIC, LEADS, IL Secretary of State, or other in-house records.
  - C. Scan/Read: The individual read of each license plate or license registration.
  - D. Hit/Alert: A positive match to a data file that has been entered into the LPR system.
  - E. Digital Image: Each scan will provide a digital image or photograph of the license plate and vehicle.
  - F. Verification: Visual verification of each hit will be completed by the user using the digital image system, confirming the registration on the vehicle matches the registration from the "hot list" when circumstances allow.
  - G. Confirmation: When circumstances allow, each hit shall be confirmed through NCIC, LEADS, IL Secretary of State, or any in-house data base prior to any officer initiating an investigation and/or traffic stop.

#### **IV. PROCEDURE:**

##### **A. System Operation**

1. The ALPR system shall only be used for official law enforcement purposes and in accordance with the law. Department personnel shall not use or allow others to use the ALPR system or data for any unauthorized purpose.
2. Members of the Department will complete approved training prior to the operation of ALPR equipment or accessing ALPR data.
3. The ALPR system should function in a variety of weather, light, and road conditions.
4. The ALPR equipment passively reads the registration and/or license plates of moving vehicles and compares those reads against “hot lists” containing records from NCIC, LEADS, IL SOS, or other files.
  - a. The “hot lists” will be updated with the most current wanted vehicles information from NCIC, LEADS, IL SOS or other files.
  - b. There is no direct connection between the ALPR and NCIC or LEADS.
  - c. Manual additions can be made to a Custom Hot List by a department member with supervisor approval.
5. During operation of a Fleet LPR, plate matches are indicated by an audible and visual alarm.
6. In addition to verification of the plate number and state, an officer is responsible for verifying the status of the wanted or stolen vehicle through NCIC, LEADS, IL SOS, or other local databases before initiating any enforcement action on the vehicle.

##### **B. License Plate “Hotlists”**

1. Hot Lists may be reviewed at the beginning of the assigned shift, ensuring the use of the most recent data extracts are available for use.
2. Downloads used in the development of the hot lists will include those from, but not limited to:
  - a. NCIC/LEADS stolen vehicle, stolen registration, temporary wanted felony vehicles, and wanted person files
  - b. IL Secretary of State data extracts
  - c. Databases of Amber Alerts and missing persons
  - d. Internal custom lists of wanted vehicles

##### **C. Creation and use of an Internal Moline Police Department Hot List**

1. Moline PD’s Internal Custom Hot List is considered confidential information to the extent permitted by law.
2. Use and creation of Moline PD’s Internal Custom Hot List is allowed by all department members, regardless of rank.
3. Moline PD’s Custom Hot List is a list of vehicle registrations in which department members have reasonable suspicion to believe the vehicle is legitimately associated with the commission of a criminal offense or involved in or planning criminal conduct or activity that presents a danger to any individual or community, or the person sought.
4. Once a department member has sufficient evidence based on the above, an

- entry into the Moline PD Internal Custom Hot List may be made only after being approved by a supervisory officer.
5. Moline PD Internal Custom Hot List Fields (fields in bold shall be completed):
    - a. **List Name:** Type of Investigation (Narcotics, Shooting, Wanted Person, etc.)
    - b. **Audience:** Entire Organization, Roles, or Users
    - c. **Deconflict:** Highly recommended but not required. Entering the plate into the Flock deconfliction database notifies the creator and anyone else in the Flock network if the same plate and state exist in another Custom Hot List. This box must be checked if the creator wishes to receive notifications of other user(s) that have the same plate in their Custom Hot List(s). If checked, all users will be alerted. If left unchecked, no deconfliction will take place.
    - d. **Plate #:** Entries into Moline PD's Internal Custom Hot List must be a complete license plate excluding B-truck or specialty characters. Partial plate entries are prohibited.
    - e. **Filter State:** This field can be left blank.
    - f. **Case Number:** Enter Moline PD case number or call for service number if known. This field can also be utilized for a department member's contact phone number.
    - g. **Reason Text:** Pertinent information as to why the vehicle has been entered into the Custom Hot List.
    - h. **Notes and Images:** The name of the supervisory officer approving
    - i. **Expiration:** 30 days shall always be selected.
  6. Department members creating an entry into the Moline PD Internal Custom Hot List shall set the entry to expire in no longer than 30 days from the date of entry. Department members wishing to extend an entry past 30 days shall extend the entry for another 30 days only with approval of a supervisory officer.
  7. Once the department member is made aware that their ALPR alert is no longer valid or needed, it shall be removed from the Moline PD Internal Custom Hot List or request it be removed by the ALPR system administrator as soon as possible.
  8. Custom Hot Lists shall not be created for investigations involving crimes in other jurisdictions unless the Moline PD Custom Hot List creator is working on a joint investigation with the outside agency.

## V. AUTHORIZED USE, OPERATION, AND LIMITATIONS OF USE:

- A. ALPR installation of fixed locations will be determined by the Department. The recommendation of the ALPR installation locations must be approved by the Chief of Police or designee. Proper permits from the city and/or state must be acquired before installation by the vendor.
- B. ALPR equipment may be installed on fixed structures including poles, traffic barriers, bridges, etc, along with ALPR's attached to the AXON in-car Fleet 3

dash cameras.

- C. Only department members who have received the proper training shall operate the ALPR system.
  - 1. The sharing of department members' usernames and passwords is prohibited.
  - 2. Department members who are terminated from employment or no longer need access to the ALPR system will promptly have their access rights removed.
- D. Both fixed ALPR and fleet ALPR scans are available on the Flock Network for search by Moline Police Department personnel.
  - 1. Fixed ALPR positions data in the City of Moline are available to other Flock Network law enforcement partners.
  - 2. Fleet ALPR data from Moline Police Department vehicles are available on the Flock Network only to Moline. Department members should be aware that fleet data is not viewable (as of February 2025) to external users due to a vendor limitation. Department members conducting an ALPR search seeking other agency fleet scans must contact other agencies directly to see if a fleet vehicle has captured the suspect plate.
- E. When conducting a search of the Flock (ALPR) database, a valid reason shall be entered into the "Search Reason" field. The reason shall be clear as to the reason the search was conducted and shall not be a generic term such as "follow up" or "investigation" unless the specific report number is also included in the reason.
- F. The department member shall ensure that the ALPR is functioning properly at the beginning of, and throughout the shift. If any problems or other issues are discovered, they shall be immediately reported to a program administrator.
- G. An ALPR "hit" is not to be used as probable cause to initiate a traffic stop or other enforcement action. A traffic stop, or other enforcement action, is only authorized after the "hit" is confirmed by the operator or dispatch.
  - 1. When the ALPR equipment detects a "hit" contact, the notification consists of the registration number from the "hot list" and a digital image of the license plate captured by the ALPR.
  - 2. The Officer receiving the "hit" notification shall visually verify that the registration from the "hot list" (plate number and state) is the same registration depicted in the "hit".
  - 3. If the two do not match, the "hit" will be rejected.
  - 4. If the two do match, the "hit" will be accepted and the officer will verify the "hit" through NCIC/LEADS or local data base by checking the registration via MDC or through Dispatch.
  - 5. After verifying the "hit", the officer may initiate a traffic stop or other enforcement action on the vehicle.
  - 6. If for any reason the ALPR "hit" cannot be confirmed, the officer shall not initiate a traffic stop or other enforcement action based solely on the ALPR "hit".

7. When the ALPR system indicates a “hit” on a registration, department members may attach notes to these registration hits.
  8. The Criminal Investigations Division may enter investigative alerts with the approval of an investigation’s supervisor. These alerts may contain but not limited to:
    - a. Report the vehicle’s presence but do not initiate contact with the driver or occupants.
    - b. Conduct a stop and identify the occupants.
    - c. Place an investigative detention on the vehicle or vehicle’s occupants.
- H. Use of the ALPR system, active ALPR data, historical ALPR data, and Custom Hot List information for any of the following reasons is **STRICTLY PROHIBITED**:
1. To record license plates on private property.
  2. To harass or intimidate any person or group.
  3. For personal reasons.
  4. To deny or interfere with a person’s right to choose or obtain reproductive health care services or any lawful health care services as defined by the Lawful Health Care Activity Act.
  5. To permit the detention or investigation of a person based on the person’s immigration status.

## **VI. PROGRAM ADMINISTRATION:**

- A. The Chief of Police shall designate a Department employee as the primary ALPR System Administrator, who shall have oversight of the ALPR system deployment and operations and will be responsible for the following:
1. Establishing protocols for the access, collection, secure storage, and retention of ALPR data and associated files.
  2. Establishing protocols to preserve documented ALPR reads and alerts/hits that are acted upon in the field or associated with arrests, investigations or prosecutions.
  3. Conduct regular ALPR system checks to ensure proper functionality.
  4. Ensure system audits are conducted on an annual basis. System audits shall be designed to ensure the integrity of data captured, stored, and/or retained and shall also include a review of password security and system functionality.
- B. Ensuring that each employee who uses or has access to the ALPR system has completed Department approved training and is certified to have access to the Law Enforcement Agency Data System (LEADS).
- C. The Chief of Police shall designate additional program administrators, who shall be responsible for auditing the usage of the ALPR system on a monthly basis. The usage audit shall include, but not be limited to:
1. Valid reasons for searches are entered into the appropriate field.
  2. Valid reason for Custom Hot List entries are entered.

3. Supervisor approval has been obtained and entered in the appropriate field for any Custom Hot List entry.
- D. Program Administrators shall ensure reported problems or issues are corrected by the appropriate department or the vendor.

**VII. DATA GATHERING AND STORAGE:**

- A. The ALPR system is designed to passively scan vehicle registrations. The data collected by the ALPR system is subject to the following guidelines:
  1. All ALPR data, meaning both “reads” and “hits” is downloaded and ultimately stored on the vendor’s server for a period of 30 days.
  2. After 30 days, the data shall be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or order to produce records. In such circumstances, the applicable data shall be transferred to the appropriate evidence storage in accordance with Department evidence storage procedures.
- B. All saved data shall be closely safeguarded by both procedural and technological means. The Department will utilize the following safeguards regarding access to and use of stored data:
  1. All requests for access to historical ALPR data shall be logged, and the reason for access record
  2. All ALPR data shall only be accessible through a login/password-protected system capable of documenting who accesses the information by name, date, and time.

**VIII. TRAINING:** The Department will establish end-user training for those employees provided direct access to ALPR data. ALPR system users shall be trained prior to being granted access to the ALPR system. The training will include a review of this policy, searching of the ALPR system, and the requirements and process of creating and deleting entries into the Moline Police Department's Internal Custom Hot List.

**IX. ALPR CONFIDENTIALITY:**

- A. Use of the ALPR system, software, associated databases, and data is restricted to the Department’s law enforcement and public safety-related functions. Information obtained from the ALPR software, associated databases, and data shall not be used for personal reasons inconsistent with the Department’s law enforcement or public safety-related functions under any circumstances.
- B. Misuse or abuse of the ALPR system, software, associated databases, or data may be subject to sanctions and/or disciplinary action.
- C. The ALPR system, software, associated databases, and data are solely the property of the Department and intended for use in law enforcement and public safety-related functions of the Department.

- D. Information obtained from the ALPR system may not be disseminated to the public except as authorized or required by law.
- E. Each ALPR operator must have successfully completed approved less than full access Law Enforcement Agency Data Systems (LEADS) training/certification prior to operating ALPR equipment or accessing ALPR data.
- F. Information obtained from the ALPR system, software, associated databases, and data may be disseminated or shared with other law enforcement agencies or officers when it is to be used for law enforcement or public safety-related functions, provided the following criteria are met:
  - 1. The law enforcement agency makes an official request for the ALPR data; and
  - 2. A system administrator or supervisor must approve the request.
- G. As directed in 625 ILCS 5/2-130, the Department will not share any ALPR data with out-of-state agencies for the purpose of investigating or enforcing a law that denies or interferes with a person's right to choose or obtain reproductive health care services or any lawful health care services as defined by the Lawful Health Care Activity Act; or permits the detention or investigation of a person based on the person's immigration status.

A handwritten signature in black ink, appearing to read "D. J. Gault", is written over a horizontal line.

**DARREN J. GAULT**  
**CHIEF OF POLICE**