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**ADMINISTRATIVE DIRECTIVE – 112.044**  
**USE OF AUTOMATED LICENSE PLATE RECOGNITION (ALPR) EQUIPMENT**

**EFFECTIVE DATE: September 3, 2008**  
**AFFECTS: Sworn and PSO Personnel**

**REVISION DATE: February 6, 2019**

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**I. PURPOSE**

The purpose of this directive is to establish guidelines for the appropriate access to and use of Automated License Plate Recognition (ALPR) systems and data obtained as a result. These systems are designed to assist in the location of vehicles with registration numbers that have been flagged in a national, state, or local database, and can aid law enforcement personnel in the timely recovery of stolen vehicles; location of missing or abducted children; and investigation of other major crimes within the community.

**II. POLICY**

It shall be the policy of the department to only use ALPR technology as authorized and directed by departmental policy and state and federal law. The ALPR system, equipment, and data captured by ALPR equipment shall be used only for legitimate law enforcement purposes.

**III. DEFINITIONS**

Automated License Plate Recognition (ALPR) – A system designed to scan, record and check license plates of vehicles against a number of databases. These databases include, but are not limited to the following:

- NCIC Stolen Vehicle List (published daily by the Texas Department of Public Safety)
- City of Plano Active Warrants List
- Registered Sex Offender Vehicle List
- Manually entered local data

Hotlist – registration numbers and associated information that has been extracted from law enforcement databases or entered by police department personnel, which are associated with stolen vehicles, outstanding warrants, or subjects who are otherwise being sought by a law enforcement agency (Amber/Silver Alert, missing person, known suspects, etc.). These files are typically refreshed several times a day via internet connection, in an effort to ensure only the timeliest information available is maintained within the system.

Alert – An audible or visual signal activated upon the read of a license plate by the ALPR system that has not been visually verified by the officer against the photo in the ALPR system.

Tentative Hit – An alert by the ALPR system that has been visually verified by the officer against the ALPR hotlist and photo, but has not been validated by the officer as a live query transaction or confirmed by Public Safety Communications (PSC) personnel as valid with the originating agency.

Live Query Transaction – A hit by the ALPR system that has been validated through a live query by the officer as active, but has not yet been confirmed by PSC personnel as valid by the entering agency.

Confirmed Hit – A hit by the ALPR system that has been confirmed by PSC personnel as valid and active by the original entering agency.

Law Enforcement Archival and Reporting Network (LEARN) - Vigilant Solutions' secure hosted intelligence platform, where hotlists and data collected through the use of ALPR equipment are uploaded for comparison and access as needed by authorized investigative personnel.

**IV. PROCEDURES**

**A. Data and Software**

1. Each user will be assigned a unique username and password for access to the LEARN database, which will remain confidential and are not to be shared with other users.

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2. Hotlists will be automatically downloaded to the mobile computer throughout the shift from LEARN per their designated refresh schedule.
3. If a manual hotlist or tag is entered into the system, it must be removed immediately when the information is no longer current. The officer who entered or requested entry of the data will be responsible for assuring it is promptly removed.
4. ALPR data is to be used for authorized criminal justice purposes only and shall not be released to members of the general public.
5. The Administrative Lieutenant shall ensure that all detection data collected through the use of ALPR equipment and stored in the ALPR database is purged from the database one (1) year after the date of collection. ALPR data needed for a legitimate law enforcement purpose may be retained beyond the one (1) year period when properly stored in a case file, an investigative file, or in the department's record management system.

**B. Equipment**

1. Officers must receive specialized training through the department before they can operate ALPR equipment.
2. ALPR equipped vehicle(s) will generally be assigned to the Patrol Division, but will be accessible for use by other divisions.
3. CAPP volunteers who have received TLETS CJP or higher training as well as training in the use of the License Plate Reader system may utilize the ALPR equipment.
4. The ALPR vendor is responsible for the installation and removal of their equipment.
5. ALPR Component Maintenance
  - a. All equipment malfunctions will be immediately reported to the Technology Liaison Officer who will perform or authorize the appropriate diagnostics testing.
  - b. The Technology Liaison Officer will contact the vendor concerning problems that cannot be corrected within the department.

**C. Field Procedures**

1. When assigned to an ALPR-equipped vehicle, the officer will ensure that the system remains activated during their entire tour of duty and the mobile computer is logged into the wireless network for required internet access.
2. Tentative Hits
  - a. Upon receiving a "tentative hit" from the ALPR system that could warrant immediate detention or arrest (stolen vehicle, warrant, etc.), the officer will manually verify the hit information prior to taking any enforcement action.
  - b. While awaiting confirmation from PSC; the officer should broadcast the information to others and continue to follow the suspect vehicle.

NOTE: It is very important that the officer verify each tentative hit prior to taking any enforcement action, as ALPR hotlists are static "snapshots" of data contained within live systems, and do not always include information about stolen vehicle recoveries or other relevant updates (fine payments, case status changes, etc.).

3. Initial Notifications
  - a. PSC Personnel will:

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- (1) Dispatch additional units to assist if a Felony traffic stop will be initiated
  - (2) Notify a patrol supervisor to respond to the area of the stop if a felony traffic stop is initiated
  - (3) Confirm the information with the originating agency
  - (4) Notify other jurisdictions if the following units leave the City of Plano and enter their area of responsibility, if requested by the officer
- b. Patrol Personnel will:  
Keep Communications appraised of their location and the need for additional field units.
4. Vehicle Recovery
- a. PSC Personnel will:
    - (1) Notify NCIC/TCIC of the recovery as soon as it is confirmed by officers
    - (2) Ensure other responding units are aware of the recovery
  - b. Patrol Personnel  
Must consider felony ALPR related arrest as a high risk apprehension and adhere to all departmental directives and procedures to help ensure safety.
  - c. Pursuit Situations  
If a pursuit occurs, officers will follow current departmental directives regarding local and inter-jurisdictional pursuits.
- D. Administrative and Supervisory Responsibilities
1. Field Supervisory Personnel
    - a. Ensure that ALPR vehicles are deployed on each patrol watch unless down for service.
    - b. Ensure recovered vehicles are not released to the vehicle owner until the TCIC/NCIC entry has been cleared.
    - c. If a pursuit does occur, the responding supervisor will also serve as the controlling supervisor for the pursuit.