

**PORTSMOUTH, NH POLICE DEPARTMENT  
STANDARD OPERATING PROCEDURE****S-124  
AUTOMATIC LICENSE PLATE READERS****EFFECTIVE DATE: 09-29-21****REMARKS:****REVISIONS: 01-05-23****I. PURPOSE**

The purpose of these policies and procedures for the use of the department's Automatic License Plate Readers (ALPR). The ALPR is intended to enhance the Department's ability to locate stolen vehicles and any other vehicle-related crimes. Guidelines have been established to ensure that each ALPR is used in a manner consistent with State Law and to establish the responsibilities of the Operator and Coordinator.

**II. POLICY**

The policy of the Portsmouth Police Department is to comply with the established guidelines and laws for the proper care and use of the ALPR.

**III. PROCEDURE****A. EQUIPMENT**

1. The ALPRs consists of cameras mounted on the emergency light bar on the roof and/or on the trunk of a patrol vehicle. The cameras can be directed to read the license plates of vehicles ahead of, on either side of, or traveling in the opposite direction of the patrol vehicle. The images captured by the cameras are displayed on the Mobile Data Terminal (MDT), where they are automatically searched against a database of vehicles entered in NCIC. When the ALPR identifies a target plate, an alert message is displayed on the MDT and an audible tone triggers.
2. The database of stolen and wanted vehicles is referred to the "hot list". The hot list is updated every twelve (12) hours by the National Crime Information Center (NCIC), which feed the ALPR server system. The ALPR database can be augmented by authorized personnel, if necessary, by inputting the information directly into the MDT application. This type of update will allow the ALPR to scan for plates that were not in the

database at the start of the shift, such as Amber Alert information or an Attempt to Locate (ATL) notification received during the shift.

## **B. PERSONNEL RESPONSIBILITIES**

1. No officer shall utilize any ALPR equipment until they have received the required training. (Officers not ALPR trained are not permitted to use the ALPR system.)
2. At the beginning of the officer's shift s/he will check the ALPR to be certain it is functioning correctly. The following items must be working properly for the ALPR to be used:
  - a. The ALPR is communicating properly with the server. Green indicator is shown on the MDT.
  - b. The Cameras are properly connected to the ALPR. Green indicator is shown on the MDT.
  - c. The GPS is properly connected to the ALPR. Green indicator shown on the MDT.If any of the above functions are not operating correctly, the system cannot be used. The vehicle will NOT be placed out of service; rather, the operator will notify a supervisor and arrangements will be made with Technical Services to evaluate the ALPR.)
3. The officer will check to be certain the ALPR has received a hot list update within the past 24 hours. If the hot list update was during a period greater than 24 hours, the system may not be online, and should be checked for connection.
4. An alert received on the ALPR is NOT deemed to be reasonable suspicion to conduct a traffic stop. When the officer receives an alert from the ALPR, the officer shall personally **VERIFY** that the information on the ALPR display matches the registration plate information exactly, including both the license plate number and the state of issuance. The officer shall then conduct a CLEAN/NCIC check of the license plate to **VERIFY THE STATUS *before taking further police action.***
5. A ranking officer appointed by the Chief of Police will have responsibilities that include:
  - a. monitoring the ALPR systems to verify they are being used regularly
  - b. maintaining records of significant incidents or arrests that are a direct result of the ALPR systems
  - c. record and analyze any damaged systems, and maintain an internal "hot list" and the reasons for the insertion

- d. as well as removing the information from the internal “hot list” when the information is no longer needed.

### C. INVESTIGATIVE ENTRIES/ “HOT LIST”+

**1. *Definition:*** A list consisting of license plate information associated to specific persons of interest related to an ongoing investigation or warrant entry

a. Department personnel requesting that a license plate number be entered in the ALPR System shall only do so when there is a clearly identified law enforcement ~~(local Warrant or BOLO)~~ need for the entry. Examples include:

1. Local Warrants
2. BOLO (Wellbeing check, stop and hold, DWI suspect, etc.)
3. Active investigation with a known license plate of interest

b. The license plate number shall only remain in the system for thirty (30) days, unless a specific request is made by the requesting officer to include justification, requesting an extension for an additional thirty (30) days.

c. For any license plate that needs to be entered into ALPR the requesting Officer will need to complete the ALPR “Hot List Form” located in Power DMS. Temporary plates of interest that are purged manually by the end of shift do not require an entry form. The requesting Officer shall, at the time of the request, document the following information on the “Hot List Form”:

- Entry date
- Reason for entry
- Officer’s name
- Case number
- License plate number
- License plate state
- VIN
- Make
- Model
- Year
- Color
- Suspect’s name
- Possible address of suspect

- Date of removal

The completed “Hot List Form” shall be submitted into dispatch and placed in the “Hot List Form” binder. If the license plate is for a Portsmouth Police warrant, the Officer should reflect this on the SPOTS Entry Sheet under the vehicle information.

**d.** Once the form is received in Dispatch with the required information a Dispatcher will add the license plate to the “Hot List” spreadsheet and request a Lead Dispatcher or the Communications Supervisor to enter the “LP” Caution in IMC. This will be done by entering a caution for the individual using the “LP” code and in the comment field the case number and reason will be notated. If the entry is associated with a warrant, the SPOTS Entry Sheet will be reflected on the back. The Coordinator will upload the “Hot List” into the ALPR database in a timely manner to ensure accurate information is always available. The Dispatcher that enters the LPR into IMC will notify the LPR Coordinator via email.

**e.** The requesting employee shall notify the Coordinator and Dispatch once the need no longer exists for the plate to be entered into the ALPR and the Coordinator and/or their representative shall remove the entry within five (5) working days upon notification. The ALPR Plate Entry Form in dispatch shall be updated by the requester to designate removal of the plate from IMC. A Lead Dispatcher or the Communications Supervisor will remove the IMC caution associated with the form.

**f.** The Coordinator and/or their representative will complete a monthly audit within the first five (5) days of the month of the “Hot List”

#### **D. DATA STORAGE**

**1.** By NH State Law no storage of data is permitted, and the ALPR used is designed to comply with this. Only Hits on wanted vehicles will be maintained in police records.

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Mark D. Newport, Chief of Police

MDM/jca



**AUTOMATED LICENSE PLATE SCANNER (ALPS)  
“HOT LIST” REQUEST**

<b>Officer's Name</b>	
<b>Reason for entry</b>	
<b>Name of suspect</b>	
<b>Case number</b>	
<b>License plate number</b>	
<b>License plate state</b>	
<b>Entry date</b>	
<b>VIN</b>	
<b>Make, model, year, color</b>	
<b>Possible suspect address</b>	
<b>Date of removal</b>	

*It is incumbent upon the officer to update the status of a listed plate within thirty (30) days of entry*

# Portsmouth Police Department S.P.O.T.S. ENTRY REQUEST FORM

**OFFICER:** \_\_\_\_\_ **OFFENSE #:** \_\_\_\_\_ **REQUEST DATE:** \_\_\_\_\_

**SUPERVISOR APPROVAL:** \_\_\_\_\_

## WARRANT

Warrant Number: \_\_\_\_\_ Offense(s): \_\_\_\_\_

Extradition Limits: ☐ NH Only (In State) ☐ Other (NCIC): \_\_\_\_\_

## PERSON

Full Name: \_\_\_\_\_ Date of Last Contact: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Address: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Date of Emancipation: \_\_\_\_\_ Place of Birth (State): \_\_\_\_\_ SSN: \_\_\_\_\_ Driver's License

No.: \_\_\_\_\_ OLN State: \_\_\_\_\_ OLN Year: \_\_\_\_\_

Last seen wearing: \_\_\_\_\_

Miscellaneous Info: (Unique descriptors, psychological/medical conditions, etc.) \_\_\_\_\_

Scars, Marks and Tattoos: \_\_\_\_\_

State I.D. Number(s): \_\_\_\_\_

FBI #: \_\_\_\_\_ Fingerprint Class. (FPC): \_\_\_\_\_

## VEHICLE

License Plate: \_\_\_\_\_ State: \_\_\_\_\_ Exp. Year: \_\_\_\_\_ Lic. Type: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Style: \_\_\_\_\_

Color: \_\_\_\_\_ VIN no.: \_\_\_\_\_ Date of Theft: \_\_\_\_\_

LPR: ☐ YES ☐ NO

## FIREARM

Type: \_\_\_\_\_ Model: \_\_\_\_\_ Make: \_\_\_\_\_

Serial No.: \_\_\_\_\_ Caliber: \_\_\_\_\_ Date of Theft: \_\_\_\_\_

Miscellaneous: \_\_\_\_\_

## ARTICLE

Type: \_\_\_\_\_ Model: \_\_\_\_\_ Brand: \_\_\_\_\_

Serial No.: \_\_\_\_\_ Date of \_\_\_\_\_

Theft: Miscellaneous: \_\_\_\_\_

**S.P.O.T.S. ENTRY**    ☐ **In State**    ☐ **NCIC**    Date: \_\_\_\_\_ S.P.O.T.S. Operator: \_\_\_\_\_  
NIC # or SCN #: \_\_\_\_\_

**CANCEL/CLEAR**    ☐ **In State**    ☐ **NCIC**    Date: \_\_\_\_\_ S.P.O.T.S. Operator: \_\_\_\_\_  
NIC # or SCN #: \_\_\_\_\_

**2<sup>nd</sup> PARTY CHECK DATE:** \_\_\_\_\_ **VERIFIED BY:** \_\_\_\_\_

**LPR ENTRY**      ☐ **IMC**    Date: \_\_\_\_\_ S.P.O.T.S. Operator: \_\_\_\_\_

[illegible]