

GENERAL ORDER

SUBJECT: AUTOMATED LICENSE PLATE READER

NUMBER: 3-64

EFFECTIVE DATE: 02/19/26

APPROVED:

CHIEF OF POLICE

AMENDS/ SUPERSEDES: 07/01/25

POLICY:

This policy establishes guidance concerning the installation, operation, maintenance and security of Automated License Plate Readers (ALPR) in support of the Staunton Police Department's mission, goals and objectives.

PURPOSE:

The Staunton Police Department ALPR system provides information for use by Department personnel to assist in the detection and apprehension of certain vehicles traveling through the City of Staunton. The ALPR system can also be utilized to assist in the development of information that could identify suspects who have committed crimes within the City of Staunton, and to help locate missing or endangered persons.

PROCEDURES:

This policy establishes procedures for the lawful and proper use of ALPR technology. It provides the best use of this technology, while protecting the rights of residents and motorists traveling on public roadways in the City of Staunton.

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1. General:

The ALPR Program will be managed by the LES Division Commander, in coordination with the Technology Operations Unit, to ensure that the equipment is being effectively utilized and maintained.

2. Operations- Mobile ALPR

a. The Staunton Police Department is a participating agency in the Virginia State Police (VSP) ALPR Program. Access to and use of the VSP ALPR program data is governed by a Memorandum of Understanding between the Staunton Police Department and VSP.

b. The LES Division Captain will designate a Point of Contact for the program, who will be responsible for managing sworn employee accounts and ensuring training is completed prior to using the system. Training shall include but not be limited to the use of and dissemination of information obtained from the VSP ALPR program.

c. VSP ALPR data is considered Criminal Justice Information, and access to such data shall specifically pertain to active investigations and intelligence gathering related to criminal activity. ALPR data may only be downloaded when it specifically pertains to active investigations and intelligence gathering related to criminal activity. Additionally, the ALPR data may only be shared when the request specifically pertains to active investigations and intelligence gathering related to criminal activity. VA Code §2.2-5517 mandates that system data be purged after 21 days from the date of its capture. All users must comply with NCIC/VCIN rules and regulations. Violations may result in disciplinary action and/or criminal prosecution.

d. Users will log in to the program at the beginning of their shift, at which time a new hotlist will automatically download to the unit. The hotlist is updated every four hours, but will only update on the MDT if the user logs out and back in.

e. A supervisor must be notified of any alerts/hits from the system. In the event of verified hits on an unoccupied vehicle, officers will maintain visual observation while supervisory contact is initiated to determine if immediate recovery action will be taken or whether surveillance will be continued.

f. Mobile ALPR cameras are hard mounted to the patrol vehicle. Because of this, no vehicle equipped with an ALPR camera system should be taken through a friction type car wash. Instead, officers operating a vehicle with this equipment should only utilize

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a touchless car wash.

3. Administration

a. The Department's ALPR system database and related information are to be used for official law enforcement/criminal justice purposes only. Personnel shall only access the database for investigative purposes and treat all data as confidential. The utilization of the ALPR system for any other reason will require the approval of the Chief of Police.

b. If an apprehension occurs through the use of the mobile ALPR, officers will utilize the appropriate RMS module to properly track the outcomes of officer interactions. This includes the documentation of the following data:

1. Race, ethnicity, age, gender of the person stopped
2. Whether the person stopped spoke English
3. The reason for the stop
4. Whether a notification from an ALPR system was received for the motor vehicle prior to the stop, and if so, the specific reason for the notification
5. The location of the stop
6. Whether a warning, written citation or summons was issued, or whether any person was arrested
7. If a warning, written citation or summons was issued, or an arrest was made, the warning provided, violation charged, or crime charged
8. Whether the vehicle or any person was searched
9. Whether the officer used physical force against any person
10. Whether any person used physical force against any officers

c. When personnel become aware of invalid data being contained within the state NCIC database, SPD personnel shall notify the contributing agency and document who was notified by name and title in the CAD incident notes.

4. Privately Owned/Funded ALPR Systems

a. Privately owned ALPR systems must meet City of Staunton ordinances and regulatory standards.

b. The Staunton Police will not actively monitor any privately owned ALPR or video system.