
NUMBER: 9.46

EFFECTIVE DATE:
REVISION DATE:

NOVEMBER 2014

SUBJECT: Automated License Plate Recognition (ALPR)

APPROVED: _____

Chief's initials

_____ Date

9.46.01 POLICY

The Wheat Ridge Police Department recognizes the use of Automated License Plate Recognition (ALPR) as an effective law enforcement tool to identify vehicles that are associated with criminal activity and driver license violations.

9.46.02 DEFINITIONS

ALPR technology – Automated License Plate Recognition (ALPR) uses a specialized camera system and computers to quickly capture images of license plates. The computer compares the digits on the license plate with a database of license plates that are known to be stolen, attached to stolen vehicles, associated with wanted persons, associated with sexual offenders, associated with AMBER Alerts, and associated with persons with revoked driver's licenses.

9.46.03 PROCEDURES

- A. Officers who use the ALPR system will be trained by an ALPR trainer on the use of the system. The training will include how to download the newest database onto the ALPR system, how to use the ALPR system installed on the patrol vehicle, proper maintenance of the ALPR system, and how to access the ALPR server.
- B. The officer can use the ALPR alert as one element in developing reasonable suspicion or probable cause.
- C. An alert from the ALPR will be confirmed through CCIS / NCIC.
- D. The information collected by the ALPR (date, time, location, and a picture of the license plate) is stored on a server at the Wheat Ridge Police Department.
 1. The stored information is automatically deleted three years after it was originally scanned.
 2. The stored information can be accessed and used as an investigative tool for law enforcement purposes only.
 - a. Records may be accessed up to the first anniversary date for routine investigative or informational purposes.
 - b. Records beyond their first anniversary date may only be accessed for a specific documented incident that may cause the record to become evidence.
 3. ALPR records will be searched only by members having authorized access to LUMEN software upon receipt of an approved ALPR search request.

9.46.04 RULES

- A. Officers that have not received training on the ALPR are not authorized to use it.
- B. Officers will not make a citizen contact based solely on an alert from the ALPR system.

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