

	POLICY & PROCEDURE	SERIES # 553	PAGE 1 OF 4
	SUBJECT		EFFECTIVE DATE
	<b>AUTOMATED LICENSE PLATE READER</b>		<b>10/26/2021</b>
			OVERSIGHT <b>Support Serv.</b>
DISTRIBUTION	AMENDS/SUPERSEDES/CANCELS		
<b>ALL MANUALS</b>	P&P # 553 dated 2/23/2021		

## I. PURPOSE

The Hampton Police Division Automated License Plate Reader (ALPR) system provides information for use by Division personnel to assist in the detection and apprehension of certain vehicles traveling through the City of Hampton. The ALPR system can also be utilized by Division personnel to assist in the development of information that could identify suspects who have committed crimes within the City of Hampton.

## II. POLICY:

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

## III. PROCEDURE

This document 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 Hampton.

### A. General

The ALPR Program will be managed by the Real Time Information Center (RTIC) to ensure that the equipment is being effectively utilized and maintained. The RTIC, with input from the Chief of Police and Command Staff, will be responsible for the determination of the locations for the placement of ALPR system equipment. Locations will be determined based upon:

1. Points of ingress into and egress out of the City of Hampton.
2. Natural choke points where vehicle traffic must pass.
3. Locations based on criminal activity or ongoing investigations.



## B. Operation

1. ALPR cameras will monitor traffic within their field of view throughout the City of Hampton, 24 hours a day.
2. The system will passively monitor traffic and retain license plate and related data for a specific period of time. Information of investigative value entered into the ALPR system from NCIC or an internal "Hotlist" will produce alerts for investigative purposes.
3. Designated RTIC personnel will serve as administrators of the Division's ALPR system. They will manage all data entered into the ALPR database and facilitate user profiles.

User profiles will be provided to all sworn personnel. Sworn personnel can select the types and method of alert notification (text message, email, or both.) The National Center for Missing and Exploited Children (NCMEC) Amber Alert is required to be activated for all personnel and will be evaluated by on duty supervisory staff to determine appropriate response.

Field users who receive notifications must verify subject/vehicle identification and confirm the NCIC status before taking action. Personnel responding to ALPR alerts in the field will record the activity as a self-initiated event with Hampton Public Safety Communications for CAD record purposes. Self-initiated responses to alerts and the subsequent outcome will be included in unit daily recap reports.

Field users may search the ALPR database pursuant to investigative needs (i.e. identification of suspect vehicle.)

4. If there is a need for ALPR data to be entered into the system for official criminal justice purposes, a request will be submitted to the RTIC for entering into the ALPR system on the HPD Hotlist. The RTIC ALPR Data Request form will be utilized by requesting officers and retained by the RTIC for tracking/auditing purposes.
5. HPD Hotlist data can contain:
  - a. Information of investigative interest such as specific license plate information.
  - b. AMBER/SILVER Alerts
  - c. Information relating to Missing/Endangered Individuals or Runaways
6. All personnel will receive training prior to accessing the ALPR system. Administrators will be designated by the RTIC Commander.

7. Retained ALPR data may be accessed by an officer/investigator for criminal justice purposes only.

C. Administration

1. The Division'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.
2. RTIC personnel will not enter any license plates into the Hampton Police hotlist unless the vehicle is currently wanted/suspected in criminal activity. All hotlist vehicles shall include a case number and reason for the vehicle being added into the system. All hotlist vehicles shall have an expiration date. All hotlist entry requests will be verified by RTIC personnel prior to entry.
3. ALPR capture data will not remain on Hampton Police servers after 30 days unless it is of evidentiary value. ALPR data needed to be held for evidentiary value will be uploaded to evidence.com and categorized per the current retention policy.
4. When personnel become aware of invalid data being contained within the state NCIC database, HPD personnel shall notify the contributing agency and document who was notified by name and title on the CAD report.
5. Hampton Police may enter into data-sharing agreements with other law enforcement agencies or non-law enforcement agencies who collect ALPR data, as determined by the Chief of Police, except that such information stored on Hampton Police servers would be released as required by law in response to a court order or Freedom of Information Act request.
6. Any ALPR related data that is stored on Hampton Police's servers or any contracted vendor's servers will remain property of the Hampton Police Division and will not be shared or released without the approval of the Chief of Police.

D. PRIVATELY OWNED/FUNDED ALPR SYSTEMS

1. The Hampton Police Division recognizes that residents may want to purchase privately owned ALPR systems and link them to the Hampton

Police network of systems. All private systems linked to the Hampton Police system must be approved by the Chief of Police. All data received by the Hampton Police shall become Hampton Police data and subject to all provisions of this policy. The Hampton Police must be provided search capabilities to any linked ALPR system. The Hampton Police will not be responsible for any costs associated with a privately funded ALPR system.

2. Privately owned ALPR systems must meet City of Hampton ordinances and regulatory standards.
3. The Hampton Police will not actively monitor any privately-owned ALPR or video system.

