

CATEGORY	DATE ADOPTED	LAST REVIEW	NEXT REVIEW
2	03/19/2015	03/19/2015	03/19/2016

## **BUENA PARK POLICE DEPARTMENT GENERAL ORDERS**

### **POLICY 462      AUTOMATED LICENSE PLATE READERS (ALPRs)**

#### **462.1                      PURPOSE AND SCOPE**

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPR's are used by the Buena Park Police Department to convert data associated with vehicle license plates for official law enforcement purposes including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPR's may be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

##### **462.1.1                      ACCREDITATION STANDARDS**

This policy pertains to the following CALEA standards: 41.3.9

#### **462.2                      ADMINISTRATION OF ALPR DATA**

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access shall be managed by the Support Services Division Commander. The Support Services Division Commander will assign personnel under his/her command to administer the day-to-day operation of the ALPR equipment and data.

#### **462.3                      ALPR OPERATION**

Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use the equipment or database records for any unauthorized purpose.

- a) An ALPR shall only be used for official and legitimate law enforcement business;
- b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR;
- c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles;
- d) No member of this Department shall operate ALPR equipment or access ALPR data without first completing Department approved training;
- e) No ALPR operator may access California Law Enforcement Telecommunications System (CLETS) data unless otherwise authorized to do so; and
- f) If practicable, the officer shall verify an ALPR response through CLETS before taking enforcement action that is based solely on an ALPR alert.

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### **462.4 ALPR DATA COLLECTION AND RETENTION**

All data and images gathered by an ALPR are for the official use of the Buena Park Police Department and because such data may contain confidential CLETS information, it is not open to public review. ALPR information gathered and retained by this Department may be used and shared with prosecutors or others only as permitted by law.

The Regional ALPR System Administrator for the County of Orange is stationed at the Anaheim Police Department within the Emergency Management Bureau. The County Administrator is responsible to ensure proper collection and retention of ALPR data, and for transferring ALPR data stored in Department vehicles to the Department server on a regular basis, not to exceed 30 days between transfers.

The County of Orange ALPR Administrator is responsible for insuring all ALPR data downloaded to the server is stored for a minimum of two years (Government Code § 34090.6) and, thereafter, may be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a lawful action to produce records. In those circumstances, the applicable data should be downloaded from the server onto portable media and booked into evidence.

### **462.5 ACCOUNTABILITY AND SAFEGUARDS**

All saved data will be closely safeguarded and protected by both procedural and technological means. The Buena Park Police Department will observe the following safeguards regarding access to and use of stored data:

- a) All non-law enforcement requests for access to stored ALPR data shall be referred to the County of Orange ALPR Administrator and processed in accordance with applicable law;
- b) All ALPR data downloaded to the operator mobile workstation and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time;
- c) Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relates to a specific criminal investigation or department-related civil or administrative action;
- d) All ALPR data queries must be accompanied by the law enforcement case number corresponding with the investigation. Without a case number entered, the system will not allow a query of license plate data;
- e) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes; and
- f) ALPR system audits should be conducted on a regular basis by the County of Orange ALPR Administrator; and
- g) No entry of "Hot Lists" or other data may be entered into the ALPR database without Supervisor approval.