

AUTOMATED LICENSE PLATE READERS (ALPR)

2/255.00

I. PURPOSE

The purpose of this policy is to provide guidelines for all Franklin Police Department personnel on the training that is needed before operating the Automated License Plate Readers (ALPR) systems, the proper use of the ALPR, and the procedures for using the data that is collected.

II. POLICY

The Franklin Police Department deploys Automated License Plate Readers (ALPR) to enhance the productivity, effectiveness and safety of all Franklin Police Department personnel. It is essential that all Franklin Police Department personnel using the ALPR equipment, or accessing the database for investigative purposes, receive the proper training and are knowledgeable in the laws that govern such systems. This procedure outlines what training officers will receive before operating the ALPR systems, the proper use of the ALPR systems, and the procedures for using the data that is collected.

III. DEFINITIONS

- A. Automated License Plate Reader (ALPR) - A combination of physical equipment (cameras) and software that captures images of vehicles and their registration plate.
- B. BOSS -The software used to generate license plate inquiries and reports from the ALPR captured by PAGIS.
- C. eTime Hot List -The available CIB database extracts for ALPR systems information that include NCIC hot files, CIB hot files and Wisconsin DOT vehicle registration data. Greenfield PD personnel update the list on a twice a day basis.
- D. Hot List -A list of license plate numbers which includes, but is not limited to, stolen cars, vehicles owned by person of interest, and vehicles associated with AMBER alerts. These lists are regularly added and updated. Information for hot lists can come from a variety of sources, including NCIC, CIB, and other law enforcement agencies or from our own agency.
- E. PAGIS -The in-squad software that operates the ALPR equipment.
- F. Flock – ALPR camera's and software that captures images of vehicles and their registration plate.

IV. PROCEDURES

A. Administrative Procedures

1. The Franklin Police Department is responsible for the training of department personnel in the use of the ALPR system. No personnel may use the PAGIS, BOSS or Flock software unless they have received formal department training.
2. Equipment or software issues will, as soon as practical, be reported by using a Defective Equipment Report.
3. ALPR data will only be used for official and legitimate law enforcement business.
4. Data collected by the ALPR's is kept for a period of 1 year in the BOSS server and 60 days in the Flock server. Data that has been used as evidence for a municipal or state offense will be archived for the statute of limitations for that particular offense.
5. Open records requests for ALPR data must be forwarded to the Open Records Department for processing.

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6. Open records requests for ALPR data that was not made with Franklin Police Department ALPR equipment will not be fulfilled by this agency. The requester will be directed to the agency that owns the data.
7. Open records requests or sharing of information by Law Enforcement Agencies conducting an investigation may be filled by this agency. It is not necessary to forward these requests to the agency that owns the data.

B. Patrol Procedures

1. Department personnel may not use the ALPR system unless trained in its use and protocols.
2. Officers using an ALPR equipped vehicle are to log in to PAGIS and operate the equipment as trained.
3. When the ALPR system indicates that a license plate is on a hot list, prior to taking any enforcement action, the officer or dispatchers must make all reasonable efforts to:
 - a. Verify that the captured plate image matches the plate number of the vehicle.
 - b. Confirm that the hot list indicator is accurate by verifying it through dispatch or by the officer.
 - c. Dispatch or the officer will then run the plate through DOT records to verify its status.
4. If any action is taken by an officer due to an alert by the PAGIS or Flock software, they may complete and save the "Set Disposition" data.

C. Investigative Procedures

1. Currently, our agency stores ALPR data on a shared server with the Greenfield Police Department and Flock Server.
2. Access to the stored ALPR data and the BOSS and Flock software will be limited to department members for official business only.
3. Investigations which use information obtained through the ALPR database should document the fact that ALPR data was used.

D. Hot Lists

1. The eTime hot list is currently being updated by the City of Greenfield and Flock.
2. The department will maintain a Franklin Police Department hot list on the ALPR database. The hot list will include vehicles that are of interest to local investigations.
3. Only Supervisors and the Community Resource Officer may authorize a vehicle to be added to or removed from the Franklin Police Department hot list.
 - a. The officer/detective wishing to add a vehicle to the hot list must make the request to the ALPR Supervisor and Community Resource Officer.
 - b. The Supervisor or Community Resource Officer will review the request and either approve or deny it. If approved, it will be forwarded to the ALPR Supervisor or the Community Resource Officer to be entered onto the list.
 - c. The Community Resource Officer will be responsible for reviewing the Franklin ALPR Hot List every 30 days to determine if a vehicle should be removed from the Franklin Police Department Hot List. If it is determined the vehicle can be removed, the Community Resource Officer will remove the vehicle from the hot list.
 - d. The ALPR Supervisor or Community Resource Officer will be responsible for adding vehicles to the Franklin ALPR Hot List that have ties to the City of Franklin that are received by teletype or any other investigative communications.