

**Burleson Police Department
Administrative Policy and Procedures**

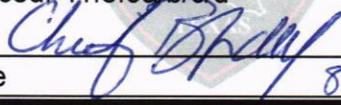
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Document Title: Automated License Plate Recognition System (ALPRS)

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CALEA Standards Referenced: 41.3.9a/b/c/d

ISSUING AUTHORITY: 

Billy Cordell, Chief of Police

8-16-2023

I. Policy

It shall be the policy of the Burleson Police Department to use ALPR technology as authorized and directed by departmental policy and state and federal law. The ALPR system, equipment, and data captured by ALPR equipment shall be used only for legitimate law enforcement purposes. [41.3.9a]

II. Definitions

- A. Automated License Plate Recognition / Reader (ALPR): A system designed to scan, record, and check license plates of vehicles against established databases. These databases include, but are not limited to, the following:
1. The National Crime Information Center (NCIC)
 2. The Texas Crime Information Center (TCIC)
 3. City of Burleson Active Warrants List (Class B and above)
 4. Local Agency "Hot Lists" related to current investigations
 5. Shared Agency "Hot List"
- B. ALPR readers are devices utilized to collect ALPR data and consist of the following types:
1. Fixed devices – are mounted on poles or other permanent structures.
 2. Transportable devices – are temporarily mounted on or in structures, vehicles, or trailers that are parked, but can be moved.
 3. Mobile devices – are mounted on or in vehicles that are mobile.
- C. Hotlist: A list of license plate numbers entered into databases for purposes of extracting information on stolen vehicles and/or stolen license plates or license plates associated with suspects wanted for warrants or crimes, or to assist with the identification of suspects involved in criminal activity. Hotlist may also include entries related to missing and vulnerable persons, such as Amber alerts, Athena alerts, silver alerts, clear alerts, runaways, etc.
- D. Hit: Visual and/or audible notification of a match between a scanned license plate and a license plate on a "hotlist" or entered into NCIC or TCIC.
- E. Confirmation: The process of verifying a verified "Hit" through the active database in which the license plate was entered. For example, a hit on a stolen license plate/vehicle originating from NCIC must be verified through NCIC per departmental Written Directives. A hit on a "hotlist" alone is not sufficient cause to make an arrest but justifies further investigation.
- F. ALPR Data: Data captured by an ALPR system from license plates that were read by the device, either fixed, transportable, or mobile, including images of the

plate and the vehicle on which it is displayed, the date and time, and information regarding the location of the vehicle at the time of notification.

- G. **Vigilant Solutions Law Enforcement Archival and Reporting Network (LEARN):** is a cloud-based, secure hosted intelligence platform, consisting of hotlists, ALPR collected data, and analytic tools. Authorized Burleson Police Department personnel utilize the LEARN solution for law enforcement investigative purposes.
- H. **FLOCK**, is a secure cloud-based, turn-key solution that provides software and hardware technology for the capture, search, collection, and dissemination of ALPR related data. Flock maintains the data within its infrastructure for a rolling thirty days but provides options for agencies to offload to external sites. Flock sends all Burleson Police Department ALRP reads to the Texas Department of Public Safety's LPR repository.
- I. **AXON** is a secure cloud-based, turn-key solution for body worn cameras and in-car, ALRP enabled camera systems. The Axon solution provides software and hardware technology for the capture, search, storage, and dissemination of ALPR related data. Axon sends all Burleson Police Department ALRP reads to the Texas Department of Public Safety's LPR repository.

Procedure

III. Data security and access

1. Each authorized user will be trained in the use of the ALPR systems and assigned a unique username and password for access to **each ALPR database and ALPR system**. Usernames and passwords will remain confidential and are not to be shared with other users. The Support Bureau Captain or their designee will be the system administrator and is the point of contact for all issues related to the ALPR systems. **[41.39b]**
2. Hotlists will be automatically **made available** to the mobile computer **for each of the ALPR systems** per their designated refresh schedule. Manual hotlists or individual license plates may be entered by **system users who have sufficient user rights for such entry**.
3. If a manual hotlist or tag is entered into the system, it must be removed when the information is no longer current. The person who entered or requested entry of the data will be responsible for ensuring it is promptly removed. (IE: officers must request removal of data)
4. ALPR data is to be used for authorized criminal justice purposes only and shall not be released to members of the public. Public information will be handled per departmental policy. ALPR data may be shared with other law enforcement agencies for legitimate investigative purposes. **[41.3.9a]**
5. The system administrator will be responsible for determining the retention period for ALPR data. The system administrator should balance existing technology, current state law, data storage capabilities, cost, and investigative need when determining or adjusting data retention periods. In those instances when ALRP data is identified as relevant to a specific case or investigation, the data should be retained in the investigative file or electronically attached to the case in the

records management system. ALPR data not otherwise connected to an investigation or retained as evidence will be purged on a 24 rolling month retention period. [41.3.9d]

Equipment

IV. Operator Training

1. Personnel must receive end user training before they may utilize ALPR equipped. [41.3.9c]
2. The ALPR vendor, or their designee are responsible for the installation, repair, and removal of their ALPR equipment.
3. Officers will visually inspect ALPR readers for cleanliness, damage, or unauthorized alterations prior to beginning their tour of duty in an ALPR-equipped vehicle. All equipment malfunctions or damage will be immediately reported to the on-duty patrol supervisor.
4. Officers may view the most current data file hotlist. Manual hotlists or individual license plates may be entered by system users who have sufficient user rights for such entry.

V. Deployment

ALPR readers will be deployed so as to maximize real time situational awareness allowing officers the ability to detect, intercept, and apprehend known and suspect vehicles engaging in criminal activity, or to recover vulnerable individuals who have been reported as missing or endanger. To these ends:

1. Fixed ALPR devices will be primarily utilized at points of ingress or egress to the city along major thoroughfares such as interstate and intrastate highways, state highways and farm to market roads, county roads and city streets.
2. Transportable devices will be deployed along major thoroughfares such as interstate and intrastate highways, state highways and farm to market roads, county roads and city streets in response to crime trends or based on intelligence in an effort to enhance coverage and the effectiveness of fixed and mobile devices.
3. Mobile devices will be installed in marked patrol units to be utilized by officers while officers are patrolling roadways.

VI. Field Procedures

1. When assigned to an ALPR-equipped vehicle, officers will ensure that the system remains activated during their entire tour of duty and the mobile computer is logged into the wireless network for required internet access, unless technical issues otherwise prevent the use of the ALPR system. [41.3.9a]
2. Upon receiving a hit, the mobile ALPR operator will visually verify the displayed information matches the subject license plate. Once visually verified, officers should request confirmation from Communications and broadcast location and vehicle information in order to obtain cover and take appropriate action based upon the type of hit. **Note: It is very important that officers verify and confirm each hit prior to taking any**

enforcement action, as hotlists may not always contain the most updated information. [41.3.9a]

3. Responsibilities

a. Communications personnel will:

1. Dispatch additional units to assist if requested.
2. Confirm the information with the originating agency.
3. Notify other jurisdictions if the vehicle and/or trailing units leave the City of Burleson and enter their area of responsibility.
4. Notify NCIC/TCIC of the recovery of stolen property if applicable.

b. Patrol personnel will:

1. Keep Communications informed of their location and the need for additional units.
2. Adhere to Written Directive 04-017 Pursuits, if a vehicle flees in response to activation of emergency equipment.

c. Patrol supervisors will:

1. Ensure that ALPR equipped vehicles are being utilized on each patrol shift as availability allows.
2. Ensure recovered vehicles are not released to the owner until the TCIC/NCIC entry has been cleared.
3. If a pursuit does occur, Supervisors will ensure compliance with written directive 04-017 Pursuits.
4. Initiate an internal complaint for reports of improper use of the equipment or information, and ensure the complaint is forwarded through their chain of command to the appropriate Bureau Captain and the Internal Affairs Coordinator.

d. The Crime Analyst will:

1. Forward a monthly ALPR statistical data report to the Chief of Police that will contain, but not be limited to, the following:
 - a. The number of plates scanned
 - b. The number of hits received and
 - c. The number of confirmed hits that resulted in arrest, recovery of stolen property, and recovery of missing persons.