



## CRYSTAL POLICE DEPARTMENT

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**PURPOSE AND SCOPE**

The Crystal Police Department uses an Automated License Plate Reader (ALPR) to reduce the number of stolen autos in the city and increase the rate of recovery of stolen automobiles. ALPR information may also aid in the investigation of criminal activity, and as a traffic enforcement device. It is expected that all use of ALPR systems and data will conform to state and federal law.

Any employee who uses the ALPR system must be trained in its proper use, and will ensure that any government data accessed during its used is done in accordance with policy and state statutes.

**DEFINITIONS**

Hot List – ALPR database, including the data entered in the ALPR system regarding stolen and/or wanted vehicles, revoked, suspended, or cancelled driver's licenses of registered owners, and lists of active wants/warrants for registered Owners. Data collected by an automated license plate reader may only be matched with data in the Minnesota license plate data file, provided that a law enforcement agency may use additional sources of data for matching if the additional data relate to an active criminal investigation.

ALPR Data – ALPR data is defined as all electronic records retained by the ALPR System during the course of its operation. This is limited to photos of the license plates and/or vehicles of plates read (and their immediate surroundings) by the ALPR system, the dates, times, and locations of said reads.

ALPR Hit -A hit is defined as a read of license plate information by the ALPR system in which the system believes a match exists between the plate viewed and a record in the hot list.

**POLICY**

The ALPR system shall only be operated by officers once they receive proper training on the use of the equipment, software, and data policies related to ALPR.

The ALPR system and its data are to be considered restricted to official use only. The ALPR is only to be used in the course and scope of official duties. Access to the ALPR data stored as part of the data retention section of this policy is to be accessed only by authorized personnel.

Minnesota Hot List information is retrieved by the ALPR server, and updated on a schedule set by the MN BCA, who provide the data for the Crystal Police Department. The Hot List data which is retrieved and parsed by the ALPR server, will be updated wirelessly through the squad car's cellular internet or Wi-Fi internet connection as needed throughout its deployment/shift.

## **PROCEDURES**

Officers shall log in to the ALPR system at the start of their shift with their badge number.

In order to prevent distraction, officers will not, except when evaluating the ALPR equipment for errors or for training, leave the live video window of the ALPR cameras at the forefront of their mobile data computer (MDC) screen.

Officers operating a car equipped with an ALPR system may elect to log out of the system, and thus render the system off line, as necessary.

Operators receiving a "hit" from the ALPR system shall verify

- a. that the ALPR "read" of the license plate is accurate (i.e. that the ALPR system has read the letters and/or numbers of the license plate correctly),
- b. that the issuing state of the plate viewed by the ALPR matches the hit, and
- c. That the circumstance that triggered the alert is still current (for example, that the vehicle is still listed as stolen). This is to be accomplished by checking with the appropriate live database (e.g. NCIC) by radio or MDC to see if the hit is still valid.

If an ALPR operator receives a hot list hit based, not on the status of the vehicle, but rather on the status of the registered owner (i.e. license status or warrant), the officer shall be cognizant that the driver of the vehicle may not be the registered owner.

Officers shall remember that a hit alone is not probable cause for arrest.

Officers shall, as soon as practicable, enter a disposition into the ALPR software to define the hit as valid or invalid and describe the action taken or not taken.

## **AUDITS**

Biennial audits of the ALPR system and its data are required by MN Statute 13.824. These audits will be completed at the direction of the Chief of Police or their designee, and will be reported to the parties listed in statute.

## **DATA RETENTION AND DATA SHARING**

ALPR data will be retained on a secure data storage system with access restricted to authorized users. ALPR Data is classified as private, with specified exceptions explained in M.S. 13.82

Retained data will be limited to;

- License plate numbers
- Date, Time, Location data on vehicles
- Pictures of license plates, vehicles, and areas surrounding vehicles.

ALPR data that does not contain a valid hit is to be retained for 60 days.  
ALPR hit data believed to be valid by the operator will be retained for 60 days.

ALPR data that has been determined to be pertinent to a criminal investigation maybe be retained for longer periods as part of that case pursuant to department evidentiary policies and procedures.

Access to ALPR data is restricted to department personnel, in furtherance of a criminal justice purpose. ALPR data may be shared with other law enforcement agencies for legitimate criminal justice purposes or with other parties via a court order. All requests for access to view archived ALPR data will be submitted in writing, and require supervisor approval.

Access to archived ALPR data is restricted to only those situations where there is reasonable suspicion to believe the data is pertinent to an ongoing criminal investigation. Access to data will be requested via the ALPR data form, which includes the case number and a reason for requesting the data.

Outside agencies who request ALPR data must act in compliance with Minnesota Statute 13.824 when handling data.