



HERMOSA BEACH POLICE DEPARTMENT

O3.52 AUTOMATED LICENSE PLATE READERS (ALPR)

**Effective 06/05/2013
Updated**

PURPOSE AND SCOPE

The purpose of this policy is to provide officers with guidelines on the proper use of license plate recognition (LPR) systems, also commonly known as license plate reader systems. The availability and use of LPR systems have provided many opportunities for the enhancement of productivity, effectiveness and officer safety. It is the policy of this agency that all members abide by the guidelines set forth herein when using the LPR systems.

POLICY

It is the policy of the Hermosa Beach Police Department to utilize LPR technology to the extent possible in accordance with California State Law.

ACRONYMS AND DEFINITIONS

LPR: License Plate Recognition/License Plate Reader

OCR: Optical Character Recognition

Read: Digital images of license plates and vehicles and associated metadata (e.g., date, time, and geographic coordinates associated with the vehicle image capture) that are captured by the LPR system.

Alert: A visual and/or auditory notice that is triggered when the LPR system receives a potential "hit" on a license plate.

Hit: A read matched to a plate that has previously been registered on an agency's "hot list" of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting investigation, or which has been manually entered by a user for further investigation.

Hot list: License plate numbers of stolen cars, vehicles owned by persons of interest, and vehicles associated with AMBER Alerts that are regularly added to "hot lists" circulated among law enforcement agencies. Hot list information can come from a variety of sources, including stolen vehicle information from the National Insurance Crime Bureau and the National Crime Information Center (NCIC), as well as national AMBER Alerts and Department of Homeland Security watch lists. These lists serve an officer safety function as well as an investigatory

purpose. In addition to agency supported hot lists, users may also manually add license plate numbers to hot lists in order to be alerted if and when a vehicle license plate of interest is "read" by the LPR system.

Mobile LPR System: LPR cameras and hardware affixed to a law enforcement vehicle, or to City equipment for deployment.

ALPR PROCEDURES

The use of LPR systems is restricted to official public safety, related missions of this agency.

LPR systems and associated equipment and databases are authorized for official public safety purposes. Misuse of this equipment and associated databases, or data, may be subject to sanctions and/or disciplinary actions.

LPR systems and LPR data and associated media are the property of this agency and intended for use in conducting official business.

ALPR ADMINISTRATION

The agency shall designate an employee(s) with administrative oversight for LPR system deployment and operations who will be responsible for the following:

- Stay abreast of legal trends and case law in the area of license plate readers.
- Monitor the use of the LPR system and conduct periodic audits to ensure use is only for law enforcement purposes. This is accomplished by establishing protocols to preserve and document LPR reads and "alerts" or "hits" that are acted on in the field are associated with investigations or prosecutions and managing the compilation of "hot lists" that are manually entered.
- Ensure that the LPR system is used only for appropriate business in keeping with agency policy and technical requirements.
- Ensuring the proper selection of the personnel approved to operate the LPR system and maintaining an adequate number of trainees.
- Maintaining records identifying approved LPR deployments and documenting their results concerning inter-departmental requests for manually entered information to further a criminal investigation.
- Authorizing any requests for LPR systems use or data access according to the policies and guidelines of this agency.

Designated, trained personnel shall check equipment on a regular basis to ensure functionality and camera alignment. Any equipment that falls outside expected functionality shall be removed from service until deficiencies have been corrected. LPR systems repairs, hardware or software, shall be made by agency authorized sources.

LICENSE PLATE READER SYSTEM USAGE

LPR operation and access to LPR collected data shall be for official agency purposes only. Only employees who have been properly trained in the use and operational protocols of the LPR systems shall be permitted to use it. Employees shall log onto the system with their individual password at the start of their shift.

(CALEA 41.3.9c)

At the start of each shift, users must ensure that the LPR system has been updated with the most current hot lists available.

LPR Alerts/Hits: Prior to initiation of the stop:

Officers shall attempt to visually verify that the vehicle plate number matches the plate number run by the LPR system, including both alphanumeric characters of the license plate and the state of issuance.

- Verify the current status of the plate through dispatch or MDC query when circumstances allow.
- In each case in which an alert or a hit is triggered, the user should record the disposition of the alert and the hit into the LPR system.
- Hot lists may be updated manually by the system administrator when requested for a law enforcement purpose. The request shall be made in writing (barring exigent circumstances) to the system administrator.

(CALEA 41.3.9a)

LPR DATA SHARING AND DISSEMINATION

LPR data should be considered For Official Use Only and can be shared for legitimate law enforcement purposes:

When LPR data is requested by an outside law enforcement agency, it will be in writing (unless exigent circumstances exist). Under all circumstances, the request and approval shall be memorialized.

Information sharing among agencies should be dictated in accordance with state law and established departmental policies.

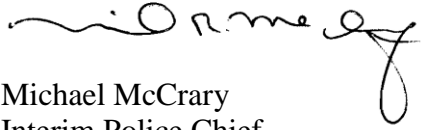
(CALEA 41.3.9b)

RETENTION AND PUBLIC RECORDS LAW

The City of Hermosa Beach retains information obtained from the LPR for Hits/Alerts for a minimum of 365 days on a server within the City. While Hits/Alerts are a Public Record, it is likely that they will not be subject to disclosure under the California Public Records Law. Read/Images that are hot Hits contain information of a transitory nature and thus are not Public Records and such LPR information will be automatically purged after 30 days. Purge reviews will be conducted by the system administrator on a bi-annual basis throughout the calendar year.

The City Attorney's Office shall be responsible for all interpretations of the California Public Records Law regarding this Policy.
(CALEA 41.3.9d)

APPROVED:

A handwritten signature in black ink, appearing to read "Michael McCrary". The signature is fluid and cursive, with a large loop at the end of the last name.

Michael McCrary
Interim Police Chief