

Automated License Plate Readers

432.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPR is used by the Bonney Lake 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. ALPRs may also be used to gather information related to active warrants, homeland security criminal investigations, electronic surveillance related to criminal investigations, suspect interdiction and stolen property recovery.

432.2 ADMINISTRATION OF ALPR DATA

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

432.3 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) Bonney Lake Police Department shall maintain records of all ALPR operators and their ALPR usage.
- (c) An ALPR may be used in conjunction with any patrol operation or official department investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (d) An ALPR may be used to canvass license plates around any crime scene. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (e) No member of this department shall operate ALPR equipment, or access ALPR data, without first completing department-approved training.
- (f) If practicable, the officer should verify an ALPR response through the Central Computerized Enforcement Service System (ACCESS) before taking enforcement action that is based solely upon an ALPR alert.
- (g) No ALPR operator may retrieve ACCESS data unless otherwise authorized to do so.

432.4 ALPR PROHIBITED USES

Use of an ALPR is prohibited from 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 not be used for civil traffic enforcement such as red light enforcement.

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- (b) An ALPR shall not be used to impose fines or fees.
- (c) An ALPR shall not be used to obtain biometric information.
- (d) ALPR data shall not be sold to private third parties like repossession companies.

432.5 ALPR DATA COLLECTION AND RETENTION

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

The Administrative Assistant Chief 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.

All ALPR data downloaded to the server shall be stored according to the Washington State Law Enforcement Records Retention Schedule 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 such circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

432.6 ACCOUNTABILITY AND SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The Bonney Lake 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 Administrative Assistant Chief and processed in accordance with applicable law.
- (b) All ALPR data downloaded to the 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) Only Bonney Lake Police Department Employees with ACCESS Level 1 certification may access ALPR data.
- (d) 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 claims or administrative action.
- (e) All ALPR data queries must be accompanied by the law enforcement case number corresponding with the investigation. Without a case number, the system will not allow a query of license plate data.
- (f) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for law enforcement criminal investigations.

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- (g) ALPR system audits should be conducted on a regular basis by the Administrative Assistant Chief.
- (h) The Bonney Lake City Council may designate 1 Council Member to conduct regular ALPR system audits with the Police Chief or their Designee.
- (i) No entry of "Hot Lists" or other data may be entered into the ALPR database without Supervisor approval.
- (j) The Bonney Lake Police Department will maintain a transparency portal on the police department webpage documenting FLOCK camera usage.
- (k) Accessing ALPR's from personal devices is strictly prohibited.