Automated License Plate Readers

433.1 PURPOSE AND SCOPE

This policy applies to the use of Automated License Plate Reader (ALPR) technology by SCSO personnel.

433.2 DEFINITIONS

(a) **Automated License Plate Reader (ALPR)**: A system consisting of a camera and related equipment that automatically and without direct human control locates, focuses on and photographs vehicles and license plates that come into range of the device.

(b) **ALPR Data:** All data collected by automated license plate reader system including, but not limited to, global positioning system coordinates, location, date and time, speed of travel, photograph, license plate number, automobile characteristics, or other identifying information.

(c) **ALPR Operator**: Authorized Office members (users) who utilize the ALPR system/ equipment. ALPR operators may consist of sworn and non-sworn personnel.

(d) **ALPR Administrator**: The Communications and Technology Division (CTD) will serve as the Sheriff's Office primary ALPR administrator.

(e) **Hot List**: License plate(s) associated with vehicles of interest compiled from one or more databases including but not limited to: Washington Crime Information Center (WACIC), and Department of Licensing (DOL) databases.

(f) **Detection**: The ALPR captures images of vehicle license plates as they pass through the camera's field of view. This process includes the automated recognition of license plate numbers, vehicle characteristics, and the associated date, time, and location data. Detection enables the system to document and store information about vehicles for further analysis and investigation.

(g) **Hit**: Alert from the ALPR system that a scanned license plate number may be in a law enforcement database for a specific reason.

433.3 ADMINISTRATION OF ALPR DATA

All installation and maintenance of SCSO owned ALPR equipment, as well as ALPR data retention and access, shall be managed by the CTD Lieutenant. Contract city Chiefs shall coordinate ALPR administrative access requests through CTD and manage the installation and maintenance of their ALPR equipment within their cities.

433.4 ALPR OPERATION

Law enforcement personnel, who are ACCESS certified, may query the ALPR system for the license plate number or vehicle characteristics when investigating a vehicle that is:

(a) Stolen;

(b) Associated with a missing or endangered person;

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(c) Registered to an individual for whom there is an outstanding felony or gross misdemeanor warrant; or

(d) Related to or involved in a felony or gross misdemeanor crime

ALPR may only be used in an administrative investigation when there is an allegation of a criminal law violation that meets Section 463.4(a)-(d) criteria against an employee. All SCSO employees, including commissioned deputies and civilian personnel, shall abide by the Standard Operating Procedure relating to ALPR system use (ALPR SOP). Office personnel shall not use, or allow others to use, the ALPR system for any unauthorized purpose.

An ALPR Hit alone does not constitute reasonable suspicion to stop the vehicle. SCSO shall develop independent reasonable suspicion for the stop or immediately confirm visually that the license plate on the vehicle matches the image of the license plate displayed on the ALPR System and confirm by other means that the license plate number is in one of the law enforcement databases.

433.5 ALPR DATA COLLECTION AND RETENTION

All ALPR data uploaded by the SCSO from any query shall be retained in accordance with the Washington State Law Enforcement Records Retention Schedule and the ALPR SOP.

433.6 ACCOUNTABILITY AND SAFEGUARDS

The SCSO will store all retained ALPR data in a manner that is consistent with the Criminal Justice Information Services (CJIS) Policy, the Washington State Patrol (WSP) ACCESS Manual, and the ALPR SOP. The SCSO will observe the following safeguards regarding access to and the use of received/retained data.

(a) All ALPR data uploaded to a SCSO workstation (whether sedentary or mobile) shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, and time.

(b) ALPR data may be only be shared with other state or local agencies in Washington authorized to collect ALPR data. Any release to a law enforcement or criminal justice agency shall be documented in a case report.

(c) At least annually, the CTD Commander shall conduct audits of the ALPR System as required by the ALPR SOP.

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