

## Automated License Plate Readers

### 468.1 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 Walla Walla 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, electronic surveillance, suspect interdiction and stolen property recovery.

### 468.2 ADMINISTRATION OF ALPR DATA

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Investigations Captain. The Investigations Captain will assign personnel under his/her command to administer the day-to-day operation of the ALPR equipment and data. ALPR equipment and data issued and utilized by Parking Enforcement will be managed by the Operations Captain.

### 468.3 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) An ALPR may be used in conjunction with any official department investigation for the following reason:
  - 1. Stolen Vehicle
  - 2. Missing or endangered person
  - 3. Registered to an individual for whom there is an outstanding felony or gross misdemeanor warrant
  - 4. Related to or involved in a felony or gross misdemeanor investigation
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment, or access ALPR data, without first completing department-approved training.

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- (e) If practicable, the officer shall verify an ALPR response through the Central Computerized Enforcement Service System (ACCESS) before taking enforcement action that is based solely upon an ALPR alert.
- (f) No ALPR operator may retrieve ACCESS data unless otherwise authorized to do so.
- (g) ALPR searches require a case or incident number and call type to be entered in the lookup reason field.

#### **468.4 ALPR DATA COLLECTION AND RETENTION**

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

The Administrative Sergeant or Delegate is responsible to ensure proper collection and retention of ALPR data.

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.

#### **468.5 ACCOUNTABILITY AND SAFEGUARDS**

All saved data will be closely safeguarded and protected by both procedural and technological means. The Walla Walla 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 Records Supervisor 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) 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 relate to a specific criminal investigation or department-related civil or administrative action.
- (d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.
- (e) ALPR system audits should be conducted on an annual basis.
  - 1. Audits should ensure users are entering valid search reasons and/or real case/incident numbers

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#### **468.6 TRANSPARENCY**

Walla Walla Police Department will publish a public, online ALPR transparency portal, showing:

- (a) The Agency's ALPR policy.
- (b) Flock Safety ALPR use metrics, including:
  - 1. the number of ALPRs owned or operated by Walla Walla Police Department
  - 2. hot list sources;
  - 3. the number of total plate-reads in a 21-day period;
  - 4. the number of searches in a 21-day period
- (c) Post a report conspicuously on the agencies public website once per year.
  - 1. Number of matches resulting in traffic stops, arrests, and subsequent prosecutions
  - 2. Number of stolen vehicles and stolen license plates recovered
  - 3. Number of preservation requests and disclosure orders received
  - 4. Number of times ALPR data or audit trail data was shared with or accessed by another governmental entity, including identity of each entity.
  - 5. Number of times ALPR data was shared or accessed pursuant to a judicial warrant
  - 6. Any policy changes affecting data collection, retention period, access, or sharing
  - 7. Results for the agency's internal audit
  - 8. Total annual number of ALPR reads, searches that yielded results, and alerts
  - 9. Location of ALPR cameras

# Parking Enforcement Automated License Plate Reader (ALPR)

|                           |           |
|---------------------------|-----------|
| <b>Effective Date:</b>    | 5/11/2026 |
| <b>Revised Date:</b>      | 5/11/2026 |
| <b>Issuing Authority:</b> |           |

## 470.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of Automated License Plate Reader (ALPR) systems used by parking enforcement personnel for parking enforcement purposes to ensure compliance with Chapter 239, Laws of 2026 (ESSB 6002), while protecting individual privacy.

This policy applies only to ALPR systems used for parking enforcement functions.

This policy does not apply to other ALPR systems operated by the Department or other City entities for law enforcement or public safety purposes, which are governed by separate policies.

## 470.2 DEFINITIONS

"Automated License Plate Reader" (ALPR) system – A system or device that uses cameras and software to capture images of license plates and convert them into computer-readable data.

"Parking Enforcement ALPR System" – An ALPR system used exclusively by parking enforcement personnel for enforcing parking regulations or identifying vehicles subject to parking-related actions.

"ALPR data" – Data collected by an ALPR system, including license plate numbers, date, time, and location information.

"Non-violator data" – ALPR data associated with a vehicle that is not found to be in violation of parking restrictions.

"Protected facilities" – Facilities including courts, immigration-related service providers, schools, places of worship, food banks, and protected health care service locations as defined by state law.

## 470.3 POLICY

It is the policy of the Walla Walla Police Department to use Parking eEnforcement ALPR systems in a manner that complies with state law, and limits use strictly to lawful parking enforcement purposes.

## 470.4 AUTHORIZED USE

Parking Enforcement ALPR systems may be used only for enforcing parking restrictions and identifying vehicles subject to impoundment or immobilization pursuant to applicable law.

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Nothing in this policy authorizes or governs the use of Parking Enforcement ALPR systems for general law enforcement or investigative purposes.

#### **470.5 PROHIBITED USES**

The use of Parking Enforcement ALPR systems shall not be expanded beyond the purposes defined in this policy.

Personnel shall not use Parking Enforcement ALPR systems to track or monitor the movements, patterns, or activities of individuals or vehicles beyond what is necessary to determine compliance with parking restrictions.

Personnel shall not identify or monitor individuals accessing protected facilities.

Personnel shall not conduct immigration enforcement or support immigration-related investigations through the use of the Parking Enforcement ALPR system.

Personnel shall not use the Parking Enforcement ALPR system in any manner not expressly authorized by this policy and state law.

#### **470.6 DEPLOYMENT STANDARDS**

Parking Enforcement ALPR system -equipped vehicles shall operate on predefined, neutral enforcement routes.

Routes shall not be designed or modified to target protected facilities.

Personnel shall not focus parking enforcement activity on specific protected facilities or repeatedly patrol a location for the sole purpose to capture vehicles associated with such facilities.

Parking Enforcement ALPR system data captured near protected facilities shall be considered incidental to general parking enforcement and shall not be collected or used for the purpose to identify or monitor individuals accessing those locations.

#### **470.7 SENSITIVE LOCATIONS**

ALPR systems shall not be used in parking lots or areas that are primarily or exclusively used by protected facilities.

The Department shall maintain an internal list of the locations of protected facilities for policy compliance purposes.

#### **470.8 DATA USE AND ACCESS**

Parking Enforcement ALPR system data shall be used only in real time by parking enforcement personnel during active enforcement duties.

ALPR data shall not be queried, searched, analyzed, or used to reconstruct vehicle movements except as necessary for an active parking enforcement case.

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### **470.9 DATA RETENTION AND MINIMIZATION**

ALPR data may be temporarily retained, in accordance with State law, for the limited purpose of determining compliance with parking restrictions.

Because violation status cannot be determined at the time of initial capture, ALPR data may be retained no longer than 21 days, solely to determine whether a violation has occurred.

Parking Enforcement ALPR system data associated with vehicles not found to be in violation shall be deleted as soon as reasonably practicable after determination has been made that no parking violation has occurred. .

Parking Enforcement ALPR system data associated with parking violations may be retained only as necessary to resolve the enforcement action.

Automated processes should be implemented where feasible to ensure timely deletion.

All data shall be deleted in accordance with state law and no later than 12 hours after final disposition of the parking enforcement case, including the time period for exhaustion of any applicable appeals process.

### **470.10 DATA SHARING AND SECURITY**

Parking Enforcement ALPR system data shall not be shared except as required in a judicial proceeding.

Personnel shall not provide access to Parking Enforcement ALPR system data to any external agency or entity unless authorized by law.

System configurations shall prevent unauthorized access, sharing, or transfer of data.

### **470.11 SUPERVISORY RESPONSIBILITIES**

Supervisors shall ensure that Parking Enforcement ALPR system use complies with this policy and applicable law and shall address any misuse.

### **470.12 TRAINING**

Personnel authorized to use ALPR systems shall receive training on lawful use, statutory restrictions, and Department policy.

### **470.13 AUDIT AND REVIEW**

The Department shall conduct periodic audits of Parking Enforcement ALPR system use to ensure compliance with this policy and state law.