
Automated License Plate Readers (ALPRs)

401.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Twin Falls Police Department to capture 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, suspect interdiction and stolen property recovery.

401.2 DEFINITIONS

- (a) ALPR - Equipment consisting of cameras and computer software used to automatically recognize and interpret characters on vehicle license plates and capture digital images.
- (b) Alert - An indication by visual and/or auditory notice of a potential match between data stored and a license plate scanned by the system. An alert is not conclusive confirmation of a match and further investigation is always required before taking enforcement action.
- (c) Digital Evidence Management Software - A Criminal Justice Information System (CJIS) compliant system for user maintenance, date queries, import and export of data, and notification functions of the central repository of data collected by the ALPR system. This application can be accessed and reviewed for investigative and administrative purposes by authorized users.

401.3 ADMINISTRATION OF ALPR DATA

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the department Flock Administrator(s), who can assign personnel under his/her command to administer the day-to-day operations.

401.4 ALPR OPERATIONS

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) No member of this department shall operate ALPR equipment, or access ALPR data, without first completing department-approved training.
- (b) No ALPR operator may access the Idaho Law Enforcement Telecommunications System (ILETS) data unless otherwise authorized to do so.
- (c) An ALPR may be used in conjunction with any routine patrol operation or official department investigations.
- (d) An ALPR shall only be used for official and legitimate law enforcement business.

Twin Falls Police Department

Twin Falls PD Policy Manual

Automated License Plate Readers (ALPRs)

- (e) Upon receiving an alert, and prior to initiating a traffic stop, the ALPR operator shall utilize all information available to determine the accuracy of the alert. A receipt of an alert is not sufficient probable cause to initiate a stop without verification.
- (f) Users shall not create a Custom Hot List without supervisory approval.
- (g) Users conducting field operations, and equipped with an MDC, shall login to the Flock interface at the beginning of their shift and keep the application open.

401.5 ALPR DATA COLLECTION AND RETENTION

All data and images gathered by an ALPR are for the official use of the Twin Falls Police Department. Because such data may contain confidential ILETS 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.

All ALPR data will be stored in accordance with applicable City retention schedules, which has been identified as thirty (30) days. Thereafter, ALPR data will 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 or order to produce records.

All ALPR data is used for law enforcement purposes only. Data is agency-owned and is never sold to 3rd parties.

401.6 WHAT IS DETECTED

License plate image, vehicle image, plate text, date, time and location.

401.7 WHAT IS NOT DETECTED

Facial images, people, gender, or race.

401.8 PROHIBITED USES

ALPR shall not be used for harassment, intimidation, usage based solely on a protected class (race, sex, religion, etc), or personal use.

401.9 ACCOUNTABILITY AND SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The Twin Falls 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/uploaded to the mobile workstation and server, or Evidence.com shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, and time.

Twin Falls Police Department

Twin Falls PD Policy Manual

Automated License Plate Readers (ALPRs)

- (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 relates to a specific official department investigation.
- (d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies only for legitimate law enforcement purposes.
- (e) ALPR system audits should be conducted regularly by the department Flock administrator to ensure compliance with this policy. The department Flock Administrator will prepare a written report to the chief of police in December of each year.