
AUTOMATED LICENSE PLATE READER (ALPR) DATA PORTAL USE AND LIMITATIONS

1001.1 PURPOSE AND SCOPE

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The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

1001.2 POLICY

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The Trophy Club Police Department's ALPR Access Policy defines a minimum set of binding guidelines to govern the use of ALPR Data in order to enable the collection and use of such data in a manner consistent with respect for individual's privacy and civil liberties.

1001.3 AUTHORIZED PURPOSES, COLLECTION AND USE OF ALPR DATA

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To support the mission of the Trophy Club Police Department law enforcement personnel with a need and right to know will utilize ALPR technology to:

- Locate stolen, wanted, and subject to investigation vehicles;
- Locate and apprehend individuals subject to active arrest warrants or otherwise lawfully sought by law enforcement;
- Locate witnesses and victims of crime;
- Locate missing and elderly individuals, including responding to Amber and Silver Alerts;
- Support local, state, federal and tribal public safety departments in the identification of vehicles associated with targets of criminal investigations, including investigations of serial crimes.

1001.4 RESTRICTIONS ON COLLECTION OF APLR DATA AND USE OF ALPR SYSTEMS

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Trophy Club Police Department may utilize ALPR data to collect data within public view, but may not be used for the sole purpose of monitoring individual activities protected by the First Amendment to the United States Constitution.`

- ALPR users may not contact occupants of stolen, wanted, or subject-of-investigation vehicles unless the ALPR users are sworn law enforcement officers of the Trophy Club Police Department, Non-Sworn Criminal Investigations Assistants or authorized Public Service Officers.

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- ALPR users must recognize that the data collected from the APLR devices and the content of referenced hotlists, which may or may not be accurate, despite ongoing efforts to maximize the currency and accuracy of such data. **To the greatest extent possible, vehicle and subject information will be verified from separate law enforcement information sources to confirm the vehicle or subject's identity and justification for contact. Users of ALPR Data must, to the fullest extent possible, visually confirm the plate characters generated by the ALPR readers corresponded with the digital image of the license plate in question.**
- All users of the ALPR Data are required to acknowledge that they have read and understood this policy prior to being granted access to the APLR Data Portal.
- Training required for all authorized users.

1001.5 TRAINING

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Only persons trained in the use of the ALPR system, including its privacy and civil liberties protections, shall be allowed access to the ALPR data. Training shall consist of:

- Legal authorities, developments, and issues involving the use of ALPR data and technology
- Current policy regarding appropriate use of ALPR systems
- Evolution of ALPR and related technologies, including new capabilities and associated risks
- Technical, physical, administrative, and procedural measures to protect the security of ALPR data against unauthorized access or use
- Practical exercises in the use of the current ALPR system

Training shall be updated as technological, legal, and other changes that affect the use of the ALPR system occur. In no case shall a person utilize the ALPR system if he/she has not completed training in more than two (2) years.

1001.6 AUTHORIZED USERS OF THE ALPR DATA PORTAL

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The Trophy Club Police Department utilizes ALPR Data supplied through an on line portal. The following personnel have access to the ALPR Portal:

- Chief of Police
- Division Captains
- Lieutenants
- Sergeants
- Detectives

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- Uniformed Police Officers
- Authorized Non-Sworn Criminal Investigative Assistants
- Public Service Officers

1001.7 REASON FOR INQUIRY / REASON FOR ENTRY

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Users accessing the ALPR Portal must provide a Reason for Inquiry (RFI) or a Reason for Entry (RFE) both the RFI or RFE must be in compliance with the authorized purposes as stated in this policy.

1001.8 COMMAND OFFICERS

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Generally, the Chief of Police and Division Captains will not be entering or searching data in the ALPR database. The Chief of Police, Field Operations Captain and the Criminal Investigations Captain will retain access to the ALPR database in order to ensure the integrity of the program through audits and command oversight. Unforeseen situations may arise that necessitate immediate access to the APLR database by command staff in the interest of public safety.

1001.9 DETECTIVES

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Detectives will have access to the APLR System and are authorized to input data relating to vehicles and suspects of interest to the Trophy Club Police Department. All data entered into the APLR system will be properly recorded and forwarded to the Criminal Investigations Captain for review.

1001.10 LIEUTENANTS/SERGEANTS RESPONSIBILITIES

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Officers accessing the ALPR Data Portal will notify their immediate supervisor of the inquiry or entry for his/her review, and will provide their Reason for Inquiry or Reason for Entry in their written communication to the supervisor. A copy of this notice must be forwarded to the Criminal Investigations Division, along with the case number.

1001.11 OFFICER RESPONSIBILITIES

Agency Content

Officers accessing the ALPR Data Portal will provide their Reason for Inquiry or Reason for Entry in their written call notes and/or report.. A copy of this notice must be forwarded to the Criminal Investigations Division, along with the case number, as well.

1001.12 ACCURACY OF DATA

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The Trophy Club Police Department will take reasonable measures to ensure the accuracy of ALPR data collected by the Trophy Club Police Department through the ALPR Data portal.

It is the responsibility of the person entering the information into the APLR Portal to ensure the timeliness and accuracy of the data entered. It is the responsibility of the officer or detective working the case to ensure all information submitted into the ALPR system is updated and removed in a timely manner.

1001.13 AUDITS

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Access to, and use of, ALPR Data is logged for audited purposes. Audit reports are structured in a format that is understandable, useful and contains at a minimum:

- (a) The name of the law enforcement user;
- (b) The name of the agency employing the user;
- (c) The date and time of access;
- (d) The specific data accessed;
- (e) The supplied authorized law enforcement justification for access (RFI/RFE)
- (f) A case number associated with the investigative effort generating the APLR data query.

Any unauthorized use of the ALPR data will be reported to the CID Captain immediately.

Access Use, Permissions, Entries, Inquiries RFI/ RFE and transaction data will be audited and audit reports will be generated at least once every six (6) months or on request by supervisory personnel of the Trophy Club Police Department. Audit reports shall be forwarded to the Chief of Police.

Any discovered intentional misconduct will lead to further investigation, termination of system access and notification of the user's Division Captain for appropriate recourse. The auditing data will be used to identify system issues, inadvertent misuse and requirements for policy changes, training enhancements or additional oversight mechanisms.