

	Administrative General Order	4.07 Automatic License Plate Recognition	ORIGINATOR/REVIEW Chief's Staff
	SUBJECT <b>Virginia Beach Police Department General Order</b> Chapter 4 – Reporting and Fiscal Management		DISTRIBUTION ALL
	CALEA: 41.3.9 (A, B, C, D)		
BY THE AUTHORITY OF THE POLICE CHIEF: <span style="float: right;">PWN</span>			

**Purpose:**

To establish procedures for the lawful and proper use of an Automatic License Plate Recognition (ALPR) system and provide for the best use of the technology while protecting the privacy rights of residents and motorists traveling on public roadways.

**Definitions:**

**Automatic License Plate Recognition (ALPR) System:** computer assisted equipment, either fixed or mobile, used to recognize license plate numbers and alerts law enforcement when a license plate is on the Hot List.

**Hot List:** a list of license plate numbers comprised of data obtained from the National Crime Information Center (NCIC) and Virginia Criminal Information Network (VCIN), or manually added by this agency.

**Hit:** an alert from the ALPR system that a recognized license plate number may match one on the Hot List.

**ALPR Equipped Vehicle:** a police vehicle outfitted with Axon Fleet in-car cameras with license plate recognition activated.

**Evidentiary value:** any information captured on the ALPR that will likely aid in a criminal or traffic investigation.

**Policy:**

This policy will augment GO 4.05, Electronic Data Management, and specifically addresses ALPR. The Virginia Beach Police Department's (VBPD) ALPR system provides information for use by law enforcement personnel to assist in the detection and apprehension of vehicles of specific interest to law enforcement traveling through the jurisdiction of the City of Virginia Beach. The VBPD utilizes fixed and mobile ALPR technologies. The mobile ALPR technology integrates with the Axon Fleet in-car camera system. Not all vehicles equipped with in-car cameras will have ALPR capabilities.

**Guidelines for Use (CALEA 41.3.9 A)****A. Mobile ALPR**

1. ALPR equipped vehicles may be used either in routine patrol capacity or for special events.
2. The ALPR system shall be used for the duration of the shift when the vehicle is on.
3. When assigned an ALPR equipped vehicle, the officer will, at the beginning of shift:
  - a. Sign into the ALPR system
  - b. Report any problems to the supervisor immediately
4. Alerts generated by mobile ALPR will be displayed to the officer operating the ALPR equipped vehicle. An alert alone is not sufficient to establish probable cause for arrest. An alert alone does not necessarily establish reasonable suspicion to conduct a traffic stop.
5. Upon receipt of an alert the officer shall follow protocol to confirm accuracy of the Hit:
  - a. Visual confirmation the license plate captured matches the license plate on the Hot List
  - b. Confirm the Hit is active by querying information in NCIC/VCIN
6. When initiating a traffic stop based on an ALPR alert, the officer shall conduct the stop in accordance with the Constitutional Issues Field Guide and GO 12.02 Traffic Stops.
7. When following up on an ALPR alert on an unoccupied vehicle, the officer shall notify ECCS and document the case in CADs.

**B. Manual additions to the Hot List**

1. Authorized personnel may manually add license plate numbers to the Hot List.
2. Only license plate numbers for active Be On the Lookout bulletins (BOLs) may be added.
3. All manual entries must include a case number, reason for inclusion, and expiration date.

**C. Axon Evidence.com Storage**

1. Authorized users may search stored ALPR data for law enforcement purposes only.

**Data Security and Access (CALEA 41.3.9 B)**

Access to the ALPR system will be managed by the Technology & Special Projects Bureau. Users will use individualized accounts to access and use information in the ALPR system. Sworn personnel who complete the required ALPR training and have a current VCIN Level B certification will be issued an account. User accounts will be terminated upon separation from the agency.

**Data Storage and Retention (CALEA 41.3.9 D)**

The ALPR system does not collect or store personal information. License plate reads and hits (data) are encrypted, uploaded, and stored in Axon's Evidence.com cloud-hosted storage solution. Data shall be retained for no more than 90 days unless it is deemed to have evidentiary value related to a criminal investigation. Any data that is preserved for longer than 90 days shall be maintained in accordance with the Library of Virginia Records Retention and Disposition Schedule. Any data that is not deemed to be evidentiary in nature shall be automatically purged by the system after the 90-day retention period.

**Training (CALEA 41.3.9 C)**

Sworn personnel shall receive training in the operation of the ALPR system, in accordance with ALPR manufacturer guidelines, and this policy. All training will be documented by the Training Bureau. Upon completion of training, each new operator will receive access to the ALPR system.