FOX POINT POLICE DEPARTMENT GENERAL ORDER 18.2		TITLE: **Automated License Plate Reader**	
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PURPOSE AND SCOPE

The Fox Point Police Department has adopted the use of Automated License Plate Reader (ALPR) and Vehicle Recognition (VR) technology to enhance the productivity, effectiveness, and safety of its officers and the community. The Fox Point Police Department utilizes stationary / fixed license plate reader cameras from Flock Safety systems.

The Flock Safety ALPR system (Flock) utilizes a network of fixed ALPR cameras to capture and store digital images of license plates and vehicles, along with the date, time, and location of when each image was captured. The Flock Safety system also compares license plate reads to active hotlists and is capable of notifying Flock users when a license plate on an active hotlist is read.

The purpose of this policy is to provide guidance for the use of ALPR and VR-generated data which is entered and stored in a searchable computer database while recognizing the established privacy rights of the public.

DEFINITIONS

Automated License Plate Reader (ALPR) – A combination of physical equipment and software that captures images of vehicles and their license plates and then converts the images to electronic text data.

Hot List – A list of license plate numbers and/or vehicles which are determined to have a legitimate and specific law enforcement purpose. These purposes include, but are not limited to: criminal activity, wanted persons, endangered persons, and AMBER and SILVER alerts. Information for Hot Lists are regularly updated and can come from a variety of sources, including the National Crime Information Center (NCIC), the Crime Information Bureau (CIB), Fox Point police officers, or other law enforcement agencies.

Read – A read is both the process of capturing a license plate image and converting it to electronic text, and the electronic text data file that is created. This file can consist of the scanned license plate, an associated vehicle image, GPS location of the images, and a time stamp.

Alert/Hit – An alert is a signal (audible and/or visual) that notifies an authorized user that a read plate or scanned vehicle is associated with a Hot List. The read plate or scanned vehicle associated with the Hot List is referred to as a Hit. These terms are often utilized interchangeably.

FIXED LPR System – LPR cameras that are permanently affixed to a structure, such as a pole, a traffic barrier, or a bridge.

Flock Safety – The stationary ALPR/VR equipment and software interface that:

1. Captures images of license plates and vehicles within and outside of (shared data) Fox Point, WI.
2. Allows for the creation of license plates/vehicles Hot Lists;
3. Provides alerts to registered users of Hot List license plate/vehicles;
4. Allows authorized users to query license plates and vehicles within 30 days of the data being captured.

PROCEDURES

Authorized Users

Access to the Flock system will be limited to sworn police personnel and each user will be assigned a unique username that has the capability of being fully audited, and will require a unique password and multifactor identification (MFA) method to ensure system security and integrity.

ALPR System Use

Use of ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- An ALPR shall only be used for official law enforcement business.
- An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- No ALPR operator may access confidential department, state, or federal data unless authorized to do so.
- License plates and unique vehicle descriptions reported during major crimes should be entered into the ALPR system to identify suspect vehicles.
- Manual additions can be added to the department's Custom Hot List by department approved operators. All manual entries remain active on the ALPR system until it is deemed necessary to remove the entry or an expiration date is set. Examples of manual entries of a license plate number are but are not limited to:
    - BOLO (Be On Look Out)
    - Investigative Purposes

- Once a Custom Hot List "hit" has been received and acted upon, the entry should be removed, or information updated immediately by the ALPR operator to avoid repeated unnecessary stops and/or interactions.
- The Program Administrator will conduct periodic audits of Hotlists created by officers and purge or update lists as necessary.
- Personnel conducting a search / query of the Flock database will enter an offense type, reason for the inquiry, and the associated incident / CAD number.

Restrictions

- Officers are prohibited from using Flock-provided data except for legitimate law enforcement purposes. Any unauthorized use, including use with the intent of harassing or intimidating an individual, stalking an individual, or using the ALPR system based on protected characteristics, will be grounds for discipline, up to and including termination.

Training

The Captain of Police is responsible for the training of Department personnel in the use of the Flock systems. Only personnel trained in these systems may access stored data. Department members authorized to access the Flock system will complete training according to their access level, including a review of this directive.

Personnel conducting searches of the Flock database for training purposes shall utilize the offense type "City Planning / Traffic Analysis" and only search municipal owned vehicle license plates. In the reason field enter the term, "Training."

Hit Response

During field operations, ALPR "hits" are indicated by a visual and/or audible alarm on the mobile workstation, as well as a push notification to the supervisor's telephone. An ALPR "hit" shall not be used as a reason to make contact until all provisions contained in this section have been met. Contact with the vehicle and its occupants shall only be made after the "hit" is confirmed and a valid reason to conduct a seizure is identified. The following steps are recommended:

- The officer receiving the notification will first visually verify the Hot List entry matches the digital image displayed by the ALPR. If for any reason they do not match, the "hit" will be rejected. If they do match, the "hit" will be accepted and the officer will verify the hit through an appropriate law enforcement database.
- Prior to taking any law enforcement action, the officer must receive confirmation from the National Crime Information Center (NCIC), Mobile Data Terminal (MDT), or dispatch, verifying the license plate is still stolen, wanted, and/or of interest before proceeding with any actions. A Flock Safety notification (hit), shall not be a basis for any law enforcement actions.
- Once verification has been satisfied, the officer may then attempt to make contact with the vehicle and its occupants. These contacts are to be treated as an unknown to high-risk contact, depending on the circumstances, and appropriate backup shall be utilized when deemed necessary.

DATA COLLECTION AND RETENTION

All data is stored and encrypted by Flock Safety for 30 days. Thereafter, ALPR data is 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 discovery request or other lawful action to produce records. In those circumstances, the applicable data should be downloaded onto the department evidence server and noted in the officer's incident report.

As a customer and law enforcement agency partner of Flock Safety, members of the Fox Point Police Department have complete access to the data and are the gatekeepers for who views it. Flock does not use the data gathered by Fox Point Police Department license plate readers for any purpose.

Data entries are logged in an event log and an outcomes log within the insight's portal on the navigation bar. The Program Administrator can access a report of all inputs into the system by Fox Point Police Department users (custom hotlist entries, BOLO's, etc) as well as access a search audit log.

ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Fox Point Police Department will observe the following safeguards regarding access to and use of stored data:

- All ALPR data downloaded to the department server and in storage shall be accessible only through a login/password-protected system and will be subject to the department records retention directive.
- Members 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.
- The Program Administrator will conduct regular audits of the FLOCK system. The audits will be conducted based off a random sampling of officers and random sampling of their queries.

This policy specifically addresses the department's current contractual agreement with Flock Safety Systems; however, the procedures and responsibilities for department personnel will apply to any and all ALPR technology adopted by the department in the future.