HALES CORNERS POLICE DEPARTMENT

GENERAL ORDER				
TITLE: **UTILIZATION OF AUTOMATED LICENSE PLATE READER EQUIPMENT**				
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DISTRIBUTION: ALL	REVIEW PERIOD: BIENNIAL	REFERENCE: WISCONSIN ALPR ASSOCIATION MODEL POLICY		
RECINDS/REPLACES: NEW	WILEAG STANDARDS:	SPECIAL INSTRUCTIONS:		

NOTE: This General Order is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by the department, and then only in a non-judicial administrative setting.

I. INTRODUCTION

The Hales Corners Police Department has adopted the use of Automated License Plate Reader technology to accomplish the following objectives: to enhance the productivity, effectiveness, and safety of its officers.

II. PURPOSE

The purpose of this standard is to provide guidance for the use of Automated License Plate Reader equipment.

III. DEFINITIONS

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

Hot List – A list of license plate numbers 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 Alerts. These lists are regulary updated. Information for Hot Lists can come from a variety of sources: NCIC, CIB, other law enforcement agencies, or from Hales Corners police officers.

eTime Hot List -- The available CIB database extracts for ALPR systems that include NCIC Hot Files, CIB Hot Files, and Wisconsin DOT vehicle registration data.

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 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 or visual, that notifes an ALPR operator that a read plate is associated with a Hot List. The read plate associated with the list is referred to as a Hit. These terms are often utilized interchangibly.

PAGIS – The in-squad software that operates the ALPR equipment.

BOSS – The software used to generate license plate inquires and reports from ALPR reads.

IV. SPECIFIC PROCEDURES

A. Authorized Use

1. Only officers having received specialized instruction and having demonstrated proficiency in the proper operation and use of ALPR equipment and/or software will be authorized to operate the equipment in conformity with this General Order.

2. All authorized users will be assigned a unique user name and password.

B. Restrictions

1. Officers are **prohibited** from using ALPR equipment **except for legitimate law enforcement purposes.**

2. All access to ALPR equipment must be controlled by login/password protection.

   a. Users will be assigned and must utilize their unique user name and password for the equipment and software they are operating.

   (1) Sharing of user name and passwords is prohibited.
   (2) Unauthorized use of user name and passwords is also prohibited.

3. *Violations of this section are grounds for discipline up to and including termination.*

4. Authorized use alone does not authorize the erasure or alteration of reads.

C. Training

1. The Hales Corners Police Department is responsible for the training of department personnel in the use of the ALPR equipment.

   a. Only personnel trained in PAGIS software may utilize ALPR equipment.

   b. Only personnel trained in BOSS software may acess stored data.

D. Data

1. Data collected by ALPRs shall be kept on a designated server with industry standard physical and technical security.

   a. The server is physically located at the Greenfield Police Department.

2. Data collected with Hales Corners ALPR equipment is property of the Hales Corners Police Department.

3. Data collected by ALPRs shall be kept for a period of 1 year.

   a. Data greater than 1 year old shall be deleted or overwritten.

4. Data not utilized for any purpose, shall not be considered a record.

5. Data utilized as evidence for a state or municipal offense shall be considered a record.

    a. The retention and disposition of the record shall fall under the directives found in General Orders:

    (1) *Genral Order - 503 Evidence and Property*
    (2) *General Order - 407 Open Records*

6. Open Records requests for ALPR data shall be forwarded to the Lieutenant.

    a. Open Records requests for ALPR data that was not created with Hales Corners Police Department equipment will not be fulfilled by this agency. The requester will be directed to the agency that owns the data.

    b. Sharing of data by law enforcement agencies conducting a legitimate investigation may be filled by this agency. It is not necessary to forward these requests to the agency who owns the data.

E. Patrol Use

1. Officers using an ALPR equipped vehicle shall ensure that they log in to PAGIS and operate the equipment as trained.

    a. The ALPR equipment should be operational during the officer's shift.

2. When the ALPR system Alerts that a license plate is on a Hot List, prior to taking any enforcement action, the officer shall make all reasonable efforts to:

    a. Verify that the captured plate image matches the plate number of the vehicle.

    b. Verify that the Hot List indicator is accurate by verifying it personally or through dispatch.

    (1) The license plate shall be confirmed by query through the TIME system.

3. If any action is taken by an officer due to an Alert by the PAGIS sotware, they shall complete and save the "Set Disposition" data.

F. Investigative Use

1. Access to ALPR data is limited to personnel properly trained and authenticated for use of the BOSS software.

    a. Access to ALPR data through the BOSS software is to be automatically logged.

2. All access to ALPR data must be controlled by login/password protection.

a. Users will be assigned and must utilize their unique user name and password for the software they are operating.

(1) Sharing of user name and passwords is prohibited.
(2) Unauthorized use of user name and passwords is also prohibited.

3. **Searches** of ALPR data **are limited to legitimate law enforcement purposes**.

a. *Violation of this section is grounds for termination.*

4. Investigations which utilize information obtained from the ALPR database shall document the fact that ALPR data was used.

G. Hot Lists

1. The eTIME Hot List is promulgated and updated by the Crime Information Bureau.

a. The Greenfield Police Department downloads and makes this list available for use by ALPR equipment daily.

2. The Hales Corners Police Department may create and maintain a "Hales Corners PD" Hot List on the ALPR database.

a. The Hot List will include license plates of vehicles that are of interest to local investigations.

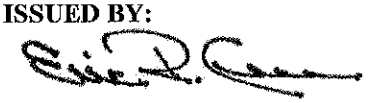
b. Only supervisors may authorize a license plate to be added to or removed from the "Hales Corners PD" Hot List.

c. Investigations which require information to be added, or removed, to the Hot List shall document: the reason for the inclusion, the date and time of data entry; and, the name of the authorizing supervisor.

H. Special Situations

1. Damaged Squads - A designee will ensure that the ALPR is removed as soon as possible from a wrecked or damaged vehicle when it might be further damaged from exposure to the elements.

2. Repair/Maintenance - Equipment or software issues shall, as soon as practicable, be reported to a supervisor.

ISSUED BY:	**HISTORY:**	
	Effective: 03/19/2013	
Eric R. Cera Chief of Police		