

Automated License Plate Readers (ALPRs)

427.1 PURPOSE AND SCOPE

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.

427.2 ADMINISTRATION

The ALPR technology, also known as license plate recognition (LPR), allows for the automated detection of license plates. It is used by the Galesburg Police Department to convert data associated with vehicle license plates for official law enforcement purposes.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access shall be managed by the Deputy Chief. The Deputy Chief will assign personnel under their command to administer the day-to-day operation of the ALPR equipment and data.

427.3 OPERATIONS

Use of an 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.

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with patrol operations or criminal investigations. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped vehicles to canvass areas around homicides, shootings, and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) No ALPR operator may access confidential department, state, or federal data unless authorized to do so.
- (f) If practicable, the officers shall verify an ALPR response through the appropriate law enforcement database before taking enforcement action that is based solely upon an ALPR alert.
- (g) No member of this department shall utilize the ALPR system for the following:
 - 1. to seek data on any individual or organization based solely on their religious, political, social views or activities; their participation in a particular non-criminal organization or lawful event; or their race, ethnicity, citizenship, age, disability, gender, gender identity, sexual orientation or other classification protected by law.
 - 2. to share ALPR data with out of state agencies for the purpose of investigating or enforcing a law that would violate the Lawful Health Care Activity Act, the

Automated License Plate Readers (ALPRs)

T.R.U.S.T. Act, or permit the detention or investigation of a person based solely on the person's immigration status.

3. to target any group or individual in a discriminatory manner or infringe on constitutionally protected activities. This shall not preclude the Chief of Police from releasing general information as to the effectiveness of the ALPR program and other such communications.

427.4 DATA COLLECTION AND RETENTION

The Deputy Chief is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

All stored ALPR data should be retained in accordance with the established records retention schedule. Thereafter, ALPR data should 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 discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded onto portable media and booked into evidence.

427.5 ACCOUNTABILITY

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

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, and time.
- (b) 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.
- (c) ALPR system audits shall be conducted on a regular basis.
- (d)

427.6 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

- (a) The agency makes a written request for the ALPR data that includes:
 1. The name of the agency.
 2. The name of the person requesting.
 3. The intended purpose of obtaining the information.

Galesburg Police Department

Policy Manual

Automated License Plate Readers (ALPRs)

- (b) The request is reviewed by the Deputy Chief or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

Before sharing ALPR information with an out-of-state law enforcement agency, the Deputy Chief or the authorized designee shall also ensure that the Galesburg Police Department has received the executed written declaration of affirmation from the out-of-state agency as required by 625 ILCS 5/2-130. The declaration of affirmation should be retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.