
	<b>LOWER MERION TOWNSHIP POLICE DEPARTMENT</b> Ardmore, Pennsylvania	
	<b>Policy 3.21.10</b>	
Subject:		Distribution:
<b>Automatic License Plate Readers</b>		<b>All Sworn Personnel</b>
Date of Issue:	Expiration Date:	Rescinds:
<b>06-01-2014</b>	<b>Until Amended or Rescinded</b>	<b>Directive: 13-112</b>
References:		
<b>CALEA: N/A; PLEAC: N/A</b>		
By Authority of:		
		<b>Superintendent of Police</b>

## **PURPOSE**

The purpose of this policy is to provide all members with guidance on the application and use of automatic license plate readers (ALPR), management of ALPR data, and maintenance of ALPR equipment.

## **DEFINITIONS**

- A. Target Plate:** The registration plate of a motor vehicle identified and photographed by the ALPR.
- B. ALPR Data Query Logs:** A record of a search or query of ALPR data.
- C. Hot List:** Data provided through the Real Time Crime Center (RTCC) Portal which includes: stolen license plate(s), wanted person(s) with a license plate associated with the record, and suspended or revoked registration(s). This includes national data from such resources as the National Crime Information Center (NCIC) and National Insurance Crime Bureau (NICB) for similar categories and for license plates associated with Silver Alerts, Amber Alerts, terrorist watch lists, manually entered license plate information for crimes just occurred in a local jurisdiction, gang members, and other investigative targets.

## **PROCEDURE**

### **A. GENERAL**

1. Any vehicle equipped with an ALPR shall be utilized on each and every shift unless not practicable due to vehicle or equipment maintenance.
2. All officers using ALPR equipment shall receive training on its proper operation prior to use.

3. An alert received on the Automated License Plate Reader (ALPR) **is deemed not to be reasonable suspicion to conduct a traffic stop**. When the officer receives an alert from the ALPR, the officer shall verify that the information on the ALPR display matches the registration plate information exactly, including both the license plate number and the state of issuance. The officer shall then conduct a CLEAN/NCIC check of the license plate to verify status before taking further action.
4. Any officer utilizing the ALPR shall be sure that the most current hot list has been downloaded into the MCT.
5. The ALPR hot list will be transferred / uploaded automatically by Delaware Valley Intelligence Center (DVIC). In the event an automatic upload cannot be accomplished, a member of the IS staff will perform a manual upload based on their availability.
6. Any actions that are a direct result of the information provided by the ALPR shall be noted in the incident report. In addition, the secondary code 2642 shall be used.
7. ALPR data shall only be accessed by sworn members for a legitimate law enforcement purpose.
8. The Auxiliary Services Commander is responsible for receiving reports of ALPR defects, damage or other matters requiring maintenance.
9. The DVIC is responsible for the maintenance of all data. This includes backing up of all requests for searches of ALPR data and for maintenance of internal hot lists.
10. The Auxiliary Service Commander is responsible for the annual review of this policy and for making recommendations to the Superintendent of Police for any necessary amendments.

## **B. EQUIPMENT AND MAINTENANCE**

1. Two ALPR cameras are mounted on the police vehicle. The cameras can be directed to read the license plates of surrounding vehicles. Only personnel assigned to the Auxiliary Services unit are authorized to redirect a camera.
2. ALPR equipped vehicle(s) can use the designated car wash.
3. In the event of inclement weather, officers assigned to ALPR vehicles should clear any snow or debris from the front of the cameras. If the lens needs to be cleaned a soft cloth can be used. No chemicals should be applied to the lens.

4. In the event that the ALPR is not functioning properly, or it is determined to be damaged, the reporting officer shall immediately notify the patrol supervisor. The patrol supervisor shall notify the Auxiliary Services Commander.

### **C. DATA STORAGE, RETENTION AND RELEASE**

1. DVIC will serve as the ALPR program's Operations Center. The DVIC will determine the retention period for ALPR transit and statistical data. In addition, ALPR data is retained within the MCT for a period of 30 days.
2. Data shall be disseminated and/or distributed for the purpose of criminal investigations, prosecution, or investigative support as directed by the Superintendent of Police.
3. When enforcement action or an investigation results from an ALPR hit, the appropriate file will be preserved via a manual download by Township IS staff. The officer involved shall send an email request for the file to the Auxiliary Service Commander prior to end of tour.

### **RESPONSIBILITY**

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.

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