



# GENERAL ORDER

## OAK BROOK POLICE DEPARTMENT

### OAK BROOK, ILLINOIS

Title: Automated License Plate Recognition System		Number: ADM-131
Author: Deputy Chief Jason Cates		Page: 1 of 5
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#### 131.1 Policy

The Oak Brook Police Department shall utilize an Automated License Plate Recognition (ALPR) System to detect, deter, investigate and resolve criminal incidents. The access and use of ALPR data shall be limited to law enforcement purposes and shall occur in accordance with all applicable laws, LEADS Rules, Village and Department Policies.

#### 131.2 Purpose

The purpose of this policy is to establish the guidelines and procedures for the use of the Automated License Plate Recognition System.

#### 131.3 Definitions

Alert: A visual and/or auditory notice that is triggered when the ALPR system receives a potential hit on a license plate.

License Plate Reader (ALPR): Equipment consisting of cameras, computer, and computer software used to automatically recognize and interpret the characters on vehicle license plates. Digital images captured by the cameras are converted into data which is processed through the ALPR system.

Fixed ALPR System: ALPR cameras that are permanently fixed to a structure, such as a pole, a traffic barrier, or a bridge.

Hit: A read matched to a license plate that has previously been registered on the department's hot list of vehicle plates or on the local hot list on the ALPR computer that has been added by a user.

Hot List: License plate numbers of stolen vehicles, wanted subjects, missing persons, AMBER alerts, suspended, revoked, or expired registration, parking scofflaws, or any other

criteria as determined by the Chief of Police or designee. Hot list information can come from a variety of sources including but not limited to: the National Crime Information Center (NCIC), Law Enforcement Agencies Data System (LEADS), Illinois Secretary of State, and the department's list of parking citation scofflaws. Officers may also manually add license plates to a local hot list during deployments based on information relayed to them regarding a law enforcement or public safety concern.

Read: The capture of digital images or license plates and vehicles with associated metadata (date, time, GPS coordinates with vehicle image capture).

41.3.9 b

#### 131.4 ALPR Confidentiality

Use of the ALPR system, software, associated databases, and data is restricted exclusively to the law enforcement and public safety-related functions of the department. Information obtained from the ALPR, software, associated databases, and data shall not be used for personal reasons or for reasons not consistent with the law enforcement and public safety-related functions of the department under any circumstances.

Misuse or abuse of the ALPR system, software, associated databases, or data will result in disciplinary action.

Information obtained from the ALPR system, software, associated databases, and data shall not be disseminated to the public except as authorized or required by law.

Information obtained from the ALPR system, software, associated databases, and data may be disseminated to other law enforcement agencies or officers as long as it is to be used for law enforcement or public safety functions.

#### 131.5 ALPR Administration

The Deputy Chief shall serve as the ALPR System Administrator, and shall have administrative oversight of ALPR system. Responsibilities shall include but may not be limited to:

- 41.3.9 c a. Coordinating training in the use of the ALPR system.
- 41.3.9 b b. Establishing protocols for access, collection, secure storage, and retention of associated media files.
- c. Establishing protocols to preserve documented ALPR reads, alerts or hits that are acted on in the field or associated with investigations or prosecutions.
- d. Ensuring ALPR system audits are conducted on an annual basis. System audits shall include password security, system usage, and training activities

ALPR system repairs (hardware or software) shall be made by appropriate sources as approved by the Chief of Police.

41.3.9 a

#### 131.6 ALPR Use

All ALPR users must have successfully completed approved Law Enforcement Agencies Data System (LEADS) training prior to operating ALPR equipment or accessing ALPR data.

Use of the ALPR system is limited to sworn personnel and Community Service Officers that have successfully completed the department approved ALPR training curriculum.

It is prohibited to use the ALPR system, active ALPR data, historical ALPR data, and hot lists to do any of the following:

- a. Record license plates on vehicles on private property that are not exposed to public view.
- b. Harass or intimidate any person or group.
- c. Use the information for personal reasons.
- d. Collect information solely on the basis of a protected characteristic. Protected characteristics that are an impermissible basis for ALPR use include a person's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, or other classification protected by law.
- e. Collect information for the purpose of or known effect of infringing on First Amendment Rights. For example, collecting information about an individual's lawful associations, lawful political and religious affiliations or activities, etc., is prohibited.

ALPR hits alone do not constitute reasonable suspicion or probable cause for a stop. Prior to taking enforcement action or initiating a traffic stop on an ALPR hit alert, in all circumstances officers shall:

- a. Visually verify that the vehicle license plate number of the hit matches the plate number recognized by the ALPR system, including both the alphanumeric characters of the license plate and the state of issuance; and
- b. Verify the current status of the license plate through the Communications Center or LEADS query in accordance with LEADS hit validation procedures.

In each case in which an alert is triggered, the officer shall accept or reject using the ALPR system software.

All enforcement action taken in response to a hit shall be documented on the appropriate incident report or event.

Hot Lists may be updated manually if the officer enters a specific license plate into the ALPR system and wants to be alerted when it is located. Officers shall document the reason for the manual entry in the notes area provided in the ALPR software whenever a plate is manually entered into the system.

Officers receiving valid hits while assigned to other duties or calls for service shall do the following prior to taking enforcement action:

- a. Weigh the seriousness of their current assignment versus the basis of the hit (e.g. officer en route to a delayed theft report receiving a stolen motor vehicle hit).
- b. When practical or necessary, officers should notify their supervisor of the hit and state that they will be taking or have taken enforcement action in lieu of their assigned task or call for service.
- c. When determining whether to take enforcement action, officers shall consider the safety of the public and other officers. If the reassignment of the current task or call for service would jeopardize the safety of an officer or the public, the enforcement

41.3.9 d

action shall not be taken.

- d. When applicable, officers unable or unavailable to take action on a valid hit should notify the Communications Center of the alert so that the information can be disseminated to other officers or law enforcement agencies in the area.

#### 131.7 ALPR Data Storage and Retention

Collection and retention of ALPR data is subject to the following guidelines:

- a. Collected data shall include the date, time and location of collection.
- b. ALPR data will not be stored by the Village of Oak Brook or the Oak Brook Police Department.
- c. Captured ALPR data will be transferred wirelessly from fixed ALPR locations to the service providers cloud storage server.
- d. All ALPR data transferred to the ALPR service provider shall be stored by the provider in accordance with their retention policy.

ALPR data of evidentiary value shall be saved to a portable media device and inventoried as evidence.

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

- a. All requests for access to stored ALPR data shall be logged and a stated purpose for access must be provided.
- b. Persons approved to access ALPR data under these guidelines are permitted to access the data when there is an articulable suspicion that the data relates to an investigation in a specific criminal or department related civil or administrative action.
- c. All transmission and storage of ALPR data shall meet CJIS requirements for network and computer security.

ALPR data maybe shared only with other law enforcement agencies for legitimate law enforcement purposes or as otherwise permitted by law and in accordance with this policy, provided the following criteria are met:

- a. The law enforcement agency makes an official request for the ALPR data.
- b. The identity of the agency and the person requesting the data and the intended purpose are documented and retained on file. All documentation shall be forwarded to the ALPR System Administrator.
- c. The request is approved by a supervisor (ASC, Sergeant or member of the Command Staff).

### 131.8 Issuing Authority

This General Order will supersede any directives or understandings in conflict.

By order of:



James R. Kruger Jr., Chief of Police

#### Revisions
