

## Accreditation Standard(s):

**1. PURPOSE**

The Joliet Police Department will use the Automated License Plate Recognition (ALPR) System only for law enforcement and public safety purposes as authorized and directed by department policy and in accordance with state and federal law. It is also the policy of the Joliet Police Department to protect the established privacy rights of members of the public and establish policies and procedures to ensure that the ALPR system, and any captured data, is appropriately handled and protected.

**2. DEFINITIONS**

Automated License Plate Recognition (ALPR) – A system consisting of computer hardware, software, and one or more digital cameras that is designed to capture vehicle license plate images and other data to cross-reference against one or more designated law enforcement databases. The data captured typically includes a photographic image, the text of the license plate obtained through optical character recognition technology, date and time of capture, and location information from a global positioning system (GPS).

Alert (aka hit) – A positive indication or “hit” by audio and/or visual signal of a potential match between data on the “hot list” and a license plate scanned by the ALPR. An alarm is NOT a conclusive confirmation, but an indicator that additional investigation is warranted.

Fixed ALPR – A system where the cameras and other equipment are attached to a building, pole, bridge, or other fixed structure.

Mobile ALPR – A system where the ALPR camera and other equipment are deployed using a motor vehicle or other mobile platform.

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. 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. Sworn Members 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.

**3. INFORMATION CONFIDENTIALITY**

- 3.1 Use of the ALPR system, fixed or mobile, is restricted exclusively to the law enforcement and public safety-related functions of the Department. Information obtained from the ALPR system may 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.
- 3.2 Misuse or abuse of the ALPR system, associated databases, or other uploaded data may be subject to sanctions and/or disciplinary action.
- 3.3 The ALPR system, associated databases and other uploaded data are solely the property of the Joliet Police Department and intended for use in the law enforcement and public safety functions of the Department.
- 3.4 Dissemination of information obtained from the ALPR system, associated databases and other uploaded data may not be disseminated to the public except as authorized or required by law.
- 3.5 Information obtained from the ALPR system, associated databases and other uploaded data may be disseminated to other law enforcement agencies or officers if it is to be used for law enforcement or public safety functions.
- 3.6 Other law enforcement agencies that have access to our data shall comply with this policy and only use the data for legitimate law enforcement purposes. Other law enforcement agencies who access this information shall adopt and abide by their respective department policy.

**4. OPERATIONS**

- 4.1 At the beginning of each shift, officers using the ALPR system must ensure that the ALPR system has been updated with the most current “hot list” available.
- 4.2 Prior to taking any enforcement action or initiating a traffic stop on an ALPR alert/hit officers shall:
  - A. Visually verify that the vehicle license plate number of the alert/hit matches the plate number recognized by the ALPR system, including both the alphanumeric characters of the license plate and the state of issuance.
  - B. Verify the status of the license plate through dispatch or a LEADS query when circumstances allow.
- 4.3 In each case in which an alert/hit is triggered, the officers shall accept or reject the alert/hit using the ALPR system software.

- 4.4 Valid alerts/hits shall be reported to dispatch and what enforcement action is being taken.
- 4.5 Hot Lists may be updated manually if the user enters a specific plate into the ALPR fixed or mobile system and wants to be alerted when it is located. Users shall document the reason for the manual entry in the notes area provided in the ALPR software.
- 4.6 Officers receiving a valid alert/hit while assigned to other duties or another call for service shall do the following prior to taking enforcement action:
  - A. Weigh the seriousness of their current assignment versus the basis of the alert/hit. (i.e., officer enroute to a theft report and then receives a stolen motor vehicle alert/hit).
  - B. When practical, officers will notify their immediate supervisor of the alert/hit and inform them they will be taking action or have taken enforcement action in lieu of their assigned duty of a call for service.
  - C. When determining whether to take enforcement action, officers shall consider the safety of the public and other officers first and foremost. If the abandonment of their current assignment or call for service would jeopardize the safety of the public or officer safety, enforcement action should not be immediately taken on the alert/hit.
  - D. If the officer is unable to act on a valid alert/hit, it is the responsibility of the officer to notify dispatch of the alert/hit so the information can be disseminated by dispatch to other officers or other law enforcement agencies in the area.
- 4.7 Fixed ALPR system may be used by other law enforcement agencies within the state of Illinois and law enforcement agencies outside of Illinois will need to be approved by the Deputy Chief of Investigations or designee.
- 4.8 If the mobile ALPR is not working properly or is damaged a help desk ticket will be made by the sworn member to I.T. prior to the end to their shift.

## **5. DATA STORAGE/ RETENTION AND TRAINING**

- 5.1 The ALPR equipment has the capability to store data collected during the license plate detection and identification phase.
- 5.2 The mobile ALPR maintains the date, time, and location of each license plate scanned and stores them in the cloud which is maintained by the mobile ALPR system.
- 5.3 The fixed ALPR maintains the date, time, and location of each license plate scanned and stores them in the cloud which is maintained by the fixed ALPR system.
- 5.4 Data for the fixed ALPR will only be stored by the fixed ALPR system for sixty (60) days. If the information is needed for an investigation, the data needs to be exported to evidence.com or attached to the P1 report.
- 5.5 Data for the mobile ALPR will only be stored by the mobile ALPR system for sixty (60) days. If the information is needed for an investigation, the data needs to be exported to evidence.com or attached to the P1 report.
- 5.6 Training for the ALPR system will be conducted by the City of Joliet I.T. Department.

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