

"Keep Orlando a safe city by reducing crime and maintaining livable neighborhoods."

**ORLANDO POLICE DEPARTMENT POLICY AND PROCEDURE
1137.2, AUTOMATED LICENSE PLATE RECOGNITION SYSTEM**

EFFECTIVE:	11/26/2019
RESCINDS:	1137.2
DISTRIBUTION:	ALL EMPLOYEES
REVIEW RESPONSIBILITY:	CRIME CENTER SECTION COMMANDER
ACCREDITATION CHAPTERS:	32
CHIEF OF POLICE:	ORLANDO ROLÓN

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POLICY: The availability and use of Automated License Plate Recognition (ALPR) Systems has provided many opportunities for the enhancement of productivity, effectiveness, and officer safety. It is the policy that all Department members abide by the following guidelines set forth herein using ALPR Systems. The purpose of this policy is to provide Orlando Police Department personnel with guidelines and principles for the collection, access, use, dissemination, and retention of ALPR information to ensure the information is used for legitimate law enforcement purposes **ONLY** and that privacy, civil rights, and civil liberties of individuals are not violated.

1. DEFINITIONS

For the purpose of this Policy, the following definitions apply:

ALPR: Automated License Plate Recognition

ALPR Alert: a visible and or audible notification to an ALPR operator that a license plate captured by ALPR is on an prepared Hot List.

ALPR Administrator: member designated by the Chief of Police, or designees, to be the point of contact for ALPR Systems.

ALPR Operator: designated Department member that has been trained and authorized in the operation and lawful use of ALPR Systems.

ALPR System: a set of equipment used to automatically capture license plate images and associated data. The equipment may include the following:

- One or more ALPR cameras.
- Software used to transform captured images into alphanumeric characters.
- Software used to automatically compare the alphanumeric characters acquired to one or more databases (hotlists)
- User access to obtain information from software used to transform and compare captured license plate images

Fixed ALPR camera: ALPR camera permanently affixed to a structure; such as a pole, sign or other fixed object.

Hit Confirmation: a secondary check awaiting notification by the original entering agency that a “hit” by the ALPR is still valid and active.

Hit: an audible alert and/or visual signal activated upon the read of a license plate by the ALPR System that has not yet been visually verified by an ALPR Operator

Hot List: file that contains the license plate numbers of stolen vehicles; stolen license plates; AMBER, SILVER, or other law enforcement alerts; lists of license plate numbers known to be associated with specific individuals, such as wanted individuals or missing individuals (e.g., wanted for homicide, rape, robbery, child abduction); or terrorist watch lists. The Department of Highway Safety and Motor Vehicles also provides suspended or revoked registrations. ALPR hot lists are compiled to serve agency-specified needs. Manual entry may be available, allowing additions for specific license plates involved in a lawful investigation. The hot list is essential to ALPR systems, as it is required to notify law enforcement that a vehicle on the list is near an ALPR camera.

Mobile ALPR Camera: ALPR camera intended for use in/on a motor vehicle or other equipment with the ability to be easily relocated and typically include one to four cameras.

2. GENERAL INFORMATION

- 2.1 The use of ALPR Systems and access to ALPR data requires a legitimate law enforcement purpose. No member may use or authorize the use of the ALPR equipment or data for any other reason. Members who engage in the misuse of the equipment, databases, or data are subject to disciplinary action.
- 2.2 ALPR capturing is specifically limited to vehicles exposed to public view.
- 2.3 ALPR System identifies license plates, not vehicles or persons.
- 2.4 ALPR System functions to passively capture an image of a vehicle's license plate, transform that image into alphanumeric characters, compare the plate number to one or more lists (Hot List) of vehicles of interest, and alert the member when a license plate of interest has been observed.
- 2.5 ALPR's enhance information sharing capabilities with regional law enforcement personnel and provide members with timely access to criminal intelligence data.
- 2.6 Only authorized ALPR Operators may access or use ALPR stored data.
- 2.7 Designated Department members will have the ability to query license-plate-recognition data, create reports, and use analytic tools, such as mapping capabilities.
- 2.8 The Department may share ALPR data with any government entity that presents an authorized law enforcement or public safety purpose. The Department assumes no responsibility or liability for the acts or omissions of other agencies.

3. USE OF AUTOMATED LICENSE PLATE RECOGNITION SYSTEM

- 3.1 An ALPR Operator shall do the following:
 1. Verify the system has correctly captured the license plate characters

2. Verify the state of issue of the license plate
 3. Confirm the record that triggered the alert is still active and perform a hit confirmation with the entering agency
- 3.2 All confirmed “hits” received by an ALPR Operator shall result in appropriate investigative/enforcement action.
- 3.3 Members may request that a license plate be manually entered; by an authorized ALPR Operator, into the ALPR System to aid in an investigation, or request to query data from the ALPR System.

4. ACCESS AND SECURITY

- 4.1 The ALPR Administrator shall authorize all ALPR Operator access.
- 4.2 All ALPR Operators shall be required to have individual access for use of the ALPR System.
- 4.3 Members may request that a license plate be manually entered; by an authorized ALPR Operator, into the ALPR System to aid in an investigation. All ALPR System entries are logged, tracked and available for auditing and review.
- 4.4 All ALPR System investigative queries into collected LPR data are logged, tracked and available for auditing and review.
- 4.5 All ALPR data will be retained as required by law.
- 4.6 An audit shall be conducted annually under the direction of the ALPR Administrator or designee

4. TRAINING

Training will be provided to all Designated users of ALPR Equipment and ALPR System. This training will be arranged and documented by the ALPR Administrator or Designee.