

Automated License Plate Readers (ALPR)

424.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates including those associated with wants and warrants. The ALPR used by the Clear Creek County Sheriff's Office, also known as the Flock Safety system, converts data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates, and missing persons. The ALPR data may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction, and stolen property recovery.

424.2 ADMINISTRATION OF ALPR DATA

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access shall be managed by the Patrol Division. The Patrol Division commander or his/her designee will assign personnel under his/her command to administer the day-to-day operation of the ALPR equipment and data.

424.3 ALPR OPERATION

Authorized User means a sworn or civilian employee of a law enforcement agency who has been authorized by the sheriff of the agency, or by his or her designee, to operate an ALPR, or to access and use Use of an ALPR is restricted to the purposes outlined below. Office personnel shall not use, or allow others to use, the equipment or database records for any unauthorized purpose. Roles will be issued to individual employees with access.

- (a) The data shall only be used for official and legitimate law enforcement business.
- (b) The data shall only be accessed by an authorized user who is a sworn or civilian employee of the Clear Creek County Sheriff who has been authorized by the Sheriff or by his or her designee.
- (c) The data may be used in conjunction with any patrol operation or official office investigation. Reasonable suspicion or probable cause is not necessary before using an ALPR.
- (d) While the data may be used to canvass license plates around or possibly associated with any crime scene, particular consideration may be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes can be entered into the ALPR system in an attempt to identify suspect vehicles.
- (e) No member of this office shall operate ALPR equipment or access ALPR data without first completing office-approved training.
- (f) The deputy must verify an ALPR response through the Colorado Bureau of Investigation before taking enforcement action that is based solely upon an ALPR alert, except upon exigent circumstances when public safety may be at imminent risk. In such circumstances a preliminary stabilizing action necessary to help ensure public

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safety may be implemented. Verification of the want or warrant should precede any seizure or arrest, and done as soon as possible.

- (g) No ALPR operator may access the Colorado Bureau of Investigation data unless authorized to do so.

424.4 ALPR DATA COLLECTION AND RETENTION

All data and images gathered by the ALPR are for the official use of the Clear Creek County Sheriff's Office and because such data may contain confidential information, it is not open to public review. ALPR information gathered and retained by this office may be used and shared with prosecutors or others only as permitted by law. Data may be shared to local, state and specific federal agencies, one being the U.S. Postal Inspectors, in accordance with state law. Any release of data to any Federal Agency should be only for the purpose of a criminal investigation and only after notifying the County Attorney.

All ALPR data will be purged after 21 days 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 lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

424.5 ACCOUNTABILITY AND SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The Clear Creek County Sheriff's Office will observe the following safeguards regarding access to and use of stored data:

- (a) All non-law enforcement requests for access to stored ALPR data shall be referred to the Records Manager and processed in accordance with applicable law.
- (b) All ALPR data downloaded to the mobile work station and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
- (c) Persons 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 office-related civil or administrative action.
- (d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.
- (e) ALPR system audits should be conducted on a regular basis.