

## Automated License Plate Readers (ALPRs)

### 429.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Vernon Hills Police Department to convert data associated with vehicle license plates only for official law enforcement purposes including locating missing persons, identifying stolen or wanted vehicles, and identifying wanted persons. ALPRs may also be used to aid in criminal investigations, including identifying suspect and vehicle information, and recovering stolen property.

### 429.2 ADMINISTRATION OF ALPR DATA

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

### 429.3 ALPR OPERATION

Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- (a) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (b) An ALPR shall only be used for official and legitimate law enforcement business.
- (c) An ALPR may be used in conjunction with any patrol operation or official department investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (d) While an ALPR may be used to canvass license plates during criminal investigations of any crime, particular consideration should be given to using ALPR-in response to homicides, shootings and other major incidents. Partial license plates and vehicle descriptions reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (e) The officer should verify an ALPR response through the Illinois Law Enforcement Agencies Data System (LEADS) before taking enforcement action that is based solely upon an ALPR alert.
- (f) No ALPR operator may access LEADS unless otherwise authorized to do so.

For procedures related to monitoring hotlist hits, see the [Vernon Hills Police Department Procedures Manual: 306.1 Mandatory Reporting of Certain ALPR Hits](#).

### 429.4 ALPR DATA COLLECTION AND RETENTION

All data and images gathered by an ALPR are for the official use of the Vernon Hills Police Department and because such data may contain confidential LEADS information, it is not open to public review. ALPR information gathered and retained by this department may be used and

# Vernon Hills Police Department

## Policy Manual

### *Automated License Plate Readers (ALPRs)*

---

shared with prosecutors or others only as permitted by law. ALPR data is generally maintained for a period of thirty (30) days, and does not become a department record.

All ALPR data downloaded to a department server, as part of a particular investigation, should be stored for the minimum period established by the department's record retention guidelines and thereafter may be purged 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 such circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

#### **429.5 ACCOUNTABILITY AND SAFEGUARDS**

All saved data will be closely safeguarded and protected by both procedural and technological means. The Vernon Hills Police Department 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 Deputy Chief of Support Services and processed in accordance with applicable law.
- (b) All ALPR data 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 only for legitimate law enforcement purposes only.
- (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 will be conducted on a regular basis.