



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



525.08

AUTOMATED LICENSE PLATE READER AND POLICE OBSERVATION DEVICES

06-04-18

PURPOSE

The purpose of this order is to establish policy and procedures for the use and oversight of the Department's Automated License Plate Reader (ALPR) and Police Observation Device (POD) technology.

POLICY

It shall be the policy of the Sacramento Police Department to utilize ALPR and POD technology for official law enforcement purposes to increase the efficiency and effectiveness of public safety efforts in a manner that safeguards the privacy of citizens.

PROCEDURE

A. DEFINITIONS

1. AUTOMATED LICENSE PLATE READER (ALPR) – A device that uses camera and computer technology to capture license plate numbers and vehicle photos with date, time, and GPS coordinate information at time of detection.
2. POLICE OBSERVATION DEVICE (POD) – A video surveillance system with a network video recorder that is also accessible via secure internet live-feed. Most PODs will have at least one ALPR camera integrated to detect license plate information in at least one direction.
3. DETECTION – Data obtained by an ALPR within the public view that is captured, including images of the license plate and vehicle, with GPS information regarding the location, date, and time of the ALPR read.
4. HIT– A notification from the ALPR system that alerts the users that a license plate scanned by the ALPR may be in National Crime Information Center (NCIC) or other law enforcement database or that the vehicle is on a "Hot List" for a specific reason, including, but not limited to, being related to a stolen car, wanted person, missing person, domestic violence protective order, or terrorist-related activity.
5. CAR-DETECTOR MANAGEMENT SYSTEM (CDMS) – Automatic plate recognition software used via mobile cameras to capture and store license plate and vehicle detections.
6. HOT LIST – License plate(s) associated with vehicles of interest from various databases, including, but not limited to, NCIC, DOJ, DMV, IJIS Warrant, and local investigations.
7. SPECIAL HOT LIST – Created solely to bring the officers' attention to specific vehicles that have been associated with criminal activity. Special Hot Lists will be generated by comparing data from several sources including WebKPF, SSD RMS, and DMV.
8. ALPR ADMINISTRATOR – Any person authorized to create or disable, monitor, and audit user accounts.
9. LAW ENFORCEMENT ARCHIVAL REPORTING NETWORK (LEARN) – The data-mining and analytics system for searching Vigilant Solutions ALPR detections.
10. TARGET ALERT SERVICE (TAS) – A software program installed in patrol vehicles and on desktops for direct notification of Hits via ALPR technology.

B. GENERAL

1. Department personnel shall use or authorize the use of the ALPR system, connected databases, or POD video only for official law enforcement purposes.
2. Any POD video that is downloaded as evidence shall be burned to a compact disc, flash drive, or similar digital storage device and booked into the Property Section.
3. POD video not considered evidence shall be retained for a minimum of 90 days.



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4. ALPR/TAS hits shall be broadcast in a timely fashion so that Dispatch can confirm the status of the wanted vehicle and ensure officer and public safety.
 - a. Officers broadcasting ALPR/TAS hits from a vehicle shall have Dispatch confirm vehicle status on the appropriate radio channel and not run the plate via the MDC prior to broadcast.
 - b. Personnel broadcasting ALPR/TAS hits from a desktop shall confirm the vehicle status prior to broadcast on the appropriate radio channel.
 5. Upon discovery of any ALPR equipment that is inoperable or damaged, officers shall
 - a. Not attempt to repair defective or inoperable ALPR equipment and immediately notify an ALPR Administrator or PSIT staff.
 - b. Document damage or malfunction to any LPR equipment installed on a police vehicle on a police work order and take the vehicle to the Kinney Garage facility for repair.
NOTE: Standard maintenance or repair shall be handled by garage staff of regular station assignment.
 - c. Document damage or vandalism to POD, ALPR equipment, or a mobile trailer in crime report and notify ALPR administrator. Damaged or vandalized mobile trailers shall be returned to the police facility by a trained officer.
- C. ROLES AND RESPONSIBILITIES**
1. ALPR systems shall be deployed for official law enforcement purposes, including, but not limited to
 - a. Locating stolen vehicles, wanted or missing persons, or vehicles, or identifying stolen license plates as designated on various Hot Lists.
 - b. Canvassing areas surrounding recent crimes to capture vehicle license plates in an attempt to locate vehicles that may have been connected to the crimes.
 - c. Other uses as approved and documented by an appropriate supervisor or ALPR administrator.
 - d. ALPR or TAS hits shall NOT be the sole basis for an enforcement or investigative stop. Independent reasonable suspicion or probable cause is required before making a traffic stop.
 2. ALPR/TAS hits shall be dispatched pursuant to G.O. 510.04 (Dispatching Sequence of Assignment).
 - a. ALPR/TAS hits shall be entered as a call for service using the type code POD, which shall classify the incident as a Priority 4 call for service.
 - b. Radio dispatchers receiving ALPR/TAS hit information shall enter a call for service and
 - (1) Confirm the license plate status by running a CLETS/NCIC query and attaching the results to the incident.
 - (2) Obtain the vehicle description and direction of travel.
 - (3) Make the appropriate broadcast based on the circumstances surrounding the hit.
 3. POD video shall be used for official law enforcement purposes, including, but not limited to
 - a. Observation of a suspect or victim vehicle description and direction of travel.
 - b. Canvass of surrounding area of a crime scene to locate witnesses or suspect descriptions.
 - c. Live-monitor of active events, traffic congestion, or crimes-in-progress.
 - d. Officers or detectives who determine POD video should be reviewed for evidentiary value shall make every effort to download and review video at their earliest convenience.
 - (1) Personnel shall not refer citizens to contact OOI for POD video review.
 - (2) Download and review of POD video and those results shall be documented in the related report and booked as evidence when appropriate.



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4. ALPR administrators shall
 - a. Ensure all ALPR system equipment that it installs is inspected on a quarterly basis to ensure that there is no visible damage, that it functions properly, and that any upgrades are installed.
 - b. Coordinate the training for all users of the CDMS and LEARN programs.
 - c. Conduct quarterly audits of LEARN user queries.
 - d. Update access to the database for users who show a continued need for it.
 5. ALPR-Equipped vehicle operators shall
 - a. Ensure the ALPR cameras are properly affixed to the assigned police vehicle prior to start of shift and inspected for damage or excessive wear.
 - b. Start the CDMS ALPR software to activate the system at the beginning of each shift.
 - c. Ensure the ALPR system is operational by confirming all cameras, LEARN, GPS, and system lights are green upon full start-up of the system.
 - d. Conduct a search of their Detections through LEARN at least once a shift to ensure that Detections are uploading properly.
- D. DEPLOYMENT**
1. ALPR units on marked vehicles shall be activated and used at all times.
 2. ALPRs shall only be used by Department personnel who have proper clearance and have been trained on how to use the ALPR equipment.
 3. Officers shall not operate ALPR-equipped vehicles until they are trained, and an ALPR user account has been issued to them.
 4. All confirmed stolen vehicle hits shall be broadcast and a 503P/503T call type created to attempt to recover the occupied vehicle.
 5. If the ALPR vehicle operator is unable to recover an unoccupied stolen vehicle at the time of the Detection, a 503REC call shall be created.
- E. ALPR DATA**
1. Pursuant to Government Code section 34090, all ALPR data uploaded to the LEARN server shall be retained for a period of two (2) years. ALPR data shall be purged after the retention period unless it is evidence in a criminal, civil, or administrative proceeding.
 2. Data generated by the Department ALPR system may be shared with requesting law enforcement agencies (LEA) who utilize the LEARN network.
 3. Requests for ALPR data from LEA who are NOT part of the LEARN network shall be forwarded to the captain of Investigations or designee for approval prior to releasing.
- F. HOT LISTS**
1. Hot Lists (SVS, SRV, SLR) will be automatically downloaded into the ALPR system a minimum of twice a day, with the most current data overwriting the old data.
 2. Special Hot Lists approved by the OOI captain will be automatically downloaded into the ALPR system a minimum of once a day, with the most current data overwriting the old data.
 3. The Hits from Special Hot Lists should be viewed as informational only, created solely to bring the officers' attention to specific vehicles that have been associated with criminal activity. Department Special Hot Lists shall not be shared with any other LEA without prior authorization from the OOI captain or designee.
- G. HOT PLATES**
1. Hot Plates added to the database by LEARN-CDMS users will add an expiration date not to exceed thirty (30) days.
 2. Plates entered into the ALPR system with distribution to more than one officer will contain the following information:
 - a. Entering officer's name and contact phone number.



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- b. Related SPD case number.
 - c. Short synopsis of originating call or reason for entry with as much description as possible.
 3. License plates entered into ALPR as a "Hot Plate" that will also be entered into SVS, SLR, SFR, MUPS, etc. shall have an expiration not to exceed twenty-four (24) hours.
- H. PUBLIC RECORDS ACT (PRA) REQUESTS
1. PRA requests for POD video or Detections by any ALPR-equipped vehicle or stationary device shall be referred to the City Clerk.
 2. Dispatchers making PRA referrals to the City Clerk may provide citizens with the option of contacting by phone, email, or via the Internet.
 - a. Requests by phone are received Monday through Friday 8:00 a.m. – 5:00 p.m. by calling (916) 808-5002.
 - b. Requests by email may be directed to records@cityofsacramento.org.
 - c. Requests via the Internet are made by visiting <http://www.cityofsacramento.org/Clerk/Services/Public-Records>.
 3. If a citizen refuses to accept the referral to the City Clerk, the dispatcher shall
 - a. Obtain the citizen's name, contact information (e.g., phone and/or email), and a brief description of the record(s) requested.
 - b. Advise the citizen the request shall be forwarded to the City Clerk.
 - c. Email the citizen's PRA request to the City Clerk at records@cityofsacramento.org.
 4. Dispatchers should refrain from making any representations on whether there is information subject to disclosure, whether the information requested is exempt, or making any commitment as to when the request will be fulfilled. Dispatchers' involvement should be limited to referring a citizen to the appropriate option or taking down the citizen's information for submission to the City Clerk.