

St. Joseph, Missouri Police Department



DIRECTIVE TYPE: GENERAL ORDER		INDEX NUMBER: GO1203
SUBJECT: Automated License Plate Reader (ALPR)		
ISSUE DATE: 08/31/12	REVISIONS: 01/26/24	AMENDS/RESCINDS: N/A
REVISIONS CONTINUED		DISTRIBUTION: A (All)

I. PURPOSE:

The purpose of this policy is to establish protocol for the use of Automated License Plate Reader (ALPR) systems. ALPR will be used to convert data associated with vehicle license plates and use it for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPR may be either be a fixed location or vehicle mounted.

II. POLICY:

It is the policy of the St. Joseph Police Department that only trained personnel use the ALPR and ensure it is used for official and legitimate law enforcement purposes only.

III. PROCEDURES:

A. Administration

Installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be administered by the Support Services Division Commander. The Support Services Commander shall designate members who are responsible for the identification and training of individuals authorized to access ALPR systems or collect ALPR information. Other responsibilities include, but are not limited to:

1. Maintain an adequate number of trainers.
2. Arrange for additional training when deemed necessary; and

B. Operations

1. The proactive entry of any data, except as stipulated in this general order, or the access to ALPR record MUST be approved by an agency ALPR

- Manager, and the request must have a specific criminal investigative or patrol purpose typically designated by an official department case number.
2. Deployment of the ALPR equipment is intended to provide access to stolen and wanted files and for the furtherance of criminal investigations or missing persons. Use is restricted to these purposes. No officer may use, or authorize the use of, the equipment or database records for any other reason.
 3. Members accessing the ALPR are responsible for confirming an ALPR response through the Missouri Uniformed Law Enforcement System (MULES) before taking any enforcement action that is based solely on the ALPR alert.

C. Investigations

1. The ALPR can be used to locate vehicles of interest for a specific investigation. Investigators may request specific data to be loaded into the ALPR.
2. Specific vehicle files can also be loaded that may relate to a situation of concern to a certain geographical area. The data collected may enable investigators to take immediate action or provide additional leads, should a crime occur in the vicinity of the captured plate.
3. The department Intelligence Officer shall be responsible for maintaining records identifying approved ALPR details, their results and ensuring appropriate documentation of significant incidents and arrests that are related to ALPR usage.

E. Accountability and Safeguards

All saved data will be closely safeguarded and protected by both procedural and technological means. The St. Joseph Police Department will observe the following safeguards regarding access to and use of stored data:

1. All requests for access to stored CJIS protected data shall be referred to the Public Safety Network Administrator/Local Agency Security Officer and processed in accordance with applicable law.
2. All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password-protected system capable of documenting all access information by name, date, and time.
3. Persons trained and 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 relates to a specific criminal investigation.
4. Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes only.

F. ALPR Data Sharing and Dissemination

1. ALPR data should be considered for official use and is exempt from mandatory release to the public under RSMO 610.100, subsection 3, known as the “Missouri Sunshine Law.”
2. ALPR data can be shared among agencies for legitimate law enforcement purposes in accordance with established MOU’s (memoranda of understanding) or department policies.
3. The Public Information Officer (PIO) shall be responsible for the authorized public release of information relating to significant incidents and arrests that are related to ALPR usage.

Paul Luster Chief of Police

Date