Automated License Plate Readers

426.1 PURPOSE AND SCOPE

Best Practice MODIFIED

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPR is used by the Tacoma Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates, child abductions, and missing persons.

It may also be used to gather information related to active warrants, homeland security, suspect interdiction, and stolen property recovery.

426.2 ADMINISTRATION OF ALPR DATA

Best Practice MODIFIED

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Administrative Services Bureau Commander. The Administrative Services Bureau Commander will assign personnel under their command to administer the day-to-day operation of the ALPR equipment and data.

426.3 ALPR OPERATION

Best Practice MODIFIED WA_CALEA_v6.17 - 41.3.9 (a), 41.3.9 (c)

Use of an ALPR is restricted to the purposes outlined below.

(a) An ALPR shall only be used for official and legitimate law enforcement business.

(b) 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.

(c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.

(d) No member of this department shall operate ALPR equipment, or access ALPR data, without first completing department-approved training.

(e) If practicable, the officer shall verify an ALPR response through A Central Computerized Enforcement Service System (ACCESS) before taking enforcement action that is based solely upon an ALPR alert.

(f) No ALPR operator may retrieve ACCESS data unless otherwise authorized to do so.

426.4 ALPR DATA COLLECTION AND RETENTION

Best Practice MODIFIED WA_CALEA_v6.17 - 41.3.9 (d)

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All data and images gathered by an ALPR are for the official use of the Tacoma Police Department, and because such data may contain confidential ACCESS information, it is not open to public review. ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law.

The Administrative Services Bureau Commander is responsible to ensure proper collection and retention of ALPR data.

All ALPR data shall be stored for 30 days unless needed for an active investigation. In those cases, the ALPR data should be retained according to the Washington State Law Enforcement Records Retention Schedule .

426.5 ACCOUNTABILITY AND SAFEGUARDS

Best Practice | MODIFIED | WA_CALEA_v6.17 - 41.3.9 (b)

All saved data will be closely safeguarded and protected by both procedural and technological means. The Tacoma 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 Records Manager and processed in accordance with applicable law.

(b) All ALPR data shall be accessible only through a 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 department-related civil or administrative action. ALPR utilizes Location Tracking Technology (LTT) to identify the approximate location a license plate was recognized by the system. Teh use of LTT data is subject to existing LTT policy and related labor agreements.

(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.

426.6 TRAINING

Agency Content

The Administrative Services Bureau Commander or designee will ensure members received initial and periodic department approved training for those authorized to use and access the ALPR.

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Attachments

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Washington State Law Enforcement Records Retention Schedule.pdf

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This schedule applies to: Law Enforcement Agencies

Scope of records retention schedule

This records retention schedule covers the public records of local law enforcement agencies relating to the functions of law enforcement, criminal case investigation, and the management of the agency's assets and human resources. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)* and other approved schedules that relate to the functions of the agency.

All current approved records retention schedules can be accessed online at: http://www.sos.wa.gov/archives/RecordsRetentionSchedules.aspx.

Disposition of public records

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention), Permanent, or Non-Archival with a retention period of "Life of the Agency" must not be destroyed. Records designated as Archival (Appraisal Required) or Potentially Archival must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

Revocation of previously issued records retention schedules

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies must take measures to ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on January 26, 2017.

Signature on File	*Signature on File*	*Signature on File*
For the State Auditor: Cindy Evans	**For the Attorney General: Matt Kernutt**	**The State Archivist: Steve Excell**