

UPPER MERION TOWNSHIP POLICE DEPARTMENT
POLICY AND PROCEDURE

No. 755

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Effective: March 11, 2019

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Dated: February 1, 2016

AUTOMATIC LICENSE PLATE READERS

- I. **PURPOSE:** To provide police officers with guidance on the management, application, use, and maintenance of Automatic License Plate Reader (ALPR) equipment.

- II. **POLICY:** It is the policy of the Upper Merion Township Police Department to utilize ALPR equipment in an appropriate manner to both supplement the monitoring of routine vehicle movement and to assist with specific investigations when appropriate.

- III. **DEFINITIONS:**

PENNSYLVANIA LICENSE PLATE RECOGNITION NETWORK (PALPRN): An initiative sponsored by the Southeastern Pennsylvania Regional Task Force (SEPARTF) to support license plate recognition and data sharing throughout Bucks, Chester, Delaware, Montgomery Counties and the City of Philadelphia.

TARGET PLATE: The registration plate of a motor vehicle identified and photographed by the ALPR.

ALPR DATA QUERY LOG: A record of search or query of ALPR data.

HOT LIST: Data provided by various sources and transmitted to the ALPR system via the

PALPRN server. Hot lists, their sources, and the frequency of updates include:

Hot List	Source	Update Frequency
National Crime Information Center	FBI	Once Daily
Pennsylvania Megan's Law Registry	PSP	Once Daily
PENNDOT Suspended Vehicle Registrations	PENNDOT	Once Daily
PENNDOT Expired Registrations	PENNDOT	Once Daily
Southeast PA Intelligence List	Various	Upon Entry
Southeast PA Regional Hotlist	Various	Upon Entry

These hot lists comprise license plates associated with the following types of offenses or "alarm classes":

- | | |
|-----------------------------|--|
| Amber/Silver Alerts | Immigration Violators |
| Missing Persons | Stolen Vehicles |
| Protections Orders | Stolen Plates |
| Wanted Persons | Expired Registrations |
| Sexual Offenders | Suspended or Revoked Registrations |
| Supervised Release Subjects | Violent Gang or Terrorist Organization Members |

IV. **AUTHORIZED USERS:**

1. All sworn officers of the Upper Merion Township Police Department using ALPR equipment shall receive Department approved training on its proper operation prior to use. ALPR data via MDC shall be accessed only by these sworn and trained officers, authorized users, for timely and legitimate law enforcement purposes.
2. ALPR operators shall exercise care when operating the ALPR system. They will pay careful attention to driving and will not use the ALPR system in any manner that would endanger or distract them.
3. Any officer utilizing the ALPR shall verify the most current hot lists have been downloaded into the MDC. Downloads of the hot lists can be verified by accessing the LIST Management screen of the ALPR software and verifying that all automatic hot lists have a green indication under the STATUS column. Downloads are to be recorded in the Daily Activity Log.
4. Each of the six (6) sources of ALPR Hot List Information identified in the Definitions section will be updated automatically by the Enterprise Operations Center (EOC) according to their respective schedules as long as the MDC has an operational connection to the Internet.

5. The PALPRN is responsible for the maintenance of ALPR reads, alarms and audit data. This includes maintaining and storing all audit data of searched performed in vehicles, in addition to searches conducted of the regional database. PALPRN is responsible for the maintenance of automatic hot lists.

V. **ACTIONS:**

1. An ALARM received on the ALPR is insufficient by itself to establish reasonable suspicion to conduct a traffic stop. When an officer receives an alarm from the ALPR, the officer shall verify that the information displayed on the ALPR screen matches the registration plate displayed, the license plate number associated with the hot list entry, and the State of issuance. The officer shall then conduct a CLEAN/NCIC check of the license plate either by MDC or through Police Communications to verify status before taking further action. For alarms that are not generated and cannot be confirmed through CLEAN/NCIC, the entering agency should be contacted if contact information is available.
2. The ALPR shall not be used to track specific vehicle registrations initiated by UMPD Police investigations except those where probable cause exists. All ALPR entries made by UMPD officers shall be documented through the CODY RMS in an Incident Report or Supplemental Report indicating probable cause. Any related or supporting documents should be included in the case folder. ~~Vehicle~~ registrations can be entered by UMPD officers on one the following two lists:
 - a. Southeast PA Intelligence List: After obtaining the approval of a command officer or a supervisor, an officer may enter a license plate into the Southeast PA Intelligence List. The entering officer should ensure that "Upper Merion Township Police Department" is listed in the entry. Information entered in the Southeast PA Intelligence List will be automatically removed six (6) months following entry.
 - b. Southeast PA Regional Hotlist: An officer may enter a license plate into the Southeast PA Regional Hotlist regarding an incident that is in progress or that has recently occurred without command or supervisory approval. The officer should then notify either a command officer or a supervisor. The entering officer should ensure that "Upper Merion Township Police Department" is listed in the entry. Information entered into the Southeast PA Regional Hotlist will be automatically removed forty eight (48) hours following entry.
3. Any entry into either the Southeast PA Intelligence List or the Southeast PA Regional Hotlist requested of UMPD by an outside law enforcement agency must be approved by either a command officer or a supervisor.

4. All actions taken that are the direct result of information provided by the ALPR shall be documented in the appropriate report in the CODY RMS except for traffic stops for Vehicle Code violations.
5. The reason that any investigation requires a vehicle registration entry be made into the Southeast PA Intelligence List shall be emphasized in the Incident Report or Supplemental Report.

VI. **EQUIPMENT AND MAINTENANCE:**

1. ALPR cameras shall be mounted on an appropriate patrol vehicle. The cameras can be directed to read the license plates of surrounding vehicles. Only a command or supervisory officer is authorized to redirect a camera or adjust or alter any ALPR equipment.
2. Officers assigned to ALPR vehicles should check all cameras and visually inspect lens, wires and mounts to make sure everything is in working condition. Make sure the cameras are free of dirt, ice, snow or debris. If the lens needs to be cleaned, a SOFT CLOTH can be used. NO chemicals should be applied to the lens.
3. In the event the ALPR is not functioning properly, or it is determined to be damaged, the reporting officer shall immediately notify their shift supervisor. The supervisor shall notify the Lieutenant of Auxiliary Services by electronic mail.

VII. **DATA STORAGE, RETENTION AND RELEASE:**

1. This section has been redacted – procedurally sensitive
2. All reads, alarms and audit data are immediately sent to the PALPRN server provided that an active connection exists. The PALPRN server maintains a complete audit trail of every tag searched and every function accessed within the ALPR software.
3. Data shall be disseminated and/or distributed for the purpose of criminal investigations, prosecution, or investigative support as directed by the Chief of Police or his/her designee.
4. When enforcement action or investigative action results from an ALPR hit, the data shall be requested (See Section VII 5b) and it shall be included as an attachment to the Incident Report unless it is provided to UMPD by the PALPRN prior to such a request.
5. This section has been redacted – procedurally sensitive

6. All queries for investigations are conducted by PALPRN staff. When a query is conducted and data is produced, a document will be emailed by the PALPRN to the requesting investigator. This information shall be attached to the CODY RMS original report.

APPROVED: Thomas M. Nolan
Chief Thomas M. Nolan

DATE: 03/11/2019

APPROVED: Jeremy Johnson
Captain Jeremy Johnson

DATE: 03/11/2019

TO BE REVIEWED: ANNUALLY
DISTRIBUTION: All police officers
All civilian employees
Township Manager
File