



NORMAL POLICE DEPARTMENT



NORMAL, ILLINOIS

DIRECTIVE MANUAL SECTION COVER PAGE

CHAPTER TITLE: OPERATIONS SPECIALIZATION	EFFECTIVE DATE: JUN. 20-2022	CHAPTER NUMBER: 19
SECTION TITLE: AUTOMATED LICENSE PLATE READER	REVIEW DATE:	SECTION NUMBER: 06
CALEA REFERENCES: 41.3.9	AMENDS/SUPERCEDES:	
DISTRIBUTION: ALL PERSONNEL	RE-EVALUATION DATE: JUN. 01-2023	NUMBER OF PAGES: 6

BY ORDER OF:



Stephen Petrilli Jr., Chief of Police

DIRECTIVE NUMBER:	1906
CHAPTER:	OPERATIONS SPECIALIZATION 19
SECTION:	AUTOMATED LICENSE PLATE 06 READER

1906.1 POLICY

It shall be the policy of the Normal Police Department to properly and appropriately utilize the ALPR cameras and system to increase public safety by providing a mechanism to assist in minimizing threats and risk of harm to the citizens and their property. Proper use of the ALPR system will increase Departmental efficiencies through real time response capability in crimes involving the use of vehicles. The use of the ALPR system will also assist in post-incident investigations.

1906.2 PURPOSE

It is the purpose of this policy to provide Normal Police Department personnel with guidelines and principles for the use, collection, access, dissemination, retention and purging of ALPR data to ensure that the information is used for legitimate law enforcement purposes only and the privacy, civil rights and civil liberties of individuals are not violated

1906.3 DEFINITIONS

1906.3-1 Automated License Plate Reader (ALPR): Any device that automatically scans the license plates of vehicles and using machine learning, interprets the alphanumeric values on the plate.

1906.3-2 Automated License Plate Reader (ALPR) system: A system that includes ALPR hardware and software that processes license plate images in full or in partial to index scanned license plates into a data system for searching and retrieval.

1906.3-3 Law Enforcement Purposes: The investigation and detection of a crime or violation of law, excluding minor traffic enforcement. Examples include but are not limited to the searches for missing persons, vehicles involved in criminal activity, or hit and run accident investigations .

1906.3-4 ALPR system Administrator: The Investigations Lieutenant will act as the ALPR system Administrator.

1906.4.1 PROCEDURES

The Procedures of the Normal Police Department will ensure the proper use of ALPR systems for the protection of the people and property of the Town of Normal, while maintaining the highest respect for the privacy, civil rights, and civil liberties of those whose data is collected by the system.

1. ALPR devices and information contained within ALPR databases will be utilized for law enforcement purposes only.
2. Use of the ALPR system for traffic enforcement, fines, towing or immigration enforcement is prohibited.

DIRECTIVE NUMBER:	1906
CHAPTER:	OPERATIONS SPECIALIZATION
19	
SECTION:	AUTOMATED LICENSE PLATE
06	READER

3. The administration, maintenance and training coordination for the ALPR system is the responsibility the Chief of Police or his designee.
4. ALPR installation locations will be determined by the Department through multi-point crime analysis of current criminal incidents, historical criminal incidents, high-density violent crime areas, intersections with a high number of crashes, and common entrance and egress locations for the Town of Normal. The recommendation of ALPR installation locations must be approved by the Chief of Police or his designee. Existing ALPR installations may only be relocated after receiving approval by the Chief of Police or his designee after following a similar analysis of criminal incidents near the proposed installation location.
5. An officer may not detain an individual based on the alert from the ALPR system unless the officer has reasonable suspicion that such person is involved in criminal activity.
6. Officers will verify all ALPR activations prior to taking enforcement action. Verification should include the visual inspection of the scanned license plate image regarding the plate letters, numbers and issuing state. The officer should also verify the plate match of the vehicle in question by also comparing the vehicle make, model and any other descriptors provided in the ALPR alert. Verification may also be assisted through use of a query on the vehicle registration via the Illinois Law Enforcement Data System (LEADS).
7. Creation and use of internal Normal Police Department Hot List:
 - a. The Department internal Hot List is considered confidential information to the extent permitted by law.
 - b. Use and creation of the Department's internal Hot List is limited to members of the Criminal Investigations Division, Special Operations Division, Lieutenants, Assistant Chiefs, and the Chief of Police.
 - c. The Department's Hot List is a list of vehicle registrations where detectives have reasonable suspicion to believe the vehicle is legitimately associated with the commission of a criminal offense or involved in or planning criminal conduct or activity that presents a threat to any individual or community, or the person sought (owner, regular driver, regular passenger, driver, or passenger involved in previous criminal conduct or activity in said vehicle, etc.) The Hot List can also be utilized in community caretaking functions, such as missing persons, Amber Alerts, medical alerts, etc.
 - d. Once a detective has sufficient evidence based on the above, an entry into the Department's internal Hot List may be made only after being approved by the Criminal Investigations

DIRECTIVE NUMBER:	1906
CHAPTER:	OPERATIONS SPECIALIZATION
	19
SECTION:	AUTOMATED LICENSE PLATE
06	READER

Division Lieutenant, the on duty Lieutenant, Assistant Chiefs, or the Chief of Police.

- e. Entries into the Department's internal Hot List must be of a complete license plate. Partial plate entries are prohibited.
- f. Detectives creating an entry into the Department's internal Hot List shall set the entry to expire in no longer than 30 days from the date of entry. Detectives wishing to extend an entry past 30 days shall extend the entry for another 30 days with permission of a Criminal Investigations Division Lieutenant.
- g. Once the entering detective is made aware that their ALPR alert is no longer valid, they should immediately remove the vehicle from the Department's internal Hot List or request to have it removed by the ALPR system administrator.

1906-4.2 DATA SECURITY, ACCESS, AND PRIVACY

- 1. The Normal Police Department will not utilize the ALPR system to seek data on any individual or organization based solely on their religious, political, social views or activities; their participation in a particular non-criminal organization or lawful event; or their race, ethnicity, citizenship, age, disability, gender, gender identity, sexual orientation or other classification protected by law.
- 2. Employees shall not use the ALPR system to target any group or individual in a discriminatory manner or infringe on constitutionally protected activities. This shall not preclude the Chief of Police or the Investigations Lieutenant from releasing general information as to the effectiveness of the ALPR program and other such communications.
- 3. Access to the ALPR system for the purpose of queries will be granted to all Normal Police sworn officers and criminal analysts. Use of the ALPR system for queries must be related to an official investigation, personnel complaint, administrative investigation, or criminal investigation. All users that are granted access to ALPR system will be issued a unique username and password specific to everyone. The sharing or use of an employee's username and password is also prohibited. Employees that are terminated from employment or no longer need access to the ALPR system will promptly have access rights removed.
 - a. Police Officer and analyst user accounts will enable search capability across the NPD ALPR network and other agency ALPR networks from law enforcement agencies that have agreed to ALPR data sharing.
 - b. Criminal Investigations Division, Special Operations Division, Lieutenants, Assistant Chiefs, and the Chief of

DIRECTIVE NUMBER:	1906
CHAPTER:	OPERATIONS SPECIALIZATION
	19
SECTION:	AUTOMATED LICENSE PLATE
	READER
	06

Police's user accounts will match those of Police Officers with the addition of creation and use of NPD Internal Hot Lists.

4. When conducting investigative queries into an ALPR database, the requestor is required to enter either a case number (when available), a CAD run number or label the search "Investigation", when a case or run number have yet to be established. This entry will be associated with the search and be visible in the system audit logs. Queries regarding administrative or auditing purposes will be excluded from the requirement to provide a case number.
5. Employees are prohibited from releasing any specific information obtained by ALPR devices that would be considered a personal privacy issue, or create the appearance of one, to non-law enforcement personnel unless required by law. Personnel accessing the ALPR data shall also follow Town of Normal Directive #180.18 Acceptable Usage of Information Technology Resources, which controls the access, transmission, release, and security of protected information.

1906-4.3 DATA STORAGE, RETENTION AND SHARING

1. The database retention period for all data collected by NPD ALPR hardware and stored on the ALPR cloud storage system shall not exceed 30 days. Mass downloading of ALPR data via the ALPR cloud storage system is prohibited.
2. Collected ALPR data is encrypted and held in an AWS CJIS compliant cloud. Because this cloud is vendor owned, data contained in the ALPR cloud is not subject to request or disclosure under the Illinois Freedom of Information Act.
3. Individual ALPR data records downloaded as part of an active investigation become records of the Department. Individual ALPR records that are downloaded for use in an investigation are subject to Illinois FOIA request similar all other data and records belonging to the Department. Downloaded records are to be treated as evidence and stored according to Departmental procedures and policy by the ALPR end user. Evidence created through use of ALPR query shall also be included in an officer's/analyst's investigative report.
4. External law enforcement agencies may request a query of NPD's ALPR system as part of an active criminal investigation by the external law enforcement agency. The Department will only share NPD ALPR data for official law enforcement purposes in accordance with Departmental policies and local, state, and federal laws and regulations. If the external agency request produces investigative leads in other jurisdictions, NPD will not provide records from those external agencies to the requesting agency. NPD will then refer the requesting agency to the outside agency where the original records reside.

DIRECTIVE NUMBER:	1906
CHAPTER:	OPERATIONS SPECIALIZATION
	19
SECTION:	AUTOMATED LICENSE PLATE
	06 READER

- a. When practical, and in absence of exigent circumstances, external law enforcement requests should be referred to the Investigations Lieutenant for processing and record keeping.
5. Electronic online sharing of NPD historical ALPR data to external law enforcement agencies, who use a compatible ALPR system, is permissible and will be at the discretion of the Chief of Police or his designee.
6. At no time is ALPR data allowed to be sold, monetized, shared, or otherwise used for any commercial or non-law enforcement purpose.

1906.4-4 TRAINING

The Department will establish end-user training for those employees provided direct access to ALPR data. ALPR system users will be trained prior to being granted access to the ALPR system(s). Training will include this policy, the requirements and process of creating and deleting entries into the NPD internal Hot List, appropriate uses of ALPR technology and possible penalties for ALPR policy violation.

1906.4-5 ACCOUNTABILITY

1. The Investigations Lieutenant will document in their monthly report the review of at least 5 LPR inquiries per month. Documentation of a random inquiry will include date, time, unit number, officer/analyst ID#, and comment. During review the Investigations Lieutenant should observe whether the video equipment is functioning properly, and that staff are following departmental policies.
2. Any Department member found to be in noncompliance with this policy in their use of the ALPR system will immediately have their access suspended to the ALPR system (if an authorized user) and be subject to the appropriate disciplinary or administrative actions.
3. Any non-Departmental personnel found to have gained unauthorized access will be referred to the appropriate authorities for criminal prosecution, as necessary.