
Flock Automated License Plate Readers (ALPRs)

418.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Flock Safety Automated License Plate Reader (ALPR) technology.

418.2 POLICY

The policy of the Schoolcraft College Police Department is to utilize Flock ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Confidential information is not open to public review except under applicable law. Certain records may be exempt from disclosure because of privacy, law enforcement, public safety, or security considerations.

418.3 ADMINISTRATION

The Flock ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Schoolcraft College Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction, no trespassing, personal protection order and stolen property recovery.

All installation and maintenance of Flock ALPR equipment, as well as Flock ALPR data retention and access, shall be managed by the Administration Shift Supervisor. The Administration Shift Supervisor will assign members under his/her command to administer the day-to-day operation of the Flock ALPR equipment and data.

418.4 OPERATIONS

Use of Flock ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal 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 vehicles 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.

Schoolcraft College Police Department

Policy Manual

Flock Automated License Plate Readers (ALPRs)

- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) No ALPR operator may access confidential department, state or federal data unless authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through the appropriate official law enforcement database before taking enforcement action that is based solely on an ALPR alert.

418.4.1 PROHIBITED USES

The following uses of the Flock ALPR system are strictly prohibited:

- (a) **Invasion of Privacy:** Except when done pursuant to a court order or search warrant, it is a violation of this policy to utilize the ALPR to record license plates except those of vehicles that are exposed to public view. Vehicles exposed to public view include vehicles on a public road or street, or that are on private property which is visible from a public road, street, or a place where the general public has access, such as parking lots of publicly accessible businesses.
- (b) **Harassment or Intimidation:** It is a violation of this policy to use the ALPR system to harass and/or intimidate any individual or group.
- (c) **Use Based on a Protected Characteristic:** It is a violation of this policy to use the ALPR system, associated files, or hot lists, solely because of a person's or group's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, veteran status, or other classification protected by law.
- (d) **Personal Use:** It is a violation of this policy to use the ALPR system, associated files, or hot lists for any personal purpose.
- (e) **Constitutional Rights:** It is a violation of this policy to use the ALPR system, associated files, or hot lists for the purpose or known effect of infringing upon a person's Constitutionally guaranteed rights.

418.4.2 HOT LIST ALERTS

Use of the Flock Safety ALPR system includes access to historical data as well as alerts on current NCIC/LEIN entries, and local hot list entries.

On-duty IOC Technicians are required to login to Flock Safety at the start of their shift, and monitor the hot list while able to and at their assigned work station. Flock Safety hot list alerts will visually and audibly alert users of a wanted vehicle, including which camera the vehicle passed, the direction it was traveling, and the date and time of the read.

When Flock ALPR users are notified of a hot list alert, a CFS will be created while officers are dispatched to the area to further investigate. If an officer is not available to be dispatched, the on-duty IOC Tech will air the description of the wanted vehicle, the reason it is on the hot list, and the area and direction it was seen traveling and note it in the CFS.

Schoolcraft College Police Department

Policy Manual

Flock Automated License Plate Readers (ALPRs)

Members shall take proactive steps to verify the validity of vehicles on the hot list before attempting to stop these vehicles. IOC Techs shall run license plates from wanted vehicles through NCIC/LEIN and attempt to confirm the hit as soon as practical. If a hotlist alert is determined to be not valid, the IOC Technician shall immediately notify responding officers over the radio.

Members will not take any police action that restricts the freedom of any individual based solely on an ALPR alert unless steps have been taken to verify the alert. Acceptable verification methods are as follows:

- (a) An officer receives confirmation from an IOC Technician, or other Flock Safety admin user, that the license plate is still stolen, wanted, or otherwise of interest before proceeding, absent other exigent circumstances.
- (b) Officers shall visually verify that the license plate of interest matches identically with the image of the license plate number captured (read) by the ALPR, including both the alphanumeric characters of the license plate, state of issue, and vehicle descriptors before proceeding.
- (c) In cases where officers are alerted to a hot list entry related only to the registered owner of a vehicle, such as a wanted person, officers should attempt to visually match the driver to the description of the wanted person prior to making the stop, or should have another legal basis for making the stop.
- (d) If a hot list alert comes through in Flock Safety and is verified as a bad hit, such as a partial VIN hit or out of pick-up radius warrant, the shift supervisor shall be notified. Once this notification occurs, the supervisor shall review the circumstances and confirm it is not a valid alert. If the supervisor deems the hit invalid, he/she shall enter the license plate into the Suppressed Hit feature of Flock Safety so additional alerts do not occur.

418.4.3 CREATING CUSTOM HOT LIST ENTRIES

Members that have Flock Safety ALPR software Administrator status have the ability to make custom hot list entries within the Flock Safety ALPR software. Non-supervisors that have Administrator status must have approval and authorization of a supervisor before creating a custom hot list entry. All entries must be in full compliance with this policy, applicable law, and for official law enforcement business only.

Custom hot list entries will alert other members of the agency to a particular vehicle's presence on College property. For this reason, members must immediately remove a vehicle that is no longer wanted from the custom hot list in Flock Safety. Failure to do so immediately could result in a vehicle being improperly stopped, and is therefore against this policy.

The Detective Bureau shall review all Flock Safety LPR hot list entries at least once per month. Stale entries that are located during this review should be removed from Flock Safety software if they are no longer a wanted vehicle, or if leaving them entered in the hot list serves no reasonable purpose.

Schoolcraft College Police Department

Policy Manual

Flock Automated License Plate Readers (ALPRs)

418.5 DATA COLLECTION AND RETENTION

The Administration Shift Supervisor is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

All stored ALPR data should be retained in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances, the applicable data should be downloaded onto portable media and booked into evidence.

418.6 ACCOUNTABILITY

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

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
- (b) Members 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.
- (c) ALPR system audits should be conducted on a regular basis.

418.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

- (a) The agency makes a written request for the ALPR data that includes:
 - 1. The name of the agency.
 - 2. The name of the person requesting.
 - 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Administration Shift Supervisor or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.