



ALBUQUERQUE POLICE DEPARTMENT
GENERAL ORDERS

SOP 1-22 (Formerly 2-89) Effective: 09/08/2021 Review: 09/08/2022 Replaces: 01/13/2016

1-22 **AUTOMATED LICENSE PLATE READER PROGRAM**

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s)

A. Related SOP(s)

[2-9 Use of Computer Systems](#)
[2-45 Pursuit by Motor Vehicle](#)

B. Form(s)

None

C. Other Resource(s)

ROA 1994, § 3-11-5 Timeframe for Purging License Plate Reader Records

D. Rescinded Special Order(s)

None

1-22-1 **Purpose**

The purpose of this policy is to provide Albuquerque Police Department (Department) personnel with guidelines on the proper use of the ALPR technology.

1-22-2 **Policy**

It is the policy of the Department to use ALPR technology to identify individuals who use vehicles in the commission of a crime, as well as use ALPR technology to support investigations surrounding crimes involving vehicles. To ensure the privacy of community members, the use of ALPR technologies is restricted to valid law enforcement purposes only.

N/A

1-22-3 **Definitions**

A. Active Hit Protocol

1. A three (3) step process that Department personnel must adhere to every time an alert for a stolen vehicle is received by Department personnel or Emergency Communications Center (ECC) personnel. The process is as follows:
 - a. Compare the detection and check for misreads. Confirm all the characters match the wanted plate;
 - b. Confirm that the state of the wanted plate matches the plate on the vehicle; and
 - c. Conduct a National Crime Information Center (NCIC) check to confirm that the vehicle is still on the Hot List.



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B. ALPR Alert

A visible and/or audible notification to Department personnel that a license plate scanned by an ALPR is on a prepared Hot List.

C. ALPR Alert Software

Vendor-supplied software that allows Department personnel to receive ALPR Alert notifications.

D. ALPR Operator

Department personnel who have been authorized to use Department ALPR technologies.

E. Fixed ALPR Technology

An ALPR camera that is permanently affixed to a structure.

F. Hot List

A list of license plates of interest that are transmitted to an ALPR-equipped vehicle, a fixed system, or a portable system. License plates shall only be entered onto the Hot List for a valid law enforcement purpose.

G. Plate Read

The associated image and data of a license plate that are scanned by an ALPR camera.

H. Portable ALPR Technology

An ALPR camera that is transportable and can be moved and deployed in a variety of venues based on crime trends or the operational needs of the Department.

I. Vehicle-Mounted ALPR Technology

An ALPR camera affixed, either permanently (hardwired) or temporarily (e.g., magnet-mounted), to a law enforcement vehicle for mobile deployment.

1-22-4 Rules and Responsibilities

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A. ALPR Operations

1. All sworn personnel, Police Service Aides (PSA), Crime Analyst Unit, Real Time Crime Center (RTCC), and ECC personnel shall have access to the Department



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ALPR system via their Mobile Dispatch Terminal (MDT) or Department-issued computer or smartphone.

2. Department personnel who access ALPR technology shall only do so for a valid law enforcement purpose.
 - a. Department personnel who misuse ALPR equipment, databases, or data are subject to disciplinary actions.
3. Department personnel's use of ALPR technology shall be consistent with SOP Use of Computer Systems.
4. Department personnel who use ALPR technology shall ensure that the ALPR Alert software is running in the background of their computer to facilitate receipt of wanted vehicle alerts.
 - a. All users of Department ALPR technology who receive an alert for a wanted vehicle shall adhere to the Active Hit Protocol.
5. ECC personnel who receive a wanted vehicle alert via the ALPR alert software shall perform the following steps:
 - a. ALPR technology alerts an ECC supervisor;
 - b. An ECC Dispatcher shall then confirm that the plate and state match within the alert, and shall create a priority two (2) 27-7L call for service with vehicle information from the alert;
 - c. Sworn personnel shall be dispatched to check the area;
 - d. Once the call is dispatched, the ECC Dispatcher shall immediately run the plate to confirm the vehicle is still outstanding as stolen. The dispatcher shall then enter comments on the event if the vehicle is still showing as stolen through NCIC; and
 - e. If the vehicle is located, sworn personnel shall verify through the active hit protocol that the information matches the vehicle. Once the vehicle is confirmed as a wanted vehicle a high-risk stop will be initiated (refer to SOP Pursuit by Motor Vehicle for sanction classifications and additional duties). Once stopped, sworn personnel shall be responsible for confirming that the vehicle is stolen.

N/A

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B. ALPR Data Sharing and Dissemination

1. ALPR data shall be considered law enforcement sensitive and can only be shared for valid law enforcement purposes.

C. Retention

1. Data shall only be held in the system for fourteen (14) days. Any data in the system that exceeds fourteen (14) days shall automatically be purged from the system.