# Brevard Police Department
# General Order

| Title<br>Automated License Plate Readers (ALPR) | Order Number<br>400-32 |
|---|---|
| Effective Date<br>September 2026 | Amends<br>NEW |
| NCLEA Standard<br>None | Rescinds |
| Reference<br>NCGS 20-183.31<br>NCGS 20-183.32<br>SOP ALPR Queries | Pages<br>5 |
| Forms<br>F432 Hotlist Entry | |

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**Purpose**

The purpose of this policy is to guide the use, storage, and retention of data captured by automated license plate readers (ALPRs) by the Brevard Police Department (BPD).

**Policy**

It is the policy of the BPD to use data captured by ALPRs for official law enforcement purposes, including but not limited to identifying stolen vehicles and license plates, missing and wanted persons, and gathering information related to active warrants, suspect interdiction, and stolen property recovery. ALPR technology will be utilized while keeping the privacy rights of the public in mind.

**Definitions**

*Alert- An* audible and/or visual signal activated upon the reading of a license plate by the ALPR system that has not been visually verified by an officer against the photo in the ALPR system.

*ALPR Operators* - Agency personnel who are authorized to use ALPR equipment and systems.

*Automated License Plate Reader (ALPR) System* - Equipment consisting of camera(s), computer(s), computer software, and associated peripherals, used to automatically scan, recognize, and interpret the characters on vehicle license plates. Digital images captured by the cameras are converted into data, which the system processes and stores. The system can compare captured data against

hotlists of license plates and alert the ALPR operator to an offense or relevant intelligence about the vehicle, which may provide the basis for a reasonable suspicion stop and further investigation. Additionally, stored system data can be queried and analyzed for investigative purposes.

*Hit- A* read matched to a plate that previously has been registered on an agency's hotlist of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting investigation by a law enforcement agency, or which has been manually registered by a user for further investigation.

*Hotlist* - A database populated with items of specific interest to investigative and/or enforcement operations of law enforcement.

**Procedures**

**Administration**

The Support Services Lieutenant is responsible for overseeing the ALPR program. The CID Sergeant will serve as the ALPR coordinator.

1. The ALPR coordinator will:

    - Be responsible for the overall maintenance of ALPR systems and equipment
    - Ensure that ALPR data is properly collected, maintained, and deleted in accordance with NCGS and this general order
    - Maintain a hotlist of items of specific interest to the agency and manage any hits received based on that list

2. Each user is individually responsible for ensuring:

    - Compliance with this policy
    - Accuracy and completeness of all query documentation
    - Confidence that their stated reason fully supports their right and need to access ALPR information

**Operations**

1. Use of ALPR equipment and systems in any manner other than in accordance with NCGS 20-183.31, 20-183.32, and this general order is strictly prohibited.

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2. ALPR equipment will be affixed to locations determined by the Chief of Police or designee utilizing data-driven criteria.

3. Each query will require a documented Call for Service (CFS) number and/or incident report number, including the officer's name, date, and specific and articulable facts showing that there are reasonable grounds to believe that the captured plate data is relevant and material to an ongoing criminal or missing persons investigation.

4. When an alert is received from an ALPR, personnel will use NCIC, departmental RMS, CAD, and other appropriate databases to verify the hotlist hit. Personnel should not rely solely on the ALPR alert to take law enforcement action.

5. When requesting information to be added to an agency hotlist, personnel will submit a request to their direct line supervisor. The request must include the license plate or identifying information, the related CFS number and/or incident report number, the requesting officer's name, date, and a clearly articulated reason for the entry. The supervisor will review the request to ensure there is a documented nexus between the plate and a legitimate law enforcement or public safety purpose before forwarding the request to the CID Sergeant for entry.

6. Hot-list entries must be tied to a legitimate law enforcement or public safety purpose and may include, but are not limited to:

    - stolen vehicles,
    - stolen license plates,
    - missing or endangered persons,
    - wanted subjects,
    - active criminal investigations,
    - public safety threats, or
    - other situations authorized by state law.

7. Upon receipt of a pre-approved hotlist entry, the CID sergeant will confirm it meets policy guidelines before entering it into the agency's hotlist.

8. In compliance with NCGS§ 20-183.32, the CID Sergeant is responsible for confirming that the hotlist is still valid every 24 hours.

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9. The CID Sergeant is responsible for the prompt removal of all hotlist entries that are no longer needed or valid.

10. When querying ALPR databases, personnel will follow procedures in accordance with SOP-ALPR Queries.

**Training**

1. ALPR operators will be trained to use equipment or systems. Review and acknowledgment of this general order are required before operating ALPR equipment or systems.

2. Sworn officers and telecommunicators will receive training during the newly hired employee orientation program or field training.

3. Supervisors will receive training on their additional duties during the newly promoted supervisor orientation program.

4. Any other training may be distributed at the request of the chief of police, executive staff, or supervisors during roll call, in-service, or otherwise.

**Data Collection, Storage, and Retention**

1. ALPR data will be collected and securely maintained on approved cloud-based servers.

2. In accordance with NCGS§ 20-183.32, ALPR data may not be retained for longer than 90 days from the date it is captured unless:

    - A search warrant is issued pursuant to Article 11 of Chapter 15A of the General Statutes
    - A federal search warrant is issued in compliance with the Federal Rules of Criminal Procedure
    - A written preservation request must be prepared and submitted by a law enforcement entity. The request must include:

        - The location of the camera or cameras for which the captured plate data and the license plate for which the captured plate data
        - The date or dates and time frames for which captured plate data

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- Specific and articulable facts showing that there are reasonable grounds to believe that the captured plate data is relevant and material to an ongoing criminal or missing persons investigation or is needed to prove a violation of a motor carrier safety regulation
- The case and identity of the parties involved in that case

3. If a preservation request is submitted, it is valid for one year of preservation from the date it is submitted. An additional preservation request must be submitted, or the data will be destroyed in accordance with applicable records retention law.

4. It is BPD policy that data will be purged after 30 days unless pertinent to an active criminal investigation.

**Security**

1. The BPD shall utilize the most restrictive privacy settings available within the ALPR system with respect to access to all captured data as well as the release or sharing of such data.

2. ALPR data will be accessible only through a password-protected system capable of documenting all access to information by name, date, and reason with a corresponding call for service or incident report number.

3. Sworn personnel approved to access ALPR data under these guidelines shall do so for legitimate law enforcement or public safety purposes only.

**Accountability and Auditing**

1. ALPR database activity is subject to routine and random audits. Queries that do not contain the required information, or any unauthorized access, use, dissemination, or querying of ALPR data, may result in remedial training, suspension or restriction of ALPR access privileges, disciplinary action up to and including termination, and criminal prosecution where authorized by law, in accordance with GO 200-23 - Disciplinary System.

    - Monthly audits of queries and activity will be conducted at the direction of the chief or designee.

2. Required information includes:

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- Officer Name
- CFS number or Incident Report number
- A clearly articulated reason for the query in accordance with SOP- ALPR Query.
- In accordance with NCGS 20-183.31(d), the ALPR database will be validated every 24 hours.

**Release of Data**

1. ALPR data may be shared, at the discretion of the Chief of Police or designee, with other law enforcement prosecutorial agencies for official law enforcement purposes after a written request has been received.

2. ALPR data may be released if a state or federal search warrant is issued or if a written preservation request is provided by a federal, state, or local law enforcement agency or prosecutorial body. Regarding preservation requests, the requesting agency must provide and specify in writing:

    - The camera(s)' location and the specific license plate must be preserved.
    - The date or dates and time frames for which captured data must be preserved.
    - Specific and articulable facts showing grounds to believe that the captured plate data is relevant and material to an ongoing criminal or missing persons investigation or is needed to prove a violation of a motor carrier safety regulation.
    - The case and identity of the parties involved in that case (NCGS § 20-183.32 (c)).

3. ALPR data is explicitly designated as confidential by G.S.132-1. Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be denied in accordance with NCGS § 20-183.32.

4. Captured plate data will not be sold for any purpose.

**Reporting**

1. The ALPR coordinator will complete an annual review of the ALPR systems monthly audits and review procedures to identify:

    - Program effectiveness

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- The need for changes to policy or procedure
- Potential training needs
- Any issues found during random queries

2. The annual review will be submitted in written form to the Chief of Police by January 31st of the year following the year being reviewed.

3. The Chief of Police will submit an annual ALPR report to the Public Safety Committee no later than February 28th. The Public Safety Committee is comprised of elected officials and is open to the public, who will have the opportunity to review the report and findings in its full entirety. The annual report will include, but not limited to:

   - total plate reads,
   - total hotlist alerts,
   - stolen vehicle recoveries,
   - missing persons located,
   - missing persons cases assisted,
   - criminal investigations aided,
   - number of search warrants conducted,
   - number of audits completed, and
   - number of policy violations discovered.

**BY ORDER OF:**

C. Wentzell

Christy Wentzell
Chief of Police

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