

## 12.031 AUTOMATIC LICENSE PLATE RECOGNITION (ALPR)

### **Reference:**

Procedure 12.030 Vehicles: Assignment, Use, and Maintenance

### **Information:**

The ALPR consists of three fixed cameras mounted on the light bar of selected marked vehicles, a USB cable and Thumb Drive located inside the passenger compartment and a program icon located on the Mobile Data Computer (MDC) touch screen.

The Thumb Drive takes seven to eight minutes to download new information into the system. Absent emergency conditions, the operator will complete this task during vehicle inspection to reduce the down time at the station.

### **Policy:**

Only authorized personnel trained in the use of the ALPR are to operate the system.

The three mounted cameras are not adjustable; no attempt to move or reposition them is permitted. The Thumb Drive is assigned to each system; they are not to be transferred to another vehicle. The data downloaded on the Thumb Drive is for official use only and contains sensitive information including data from LEADS, RCIC and NCIC. Downloading any other type of files or information into the Thumb Drive or MDC is prohibited.

Any hits received from the ALPR including stolen vehicles, delinquent citations, open capiases or wants must be confirmed through the MDC, Police Communications, the Hamilton County Clerks Office or Central Warrants before enforcement action is taken.

### **Procedure:**

#### A. System Inspection and activation

1. Obtain the Department authorized Thumb Drive from the Shift OIC. Connect the Thumb Drive to the designated computer in the District and select (Run-Begin Shift) to update the LEADS, RCIC and NCIC information.
2. Inspect the three mounted cameras, USB cable and Thumb Drive for damage.
3. Power up the system by logging on to the MDC and clicking the ALPR icon located on the touch screen.
4. Connect the Thumb Drive to the USB cable in the vehicle.
5. Log in and select (Begin-Shift), this will take seven to eight minutes.

**B. ALPR returns**

1. Hits generated by the ALPR including open warrants or stolen vehicles are not sent to Police Communications or the dispatcher. Officers should notify the dispatcher via their portable radio prior to taking any action.
2. Operators must confirm the plate by visually checking the actual plate against the captured image.
3. After confirming the plate and the status of a wanted return, the operator may take enforcement action.
4. After enforcement action is taken a disposition should be entered into the ALPR system closing the incident.

**C. System shut down**

1. Touch (End-Shift) which will download the captured information during the tour of duty into the Thumb Drive.
  - a. Log out of the system.
  - b. Verify the system is shut down before turning off the MDC.
  - c. Remove the Thumb Drive and down load the captured information into the designated district computer.
  - d. Turn in the Thumb Drive to the shift OIC.