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|  | SPRINGFIELD POLICE DEPARTMENT POLICY MANUAL | POLICY #37.1.1 |
| EFFECTIVE DATE 7/23/25 |  Jami Resch, Chief of Police | |

Automated License Plate Readers (ALPRs)

37.1.1.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Springfield 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. ALPRs may also be used to gather information related to active warrants, electronic surveillance, suspect interdiction and stolen property recovery.

The purpose of this policy is to provide guidance on the administration, operation, collection and retention, and accountability and safeguards about ALPR technology and the data it obtains. As ALPR technology obtains confidential data, it is not open for the public to view and can only be used for legitimate law enforcement purposes. The privacy, civil rights and civil liberties of individuals may not be violated through its use.

37.1.1.2 ADMINISTRATION OF ALPR DATA

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Operation Support Lieutenant or the Lieutenant's designee. The Operation Support Lieutenant will designate personnel under the Lieutenant's command to administer the day-to-day operation of the ALPR equipment and data.

37.1.1.3 ALPR OPERATION

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

- a) Users of ALPR will receive department approved training.
- b) An ALPR may be used in conjunction with any routine patrol operation or official department investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- c) If practicable, the officer should verify an ALPR response through the Law Enforcement Data System (LEDS) before taking enforcement action that is based solely upon an ALPR alert.

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37.1.1.4 ALPR DATA COLLECTION AND RETENTION

All data and images gathered by ALPR are for the official use of the Springfield Police Department and because such data may contain confidential LEADS information, it is not open to public review. ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law.

The Operations Support Lieutenant or the Lieutenant's designee is responsible to ensure proper collection and retention of ALPR data, and for transferring ALPR data stored in department vehicles to the department server on a regular basis, not to exceed 30 days between transfers.

All ALPR data downloaded to the server should be stored and retained in accordance with state law, and thereafter may 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 lawful action to produce records. In such circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

37.1.1.5 ACCOUNTABILITY AND SAFEGUARDS

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

- a) All non-law enforcement requests for access to stored ALPR data shall be referred to the Records Supervisor and processed in accordance with applicable law.
- b) All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
- c) Persons approved to access ALPR data under this policy are permitted to access the data for legitimate law enforcement purposes only, such as when the data relates to a specific criminal investigation or department-related civil or administrative action.
- d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.
- e) ALPR system inspections may be conducted at any time by the Operation Support Lieutenant or the Lieutenant's designee, with anomalies reported through the chain of command to the Chief of Police in writing.
- f) ALPR system audits should be conducted on an annual basis. Audits will be conducted by the Operations Support Lieutenant or the Lieutenant's designee.