



CLEVELAND DIVISION OF POLICE

GENERAL POLICE ORDER



EFFECTIVE DATE: OCTOBER 10, 2023	CHAPTER: 4 – Field Operations	PAGE: 1 of 4	NUMBER: 4.06.13
SUBJECT: AUTOMATIC LICENSE PLATE READERS			
CHIEF: <i>Dornat A. Drummond, Chief</i>			

PURPOSE: To establish proper procedures, maintenance, and compliance with the use of automatic license plate readers (ALPR).

POLICY: **It is the policy of the Cleveland Division of Police** to use automatic license plate readers (ALPR) for official law enforcement purposes consistent with legal and constitutional limitations, privacy concerns, and accepted ethical standards. ALPRs are to be used as a tool to assist in the mission of the Division.

DEFINITIONS:

Alarm/Hit – a positive indication, by visual and/or audible signal, of a potential match between data on the hot list and a license plate scanned by the ALPR system.

ALPR Generated Data – all information, including location, date and time of a license plate encountered and any ALPR generated digital photographic image(s) of the license plate and generated entirely through the use of, and by, the ALPR equipment.

Automatic License Plate Reader – equipment consisting of cameras, license plate reader computer, and Mobile Data Terminal software used to automatically recognize and interpret the characters on vehicle license plates. This data is then compared with a list of license plate bearing some significance to law enforcement.

Hot List – a database populated with vehicle information of specific concern to the investigative and/or enforcement interest of law enforcement.

PROCEDURES:

- I. General Guidelines
 - A. All APLR operators shall be trained prior to operating the ALPR system.
 - B. The Real Time Crime Center (RTCC) shall manage the training, database, and maintenance for fixed ALPR systems.
 - C. The Mobile Support Unit shall manage the maintenance of mobile in-car ALPR systems.
 - D. No member shall use the ALPR for reasons other than law enforcement purposes.
 - E. ALPR systems shall be deployed for official law enforcement purposes, including but not limited to:

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1. Locating stolen vehicles, stolen license plates, wanted or missing persons, or vehicles on the hot list.
 2. Canvassing areas surrounding recent crimes to capture license plates that may be connected to crime scenes
 3. Assisting with critical infrastructure, dignitary motorcade routes, and special events.
 4. Other use as approved by the appropriate authority.
- F. ALPRs shall be equipped in Division vehicles with a Mobile Data Terminal (MDT) and in fixed locations throughout the city.
1. The ALPR will automatically read license plates while the vehicle is in operation.
- G. ALPR hits shall not take precedence over priority calls for service. Members may advise radio of the hit they received.

II. Member Responsibilities

- A. Members shall be required to have individual credentials to access the ALPR system.
- B. Members that are assigned a Division vehicle that is equipped with a ALPR shall:
1. Use ALPR for law enforcement purposes only.
 2. Notify the Officer-In- Charge (OIC) of any damaged or inoperable equipment.
- B. Upon receiving an alert, the ALPR operator shall utilize the available information to determine the accuracy of the hit.
1. The ALPR operator shall visually verify the entered parameters on the vehicle matches the ALPR system's read of the vehicle/license plate (i.e., the same characters and numbers, color, make, model, etc.).
 2. The ALPR operator shall confirm the hit is active by running the information through NCIC/LEADS or through the Communications Control Section (CCS) as soon as feasible after a stop is made. **An alarm from the ALPR system alone is not a sufficient source for probable cause to warrant an arrest without additional verification.**
- C. Upon receipt of an alarm with a verified hit, members shall use established procedures in taking law enforcement action.
- D. Members who need a vehicle entered into the hot list shall contact the RTCC at (216) 623-3371. If the RTCC is unavailable, contact a CCS supervisor.

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- E. Stop Forms and incident reports shall have detailed information regarding probable cause for the stop of vehicles stemming from an ALPR hit.
- F. Members shall upload ALPR hits that result in an arrest or incident report to Evidence.com.
- G. Members that observe fixed ALPRs that are in need of repair shall advise the OIC.

III. Manual Entries Into the ALPR System

- A. Manual entries of vehicle information (e.g., license plate or vehicle description) shall be entered by detectives. Additional information may be entered into the ALPR system manually of pertinent information regarding a vehicle (e.g., Stolen Vehicle, Missing Persons, Amber Alert etc.)
- B. Officers needing vehicle information ran through the ALPR system shall contact the RTCC at (216) 623-3371. If the RTCC is unavailable contact a CCS supervisor.

IV. ALPR Maintenance

- 1. ALPR operators shall not attempt to modify the ALPR equipment or software operating system without permission from the RTCC.
- 2. ALPR camera lenses may be cleaned with glass cleaner and a soft nonabrasive cloth.
- 3. Damaged ALPRs shall be reported to the OIC.
- 4. For troubleshooting and/or damage to the In-Car Camera, refer to GPO 4.06.04 Wearable and In-Car Camera Systems.

V. Supervisor Responsibilities

- A. The OIC of District/Units with vehicles equipped with ALPR shall be responsible for the maintenance and program logs of the ALPR.
- B. The OIC shall notify the Mobile Support Unit of any ALPRs that are in need of maintenance, removal or repair.
- C. ALPRs that are damaged, or missing shall cause a District/Bureau Investigation to be conducted.
- D. Contact the RTCC via email at RTCC@clevelandohio.gov of any damage to fixed ALPR systems.

VI. Data Retention

- A. Request for ALPR system data (e.g., images, license plate information) for investigative purposes shall be made through the RTCC.

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B. ALPR system data is stored for thirty days.

THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.