

Cedar Bluff Police Department	Operations
Subject: Automated License Plate Reader (ALPRS)	Number: OPER-13
Effective Date: August 1 st , 2025	Revised/Reviewed: July 1 st , 2026
Amends/Supersedes:	Approved:  Chief of Police
VLEPSC STANDARDS	

NOTE: This directive is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

I. PURPOSE

The purpose of this policy is to establish guidelines and procedures for the use of the Automated License Plate Reader (ALPR) systems.

II POLICY

Locating vehicles identified as having specific interest to law enforcement is consistent with the mission of the Cedar Bluff Police Department in delivering the greatest measure of safety and the highest level of service to the community and visitors to the Town of Cedar Bluff. The use of Automated License Plate Reader (ALPR) systems is intended to provide law enforcement personnel with an automated method of identifying vehicles and license plates. The Town of Cedar Bluff Police Department will utilize only fixed license plate reader systems.

III. PROCEDURE

A. Use of ALPR equipment within the Department will fall under the purview of the Chief of Police or his/her designees, and will be based on the operational needs of the Department. All officers assigned to patrol operations will log into the ALPR systems at the start of every shift.

1. Use of the ALPR system, software, associated databases, and data is restricted exclusively to the law enforcement and public safety-related functions of the Department. Information obtained from the ALPR, software, associated databases, and data shall not be used for personal reasons or for reasons not consistent with the law enforcement and public safety related functions of the Department under any circumstances.
2. Misuse or abuse of the ALPR system, software, associated databases, or data may be subject to sanctions and/or disciplinary action.
3. All users must receive training before operating ALPR systems.
4. Hot list data from state and national databases will be refreshed according to the policy of the software vendor and/or the state and national database administering agency.

B. Alarm/Alert Receipt

1. Upon receipt of an alarm/alert, the ALPR operator will use all available information to determine the accuracy of the "hit".
2. Upon locating a vehicle, the ALPR operator will verify visually that the particular plate and the plate displayed on the ALPR alert are the same.
3. The ALPR operator will confirm the "hit" is currently active by running the information through NCIC/VCIN.
4. Mere receipt of an alarm /alert is not sufficiently reasonable suspicion to conduct a traffic stop or probable cause to warrant an arrest.

- C. New or additional information may be entered into the ALPR system at any time.
 - 1. Only designated personnel may manually enter information into the Department's "Hot List".
 - 2. The reason for the entry and name of person entering it shall be documented in the "Reason" portion of the entry screen (e.g., stolen vehicle, missing person, etc.). Additional information can be entered into the Notes field.
- D. In the event of an active law enforcement investigation and a full or partial license plate information or vehicle description is available, authorized users will be allowed to search the ALPR system for the suspect vehicle based on the information available to them. A valid and related search reason is required for each search and must be entered in the "Search Reason" field.
- E. The ALPR system equipment, cameras, and software are the property of the Department-approved vendor under a written agreement.
- F. Maintenance
 - 1. The APLR Coordinator and/or fixed ALPR program coordinator shall be notified of any ALPR equipment in need of maintenance or repair
 - 2. The Chief of Police or a designee, will coordinate all maintenance and repair with the department's ALPR Coordinator and/or fixed ALPR program coordinator
 - 3. Under no circumstances shall an ALPR operator attempt to modify the equipment or software without permission of the department's ALPR Coordinator and/or fixed ALPR program coordinator
- H. Data Retention
 - 1. Data determined to be of evidentiary value will be maintained in accordance with the Library of Virginia Records Retention Schedule and within the terms of the agreement with the ALPR provider.
 - 2. Data collected will be maintained for no more than twenty one (21) days to determine if it is evidentiary. After the 21-day retention period, collected data will be destroyed.