

Automated License Plate Readers (ALPRs)

431.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage, and use of digital data obtained through the use of automated license plate reader (ALPR) technology.

431.2 POLICY

The policy of the Antioch Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the public's established privacy rights.

All data and images gathered by the ALPR are for the official use of this department and are not open to public review because they may contain confidential information.

431.3 ADMINISTRATION OF ALPR DATA

All installation and coordination of maintenance for ALPR equipment shall be managed by the Administrative/Support Services Division Commander. All data retention and access shall be managed by the Investigations Division Commander. The Investigations Division Commander will be responsible for overseeing the day-to-day operation of the ALPR equipment and data to ensure strict compliance with responsible and appropriate use practices.

431.4 REQUIRED DEPARTMENT TRAINING

All administrators of the ALPR system shall complete an annual Law-Enforcement Administrator Certification Course through the Flock Safety Academy.

The Deputy Chief of Police and the Investigations Division Commander shall complete an annual Audit Reports Compliance Training through the Flock Safety Academy.

All users of the ALPR system shall complete an annual Illinois State-Specific Compliance Training Course through the Flock Safety Academy.

431.5 OPERATIONS

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

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using the ALPR to canvass areas around homicides, shootings, and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.

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- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training listed in 431.4 based on their role.
- (e) No ALPR operator may access confidential department, state, or federal data unless authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through the appropriate law enforcement database before taking enforcement action based solely upon an ALPR alert.

431.6 ALPR DATA COLLECTION AND RETENTION

All data and images gathered by an ALPR are for the official use of the Antioch 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.

All ALPR data downloaded to the server should be stored for the minimum period established by the department's record retention guidelines for evidence in a criminal or civil action or if 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.

431.7 ACCOUNTABILITY

All data will be safeguarded and protected through both procedural and technological measures. The Antioch Police Department will observe the following safeguards regarding access to and use of stored data:

- (a) All ALPR data downloaded to the mobile workstation shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, and time.
- (b) Members approved to access ALPR data under these guidelines may access the data only for legitimate law enforcement purposes, such as when the data relates to a specific criminal investigation or department-related civil or administrative action.
- (c) The Antioch Police Department adheres to the strictest level of accountability. All members of this department are required to enter the case number, offense type, and reason for the search in the related fields of the ALPR system prior to any authorized search.
- (d) ALPR system audits will be conducted by the Investigations Division Commander to ensure a legitimate law enforcement reason has been entered into the ALPR system. The Investigations Division Commander will complete bi-weekly audits, which will be submitted to the Deputy Chief. These audits will then be forwarded and stored by the Records Section. The Deputy Chief will immediately notify the Chief of Police of any unauthorized use of the ALPR System.

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431.8 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

- (a) The agency makes a written request for the ALPR data that includes:
 - 1. The name of the agency.
 - 2. The name of the person requesting.
 - 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Investigations Division Commander or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

Before sharing ALPR information with an out-of-state law enforcement agency, the Investigations Division Commander or the authorized designee shall also ensure that the Antioch Police Department has received the executed written declaration of affirmation from the out-of-state agency as required by 625 ILCS 5/2-130. The declaration of affirmation should be retained on file. See Antioch Police Affirmation Release Form. [See attachment: ALPR Declaration Policy 431.pdf](#)

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.

Attachments

ALPR Declaration Policy 431.pdf

Antioch Police Department
433 Orchard Street Antioch, IL 60002
847-395-8585
Chief Geoffrey Guttschow



Per Illinois Law, 625 ILCS 5/2-130, for the Antioch Police to share automated license plate reader data to out-of-state agencies, your agency must sign this declaration/affirmation that the purposes of sharing this information must a.) not interfere with a person(s) right to choose or obtain reproductive health care services or any lawful care services as defined by the Lawful Health Care Activity Act and b.) permit the detention or investigation of a person based on the person(s) immigration status.

By signing this form, you affirm that your agency will comply with Illinois Law 625 ILCS 5/2-130, concerning the sharing of automated license plate reader data. You declare that the use of this shared data will not interfere with an individual's right to choose or obtain reproductive health care services, as defined by the Lawful Health Care Activity Act. Additionally, you affirm that the shared data will not be used to permit the detention or investigation of an individual solely based on their immigration status. Your agency's adherence to these conditions is mandatory under the stipulated law.

Agency Name: _____

Agency Address: _____

Authorizing Authority: _____

Date: _____

Received by APD Personnel _____

cc. records file