

Carlsbad Police Department

Policy Manual Special Order 2023-02

Pursuant to Carlsbad Police Department Policy 204, this Special Order becomes effective April 25, 2023.

Updated Policy: Automate License Plate Reader 462

462.3 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. An ALPR shall only be used for official and legitimate 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 ALPR-equipped cars 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.
- d. No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- e. No ALPR operator may access California Law Enforcement Telecommunications System (CLETS) data unless otherwise authorized to do so.
- f. If practicable, the officer should verify an ALPR response through CLETS before taking enforcement action that is based solely on an ALPR alert.
- g. When an authorized user is entering a HOT List entry into the ALPR system, the following information shall be included in the narrative of the HOT list entry:
 1. All HOT list entries require supervisor approval and the name of the supervisor shall be documented in the entry.
 2. All HOT list entries involving a rental vehicle shall be set to automatically delete from the HOT list system after 48 hours and can be re-entered with supervisor approval for additional 48-hour increments.
 3. When feasible and when it will not jeopardize an ongoing investigation or officer safety, the individual entering the HOT list entry, should coordinate with the victim (rental company) to ensure the rental vehicle has not been returned and rented to an uninvolved party.
 4. All HOT list entries require the reason for the entry and must state if the entry is for investigative purposes only or if there is probable cause to arrest an individual

associated with the vehicle entered. If there is probable cause, then the name of the suspect shall be documented in the entry.

462.7 ALPR DATA DETECTION BROWSING INQUIRY DOCUMENTATION AUDITS

It is the responsibility of the ALPR Administration Lieutenant, every month, to ensure that every Detection Browsing Inquiry conducted within the previous month contains either the associated Carlsbad Police case number or incident number, and a reason for the inquiry. In the event that a Detection Browsing Inquiry was conducted without the proper documentation, the ALPR Administration Lieutenant shall obtain an internal memorandum from the employee who conducted the inquiry which shall document the associated Carlsbad Police case number or incident number, and reason for the inquiry. The ALPR Administration Lieutenant shall, every month, review all agencies and entities that the Carlsbad Police Department shares detection data with to ensure compliance with the applicable department policy and law. The ALPR Lieutenant shall, every month, review the Active HOT list entries to ensure that they are in compliance with department policy.

The ALPR Lieutenant shall forward the associated audit records and any memorandums to be filed in the Professional Standards and Services Bureau file related to ALPR Detection Browsing Inquiry audits.

William S #522,

Mickey Williams, Chief of Police

4.25.23

Date