

**East Lansing Police Department
Policy & Procedure**

Subject: Automated License Plate Reader (ALPR) – Flock LPR Trailer/ ALPR System	ELPD Policy #: 100-50
Effective Date: 4-10-26 Revised Date: 4-10-26	Distribution: Departmental
MACP Accreditation Standard: Automated License Plate Recognition	MACP Standard:

I.PURPOSE

The purpose of this policy is to establish guidelines for the deployment, use, management, and storage of data associated with the Automated License Plate Reader (ALPR) system, including the Flock LPR Trailer and any fixed ALPR cameras operated by the East Lansing Police Department (ELPD).

This system is intended to enhance public safety, assist in identifying stolen vehicles and missing persons, aid criminal investigations, and promote officer and community safety, while protecting individual privacy rights.

II. POLICY

It is the policy of the East Lansing Police Department that ALPR technology shall be used in a lawful, ethical, and accountable manner.

ALPR data shall be used solely for legitimate law enforcement purposes and in accordance with federal and state law, Department policies, and applicable training requirements.

The Department shall not use ALPR technology for civil immigration enforcement and shall not grant direct system access to federal immigration enforcement agencies for that purpose.

III. DEFINITIONS

Automated License Plate Reader (ALPR): A system consisting of cameras and software designed to capture images of vehicle license plates, make, model and unique identifiers of the vehicle through identification technology and to convert those images into searchable data.

Flock LPR Trailer: A mobile ALPR deployment platform owned or operated by the East Lansing Police Department and used for temporary placement to support law enforcement operations.

Hot List: A list of license plates associated with vehicles of interest compiled from one or more law enforcement databases such as LEIN, NCIC, or other law enforcement alerts.**Vehicle of Interest:** Vehicles reported stolen, displaying stolen plates, associated with missing or wanted persons, or identified as relevant to a criminal investigation.

Hit/Alert: A notification generated by the ALPR system indicating a possible match between a captured license plate and a hot list entry.

ALPR Administrator: The Chief of Police or designee responsible for program management and oversight of the ALPR system.

ALPR Operator: A trained Department member authorized to operate ALPR equipment, conduct searches, or review ALPR data. Operators may be assigned to any position within the Department and may deploy ALPR systems as determined by the ALPR Administrator.

Detection: Data obtained by an ALPR system that captures an image (such as a license plate) within public view, including the plate image, vehicle description, time/date of detection, and the GPS/location of the ALPR system at the time of capture.

Partial Plate Entry: A search conducted using partial license plate information or unique vehicle characteristics (make, model, color) to identify potential vehicles of interest associated with criminal investigations.

III. PROCEDURE

A. Authorized Use

1. ALPR technology shall be used for legitimate law enforcement purposes, including but not limited to:
 - a. Locating stolen vehicles or stolen license plates
 - b. Identifying vehicles associated with wanted or missing persons
 - c. Supporting criminal investigations
 - d. Addressing documented crime trends or directed patrol operations
 - e. Supporting public safety during special events or critical incidents
2. Reasonable suspicion or probable cause is not required to operate ALPR equipment. Enforcement actions must comply with constitutional requirements.

3. ALPR alerts shall not be used as the sole basis for enforcement action without independent legal justification.

B. Partial Plate Entry Procedures

1. Officers may enter partial license plate information or unique vehicle descriptors into the ALPR system when:
 - a. A vehicle is associated with a serious crime; or
 - b. Only partial information was provided by witnesses or dispatch; or
 - c. A BOLO includes partial plate data or descriptive information.
2. Examples of valid partial searches include:
 - a. Plates with missing characters (e.g., "ABC12*")
 - b. Vehicle make/model/color searches
 - c. Plates partially obstructed or unreadable
3. Partial searches shall be conducted only for legitimate law enforcement purposes and shall be documented in the associated report or CAD entry.
4. Officers shall not conduct partial searches for personal reasons, random curiosity, or vehicles unconnected to a legitimate investigation.

C. Enhanced Enforcement Verification Procedures

1. When an ALPR alert is received, officers shall complete the following steps before any enforcement action:
 - a. System Review:
 - Review the ALPR alert details, including plate number, state, vehicle make, model, color, timestamp, and detection location.
 - b. Visual Confirmation:
 - Officers must visually verify that the observed vehicle matches the ALPR alert:
 - i. License plate characters
 - ii. Plate state
 - iii. Vehicle make/model/color
 - iv. Distinguishing features (damage, stickers, equipment)
 - c. Database Confirmation:
 - Officers shall confirm the alert through LEIN/NCIC or dispatch before taking enforcement action.

- If LEIN verification is not possible due to exigent circumstances, officers must document the exigent circumstances.

d. Driver Confirmation (When Applicable):

- If a vehicle is wanted *because of the registered owner*, officers should make reasonable efforts to confirm the driver matches the suspect description before initiating a stop.
Example: A wanted suspect with distinctive physical characteristics.

e. Legal Basis Determination:

- Officers shall ensure an independent legal basis exists aside from the ALPR alert prior to initiating a stop.
- ALPR alerts do not automatically provide probable cause or reasonable suspicion.

f. Document Actions:

- Officers shall note the ALPR alert, verification steps, and enforcement action taken in the CAD and any associated police report.

2. If a false alert occurs (incorrect read or outdated information), officers shall document the discrepancy and notify the ALPR Administrator.

D. Hot List Management and Use

1. Approved Hot Lists:

Only hot lists obtained from verified law enforcement sources may be used, including:

- a. LEIN
- b. NCIC
- c. SOS
- d. Local BOLOs
- e. Other authorized criminal intelligence databases

2. Adding Vehicles to Hot Lists:

a. Officers may request that a vehicle be added to a Hot List by submitting:

- i. Case number
- ii. Reason for entry
- iii. Synopsis of incident
- iv. Officer's name and badge number

b. All requests must be approved by the ALPR Administrator or designee.

c. The ALPR Administrator shall maintain documentation of all Hot List entries.

3. Verification of Hot List Alerts:

Prior to initiating enforcement action, officers shall:

- a. Confirm the vehicle remains on the Hot List via LEIN/NCIC;
- b. Verify the license plate characters, issuing state, and vehicle description match;
- c. Ensure the vehicle is currently active as “wanted,” “stolen,” or otherwise relevant; and
- d. Confirm that the alert matches current BOLO information (if applicable)

4. Clearing Hot List Alerts:

- a. Officers shall clear Hot List alerts by documenting the outcome of the stop or investigation.
- b. If the alert results in arrest, recovery, or no longer applies, officers should notify the entity responsible for the original Hot List entry.

5. Hot List Entry Documentation:

All Hot List entries shall contain, at minimum:

- a. Officer name and badge number;
- b. Associated case number;
- c. A brief synopsis of the incident prompting the entry;
- d. Approval of the ALPR Administrator or designee;

E. Hit Confirmation

1. Prior to initiating enforcement action based on an ALPR alert, officers shall:
 - a. Visually confirm that the vehicle license plate and issuing state match the alert
 - b. Verify the status of the plate through LEIN/NCIC or dispatch when feasible
 - c. Establish an independent lawful basis for the stop or enforcement action
2. An ALPR alert alone shall not constitute probable cause or reasonable suspicion for a stop.

F. Restrictions of Use

1. ALPR systems shall not be used:
 - a. For personal or non-official purposes;
 - b. To harass or intimidate individuals or groups;
 - c. To monitor First Amendment-protected activities without a criminal predicate and supervisory approval;
 - d. To capture license plates not visible from a public vantage point without a court

order; or

e. For surveillance unrelated to criminal investigation or public safety duties

G. Training Requirements

1. No personnel shall access or operate the ALPR system without completing Department-approved training.
2. Authorized users must maintain LEIN certification and comply with all LEIN standards.
3. Annual refresher training is required for continued access.
4. Training records shall be maintained by the Training Unit.

H. Access Control and System Security

1. Access to the ALPR system shall be limited to authorized personnel designated by the Chief of Police.
2. Each user shall have a unique login credential; shared accounts are prohibited.
3. All system activity, including queries and access, shall be logged and subject to administrative review.
4. Credentials shall not be shared or transferred.

Misuse of the ALPR system may result in disciplinary action up to, and including, termination and may result in criminal prosecution.

I. Data Retention and Storage

1. ALPR data shall be retained on the vendor-hosted system for thirty (30) days unless:
 - a. It is evidence in a criminal investigation
 - b. It is subject to a lawful preservation request
 - c. A court order requires longer retention
2. Data retained for evidentiary purposes shall be exported and stored in accordance with digital evidence procedures.
3. The ALPR Administrator shall ensure retention settings are configured in accordance with this policy.
4. All ALPR data shall be safeguarded using approved security measures.

J. Dissemination and External Sharing

1. Case-Based Sharing
 - a. ALPR data may be shared with other law enforcement agencies when:
 - i. The request is submitted through LEIN or official agency email;
 - ii. The requesting party identifies the investigator, purpose, and case number;
 - iii. A supervisor approves the release; and
 - iv. Documentation of the request and release is maintained
2. System-Level Sharing

Only the Chief of Police or a designated command-level designee may authorize:

 - a. Enabling or disabling sharing features;
 - b. Adding or removing agencies; and
 - c. Modifying sharing permissions
3. Federal Immigration Enforcement Restrictions
 - a. Direct access to ALPR systems shall not be granted for civil immigration enforcement
 - b. The Department may comply with:
 - i. Valid criminal investigative requests
 - ii. Judicial warrants
 - iii. Requests unrelated to civil immigration enforcement
 - c. Requests from federal agencies shall be evaluated and approved by the Chief or designee
 - d. ALPR shall not be used to identify or target individuals based solely on immigration status

K. Administrative Oversight and Audit

1. The Chief of Police shall ensure an annual audit of ALPR use.
2. The audit shall include review of at least ten (10) randomly selected queries.
3. The audit shall verify:
 - a. Appropriate access
 - b. Documented investigative purpose
 - c. Compliance with this policy
4. Audit findings shall be documented and retained in accordance with Department records retention guidelines.

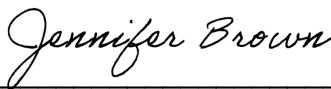
L. Flock LPR Trailer – Deployment and Storage

1. Deployment Authorization
 - a. Routine deployments require approval from the ALPR Administrator or an on-duty supervisor.
 - b. Exigent deployments require supervisory notification as soon as practicable.
2. Operational Requirements
 - a. Trailers shall be placed safely and without causing traffic hazards.
 - b. Connectivity and system operation shall be confirmed upon deployment.
 - c. Deployment date, time, location, purpose, and approving supervisor shall be documented.
 - d. Removal date and time shall also be documented.
3. Physical Security
 - a. When not deployed, trailers shall be stored in a secure, Department-controlled location.
 - b. Access to keys and locking mechanisms shall be controlled.
 - c. Damage, tampering, or malfunction shall be immediately reported and documented.

IV. CANCELLATIONS

NA

Authorized by:



Jennifer Brown, Chief of Police

4/11/26

Date