BRYAN POLICE DEPARTMENT GENERAL ORDER	REVISION DATE April 27, 2026	NUMBER 08-08.3	
CATEGORY Auxiliary & Technical Services	**INDEXED AS** License Plate Recognition Equipment	**CALEA** 41.3.9a 41.3.9b 41.3.9c 41.3.9d	**TBP**
SUBJECT License Plate Recognition Equipment			
AUTHORIZING SIGNATURE 			

I. PURPOSE

The purpose of this directive is to establish guidelines for the appropriate access to and use of Automated License Plate Recognition (ALPR) systems and data obtained as a result. These systems are designed to assist in the location of vehicles with registration numbers that have been flagged in a national, state, or local database, and can aid law enforcement personnel in the timely recovery of stolen vehicles; location of missing or abducted children; and investigation of other major crimes within the community.

The Bryan Police Department recognizes the importance of transparency, accountability, and the protection of civil liberties in the use of ALPR technology. The department will ensure that the use of ALPR systems is consistent with applicable law, departmental policy, and the protection of individual privacy rights.

II. DEFINITIONS

Automated License Plate Recognition (ALPR) – A system designed to scan, record and check license plates of vehicles against a number of databases. These databases include, but are not limited to the following:

- NCIC Stolen Vehicle List (published daily by the Texas Department of Public Safety)
- City of Bryan Active Warrants List
- Registered Sex Offender Vehicle List
- Manually entered local data Hotlist – registration numbers and associated information that has been extracted from law enforcement databases or entered by police department personnel, which are associated with stolen vehicles, outstanding warrants, or subjects who are otherwise being sought by a law enforcement agency (Amber/Silver Alert, missing person, known suspects, etc.). These files are typically refreshed several times a day via internet connection, in an effort to ensure only the timeliest information available is maintained within the system.

Alert – An audible or visual signal activated upon the reading of a license plate by the ALPR system that has not been visually verified by the officer against the photo in the ALPR system.

Tentative Hit – An alert by the ALPR system that has been visually verified by the officer against the ALPR hotlist and photo, but has not been validated by the officer as a live query transaction or confirmed by Public Safety Communications (PSC) personnel as valid with the originating agency.

Live Query Transaction – A hit by the ALPR system that has been validated through a live query by the officer as active, but has not yet been confirmed by PSC personnel as valid by the entering agency.

Confirmed Hit – A hit by the ALPR system that has been confirmed by PSC personnel as valid and active by the original entering agency.

Transparency Portal - A centralized, publicly accessible platform that provides visibility into how license plate reader systems are deployed, used, and audited, ensuring accountability, policy compliance, and community trust through the disclosure of operational data, governance standards, and oversight mechanisms.

III. POLICY

It shall be the policy of the department to only use ALPR technology as authorized and directed by departmental policy and state and federal law. The ALPR system, equipment, and data captured by ALPR equipment shall be used only for legitimate law enforcement purposes.

ALPR technology shall not be used for personal purposes, curiosity searches, or monitoring individuals without a legitimate law enforcement purpose.

The use of ALPR technology shall not be based solely on race, ethnicity, religion, political affiliation, or participation in lawful constitutionally protected activities.

IV. REGULATIONS *(41.3.9a)*

A. The ALPR system will record the following information:

1. License plate characters
2. Date and time
3. Location of recordings
4. Photograph of license plate and vehicle

B. The use of ALPR systems and associated data is restricted to legitimate law enforcement and public safety related missions of the department.

C. The Criminal Intelligence Unit (CIU) Sergeant is designated as the department ALPR Coordinator and has administrative oversight for the ALPR systems operation and use to include the following:

1. Selection and training of approved personnel to operate and access the system.
2. Deployment and placement of the ALPR system.
3. Maintain the transparency portal ensuring it has up to date information.
4. Maintain records and documents related to the use and productivity of the system.
5. Maintaining relations with the ALPR system's vendor.

D. ALPR data shall be considered for official use only and may be shared for legitimate law enforcement purposes with the approval of the ALPR coordinator:

1. ALPR data may only be shared with criminal justice agencies for legitimate law enforcement purposes consistent with state and federal law.
2. ALPR data shall not be shared with non-law enforcement entities except as required by law, court order, or authorized departmental agreement.

E. Only members of the department who have completed documented training in the use of the ALPR system may operate or access the system. ***(41.3.9b,c)***

1. All system access shall be logged and is subject to administrative review.

F. All agency data collected through the use of the ALPR system will be stored through a private vendor for thirty days (30 days) at which time the data will be permanently purged. Any data identified as useful evidentiary items will be downloaded and stored into the department's records management system and retained according to applicable policies and law. ***(41.3.9d)***

1. All ALPR data collected by department systems remains the property of the Bryan Police Department. Vendors do not sell, analyze, or disseminate data without departmental authorization.

V. PROCEDURES

A. The department's ALPR system includes permanent, portable, and trailer mounted units. As such the deployment of these systems will be coordinated with the Traffic Safety Unit Supervisor and department ALPR Coordinator.

B. The ALPR system may be updated to cross reference data from TCIC/NCIC databases to identify and locate stolen vehicles, wanted or missing persons, and other crime information from the department and local area. Any "hits" or "alerts" from the ALPR system must be manually verified through E911 Dispatch or Intake prior to taking police action.

1. An ALPR alert alone does not establish probable cause. Officers must visually confirm the plate and verify the alert prior to initiating enforcement action.

C. Any arrests, detentions, or stops taken as a result of an ALPR alert will be documented by case reports or CAD notes indicating "LPR ALERT" so that analysis reports can be generated.

D. When conducting a search, authorized users shall complete the "Offense Type," "Case Number," and "Reason" fields. The "Case Number" field may include a case number, CAD sequence number, or agency generated reference number. The "Reason" field shall clearly articulate a legitimate law enforcement purpose. Entries that are vague, incomplete, or not related to an official law enforcement function are prohibited. All searches are subject to supervisory review and audit. Failure to comply with this requirement may result in disciplinary action and revocation of system access.

E. When a vehicle is identified as being related to an investigation, authorized users shall complete the "Edit Outcomes" tab located within the search results for the identified vehicle. All applicable fields shall be completed. Entries shall be accurate, complete, and directly related to the associated law enforcement activity. All entries are subject to supervisory review and audit. Failure to comply with this requirement may result in disciplinary action and revocation of system access.

F. ALPR units will be deployed based upon:

1. Areas identified during COMPSTAT for operational based collection of data related to crime trends.
2. Placement requests to further crime intelligence collection and further investigative efforts.
3. High crime areas or hotspots where the use of ALPR information will enhance our effective deployment of personnel.

G. Privately owned or managed ALPR systems may be used and accessed under memorandum of understanding agreements and all data collected from these will be treated as evidence and used only for legitimate law enforcement purposes. Privately operated ALPR systems accessed by the department must comply with the same retention, privacy, and evidentiary standards as department systems.

H. Division Commanders shall conduct periodic audits of Automated License Plate Recognition (ALPR) system usage to ensure compliance with applicable federal and state laws, departmental policy, and established privacy protections.

1. Division Commanders shall be responsible for conducting quarterly audits of ALPR system usage within their respective divisions.
2. The ALPR Coordinator shall assist Division Commanders by providing access to audit logs, system reports, and any necessary technical support.
3. The Professional Standards Unit, or designee, may conduct additional audits as directed by the Chief of Police.
4. ALPR audits shall cover the following criteria:
    a) ALPR searches were conducted for legitimate law enforcement purposes.
    b) Searches were supported by a case number, CAD event, or documented investigative activity when applicable.
    c) Alerts were properly verified prior to enforcement action.
    d) Use of the system complied with departmental policy, including prohibitions on personal or unauthorized use.
    e) Data access and dissemination complied with applicable laws, memorandums of understanding, and departmental policy.
    f) Retention and deletion practices are functioning in accordance with the established 30-day purge requirement.

Upon enactment, this directive will rescind and supersede any and all previous directives pertaining to this subject.