COLLEGE STATION POLICE DEPARTMENT
STANDARD OPERATING PROCEDURE – 62.3

AUTOMATED LICENSE PLATE RECOGNITION (ALPR)

REVISION DATE: 08/05/2026

POLICY

A fundamental element of policing to reduce crime and the fear of crime consists of locating stolen vehicles or vehicles involved in other criminal acts. It shall be the policy of the Department to only use Automated License Plate Recognition (ALPR) technology as authorized for official use only and as directed by departmental policy, state, and federal law. We will ensure that we are cognizant of and respect the public's privacy interests. The Department recognizes the use of ALPR as an effective law enforcement tool to identify vehicles that may be associated with criminal activity. The availability and use of ALPR systems provide an opportunity for enhancement of productivity, effectiveness, and officer safety.

DEFINITIONS

- Automated License Plate Recognition (ALPR): A system designed to scan, record and check license plates of vehicles against several databases. These databases include, but are not limited to the following:
    - TCIC/NCIC
    - City of College Station Active Warrants List
    - Registered Sex Offender Vehicle List
    - Manually Entered Local Data and Hot Lists
    - Surrounding Agency Warrant Lists
- Hot List: License plates associated with vehicles of interest from an associated database, including but not limited to NCIC/TCIC, local and regional BOLOS, etc.
- Scan File: Data obtained by an ALPR of license plates within public view that were read by a device, including potential images of the plate and vehicle on which it was displayed, and information regarding the location and time when the ALPR unit scanned the license plate.
- Alert: A visual and/or auditory notice that is triggered when the LPR system receives a potential "hit" on a license plate.
- Hit: A read matched to a plate that has previously been registered on an agency's "hot list" or TCIC/NCIC notification of a stolen vehicle, wanted vehicle or other factors supporting ongoing investigations.

- Authorized User: Authorized Users are individuals successfully trained in the use of the ALPR systems and designated by the ALPR coordinator, or designee, as having access to ALPR systems.

PROCEDURES

1. **Guidelines for Use**

1.1. The ALPR system will record the following information:
1.1.1. License plate letters and numbers
1.1.2. Date and time
1.1.3. Location of vehicle
1.1.4. Photograph of license plate and vehicle

1.2. The use of ALPR systems, to include commercial systems, and its associated data is restricted to legitimate law enforcement purpose and public safety related missions of this agency.

1.3. The Criminal Investigations Commander is the ALPR Coordinator and will designate ALPR Administrator(s) who will have administrative oversight for ALPR systems operations including the following:
1.3.1. Ensuring the proper selection and training of personnel approved to operate the ALPR systems
1.3.2. Maintaining records identifying results, including appropriate documentation of significant incidents and arrests that are related to ALPR usage
1.3.3. Authorizing any requests for ALPR or data access according to the policies and guidelines of this agency

2. **Data Retention / Sharing**

2.1. All agency data collected using ALPR systems (ALPR Scans) and stored on behalf of the agency through designated vendor(s) is purged from said database after 30 days. ALPR data needed for a legitimate law enforcement purpose will be retained in accordance with the Texas State Library retention schedule.

2.2. A designated vendor will be responsible for the storage of hot lists, ALPR scans, and the sharing of information between agencies if so approved. The vendor will be responsible for the security and maintenance of all records contained on its server and the transmission of those records in accordance with all applicable state and federal laws.

2.3. ALPR data should be considered for official use only and can be shared for legitimate law enforcement purposes with the approval of the ALPR coordinator.

2.4. ALPR data disseminated outside the agency should be handled the same as any other law enforcement sensitive information.

3. **System Access**

3.1. Each Authorized User will be trained in the use of the ALPR systems and assigned individual access to each ALPR database and ALPR system. Authorized Users may not share their access with others. ALPR system access is limited to Authorized Users only.

3.2. ALPR data is to be used for legitimate law enforcement purposes only and shall not be released to members of the public. Public information will be handled per departmental policy. ALPR data may be shared with other law enforcement agencies for legitimate investigative purposes.

4. **Deployment**

4.1. ALPR readers will be deployed to maximize real time situational awareness allowing officers the ability to detect, intercept, and apprehend known and suspect vehicles engaging in criminal activity, or to recover vulnerable individuals who have been reported as missing or endangered. To these ends:

4.1.1. Fixed ALPR devices will be placed in strategic locations across the city to serve law enforcement purposes.

4.1.2. Mobile devices are installed in marked patrol units.

5. **Hot List Procedures**

5.1. The local hot list will be maintained by the ALPR coordinator or their designee.

5.2. The local hot list may include, but is not limited to, official BOLO's or alerts based on specific and articulable facts of a concern for safety, wrongdoing or a criminal investigation, or an official law enforcement bulletin or teletype (e.g., vehicles associated with crime incidents, suicidal, homicidal, missing or wanted person, AMBER ALERTS, stolen vehicles or similar vehicles of interest)

5.3. Requests to add a vehicle to the hot list shall be approved by a Supervisor. The Supervisor's name, approving the entry, shall be documented in the comments field along with a brief statement for making the entry.

5.4. Data shall be removed immediately when it is determined to no longer have legitimate law enforcement or public safety purposes. The officer / detective who requested to add the data to the hot list will be required to select an appropriate number of days that the data is to remain active on the Hotlist. However, if the active data will be made inactive prior to the remainder of active days, the officer/detective shall notify the ALPR coordinator of the need to remove the data as soon as practicable.

6. **ALPR Alerts/Hits**

6.1. ALPR systems

6.1.1.1. Upon receiving an alert or hit, the officer will visually verify the accuracy of the alert/hit to ensure that the vehicle plate number matches the plate number ran by the ALPR system, including the

alphanumeric characters of the license plate, the state of issuance and whether the alert is still active.

6.1.1.2. A verified ALPR alert/hit alone is not sufficient reasonable suspicion and must be considered with other articulable facts before taking action. The driver of the vehicle may not be associated with the alert.

6.1.1.3. Once verified the officer may initiate a traffic stop in accordance with department policy.

6.1.1.4. All traffic stops resulting from an ALPR alert/hit shall be documented in the resulting report, citation, or arrest.

6.2. Stolen Vehicle / High Risk Traffic Stops

6.2.1. Upon verification of the stolen vehicle hit, the officer will notify their shift supervisor that they are following a stolen vehicle, wait for additional units and then initiate a felony traffic stop in accordance with this department's policy – Chapter 29.1 – Patrol Procedures.

7. **Equipment Maintenance**

7.1. All equipment malfunctions will be immediately reported to the Technical Services Manager who will perform or authorize the appropriate diagnostics testing.

7.2. The Technical Services Manager will contact the vendor concerning problems that cannot be corrected within the Department.

8. **Accountability**

8.1. The ALPR coordinator will conduct a quarterly audit of users, queries, and hotlists and provide this to the Chief of Police.

8.2. A public portal should be maintained.

8.3. Pursuant to Texas Public Records statutes, it is the goal of this policy to support and promote openness in government by releasing non-confidential information to the public upon request. This policy will not affect the release of information pursuant to a court order or subpoena. All requests related to the release of ALPR data shall be processed through the Departments' Custodian of Records.