

<b>206 Automated License Plate Readers</b>			
Effective Date:	July 1, 2026	Rescinds: Amends:	All Prior
Distribution:	ALL PERSONNEL	Re-evaluation Date:	January 1, 2027
Related CALEA Standards:	41.3.9		

**I. PURPOSE**

- A. Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Los Alamos Police Department to convert data associated with vehicle license plates for official law enforcement purposes including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPRs may also be used to gather information related to active warrants, criminal investigations, civil violations, homeland security, electronic surveillance, suspect interdiction, stolen property recovery, or as otherwise approved by the Chief of Police.

**II. ADMINISTRATION OF ALPR DATA**

- A. All installation and maintenance of ALPR equipment, as well as ALPR data retention and access shall be managed by the Department’s Staff Services Commander, who will assign personnel under his/her command to administer the day-to-day operation of the ALPR equipment and data.

**III. ALPR OPERATION (41.3.9(a))**

- A. 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.
  1. No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training. **(41.3.9.(c))**
  2. An ALPR shall only be used for official and legitimate law enforcement business.
  3. An ALPR may be used in conjunction with any patrol operation or official department investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
  4. Any Employee provided access to another department’s LPR system and/or technical data, shall adhere to the Los Alamos Police Department policy governing LPR use.

**IV. ALPR DATA COLLECTION AND RETENTION (41.3.9(d))**

- A. All data and images gathered by an ALPR are for the official use of the Los Alamos 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.

- B. All ALPR data should be stored for the minimum period established by the department's record retention guidelines and thereafter may be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a lawful action to produce records. In such circumstances, the applicable data should be downloaded from the local or cloud server onto portable media and placed into evidence.

**V. ACCOUNTABILITY AND SAFEGUARDS (41.3.9(b))**

- A. All saved data will be closely safeguarded and protected by both procedural and technological means. The Los Alamos Police Department will observe the following safeguards regarding access to and use of stored data:
  - 1. All non-law enforcement requests for access to stored ALPR data shall be referred to the Staff Services Commander or designee and processed in accordance with applicable law.
  - 2. All ALPR data shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, and time.
  - 3. Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
  - 4. Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes as prescribed by law.
  - 5. ALPR system audits shall be conducted regularly, but no less than quarterly, by the Staff Services Commander or designee and shall consist of a random sampling for compliance evaluation.

**Approved by:**



Dino Sgambellone  
Chief of Police

**Table of Contents**