



# NAPERVILLE POLICE

## GENERAL ORDER

ORDER NUMBER: 41.16

SUBJECT: AUTOMATED LICENSE PLATE READER

EFFECTIVE: 1/26/2015

REVISED: 10/08/2025

**Reference CALEA:** 41.3.9

### Index As:

- 41.16.1 Automated License Plate Reader
- 41.16.2 ALPR Confidentiality
- 41.16.3 ALPR Administration
- 41.16.4 ALPR Limitations for Use
- 41.16.5 ALPR Deployment
- 41.16.6 Data Storage and Retention
- 41.16.7 Data Searches
- 41.16.8 Fixed ALPR System—ECC Responsibilities
- 41.16.9 Training

### Purpose:

This order defines the administration, proper use, maintenance, and deployment of the Department's Automated License Plate Reader and its related software.

### Policy:

The Naperville Police Department shall utilize an Automated License Plate Reader (ALPR) system to provide information and investigative resources to officers. The access and use of the ALPR shall be for law enforcement purposes only and in compliance with all applicable training, laws, Department and City policies, and rules and regulations.

### Definitions:

**Alert**—A visual and/or auditory notice that is triggered when the ALPR system receives a potential hit on a license plate.

**Automated License Plate Reader (ALPR)**—Equipment consisting of cameras, computer, and computer software used to automatically recognize and interpret the characters on vehicle license plates. Digital images captured by the cameras are converted into data which is processed through the ALPR system. (also known as Automated License Plate Recognition).

**Fixed ALPR System**—ALPR cameras that are permanently fixed to a structure, such as a pole, a traffic barrier, or a bridge.

**Hit**—A read matched to a license plate that has previously been registered on the Department's hot list of vehicle plates or on the local hot list on the ALPR computer that has been added by a user.

**Hot List**—License plate numbers of stolen vehicles, wanted subjects, missing persons, AMBER alerts, suspended, revoked, or expired registration, parking scofflaws, or any other criteria as determined by a Deputy Chief of Police. Hot list information can come from a variety of sources including but not limited to: the National Crime Information Center (NCIC), Law Enforcement Agencies Data System (LEADS), Illinois Secretary of State, and the Department's list of parking citation scofflaws. Officers may also manually add license plates to a local hot list during deployments based on information relayed to them regarding a law enforcement or public safety concern.

**Mobile ALPR System**—ALPR cameras that are affixed, either permanently (hardwired) or temporarily (e.g. magnet-mounted), to a law enforcement vehicle for mobile deployment.

**Portable ALPR System**—ALPR cameras that are transportable and can be moved and deployed in a variety of venues as needed, such as a traffic barrel or speed radar sign.

**Read**—The capture of digital images or license plates and vehicles with associated metadata (date, time, GPS coordinates with vehicle image capture).

## **ORDER:**

### **41.16.1 Automated License Plate Reader**

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Naperville Police Department to convert data associated with vehicle license plates and use it 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, homeland security, electronic surveillance, suspect interdiction and stolen property recovery, or other legitimate law enforcement purposes.

### **41.16.2 ALPR Confidentiality**

- A. Use of the ALPR system, software, associated databases, and data is restricted exclusively to the law enforcement and public safety-related functions of the Department. Information obtained from the ALPR, software, associated databases, and data shall not be used for personal reasons or for reasons not consistent with the law enforcement and public safety-related functions of the Department under any circumstances.
- B. Misuse or abuse of the ALPR system, software, associated databases, or data shall be subject to sanctions and/or disciplinary action.
- C. The ALPR system, software, associated databases and data are solely the property of the Department and intended for use in the law enforcement and public safety functions of the Department.
- D. Dissemination of information obtained from the ALPR system, software, associated databases, and data shall not be disseminated to the public except as authorized or required by law.
- E. Information obtained from the ALPR system, software, associated databases, and data may be disseminated to other law enforcement agencies or officers as long as it is to be used for law enforcement or public safety functions.

### **41.16.3 ALPR Administration**

- A. The Chief of Police shall designate a Department employee(s) as the ALPR System Administrator, who shall have administrative oversight for ALPR system deployment and operations and will be responsible for the following:
  - 1. Establishing protocols for access, collection, secure storage, and retention of associated media files.
  - 2. Establishing protocols to preserve documented ALPR reads and alerts or hits that are acted on in the field or associated with investigations or prosecutions.
  - 3. Ensuring the proper selection of personnel approved to operate the ALPR system and maintaining an adequate number of trainees.
  - 4. Maintaining records identifying approved ALPR deployments and documenting their results, including appropriate documentation of significant incidents and arrests that are related to usage of the ALPR system.
  - 5. Ensuring that ALPR system audits are conducted on an annual basis. System audits shall include password security, system usage, and training activities.
  - 6. Ensuring that no member of this Department shall operate ALPR equipment, or access ALPR data, without first completing Department approved training and LEADS certification.
- B. ALPR system repairs (hardware or software) shall be made by appropriate sources as approved by the Chief or a designee.
- C. Movement of the ALPR system from one vehicle to another, or one fixed location to another, may only be approved by the ALPR System Administrator, a Deputy Chief of Police, or an approved designee. Movement of the ALPR system from one vehicle to another may be completed by officers who have been trained and authorized to do so either by the ALPR System Administrator or a Deputy Chief of Police.

#### **41.16.4 ALPR Limitations for Use**

- A. Use of the ALPR is limited to the following personnel:
1. Only officers who have been properly trained. in the use and operational protocols of the LPR systems shall be permitted to use it.
  2. Investigations Division deployment of the portable ALPR system is at the discretion of Division supervisors.
  3. Deployment of the ALPR system may be mission specific (*e.g.* roadside safety checkpoint) or may be deployed as part of normal duties of the police department.
- B. It is prohibited to use the ALPR system, active ALPR data, historical ALPR data, and hot lists to do any of the following:
1. Record license plates on vehicles on private property that are not exposed to public view.
  2. Harass or intimidate any person or group.
  3. Use the information for personal reasons.
  4. Collect information solely on the basis of a protected characteristic. Protected characteristics that are an impermissible basis for ALPR use include a person's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, or other classification protected by law.
  5. Collect information for the purpose of or known effect of infringing on First Amendment Rights. For example, collecting information about an individual's lawful associations, lawful political and religious affiliations or activities, etc., is prohibited.
  6. Searches of historical data within the ALPR system should be done in accordance with established departmental policies and procedures

#### **41.16.5 ALPR Deployment**

- A. At the beginning of each ALPR use, officers deploying the mobile system must ensure that it has been updated with the most current hot list available.
- B. Officers utilizing an ALPR system in their squad car shall verify the functionality of all system equipment prior to deployment. Problems with equipment shall be reported as soon as possible to the ALPR System Administrator. ALPR system equipment with significant damage or that is in a non-functioning state shall not be deployed unless authorized by the ALPR System Administrator or the Deputy Chief. Officers should ensure the camera lenses are clean prior to use, in accordance with manufacturer specifications and instructions.
- C. ALPR hits, from a mobile or fixed camera, alone do not constitute reasonable suspicion or probable cause for a stop. Prior to taking enforcement action or initiating a traffic stop on an ALPR Alert/Hit, in all circumstances officers shall:
1. Visually verify that the vehicle license plate number of the Alert/Hit matches the plate number recognized by the ALPR system, including both the alphanumeric characters of the license plate and the state of issuance; and
  2. Verify the current status of the license plate through a ECC or MDT query when circumstances allow.
- D. In each case in which an alert or hit is triggered, the officer shall record the disposition of the alert and the hit into the LPR system.
- E. All enforcement action taken in response to a hit shall be documented on the appropriate incident report.
- F. Hot lists may be updated manually if the officer enters a specific license plate into the ALPR system and wants to be alerted when it is located. Officers shall document the reason for the manual entry in the notes area provided in the ALPR software whenever a plate is manually entered into the system.
- G. Officers receiving valid alerts or hits while assigned to other duties or calls for service shall do the following prior to taking enforcement action:
1. Weigh the seriousness of their current assignment versus the basis of the hit (*e.g.* officer enroute to a theft report receiving a stolen motor vehicle hit).
  2. When practical or necessary, officers should notify their supervisor of the alert or hit and state that they will be taking or have taken enforcement action in lieu of their assigned duty of call for service. This reassignment may be performed by the PSAP;

3. When determining whether or not to take enforcement action, officers shall consider the safety of the public and other officers first and foremost. If the reassignment of the current assignment or call for service would jeopardize the safety of the public or officer safety, enforcement action should not be immediately taken on the alert or hit.
4. When applicable, officers unable or unavailable to take action on a valid hit should notify the ECC of the alert or hit so that the information can be disseminated to other officers or law enforcement agencies in the area.

H. The ALPR system may be deployed to assist other law enforcement agencies at their request upon approval of the Deputy Chief. A Naperville Police Department trained officer must operate the ALPR, or the other agency must use its own ALPR trained officer.

#### **41.16.6 Data Storage and Retention**

A. Collection and retention of ALPR data is subject to the following guidelines:

1. Files will be transferred from field units to Department servers in accordance with the current Department file storage procedures.
2. ALPR data captured transfers wirelessly to the Department server when the ALPR is in proximity to the police department rear parking lot.
3. All ALPR data downloaded to the Department server and ultimately stored on the vendor's server shall be stored for a specific time period and thereafter shall 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 shall be downloaded from the server onto portable media and booked into evidence.
4. The time period for retention of Reads shall be thirty (30) days.

B. All saved data shall be closely safeguarded and protected by both procedural and technological means. The Department will observe the following safeguards regarding access to and use of stored data:

1. All requests for access to stored ALPR data shall be logged and a stated purpose for access must be provided.
2. All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password protected system capable of documenting who accesses the information by name, date and time.

C. Persons approved to access ALPR data under these guidelines are permitted to access the data when there is an articulable suspicion that the data relates to an investigation in a specific criminal or Department related civil or administrative action.

D. All transmission and storage of ALPR data shall meet LEADS requirements for network and computer security.

E. ALPR data maybe shared only with other law enforcement agencies for legitimate law enforcement purposes or as otherwise permitted by law and in accordance with this policy, provided the following criteria are met:

1. The law enforcement agency makes an official request for the ALPR data.
2. The identity of the agency and the person requesting the data and the intended purpose are documented and retained on file.

F. All documentation shall be forwarded to the ALPR System Administrator.

#### **41.16.7 Data Searches**

A. Evidentiary Hits

An Evidentiary Hit may result from a search of ALPR historical camera data, which is considered to be an investigative lead related to a law enforcement investigation. An Evidentiary Hit may result in either law enforcement action (i.e. arrest or traffic stop) or documentation related to an active investigation. This ALPR information should be downloaded into document form and treated as evidence in accordance with Department evidence procedures.

B. Local Searches

In the event of an active law enforcement investigation in the City of Naperville or surrounding jurisdiction, and a full or partial license plate information or vehicle description is available, authorized users will be allowed to search the ALPR system for the suspect vehicle based on the information available to them. A valid and related incident number is required for each search and must be entered in the "Search Reason" field.

### C. Nationwide Searches

In the event of an active law enforcement investigation in the City of Naperville or surrounding jurisdiction, and a full or partial license plate information or vehicle description is available, authorized users will be allowed to search the ALPR system nationally. A valid and related incident number is required for search and must be entered in the “Lookup Reason” field.

#### **41.16.8 Fixed ALPR System—ECC Responsibilities**

A. Several locations in the City of Naperville have fixed ALPR cameras installed. A positive hit alone does not establish probable cause. The hit must be confirmed by the telecommunicator and the officer in the field prior to taking any enforcement action.

B. Telecommunicators shall reference ECC SOP 4.A.13 for ALPR alerts.

#### **41.16.9 Training**

A. All authorized users of the ALPR systems shall receive, at minimum, initial training to include:

1. Proper use of systems and equipment
2. Approved Law Enforcement Agency Data System (LEADS) training prior to operating ALPR equipment or accessing ALPR data,

B. The training division shall ensure any changes in hardware, software, or law updates are the subject of continued in-service training or bulletins.