

**METROPOLITAN POLICE DEPARTMENT – CITY OF ST. LOUIS**  
**OFFICE OF THE CHIEF OF POLICE**  
**SPECIAL ORDER**

**Date Issued:** September 6, 2011      **Order No.:** Section III of SO 5-27

**Effective Date:** September 6, 2011      **Expiration :** Indefinite

**Reference:**

**CALEA Standards**

**Cancelled Publications:**

**Subject:**                                    **AUTOMATED LICENSE PLATE RECOGNITION SYSTEMS**

**To:**    **ALL BUREAUS, DISTRICTS AND DIVISIONS**

PURPOSE: To provide guidelines for the use of Automated License Plate Recognition (ALPR) systems, also known as license plate reader systems, in Department vehicles.

A.    DEFINITIONS

1.    *Automated License Plate Recognition (ALPR) system:* Equipment consisting of fixed cameras, USB thumb drive, and computer hardware/software used to automatically recognize and interpret the characters on vehicle license plates. This data is then compared against a hot list of license plates bearing some significance to law enforcement.
2.    *Hot List:* A database populated with license plates of specific concern to the investigative and/or enforcement interests of law enforcement. This database includes, but is not limited to, information from REJIS, MULES, and NCIC on wanted vehicles and license plates, missing persons, stolen vehicles and license plates, and terrorist suspects.
3.    *Hit:* Automatic visual and audio notification of a match between license plates scanned by the ALPR system and license plates on the hot list.
4.    *BOSS Application:* Interface for user maintenance, data queries, import and export of data, and dispatch functions of the central repository of data collected by the ALPR system. This application can be accessed and reviewed for investigative purposes from designated Department computers.

B.    GENERAL PROCEDURES

1.    All officers will receive training prior to use of the ALPR system.
2.    ALPR equipped vehicles may be used in routine patrol capacity or for special operations. A watch commander will assign trained officers to the vehicle(s) equipped with an ALPR system. Supervisors should make every effort to deploy ALPR equipped vehicles on a regular basis.
3.    [REDACTED]
4.    Under no conditions should an operator attempt to modify the ALPR equipment or software.

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5. Prior to use, ALPR equipment should be inspected during the normal vehicle checks. ALPR camera lenses may be cleaned with glass cleaner or mild soap and water using a soft, nonabrasive cloth.
6. ALPR equipped vehicles must not enter an automatic car washing facility, instead these vehicles must be hand washed.
7. Damage to ALPR equipment will be immediately reported to a supervisor.

C. ALPR USAGE

1. Beginning of Shift/Log In

- a. [REDACTED]

2. ALPR hits

- a. Officers must visually confirm the plate and verify wanted status before taking action.
- b. A disposition should be entered into the ALPR system for every hit.

3. End of Shift/Log out

- a. [REDACTED]

D. ALPR RECORD RETENTION

1. ALPR records generated by or relating to automatic license plate recognition systems will be automatically erased and destroyed after a period of six (6) months from the date of creation unless designated as evidence or otherwise requested for retention.
2. All records will be maintained as required by the Missouri Police Clerks' Retention Schedule as published by the Office of the Missouri Secretary of State.

E. ALPR SECURITY, CONTROL AND MANAGEMENT

1. ALPR records are the property of the Department. Reproduction or dissemination of any ALPR record outside of the SLMPD is strictly prohibited except as provided by this Order or with specific authorization from the Chief of Police or his/her designee.

EXCEPTION: Information may be shared with outside law enforcement agencies in an investigative function.

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2. The security of and access to the ALPR records will be monitored and controlled by Information Technology.
3. ALPR records are considered closed under RSMo 610.100(3).
4. Failure to properly follow the procedures contained in this Order could result in the loss of valuable evidence in a criminal prosecution and/or a significant risk to the Department. Any loss of evidence under these circumstances could result in disciplinary action.

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