

City of Double Horn  
Automated License Plate Readers Policy  
Effective November 13, 2024

1. PURPOSE

The purpose of this order is to establish requirements for the use of Automated License Plate Reader (ALPR) devices and access to ALPR data by the City of Double Horn. The objective is the enhancement of productivity, effectiveness, and officer safety in addition to developing investigative leads for criminal investigations through the collection of license plate data. The data is for official law enforcement purposes consistent with legal and constitutional limitations, privacy concerns, and accepted ethical standards. In addition, data utilized by the city will be restricted to training on a limited basis, statistical data (i.e. vehicle counts) or effectiveness reporting only.

2. POLICY

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. ALPRs are used by the City of Double Horn 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. It may also be used to gather information related to active warrants, homeland security, electronic surveillance of crime suspects, fleeing suspect interdiction, stolen property recovery and general non-vehicle specific data such as vehicles counts, etc.

The City of Double Horn respects privacy rights and will ensure its use of ALPR technology first and foremost protects those rights.

3. DEFINITIONS

ALPR – An automated license plate reader scans, captures, and compares optical license plate information to vehicles associated with crimes or criminals. A match to a license plate results in an alert that notifies law enforcement officers. ALPRs can also store the digital image of the license plate, the time, date, location of the image capture, and the capturing camera information. ALPR units are attached to law enforcement vehicles or deployed at fixed locations, where they collect license plate information from vehicles on designated roadways in the City of Double Horn

ALPR Data - Data obtained by an ALPR of license plates or other identifying characteristics of a vehicle within public view that are read by the device; including potential images of the plate and vehicle on which it was displayed, and information regarding the location of the vehicle at the time of the LPR read.

City of Double Horn – includes any employee, representative (i.e. alderman), and/or Mayor of the City of Double Horn.

Hit - A read matched to a plate that has previously been registered on an agency's "hot list" of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting investigation, or which has been manually registered by a user for further investigation.

Hot list - License plate numbers of stolen cars, vehicles owned by persons of interest, vehicles used in the commission of crimes or related to identified crime suspects, vehicles associated with AMBER Alerts, etc. that are regularly added to "hot lists" circulated among law enforcement agencies. Hot list information can come from a variety of sources, including stolen vehicle information from the National Insurance Crime Bureau and the National Crime Information Center (NCIC), as well as national AMBER Alerts and Department of Homeland Security watch lists. Law enforcement agencies can interface their own, locally compiled hot lists to the ALPR system. These lists serve an officer safety function as well as an investigatory purpose.

#### 4. ADMINISTRATION

- A. One person shall be given authority to act as an administrator for the City of Double Horn for statistical data or to evaluate effectiveness of the ALPR system. The Administrator for the City of Double Horn will be appointed by a vote of the City Council. The person acting on behalf of the City of Double Horn as an administrator shall be identified and the Burnet County Auto Theft Task Force shall be notified in writing as to their identity.
- B. The City of Double Horn shall remain in an operational agreement (do we have an action item to get this agreement in place?) with the Burnet County Auto Theft Task Force to act as the official law enforcement agency overseeing the ALPR system while the system is in place.
- C. Access to data collected and retained by the ALPR system shall be in accordance with Criminal Justice Information Systems (CJIS) requirements and policies set forth by the Burnet County Auto Theft Task Force.
- D. City of Double Horn Flock Administrator shall be a current councilman of the City of Double Horn, nominated by the Mayor and approved by the City Council, and serve for a term of one year.

## 5. PROCEDURES

- A. Use of an ALPR is restricted to the purposes outlined herein. City of Double Horn members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose. When logging in to the system, the administrator will provide an accurate description of the intended use for accessing the system.
- B. An ALPR shall only be used for official law enforcement business by law enforcement agencies, or gathering of *statistical data only* by the City of Double Horn ALPR administrator.
- C. Any non-law enforcement usage of the ALPR data specifically identifying any vehicle and/or person is strictly prohibited, the exception being non-specific traffic count reports. The privacy of the information obtained by the Burnet County Auto Theft Task Force is of the utmost importance. The information obtained using ALPR will not be sold, transferred, or otherwise distributed to any non-law enforcement entities, except in the pursuit of an investigation. Requests for non-law enforcement statistical data shall be made to the current Double Horn Improvement Association President or the current Mayor of the City of Double Horn.
- D. Any Hot List data shall be entered by approved operators of the Burnet County Auto Theft Task Force. No member of the City of Double Horn may enter *any* information into the ALPR system.
- E. ALPR data that is not flagged by a law enforcement agency linked to a criminal investigation will be retained for a period of 30 days then purged from the ALPR system.