

CHEYENNE POLICE DEPARTMENT FIELD MANUAL

AUTOMATED LICENSE PLATE READER (ALPR)

FLD1160 – 5.26

Purpose: To provide clear guidance for the authorized use, data management, and operational procedures regarding Automated License Plate Reader (ALPR) technology, including mobile and stationary systems. The ALPR system is used to enhance public safety, support criminal investigations, and manage parking enforcement in designated areas.

Policy: It is the policy of the Cheyenne Police Department to utilize ALPR technology to capture and store digital license plate data and images for official law enforcement purposes. All ALPR data is considered confidential and shall be safeguarded against unauthorized access or use. ALPR use must balance public safety objectives with individuals' privacy rights.

Scope: All department personnel who operate ALPR equipment or access ALPR data.

Administration: The Services Captain is responsible for overseeing ALPR equipment installation, maintenance, data storage, and system access. The captain may designate trained personnel to manage daily operations and ensure compliance with policy and legal standards.

Deployment:

- **Mobile ALPRs** are assigned to Parking Services vehicles, primarily for parking enforcement and field operations.
- **Stationary ALPRs** are located at designated locations throughout the city of Cheyenne and are positioned to capture data from vehicles passing on the roadway.

Operations and Authorized Use:

ALPR systems may be used for the following purposes:

- Identifying stolen or wanted vehicles and license plates
- Locating missing persons
- Supporting investigations involving active warrants, homeland security, and suspect interdiction
- Recovering stolen property
- Managing parking violations and scofflaw enforcement

Operational Guidelines:

- Use of ALPR must be limited to official law enforcement business.
- Reasonable suspicion or probable cause is not required to use ALPR technology.
- Officers may use ALPR-equipped vehicles to canvass areas around crime scenes or significant incidents.
- Partial plates from witnesses should be entered into the system when appropriate.
- Officers must confirm any alert through official databases before initiating enforcement action.

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- All ALPR searches must be associated with a valid case number or an entry explaining the purpose of the search.

Training:

- Only trained personnel may operate ALPR equipment or access ALPR databases.
- Training will follow manufacturer guidelines, NCIC/WYCJIS protocols, and department policy.

Data Collection, Retention & Storage:

- ALPR data is stored on secure servers and retained for **no longer than 30 days**, unless flagged for evidentiary or legal purposes.
- If required for an ongoing investigation or legal process, relevant data must be downloaded and entered into evidence per department procedures.

System Access & Accountability

- ALPR systems and data are protected by password-protected access logs. Access to data is logged by username, date, time, and license plate queried. All queries must be related to an official law enforcement investigation.
- Only authorized employees may access ALPR data, and only for legitimate law enforcement purposes.
- Monthly audits of ALPR access and use shall be conducted by assigned supervisors.

Alerts

- **Immediate Alert:** When a license plate matches an entry on a hot list requiring immediate attention, Officers must confirm the plate and establish reasonable suspicion before taking enforcement action.
- **Non-Encounter Alert:** Alerts that warrant further investigation but do not require immediate contact, Officers should document follow-up steps.

Hot List Management

- ALPR systems may use regularly updated lists from NCIC and WYCJIS.
- Parking scofflaw lists may be integrated.
- Manual list entries must serve a legitimate law enforcement purpose and be approved as per department policy.

Data Release and Sharing

- ALPR data may only be shared with law enforcement or prosecutorial agencies for official purposes.
- Agencies must submit a **written request** including:
 - Agency name

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- Requestor's name
 - Intended use
- Requests must be reviewed and approved by the Services Captain or designee.
- Agency requesting, authorized employee requesting, and reason for requesting the search will be listed in every search conducted for outside agencies.
- Agencies with signed MOUs and Flock access may request data through the Flock system.