KANSAS CITY, MO. POLICE DEPARTMENT **DEPARTMENT MEMORANDUM**	DATE OF ISSUE 08-11-10	EFFECTIVE DATE 08-11-10	NO. 10-11
SUBJECT Automated License Plate Recognition		AMENDS	
REFERENCE	RESCINDS		

Automated License Plate Recognition (ALPR) patrol vehicles are equipped with a specialized camera system that actively scans license plates. The system compares license plate scans to a hotlist. The hotlist consists of copied records from multiple criminal justice databases that are uploaded to the ALPR systems daily. The system alerts the officer when a hit occurs. The mobile data computer displays images of the license plate, vehicle, and associated criminal justice information. The license plate scan data including images, global positioning system (GPS) location, and license plate information is electronically stored for future investigative use.

The following responsibilities and procedures define the use of ALPR systems.

A. The Patrol Bureau is responsible for assignment of personnel and deployment of police vehicles equipped with ALPR systems.

B. The operation of ALPR systems is restricted to members who are trained and are assigned to ALPR equipped patrol vehicles.

C. Officers assigned to ALPR patrol vehicles will operate the system during their entire tour of duty and ensure the hotlist upload is current.

D. Officers will verify all ALPR system alerts via the Communications Unit or Mobile Data Computer (MDC) before initiating a vehicle stop.

E. The Perpetrator Information Center is responsible for ALPR stored data. All ALPR data will be retained for a length of time determined by available digital storage space.

F. Investigative elements that need an ALPR for use in a criminal investigation will make requests through the affected patrol division's watch commander.

G. The Communications Support Unit will be notified when ALPR equipment is damaged or malfunctions. Damage will be documented according to current department directives.

James D. Corwin
Chief of Police

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