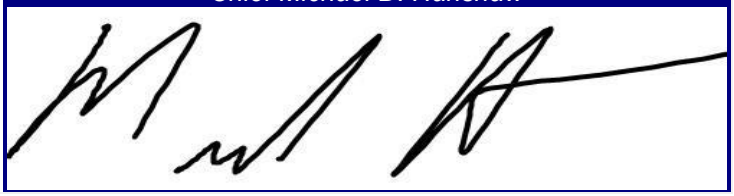
	Simpsonville Police Department *Chief*			
	EFFECTIVE DATE September 10, 2020 Revised: August 6, 2026	**AMENDS / RESCINDS** NONE	**POLICY** 957	**NO. PAGES** 5
Chief Michael D. Hanshaw 		**SUBJECT: Automatic License Plate Reader**		
REFERENCES SCLEA 16.11			**RE-EVALUATION** ANNUAL	

I. Purpose

To establish guidelines on the proper use of Automated License Plate Recognition (ALPR) systems and the data collected from the systems. Through ALPR technology, the Simpsonville Police Department will be able to detect criminal activity and promote the health, safety, and welfare of the citizens of Simpsonville. The technology will be used in a manner consistent with legal and constitutional limitations, privacy concerns, and the highest ethical standards.

II. Policy

It is the policy of the Simpsonville Police Department that all members abide by established guidelines when using the ALPR system. The availability and use of the ALPR systems have provided many opportunities for the enhancement of productivity, effectiveness, and officer safety.

III. Definitions

A. Automated License Plate Recognition (ALPR) system: A device that uses cameras and computer technology to compare digital images to lists of known information of interest (also know as Automated License Plate Reader).

B. ALPR Administrator: Department member(s) designated by the Chief of Police, or designee, to be responsible for the management of the ALPR program including its administration, troubleshooting, training, repairing, administratively auditing, and coordinating all aspects of the ALPR system.

C. Detection: Data obtained by an ALPR of an image (such as a license plate) within public view that was read by the device, including potential images (such as the plate and description of vehicle on which it was displayed), and information regarding the location of the ALPR system at the time of the ALPR's read.

D. ALPR Operator: An employee properly trained in the use of the ALPR system.

E. Hot List: A list of license plates associated with vehicles of interest compiled from one or more databases including, but not limited to, NCIC, SCDMV, local BOLO's, etc. Vehicles of interest may include, but are not limited to, vehicles reported stolen, displaying stolen license plates, linked to missing and/or wanted persons, or otherwise flagged by law enforcement agencies for investigative purposes.

F. Local Hot List: An addition to the ALPR server database that is appended to the Hot List. The local hot list consists of license plates of local investigative significance entered into the server hot list from law enforcement sources.

G. Hit: Alert from the ALPR system that a scanned license plate number may be in the National Crime Information Center (NCIC) or other law enforcement database for a specific reason including, but not limited to, being related to a stolen car, wanted person, missing person, domestic violence protective order violation, or terrorist-related activity.

IV. Procedure

A. General

1. The use of ALPR systems and database access is restricted to ALPR Operators for official law enforcement purposes in accordance with SPD directives, SLED regulations, manufacturer's recommendations, and in accordance with applicable SC laws.

2. Any misuse of ALPR data may result in discipline up to and including termination of employment.

    a. Verified misuse of the ALPR System will mandate, at a minimum, a suspension of access for at least six months in addition to any administrative discipline(s) or restrictions.

    b. Unauthorized access, dissemination, personal use, or release of ALPR information may also result in criminal prosecution or civil liability where applicable by law.

c. The ALPR Administrator will conduct organizational audits bi-annually, or as deemed necessary, to confirm compliance with this policy.

3. The ALPR system, equipment, and database information is the property of the contractual ALPR vendor and only intended for official law enforcement use.

B. Administration

1. The department will designate an ALPR Administrator with administrative oversight for ALPR deployment and operations. The designated staff member will be responsible for the following:

   a) Establishing protocols for access to ALPR database and associated media;

   b) Conduct bi-annual or more frequent auditing and reporting of ALPR use;

   c) Establishing protocols to preserve and document ALPR reads, alerts, or hits that are acted on in the field or associated with investigations or prosecutions;

   d) Establishing protocols to ensure the security and integrity of data captured, stored, and/or retained by the ALPR;

   e) Authorizing any requests for the ALPR use or data access according to the policies and guidelines of this agency;

   f) On a regular basis check ALPR equipment to ensure functionality and camera alignment.

2. All ALPR diagnostics and repairs will be made by a certified representative of the ALPR provider or manufacturer.

C. Operations

1. Only ALPR Operators will receive access to the approved ALPR system.

   a) Training may include system operations, legal considerations, privacy protections, data dissemination restrictions, and procedures for validating alerts prior to enforcement action.

2. Personnel initiating reports for serious offenses with a vehicular element involved to include, but not limited to; Missing Persons, Stolen Vehicles, or Stolen Tags may create a "Hotlist Entry" in the ALPR System to aid in recovery efforts.

3. Upon the receipt of an ALPR system alert, SPD personnel will visually verify the accuracy of the ALPR information compared to the actual license plate.

    a. SPD personnel will verify the status of the information contained in the ALPR system alert, by confirming the information through NCIC/Dispatch, prior to initiating a traffic stop or detention.

    b. Receipt of a Hit notification in the ALPR system alone, **does not** constitute sufficient probable cause to initiate a stop or detention without verification. Verification of associated information is essential, prior to initiating a stop, detention, or taking further investigative or enforcement action.

4. Officers will take appropriate action as set forth herein in response to the information received in a verified Hit of the ALPR system.

5. ALPR Operators may manually enter information into the ALPR system database. Manually entered information must be:

    a. For legitimate law enforcement purposes only; and,

    b. Personnel entering information into the ALPR system are responsible for the timely removal of the information once it is no longer applicable for legitimate law enforcement purposes.

6. SPD personnel searching the ALPR database for historical information will only do so for legitimate law enforcement purposes in compliance with agency directives. Historical ALPR searches should, whenever practical, be associated with a documented case number, CAD event number, or reason for investigative inquiry.

7. Any information obtained from the ALPR system by agency personnel will be maintained and disposed of in accordance with CJIS protocols and only utilized for official purposes.

D. Sharing and Dissemination

1. Both active ALPR data and historical ALPR data should be considered, and shall be, for official law enforcement use and purposes only.

2. ALPR data can be shared, to include law enforcement personnel from outside agencies, for legitimate law enforcement purposes, consistent with department policies and procedures. Inquiries from outside agencies will be documented via a formal email request.

E. Retention

1. The Simpsonville Police Department and the City of Simpsonville does not independently retain, store, or maintain any ALPR generated data.

2. ALPR generated data contained within the ALPR system is purged by the ALPR system after a 30 day retention period, per the vendor protocol. Officers may print the ALPR digital file to retain in the case file if necessary.

F. Training

1. The ALPR Administrator shall ensure that all ALPR Operators receive initial vendor or agency-approved training, as well as any updated or annual training deemed appropriate by the ALPR Administrator or Chief of Police, prior to and while using the ALPR system.

G. Maintenance

1. All maintenance to stationary ALPR units shall be conducted by a representative of the approved ALPR vendor.

2. If a malfunction or damage is observed, ALPR Operators shall report the issue to the ALPR Administrator, who shall report it to the approved ALPR vendor.