



# New Port Richey Police Department

## Automated License Plate Recognition



General Order # 239	Effective Date: April 29, 2026
Amends: GO# New	Chief Robert P. Kochen

### 239.01 POLICY

The New Port Richey Police Department is committed to fostering trust with the community while ensuring the highest standards of integrity in all our operations. The department’s use of Automated License Plate Recognition (A.L.P.R.) technology is guided by a deep respect for privacy and civil liberties, which is why this technology will only be used in public spaces. A.L.P.R. systems are being implemented by the department solely to enhance public safety, with safeguards put in place to prevent misuse. By maintaining transparency, accountability, and responsible oversight, we strive to uphold public confidence while using this technology to safeguard our community.

### 239.02 PURPOSE

The purpose of this policy is to establish guidelines on the proper use of the A.L.P.R. systems. This will provide personnel with guidelines for the collection, access, use, dissemination, retention, and purging of A.L.P.R. information to ensure that the information is used for law enforcement purposes only. This policy is in conformity with the guidelines for use of A.L.P.R. systems as set forth by the Florida Criminal and Juvenile Justice Information Systems (CJIS) Council.

### 239.03 DEFINITIONS

Automated License Plate Recognition (A.L.P.R.) system. A system of one or more mobile or fixed high-speed cameras combined with computer algorithms to convert images of license plates into computer-readable data.

Extract. The files extracted from sources of license plate information, such as the Florida Crime Information Center (FCIC) and National Crime Information Center (NCIC) “Hot Files”, and DHSMV records including, but not limited to, the expired tag file, expired license file, and sanctioned driver file.

Personal Identifying Information (PII). Information that can be used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information that is linked, or linkable, to a specific individual. PII includes names, gender, race, date of birth, photographs, addresses, social security numbers, driver’s license numbers, or biometric data.

### 239.04 PROCEDURE

Officers who utilize the A.L.P.R. system, will utilize the following guidelines for the collection, access, use, dissemination, retention, and purging of A.L.P.R.

#### Activation Procedures

- A. The A.L.P.R. device passively reads license plates of moving or parked vehicles, using optical character recognition technology, and compares them against the "Hot List." A.L.P.R. "hits" are indicated by both audible and visual alarm.
- B. An A.L.P.R. “hit” shall not be used as the sole reason for a traffic stop or enforcement contact until all provisions contained in this section have been satisfied. Contact with the vehicle and its occupants will only be made after the “hit” is confirmed.

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- C. The “hit” notification must first be visually verified with the “Hot List” entry. If for any reason it does not match, the “hit” will be rejected. If a match is confirmed, the “hit” will be verified through NCIC/FCIC. After confirming the hit meets the criteria for a lawful stop, the officer may then conduct a traffic stop, exercising all necessary officer safety protocols.
- D. The A.L.P.R. system “Hot List” contains entries from:
  - a. NCIC/FCIC warrants/missing persons
  - b. NCIC/FCIC Stolen Vehicles and Plates
  - c. NCIC Gang & Terrorist Watch List
  - d. NCIC/FCIC Protection Orders
  - e. DHSMV Expired License Plates
  - f. DHSMV Sanctioned Drivers (Suspended, Revoked or Cancelled)
  - g. Other agency entries into the shared databases which have MOUs with NPRPD.
- E. Manual additions can be made to the “Hot List” by the program administrator, designee, investigating detective, or crime analyst. Examples of possible scenarios where a manual entry of a license plate may be made are:
  - a. **Be On the Look Out (BOLO)**
  - b. **Attempt To Locate (ATL)**
  - c. New Port Richey Police Department has active **Probable Cause (PC)**
  - d. **AMBER/SILVER/BLUE Alerts**
  - e. **Child Abduction**
  - f. **Wanted or Missing Person**
- F. Manual additions to the “Hot List” may be retained within the system for a maximum of 365-days, and shall be removed from the database once their purpose has been achieved.
- G. A case number is required when making a "Hot List" entry.
- H. All access and entries into the A.L.P.R. system will be logged and auditable.
- I. Any vehicle mounted A.L.P.R. system operator will ensure they pay careful attention to their driving, and will not use the A.L.P.R. system in any manner that may result in a traffic crash.

239.05

### **Communications Center Responsibilities**

- A. At the beginning of their shift, the dispatcher will login to the A.L.P.R. system and will actively monitor A.L.P.R. “hits” throughout the shift.
- B. In the event of the dispatcher being notified of an A.L.P.R. “hit” for the below listed categories, a BOLO will immediately be issued for the vehicle via radio transmission. A call for service shall be generated in CAD and the vehicle information shall be entered into the call for service. An on-duty officer will then be dispatched to the location of the A.L.P.R. hit.
  - 1. Missing Person (98% match and above)
  - 2. Stolen Vehicle (98% match and above)
  - 3. Stolen Plate (98% match and above)
  - 4. Warrant (98% match and above, and warrant is related to a violent felony)

239.06

### **Assignment and Training**

- A. The Chief of Police, will appoint a program administrator who will be responsible for overseeing the development and administration of the A.L.P.R. assignment and training process.
- B. Members interested in joining the program must submit their request to the Operations Commander outlining their interest in becoming an A.L.P.R. user.

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- C. Prior to using the A.L.P.R. system, agency members will complete an agency approved A.L.P.R. training based on manufacturer's recommendations and agency policy.
- D. Only agency members approved by the Operations Commander, and who are trained in the use of the A.L.P.R. system, will be authorized to utilize the program.

239.07

### **Data Retention and Public Records Requests**

- A. All data and images gathered by the A.L.P.R. system are for criminal justice purposes only and owned solely by the New Port Richey Police Department. A.L.P.R. data not for criminal justice purposes will be retained for no more than 30 days, and then deleted from the server in accordance with CJJIS guidelines. Public records requests received within the retention period will be handled in accordance with existing agency procedures pursuant to Florida State Statutes.
- B. No information within the A.L.P.R. system shall be shared or sold without proper approval of the New Port Richey Police Department and in accordance with state and federal laws.
- C. Any A.L.P.R. data which is of evidentiary value must be downloaded and saved as an attachment to the case.
- D. Misuse of any information in the A.L.P.R system will be subject to an internal investigation.

239.08

### **Data Sharing**

- A. Access to all A.L.P.R. data is restricted to New Port Richey Police Department personnel or outside law enforcement agencies, in furtherance of criminal justice purposes only. Any other use of A.L.P.R. data is strictly prohibited.
- B. A member of the Criminal Investigations Division (CID) should be contacted to access and disseminate the data for criminal justice purposes.

239.09

### **Annual Audit**

- A. The Administrative Commander will conduct an annual audit of A.L.P.R. data to ensure all accesses to data captured, stored, generated, or otherwise produced was completed by authorized users only.
- B. If any questionable use of the A.L.P.R. system is identified, the Administrative Commander will notify the Deputy Chief of Police via the Chain of Command, and a determination will be made if an internal investigation is warranted.
- C. Command Staff shall conduct an annual review of the policy to ensure accuracy and the most up-to-date information regarding A.L.P.R. systems.

239.10

### **Equipment Maintenance**

- A. The program administrator, or designee, will be responsible for overseeing the installation, implementation, and maintenance of the A.L.P.R. system.
- B. All A.L.P.R. equipment must be properly maintained in accordance with the manufacturer's recommendations.
- C. A.L.P.R. operators are required to perform a function check of the equipment at the start of their shift. The function check will test the video and audio recording functions and the unit. The A.L.P.R. Operator will also ensure the unit is recording the proper day, date, and time.
- D. The A.L.P.R. will not be disconnected for repairs by anyone, except a technician authorized by the agency.
- E. The A.L.P.R. camera lenses should be cleaned as recommended by the manufacturer.
- F. Any required equipment repair will be arranged by the program administrator, or designee. No attempt shall be made to repair the equipment, and any repairs shall be made by the manufacturing company of the A.L.P.R. system.

into the internal parts of the unit.

- G. Any issues with the A.L.P.R. program or equipment will be reported to the program administrator, or designee, as soon as practical.

239.11

**Compliance with CJJIS**

- A. This policy shall remain in accordance with the guidelines for use of A.L.P.R. systems governed by the Criminal and Juvenile Justice Information Systems (CJJIS) Council. Our A.L.P.R. policy will be administered in accordance with Florida Statutes 316.0777 and 316.0778
- B. All A.L.P.R. data derived from or interfacing with NCIC/FCIC systems shall be handled in full compliance with the FBI CJIS Security Policy, including requirements for access control, encryption, authentication, auditing, and dissemination.