

**POLICY  
1204**

**EFFECTIVE  
DATE  
06-04-25**

**Eugene  
Police Department**



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## **Automated License Plate Readers**

### **1204.1 PURPOSE AND SCOPE**

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Eugene Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including, but not limited to, identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPRs may also be used to gather information related to active warrants, electronic surveillance, suspect interdiction and recovery of stolen property.

### **1204.2 ADMINISTRATION OF ALPR DATA**

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Investigations Captain. The Investigations Captain will assign personnel under their command to administer the day-to-day operation of the ALPR equipment and data.

### **1204.3 ALPR OPERATION**

Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- a. All members of this department using the ALPR software shall first complete department-approved ALPR training.
- b. An ALPR shall only be used for official and legitimate law enforcement business.
- c. An ALPR may be used in conjunction with any routine patrol operation or official department investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- d. An ALPR may be used to canvass license plates around any crime scene, shootings and other major incidents. Partial license plates reported may be entered into the ALPR system to identify suspect vehicles.

- e. When reasonable, the officer should verify an ALPR response through the Law Enforcement Data System (LEDS) before taking enforcement action that is based solely upon an ALPR alert.
- f. No ALPR operator may access LEDS data unless otherwise authorized to do so.

#### **1204.4 DATA COLLECTION AND RETENTION**

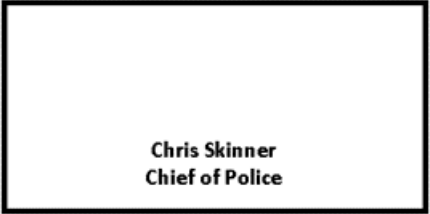
- a. All data and images gathered by ALPR are for the official use of the Eugene Police Department (EPD) and approved law enforcement and because such data may contain confidential LEDS information, it is not open to public review. ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law.
- b. The data is cloud-based and stored for 30 days through an ALPR vendor. Officers can download relevant data for evidentiary purposes. Once downloaded, the data is stored in EPD's digital evidence management system and is retained according to department policies, that align with state and legal retention requirements based on the type of crime, adjudication, and related factors.
- c. The Investigations Captain is responsible for ensuring proper collection and retention of ALPR data.
- d. All ALPR data downloaded to the server should be stored for the minimum period established by department records retention guidelines, and thereafter may be purged unless it has become, or it is reasonable to believe it will become evidence, in a criminal or civil action, or is subject to a lawful action to produce records. In such circumstances the applicable data should be downloaded and secured in evidence and held under the applicable retention periods.

#### **1205.5 ACCOUNTABILITY AND SAFEGUARDS**

All saved data will be closely safeguarded and protected by both procedural and technological means. The Eugene Police Department will observe the following safeguards regarding access to and use of stored data:

- a. All non-law enforcement requests for access to stored ALPR data shall be referred to the Public Records Programs Supervisor and processed in accordance with applicable law.
- b. All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, and time.
- c. Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relates to a specific criminal investigation or department-related civil or administrative action.

- d. Such ALPR data may be released to other authorized and verified law enforcement personnel and agencies at any time for legitimate law enforcement purposes.
- e. ALPR system audits should be conducted on a regular basis.



**Chris Skinner**  
**Chief of Police**