

BETTENDORF POLICE DIRECTIVE

EQP 14: License Plate Recognition (LPR) Program

Last Reviewed: January 2026 by 4099

Pages: 5

I. PURPOSE

The purpose of this policy is to establish a standard operating procedure for deployment, utilization, maintenance, and training associated with the use of the Automated License Plate Recognition (ALPR) program.

II. DEFINITIONS

- a. **Hardware:** Automatic License Plate Recognition (ALPR) systems include a set of cameras that capture images of license plates. These cameras are typically mounted to fixtures in various locations throughout the city. This system also includes a separate computer processor, which processes the camera images against the "Hot List".
- b. **Hit:** The notification that a scanned motor vehicle license plate matches one that has been entered into a "Hot List".
- c. **Hot List:** Data files that are provided through the Iowa Online Warrants & Articles/National Crime Information Center (IOWA/NCIC) extracted from law enforcement databases which contain a listing of stolen license plates, stolen vehicles, wanted persons, and other vehicles and/or persons actively being sought by a law enforcement agency. Authorized personnel also create hot lists and enter vehicles into those hot lists during active investigations. Hot lists may also be shared and imported from other agencies through the Flock Safety LPR interface.
- d. **Automated License Plate Recognition (ALPR) System:** A complete system by which advanced camera technology and software captures images of vehicle license plates and instantaneously compares them with a large file of records (Hot Lists) to identify vehicles of interest. The ALPR merely accomplishes, more efficiently, the same task a police officer may accomplish by reading a license plate and manually entering the number into a database for comparison.
- e. **LPR Administrator:** The LPR administrator is the Captain.

III. POLICY

a. Allowed uses.

- i. LPR may be used for law enforcement purposes, including but not limited to:
 1. Pursuing information relevant to ongoing criminal investigations or calls for service.
 2. Apprehending an individual with an outstanding warrant.
 3. Locating a missing or endangered person.
 4. Locating a lost or stolen vehicle or license plates.

b. Training

- i. Prior to use of License Plate Recognition equipment or computer portal, officers must complete department-approved training.
- ii. The LPR Administrator will ensure that any changes in hardware, software, applicable laws, or training are relayed to the department.

c. Response to LPR Alerts

- i. Officers shall investigate LPR alerts to determine the validity of the alert. This is including, but not limited to, stolen vehicles, wanted subjects, or other suspected criminals.
- ii. The officer will visually verify the scanned plate matches the alert information with regard to plate letters, numbers, and issuing state.
- iii. Once the state and all characters have been verified as accurate, the following information should be utilized by an officer in determining whether or not reasonable suspicion exists:
 1. Stolen Vehicles and Stolen License Plates: Officer should verify the status through NCIC or other local government systems or databases.
 2. Wanted Person: A wanted person alert may be utilized when obtaining reasonable suspicion, unless the officer has information the subject is not in the vehicle, when added to personally observed or known information. Officers should verify the status through NCIC or other local government systems or databases.
 3. BOLO Only: This alert is information only for officers. The narrative of the alert will assist officers in obtaining reasonable suspicion.
 4. Officer Safety, Suspected Gang Member, Sexual Offender, Past Offender, Associate Only, and Information Only or Other Non-Specified Alerts: These alerts are "information only" for officers. Reasonable suspicion must be obtained in order to stop and/or detain.
- iv. LPR Alerts leading to enforcement action shall be documented in the case narrative and include a software report.

d. Local Data Entry/Hot List Creation

- i. Any employee needing a license plate or vehicle entered into the system should contact a supervisor. That supervisor will evaluate the circumstances to ensure it meets all proper criteria prior to entry.
- ii. To enter a tag into a Local Hot List, an officer should have a reasonable suspicion to believe the car is directly associated with the person sought (owner, regular driver, regular passenger, driver or passenger involved in previous criminal activity in said vehicle, etc.), based on officer information or recent criminal activity.
- iii. Once the officer has sufficient evidence based on the above, an entry into the Local Hot List may be made through the management function of the LPR System. If a tag has been, or will be entered into NCIC, it may be entered into the Local Hot List for a period of seven days only.
- iv. Tag entries into the system should be complete with the following information: Reason for Entry, Any Officer Safety Info, Tag State, Tag Number, Vehicle Description, Officer Requesting Entry, Supervisor Approving Entry, Date of Entry, and Report/Incident Number.

Examples of Proper Entries:

1. REGISTERED OWNER HAS POSSIBLE AGGRAVATED ASSAULT AND CRIMINAL MISCHIEF WARRANTS- IA ABC123- 2004 Gold Lexus E33 sedan- Suspect Johna Young IA DL 123XX4567, 02-03-2021- VERIFY WARRANTS THROUGH NCIC. Entered by _____, Approved by _____ on (Date).
 2. BOLO- Develop own Probable Cause/Reasonable Suspicion for Stop- Iowa Plate 555 000, 2020 Hyundai Sante Fee- John Smith IA DL 122XX6789. Entered by _____, Approved by _____ on (Date).
 3. STOLEN PLATE USED ON VEHICLE IN MV BURGLARY- IA Plate _____. Displayed on a (vehicle description) during Burglary. Plate stolen off a (victim vehicle) in (city). Entered by _____. Approved by _____.
- v. Officers should set a reasonable expiration for tags entered into the Local Hot List. Reasonableness is based upon articulable facts and the totality of the circumstances. Alerts should generally have an expiration date of 30 days or less.
 - vi. Officers should also consider attaching additional documentation to a local Hot List entry within the Flock Safety interface. This may include e-mails, images, or additional information that would assist other officers responding to an active LPR alert.
 - vii. Once the entering officer is made aware that the alert is no longer valid, he/she should immediately have the tag removed from the system.

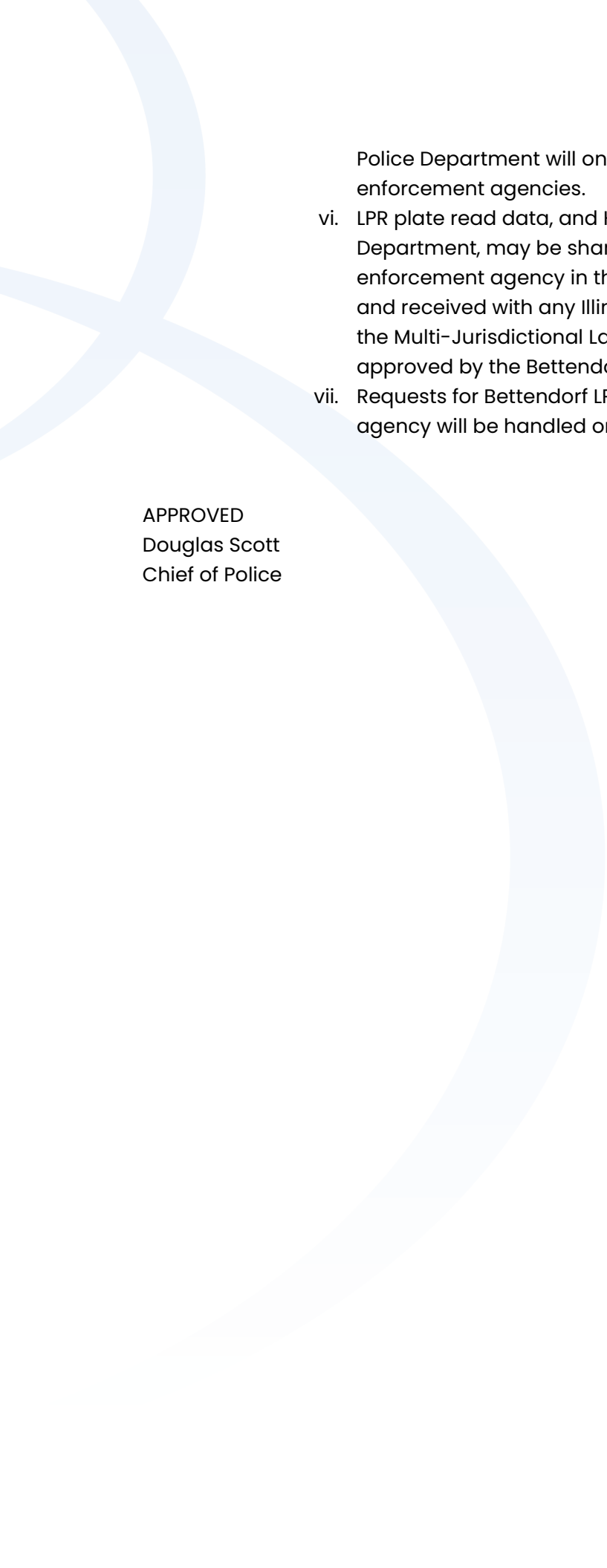
- viii. Any officer, who is made aware of an alert that is no longer valid, should immediately notify the entering officer, and all potentially affected personnel.

e. **Data Security and Access**

- i. Personnel who are granted access to LPR System devices and/or databases will be issued a user name and password specific to each individual by the LPR Administrator. This process will generally be handled through Windows active directory/single-sign on.
- ii. All operators of the LPR System will be responsible for maintaining a secure login and password. This password will not be shared with anyone else.
- iii. The database may be accessed for law enforcement purposes only. Any search queries in the Flock Safety interface must include a reason for the search. Officers may use a report/incident number or general reason for the search.
- iv. Personnel will not release any information obtained by the LPR System to non-law enforcement personnel unless required by law.
- v. All investigative queries into collected LPR System data by personnel are logged and available for auditing and review by the Agency. Any perceived policy violation or other misuse of the system will result in further investigation and appropriate disciplinary action, if warranted.
- vi. The Chief of Police may approve personnel from outside law enforcement agencies to have log-in credentials for the Bettendorf LPR/Flock System. These users will be provided with a unique user name and password. Those users will be provided the same training as Bettendorf Police Department personnel.

f. **Date Storage, Retention, and Sharing**

- i. Data gathered is automatically uploaded to the LPR System database.
- ii. Release of data gathered by the LPR System is restricted in the same manner as CJIS information and unauthorized to non-law enforcement personnel.
- iii. License Plate reads will only be stored for a maximum period of thirty (30) days, unless the data is retained or stored as part of an ongoing investigation.
- iv. The collected LPR System data contains no Personally Identifiable Information that may be used to connect license plate detection to an individual. It is only with permissible purpose that an investigator may make this connection (using other systems).
- v. The Flock Safety interface provides the ability of the Bettendorf Police Department to share LPR plate reads and local Hot Lists via its network. Other agencies on the Flock Safety interface have the ability to share the same data with the Bettendorf Police Department. The Bettendorf



Police Department will only share its LPR data with other certified law enforcement agencies.

- vi. LPR plate read data, and Hot Lists originating from the Bettendorf Police Department, may be shared with and received by any certified law enforcement agency in the State of Iowa. This data may also be shared and received with any Illinois law enforcement agency that is part of the Multi-Jurisdictional Law Enforcement Agreement currently approved by the Bettendorf Police Department/City of Bettendorf.
- vii. Requests for Bettendorf LPR data from any other law enforcement agency will be handled on a case-by-case basis.

APPROVED
Douglas Scott
Chief of Police