



ALEXANDRIA SHERIFF'S OFFICE

GENERAL ORDER

TITLE AUTOMATED LICENSE PLATE READER PROGRAM	SECTION ADM-24	NUMBER 26-05
INDEX ALPR, LICENSE PLATE READER, FLOCK, SURVEILLANCE	CANCELS NEW	EFFECTIVE DATE 010126

PURPOSE: The purpose of this general order is to establish guidelines and procedures governing the deployment, use, management, and oversight of Automated License Plate Reader (ALPR) technology by the Alexandria Sheriff's Office in compliance with §2.2-5517, Code of Virginia.

This Order consists of the following numbered sections:

- I. POLICY
- II. DEFINITIONS
- III. SYSTEMS DESCRIPTION AND DEPLOYMENT
- IV. AUTHORIZED USE
- V. ALERT RESPONSE PROCEDURES
- VI. HOT LISTS
- VII. TRAINING
- VIII. DATA ACCESS AND RETENTION
- IX. DATA SECURITY AND AUDITING
- X. DATA SHARING
- XI. REPORTING REQUIREMENTS
- XII. MAINTENANCE
- XIII. ALPR PROGRAM MANAGER
- XIV. REFERENCES
- XV. FORMS
- XVI. SIGNATURES

I. POLICY

It is the policy of the Alexandria Sheriff's Office to utilize Automated License Plate Reader (ALPR) technology to enhance the safety and security of the William G. Truesdale Adult Detention Center and its surrounding complex. ALPR technology shall be used solely for official law enforcement purposes and in compliance with §2.2-5517, Code of Virginia. The ALPR system shall not be used for the purpose of interfering with individuals engaged in lawful activities or tracking individuals on the basis of the content of lawfully protected speech. ALPR systems are used to identify vehicles, not persons. **(CALEA 41.3.9)**

II. DEFINITIONS

- A. Automated License Plate Reader (ALPR) – A system of one or more high-speed cameras used in combination with computer algorithms to convert images of license plates, vehicles, or a combination of both into computer-readable data. Also referred to as a License Plate Reader (LPR).
- B. Alert/Hit – A read matched to a plate that has previously been registered on a hot list of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting investigation, or which has been manually entered by a user for further investigation. An alert is not conclusive confirmation that a license plate is wanted, and additional investigation is always warranted.
- C. ALPR Program Manager – The individual designated by the Sheriff or designee who possesses decision-making authority to manage the ALPR program, including oversight of system operations, user accounts, training, auditing, and policy compliance.
- D. ALPR-Generated Data – All information including location, date and time of a license plate encounter, the optical character recognition (OCR) interpolated data, and any digital photographic image(s) of the license plate and vehicle generated through the use of ALPR equipment.
- E. ALPR User – Any individual who is authorized to access information and use the ALPR system. All users must complete required training prior to gaining access.
- F. Fixed ALPR System – ALPR cameras that are permanently affixed to a structure, such as a pole, a traffic barrier, a building, or a gate. The Alexandria Sheriff's Office currently deploys fixed ALPR cameras manufactured by Flock Safety.
- G. Flock Safety – The contracted vendor providing the fixed ALPR camera system utilized by the Alexandria Sheriff's Office at the Detention Center complex.
- H. Hot List – A database populated with license plate numbers and letters of stolen cars, vehicles owned by persons of interest, and vehicles associated with AMBER Alerts that are regularly added and circulated among law enforcement agencies. Hot list information can come from a variety of sources, including the National Crime Information Center (NCIC), AMBER Alerts, and Department of Homeland Security watch lists.
- I. Read – Digital images of license plates and vehicles and associated data

(e.g., date, time, and geographic coordinates associated with the image capture).

III. SYSTEM DESCRIPTION AND DEPLOYMENT

The Alexandria Sheriff's Office operates two (2) fixed Flock Safety ALPR cameras deployed near the William G. Truesdale Adult Detention Center complex as follows:

1. One Flock Safety camera near the front entrance to the complex.
 2. One Flock Safety camera near the rear entrance to the complex.
- A. The ALPR cameras capture license plate images of vehicles near the Detention Center complex. The system automatically compares captured plate data against law enforcement hot lists and generates alerts when a potential match is identified.
 - B. The ALPR system operates continuously, 24 hours a day, 7 days a week.
 - C. The placement and relocation of ALPR cameras shall be approved by the Sheriff or designee. Any changes to camera placement shall be documented.
 - D. ALPR cameras shall be positioned to capture license plate data from vehicles on or immediately adjacent to the Detention Center complex and shall not be intentionally directed to capture data from locations where individuals have a reasonable expectation of privacy.

IV. AUTHORIZED USE

- A. The use of and/or access to the ALPR system is restricted to official purposes only. The ALPR system shall be used for official law enforcement purposes only and in compliance with §2.2-5517, Code of Virginia. **(CALEA 41.3.9)**
- B. Pursuant to §2.2-5517, section D, Code of Virginia, a law enforcement agency may use the ALPR system only:
 1. As part of a criminal investigation into an alleged violation of the Code of Virginia or any ordinance of any county, city, or town where there is a reasonable suspicion that a crime was committed;
 2. As part of an active investigation related to a missing or endangered person, including whether to issue an alert for such person, or a person associated with human trafficking; or
 3. To receive notifications related to a missing or endangered person, a person with an outstanding warrant, a person associated with human trafficking, a stolen vehicle, or a stolen license plate.
- C. All information necessary for the creation of an audit trail shall be entered in order to query system data. An ALPR user shall not query or download system data unless such data is related to at least one of the authorized purposes listed above. **(CALEA 41.3.9)**

- D. The ALPR system shall not be used to monitor or track vehicles based on race, ethnicity, national origin, religion, gender, sexual orientation, disability, or any other classification protected by law.
- E. Personal use of the ALPR system is strictly prohibited. No employee shall access the system to obtain information for personal reasons, including but not limited to looking up vehicles belonging to family members, friends, acquaintances, or other individuals absent an authorized law enforcement purpose.

V. ALERT RESPONSE PROCEDURES

- A. Notification by the ALPR system does not constitute reasonable suspicion as grounds for staff to stop a vehicle. Prior to stopping a vehicle based on a notification, a law enforcement officer shall:
 - 1. Develop independent reasonable suspicion for the stop; or
 - 2. Confirm the license plate or identifying characteristics of a vehicle match the information contained in the database used to generate the notification. This confirmation procedure shall be an independent comparison of the ALPR system alert and the corresponding hot list notification. Officers are encouraged to use radio communication to verify the ALPR system alert.
- B. Upon receiving an ALPR alert, staff shall notify the watch commander or on-duty supervisor. The watch commander or supervisor shall determine the appropriate response based on the nature of the alert, the circumstances, and available resources.
- C. If a law enforcement officer stops the driver of a motor vehicle, stops and frisks a person based on reasonable suspicion, or temporarily detains a person during any other investigatory stop based upon an alarm of the ALPR, the reporting requirements set forth in General Order OPS-03 "Arrests" III(D)3 shall be followed, which thereby ensures compliance with §52-30.2, section C, Code of Virginia.
- D. All ALPR alerts and the actions taken in response shall be documented, including the alert details, the responding staff member, and the outcome.

VI. HOT LISTS

- A. The primary use of ALPR data involves the comparison of license plate characters collected by the ALPR system to characters contained on a previously compiled hot list. These hot lists may be compiled by local, state, or federal law enforcement. Hot lists inform law enforcement which vehicles are of interest and why, alerting the user when such a vehicle is read by an ALPR camera.
- B. Hot lists shall be updated at least once every 24 hours, or as soon as practicable after such updates become available. The Virginia State Police distributes the NCIC hot list four times daily.
- C. The ALPR Program Manager shall coordinate with the Flock Safety vendor and the Virginia State Police to ensure hot list accuracy and currency.

- D. Manually entered license plate lists will be entered only by the ALPR Program Manager and shall contain, at a minimum:
 - 1. Supporting information regarding why a particular license plate is on the list;
 - 2. Vehicle description (year, make, model, and color);
 - 3. Legal reason for entry;
 - 4. Valid 24-hour contact number of entrant or agency; and
 - 5. If available, valid case number or CAD/incident number.
- E. The agency-operated hot list or manually entered hot listed license plate(s) shall be updated as soon as practicable when a listed vehicle is no longer of interest.

VII. TRAINING

- A. All employees must attend training prior to using or accessing the ALPR system. Training shall include guidelines on lawful usage, data handling, privacy considerations, and legal requirements under §2.2-5517, Code of Virginia. **(CALEA 41.3.9)**
- B. ALPR training should occur at least bi-annually and should include the following:
 - 1. Legal update of relevant ALPR matters;
 - 2. Administrative procedures;
 - 3. Technical procedures and system operation.
- C. The ALPR Program Manager shall maintain a record of each employee's completion of ALPR training in accordance with existing training records policies. **(CALEA 41.3.9)**
- D. The ALPR Program Manager shall maintain a current list of all authorized ALPR users.

VIII. DATA ACCESS AND RETENTION

- A. Data Access
 - 1. Access to the ALPR database shall be limited to trained and authorized employees with a legitimate law enforcement need. **(CALEA 41.3.9)**
 - 2. The ALPR database shall be maintained separately from any databases used for non-law enforcement purposes.
 - 3. ALPR system data may not be sold by employees or the contracted ALPR vendor.
 - 4. System data and audit trail data are not subject to disclosure under the Virginia Freedom of Information Act (FOIA).
- B. Data Retention

1. Pursuant to §2.2-5517, section F, Code of Virginia, ALPR system data shall not be retained beyond twenty-one (21) days unless: **(CALEA 41.3.9)**
 - a. The system data or the audit trail data is part of an ongoing investigation, prosecution, or civil action; or
 - b. Such data shall be retained by the law enforcement agency until (i) the investigation concludes without any criminal charges or (ii) the final disposition of any criminal or civil matter related to the data, including any direct appeals and any writs of habeas corpus, in accordance with applicable records retention law and policy.
2. ALPR system data may only be downloaded from the system for the purposes described in §2.2-5517, Code of Virginia.
3. When ALPR data pertains to an ongoing law enforcement investigation, the ALPR user shall transfer relevant data from the Flock Safety system to the Office's evidence management system before the automatic data purge.

IX. DATA SECURITY AND AUDITING

A. Data Security

1. ALPR data is categorized as "for official use only." Access control to the administrative profile(s) of the ALPR system shall be maintained. **(CALEA 41.3.9)**
2. All collected data will be maintained on a secure server that is password-protected, allowing only authorized personnel access to collected data.
3. The Flock Safety system shall provide an inquiry tool, history tracking, and reporting protocols for the entire ALPR system.

B. Auditing

1. Internal system auditing shall occur at least once every thirty (30) days. Internal system audits shall be conducted in the following use areas: **(CALEA 41.3.9)**
 - a. Queries Conducted – At least 5% of the total monthly queries conducted should be audited to ensure compliance with §2.2-5517, section D, Code of Virginia;
 - b. Downloads – At least 5% of the total monthly downloads should be audited to ensure compliance with §2.2-5517, Code of Virginia;
 - c. Traffic Stops – At least 5% of the total monthly traffic stops conducted as the result of an ALPR alarm should be audited to ensure compliance; and
 - d. Agency Sharing – A monthly system audit shall verify system settings to ensure compliance with §2.2-5517, section F(1), Code of Virginia.

2. ALPR data and audit trail data shall be purged and rendered not recoverable in accordance with §2.2-5517, section E, Code of Virginia.
3. All audits, along with documentation of discovered discrepancies and actions taken, shall be documented and maintained by the ALPR Program Manager for a period of three (3) years, unless they become part of an internal investigation, in which case they shall be retained in accordance with the related policies.
4. Discrepancies discovered during an audit must be addressed promptly. Any discrepancies related to unlawful, inappropriate, or egregious misuse must be immediately reported to the Sheriff or designee and the Investigations, Professionalism, and Oversight Section for further guidance.

X. DATA SHARING

- A. ALPR data may be shared with other law enforcement agencies to assist with accomplishing law enforcement objectives, in compliance with §2.2-5517, Code of Virginia. When releasing ALPR information to another law enforcement agency, it is important to note that §2.2-5517, section A, Code of Virginia, defines a law enforcement agency as any agency or entity that employs law enforcement officers as defined in §9.1-101, Code of Virginia.
- B. Employees who have access to non-agency owned or contracted ALPR systems shall report such access to the ALPR Program Manager.
- C. The Sheriff or designee reserves the right to terminate or suspend any data-sharing agreement with an external agency.

XI. REPORTING REQUIREMENTS

- A. Pursuant to §2.2-5517(l), Code of Virginia, the Alexandria Sheriff's Office shall submit required ALPR data to the Virginia State Police on a quarterly basis using the format and methodology determined by the Department of State Police.
- B. Quarterly reporting periods and due dates are as follows:
 1. Q1 (January – March): Due April 1;
 2. Q2 (April – June): Due July 1;
 3. Q3 (July – September): Due October 1;
 4. Q4 (October – December): Due January 1.
- C. The report shall include, but is not limited to:
 1. The number of motor vehicles stopped based on notifications from the system, including the specific purposes for the notifications (Missing Person, Endangered Person, Human Trafficking, Outstanding Warrant/Wanted Person, Stolen Vehicle, Stolen License Plate, Other Criminal Investigation);

2. The race, ethnicity, age, and gender of the driver of any motor vehicle stopped based on a notification from the system;
 3. The number of cameras owned or leased by the Office as part of the system;
 4. The number of times the system was queried, including the specific purposes and offense types for any criminal investigation;
 5. Identified instances of unauthorized use of or access to the system;
 6. Subpoenas duces tecum, search warrants, and any other requests received from third parties for system data or audit trail data;
 7. A list of all state and federal databases with which the system data was compared; and
 8. Whether any other law enforcement agencies have been granted access to the Office's system data.
- D. The ALPR Program Manager shall be responsible for the timely compilation and submission of all required reports.

XII. MAINTENANCE

- A. Staff shall not make any modifications to the ALPR equipment or software operating system without explicit direction from the ALPR Program Manager. **(CALEA 41.3.9)**
- B. ALPR camera lenses may be cleaned using a soft, non-abrasive cloth.
- C. Damage to ALPR equipment shall be promptly reported to the ALPR Program Manager, and a documented report shall be completed using an Incident Report (F-SHR-0007).
- D. The ALPR Program Manager shall be notified of any ALPR equipment requiring maintenance or repair and shall coordinate with the vendor to ensure timely maintenance and repairs.
- E. The ALPR Program Manager shall ensure that all ALPR software is up-to-date and functioning optimally.

XIII. ALPR PROGRAM MANAGER

- A. The Sheriff or designee shall designate an individual as the ALPR Program Manager who possesses decision-making authority to manage the ALPR program.
- B. The ALPR Program Manager shall, at a minimum:
 1. Stay abreast of current case law and legislation related to ALPR technology;
 2. Monitor the use of the ALPR system and conduct periodic audits;
 3. Manage user accounts and permissions;

4. Manage ALPR training and maintain training records;
5. Update ALPR policy as necessary;
6. Coordinate with the vendor regarding system maintenance, hot list management, and technical support;
7. Ensure timely submission of all required reports to the Virginia State Police.

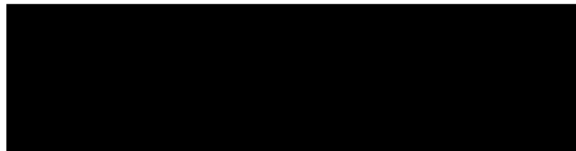
XI. FORMS

- A. Incident Report (F-SHR-0007)
- B. Traffic/Investigatory Stop Form (F-SHR-0201)

XIII. REFERENCES

- A. General Order OPS-03 "Arrests"
- B. Code of Virginia §2.2-5517 Automatic License Plate Recognition Systems, §52-30.2 Reporting Requirements
- C. Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) Standard: 41.3.9, License Plate Recognition Systems

XIV. SIGNATURES



SEAN CASEY, SHERIFF

01/01/2026
DATE

I have read and fully understand the above general order.

SIGNATURE

DATE