

	<h1>Beverly Police Department</h1>	
<p><b>Subject: AUTOMATIC LICENSE PLATE RECOGNITION (ALPR)</b></p>		
<p><i>Massachusetts Police Accreditation Standards Referenced: #41.3.9</i></p>	<p><b>Policy Number:</b> <b>GO: 2026-02</b></p>	
<p>Issue Date: 04/15/2026 Effective Date: 04/15/2026 Review Date: Revised Date:</p>	<p><b>Issuing Authority</b> <i>John G. LeLacheur</i> Chief of Police</p>	

**SCOPE & AUTHORITY:**

This Policy applies to all members of the Beverly Police Department who operate, access, or otherwise utilize Automatic License Plate Recognition (ALPR) systems or data. This Policy is issued in compliance with all applicable state and federal laws, including the Massachusetts Fair Information Practices Act (M.G.L. c.66A), Criminal Justice Information System (CJIS) Regulations, and the Massachusetts and United States Constitutions.

**PURPOSE:**

The purpose of this Policy is to establish clear, constitutional, and accountable guidelines and procedures for the proper use and application of ALPR systems, the management of the data, and the maintenance of the equipment. The Beverly Police Department’s use of ALPR data is solely to support legitimate law enforcement and public safety objectives, including detection, investigation, and prosecution of crimes, the recovery of stolen property, locating missing or endangered persons and other legitimate law enforcement functions consistent with constitutional protections.

## **POLICY:**

The availability and use of ALPR systems have provided many opportunities for the enhancement of law enforcement agencies productivity, effectiveness, and protection of public and officer safety. It is the policy of this Department to only utilize the technology in furtherance of official and legitimate law enforcement operations and public safety. All members of this Department shall abide by the guidelines set forth when using ALPR systems.

The ALPR technology, allows for the automated detection of license plates. The system can also detect vehicle details to include: make, color, type, and unique identifiers.

The technology is used by the City of Beverly Police Department to convert data associated with vehicle license plates and vehicle descriptions for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, security threats, suspect interdiction, stolen property recovery, and active criminal investigations. The ALPR technology shall not be used for civil traffic violations, locating vehicles with outstanding civil fines, or any civil infractions.

## **DEFINITIONS:**

**Alert:** A visual and/or auditory notice that is triggered when an ALPR system receives a potential hit on a license plate.

**ALPR:** Automated License Plate Recognition. Automated License Plate Recognition technology uses high-speed cameras combined with sophisticated computer algorithms capable of converting the images of license plates to electronically readable data. The ALPR system captures an image of a license plate and converts it to a text file using Optical Character Recognition (OCR) technology. The technology also compares the digital images of license plates to the CJIS-NCIC Hot file database.

**ALPR Operator:** Trained Department members who may utilize ALPR system/equipment. ALPR operators may be assigned to any position within the Department, and the ALPR Administrator may order the deployment of the ALPR systems for use in various efforts.

**ALPR Administrator:** The Chief's designee(s), serves as the ALPR Administrator for the Department.

**ALPR Data:** Scan files, alert data, and any other documents or data generated by, or obtained through, utilization of an ALPR system.

**ALPR Data Query Logs:** A record of a search or query of ALPR data.

**Alert Data:** Information captured by an ALPR relating to a license plate that matches the license plate on a "hot list".

**ALPR System:** The ALPR camera and all associated equipment and databases operated by the Beverly Police Department. This includes fixed ALPR cameras that are attached to a structure, such as a pole, a traffic barrier or a bridge, as well as mobile ALPR cameras that are deployed from a law enforcement vehicle or other equipment for mobile deployment.

**CJIS-NCIC Hot file Database:** Contains identifying information concerning wanted and missing persons, stolen vehicles and identifiable stolen property of several types. The information is entered into the system by the originating agency-the agency holding the arrest warrant, the missing person report or the theft report.

**Custom Hot List:** A list that is manually entered by a Beverly Police Department System Administrator or designee. The entry will include, plate information, hot list owner, along with a reason the entry.

**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.

**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, or terrorist-related activity.

**Hot List:** A list of license plates associated with vehicles of interest compiled from one or more databases including, but not limited to, National Crime Information Center (NCIC), Massachusetts Department of Motor Vehicles (MA DMV), Local "Be on The Lookout" (BOLO's), Manually Entered Alerts, etc.

**Optical Character Recognition (OCR):** The technology that supports the automated reading and digitizing of images of license plates that are captured by an ALPR system.

**Vehicles of Interest:** Including, but not limited to: vehicles which are reported as stolen, display stolen license plates or tags, vehicles linked to missing and/or wanted persons, and vehicles flagged by the Department of Motor Vehicle Administration or law enforcement agencies.

## **PROCEDURES:**

1. **GENERAL:** ALPR systems and associated equipment and databases are the property of Flock Safety and authorized for official Department use only. Misuse of this equipment and associated databases or data may be subject to sanctions and or disciplinary actions as determined by the rules, regulations, and policies of the Department.
  - a. Department members shall not use or allow others to use the equipment or database records for any unauthorized purpose.

- b. An ALPR shall only be used for official law enforcement business/criminal investigations.
- c. An ALPR may be used in conjunction with any routine patrol operation or criminal investigation; reasonable suspicion or probable cause is not required before using an ALPR.
- d. Partial license plates and unique vehicle descriptions reported during crimes should be entered into the ALPR system to identify suspect vehicles.
- e. The officer should verify an ALPR response through the CJIS-NCIC or through dispatch before taking enforcement action that is based solely on an ALPR alert unless exigent circumstances exist. Once an alert is received, the operator shall confirm that the observed license plate from the system matches the license plate of the observed vehicle before any law enforcement action is taken because of an ALPR alert, the alert will be verified through CJIS-NCIC inquiry via MDT or through Dispatch. Officers will not take any police action that restricts the freedom of any individual based solely on an ALPR alert unless it has been validated. Because the ALPR alert may relate to a vehicle and may not relate to the person operating the vehicle, officers are reminded that they need to have reasonable suspicion and/or probable cause to make an enforcement stop of any vehicle.
- f. An officer must receive confirmation from dispatch or other department computer device that the license plate is still stolen, wanted, or otherwise of interest before proceeding (absent exigent circumstances).
- g. Officers shall visually verify that the license plate of interest matches identically with the image of the license plate number captured (read) by the ALPR, including both the alphanumeric characters of the license plate, state of issue, and vehicle descriptors before proceeding. Officers alerted to the fact that an observed motor vehicle's license plate is entered as a Hot Plate (hit) in a specific BOLO (be on the lookout) list are required to make a reasonable effort to confirm that a wanted person is in the vehicle and/or that a reasonable basis exists before an officer would have a lawful basis to stop the vehicle.
- h. Officers will clear all stops from hot list alerts by indicating the positive ALPR Hit, i.e., with an arrest or other enforcement action. If it is not obvious in the text of the call as to the correlation of the ALPR Hit and the arrest, then the officer shall update with Dispatch personnel and/or the original person inputting the vehicle in the hot list (hit).

- i. Custom Hot List entries and management are made at the supervisory level. Any supervisor that makes a Custom Hot List entry has the responsibility of managing that entry in the areas of accuracy, updating, relevance, timeliness and deleting once the entry is no longer valid or needed. Custom Hot List entry management is required to make sure entries within our system are current and actionable.
- 2. ADMINISTRATIVE:** ALPR Administrator(s) are responsible for the ALPR system deployment to include operations and maintenance. The ALPR Administrator(s) shall be responsible for the following:
- a. Only properly trained sworn officers, and police dispatchers are allowed access to the ALPR system or to collect ALPR information.
  - b. ALPR system monitoring to ensure the security of the information and compliance with applicable privacy laws.
  - c. Continually working with the ALPR Vendor on the retention and destruction of ALPR data
  - d. Supervising the access, collection, storage, and retention of ALPR data and associated media files. The data is stored by the ALPR system owner for 30 days unless downloaded for investigative purposes.
  - e. Utilize protocols to preserve and document ALPR reads and "alerts" or "hits" that are acted on in the field or associated with investigations or prosecutions.
  - f. Utilizing protocols to establish and ensure the security and integrity of data captured, stored, and/or retained by the ALPR system.
  - g. Authorizing any requests for ALPR systems use or data access according to the policies and guidelines of this agency.
  - h. Ensuring that the ALPR system owner abides by its contractual obligations to conduct system repairs and to ensure functionality and camera alignment and remove from service any equipment that falls outside expected functionality until deficiencies have been corrected.
  - i. Ensuring users are not using ALPR for personal reasons, to harass, intimidate for immigration enforcement, or matters pertaining to reproductive health.
  - j. Ensuring plates are only read while in the public view.
  - k. Ensuring the system or associated scan files are not used solely because of a person or group's class, race, gender, religion, sexual orientation, political

affiliation, nationality, ethnicity, disability, or other classification protected by law.

### **3. ALPR SYSTEM USAGE:**

- a. ALPR systems and information shall be accessed and used only for official and legitimate law enforcement operations and public safety related purposes, and may only be used based on specific and articulable facts of a concern for safety, wrongdoing, criminal investigation, or pursuant to a court order.
- b. Searches of historical ALPR data shall be done in accordance with established departmental policies and procedures.
- c. Only users who have been designated by the ALPR Administrator and properly trained in the use and operational protocols of the ALPR system shall be permitted to use the system. Only those users with an approved login and password will be allowed access to the ALPR system.
- d. The agency's ALPR Administrator(s) shall ensure that any changes in hardware, software, policy that would impact the end user will be communicated to the department.
- e. The installation of ALPR technology must be approved by the agency head or designee.
- f. ALPR hot lists and data gathered by departmental ALPRs will be maintained securely in the ALPR system.
- g. Requests for searches of ALPR data to the ALPR Administrator may be made by members of this Department or by other law enforcement agencies subject to the provisions of this Policy.
- h. Any observed damage, misalignment or malfunction of the ALPR camera systems should be reported immediately to a supervisor. Damage in the field to a camera system should be documented and referred to the department administrator.

### **4. MANUAL ENTRY OF DATA:**

- a. Officers may request license plate numbers be entered into the Department hot list. Users may enter license plates only for official and legitimate law enforcement or public safety operations.
- b. Manual entries may include, but should not be limited to, an Amber Alert, Missing Person, Be On the Look Out (BOLO), Attempt to Locate (ATL), or

Wanted or Missing Person broadcast, or bulletin in which a license plate number is included. Such manual entries must be manually updated when the information changes or is no longer current.

- c. Whenever a plate is manually entered into the ALPR system, the officer shall document the reason.

**5. ALPR ALERTS/HITS:** Prior to initiation of a stop based on a hit or alert:

- a. Users shall visually verify that the license plate of interest matches identically with the image of the license plate number captured (read) by the ALPR, including both the alphanumeric characters of the license plate, state of issue, and / or the vehicle descriptors before proceeding. Officers alerted to the fact that an observed motor vehicle's license plate is entered as a Hot Plate (hit) in a specific BOLO (be on the lookout) list are required to make a reasonable effort to confirm that a wanted person is in the vehicle and/or that a reasonable basis exists before an officer would have a lawful basis to stop the vehicle.
- b. Users shall verify the status of the plate through the Commonwealth's Criminal Justice Information System (CJIS), National Crime Information Center (NCIC), Department's Records Management System (RMS), or other appropriate source of data prior to a stop when circumstances allow or as soon as practicable.

**INFORMATION MANAGEMENT/SECURITY:**

**1. ALPR DATA QUERY LOGS:**

- a. An automated log will be maintained for each transaction that will include the name of the individual accessing the data, along with the date and time of access.
- b. Requests to review stored ALPR data and search results will be recorded and maintained.
- c. ALPR data query logs shall be maintained and secured.
- d. Monthly audits of the ALPR system access, hit, and retained data shall be conducted by the Chief of Police (or designee).

## **2. ALPR DATA SHARING AND DISSEMINATION:**

- a. ALPR data can be accessed, retrieved, or shared for official and legitimate law enforcement operations or public safety purposes only.
- b. Information sharing among law enforcement agencies, other than the DCJIS, is subject to approval by the ALPR Administrator and is governed by departmental policies.
- c. Information gathered or collected, and records retained by ALPR cameras or any other Beverly Police Department ALPR system will not be sold, accessed, shared, or used for any purpose other than legitimate law enforcement or public safety purposes.
- d. The Beverly Police Department does not permit the sharing of ALPR data gathered by the city or its contractors/subcontractors for purpose of civil immigration enforcement, these federal immigration agencies include Immigrations and Customs Enforcement (ICE) and Customs and Border Patrol (CPB).

## **3. RETENTION:**

- a. The ALPR administrator is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data.
- b. ALPR system owners will purge their data at the end of the 30 days of storage. However, this will not preclude the Beverly Police Department from maintaining any relevant data obtained from the system after that period pursuant to the established state retention schedule or outlined elsewhere.

## **TRAINING:**

The Department administrator of the ALPR system will receive initial administrative training through an ALPR system representative. Any Officer who is authorized to become an ALPR user must complete ALPR training through the owner's online tutorials or other appropriate means. ALPR training system certificates should be saved by the officer and a copy added to the officers' departmental training record.

## **POLICY REVIEW:**

The ALPR Administrator is responsible for the annual review of this Policy and the policies and procedures contained herein and for making recommendations to the Chief of Police for any necessary amendments. This is a new technology and it may raise both legal and technological issues. As use of the technology progresses, the Department will continue to monitor and assess the appropriateness of this Policy.