



# Edina Police Operations Manual

Policy Number  
770.00

Subject:

**AUTOMATED LICENSE PLATE RECOGNITION SYSTEM**

Effective Date  
8/11/15

Revised Date  
05/19/2020

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## PURPOSE:

This policy is intended to provide guidance on the use of the Automated License Plate Recognition System (ALPR) and the use of the data collected by the reader.

**770.01**

## PROCEDURE

The ALPR is a computer-based system that uses cameras to capture license plate numbers and compare those numbers through the Minnesota license plate data file. The Edina Police Department may use additional sources of data for matching if the additional data relates to an active criminal investigation.

Data collected shall be limited to: license plate numbers, date, time and location of vehicles; and pictures of license plates, vehicles and areas surrounding the vehicles. The data is used for law enforcement purposes for the identification of such things as stolen vehicles, stolen license plates, outstanding warrants, driver's license violations, missing persons and criminal investigations.

The Bureau of Criminal Apprehension shall be notified by the Administrative Lieutenant or designee, within 10-days of the installation of a new ALPR.

**770.02**

## OPERATOR'S RESPONSIBILITIES

Only department personnel trained in the proper use of the ALPR system may operate the system(s).

The ALPR system shall only be used for official and legitimate law enforcement business.

Operators receiving a "hit" on the ALPR system shall obtain independent verification of the information associated with the "hit" prior to taking any enforcement action. Verification shall be made by running the information through the state real-time data system using either the MDC or the Dispatch Center, or through confirmation received from the source that generated the data resulting in the "hit".

Any problem with the ALPR systems should be reported to the Administrative Lieutenant.

**770.03**

## DATA STORAGE

Notwithstanding any State law to the contrary, data collected by an ALPR that is not related to an active criminal investigation must be destroyed no later than 60

days from the date of collection, except as otherwise provided in Minnesota statute [13.824](#) Sec.3/Sub 3.

**770.04      RELEASE OF DATA**

ALPR data is classified as private, with specific exceptions per MN statute [13.821](#).

Notwithstanding any State law to the contrary, all data and images gathered by ALPR are for the official use of the Edina Police Department and are considered private or nonpublic data.

ALPR information gathered and retained by this department may be used and shared with prosecutors and other law enforcement agencies for legitimate law enforcement purposes or as otherwise permitted by law and in accordance with applicable department policies and in compliance with Minnesota statute [13.824](#) Sub.4.

**770.05      ACCESSING OF DATA**

Only those approved by the chief of police may access the data collected by the ALPR system. The data accessed must be pertinent to an active criminal investigation. A record of all data queries shall be generated indicating the factual basis for the access and any associated case number, complaint or basis for the access. Employees accessing data in violation of this policy may be subject to criminal penalties or department discipline.

**AUTHORIZATION TO ACCESS DATA**

The ability of authorized individuals to enter, update, or access automated license plate reader data must be limited through the use of role-based access that corresponds to the official duties or training level of the individual and the statutory authorization that grants access for that purpose. All queries and responses, and all actions in which data are entered, updated, accessed, shared, or disseminated, must be recorded in a data audit trail. Data contained in the audit trail are public, to the extent that the data are not otherwise classified by law.

**770.06      RECORDS REVIEW**

The Administrative Lieutenant or their designee will maintain a record for the purpose of audit. The record shall show the date and time ALPR data was collected and the applicable classification of the data. The data shall be reviewed on a biennial basis, by a person, independent of the police department, to verify whether the data is classified, how the data was used, whether the data

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was destroyed in compliance with this policy and to verify the data was accessed in compliance with this policy.