

Boynton Beach Police Department

AUTOMATED LICENSE PLATE READER



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Scope:	All Department Members
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Joseph DeGiulio Chief of Police	The electronic signature of this directive is saved on file within Power DMS



Related References/Accreditation Standards: CFA 32.04

Related Policies/Procedures: IC 903, LPR Training 2024-07 Power Point

CONTENTS

I. PURPOSE.....	1
II. POLICY	1
III. DEFINITIONS.....	1
IV. GUIDELINES FOR USE.....	2
V. TRAINING	2
VI. DATA STORAGE AND RETENTION	3
VII. REVIEW AND AUDITS	3
ALPR Compliance Chart	4

I. PURPOSE

The purpose of this policy is to establish the guidelines for managing the use of the Automated License Plate Recognition system currently used by the police department.

II. POLICY

This policy establishes guidelines and regulations governing the proper use of Automated License Plate Recognition (ALPR) systems, also known as license plate reader systems. ALPR systems, associated data, and related media are the property of this agency and shall be used solely for official law enforcement purposes. Use of the ALPR system is restricted to criminal investigations, including cases involving missing and endangered persons. Access to ALPR systems and data is limited to sworn personnel and Professional Staff whose specific job assignments require such access in furtherance of these purposes. Personnel granted access shall use the system only within the scope of their assigned duties and in accordance with this policy.

III. DEFINITIONS

Alert – An audible and/or visual signal activated upon the read of a license plate by the LPR system that has not been visually verified by an officer against the photo in the LPR system.

Automated License Plate Recognition (ALPR) System – A specialized system consisting of equipment designed to read, store, and check motor vehicle license plates.

Confirmation – (**Confirmed Hit**) – A hit by the ALPR System that has been validated as active by NCIC/FCIC/DAVID.

Custom Hot List – A list of plates and vehicles placed into the system in order to further investigations, these lists will not be shared with other agencies.

Hot Lists – A list of stolen plates and vehicles entered into the National Crime Information Center (NCIC) as well as Amber, Silver alerts associated with a vehicle tag, wanted criminals and others of specific interest to law enforcement that have a vehicle or tag associated to them.

Mobile Platform – An LPR device that can be moved to specific locations that collects data autonomously. And that can relay “HIT” information to an officer, investigator or dispatcher to assist in the resolution of traffic or investigative issues.

Read – Digital images of license plates, vehicles, and associated metadata (e.g., date, time and geographic coordinates associated with the vehicle image capture) that are captured by the ALPR system.

IV. GUIDELINES FOR USE

- A. License Plate Reader (LPR) systems, associated equipment and databases are authorized for official law enforcement purposes only. Any member who misuses the License Plate Reader equipment and associated databases and/or data may be subject to disciplinary action.
- B. All personnel with system access should be prepared to provide an offense type, a case number at the time of the search, and entering the purpose in the “Reason” box. All boxes are a “Required Field” for each search performed.
- C. During operation, License Plate Reader “hits” are indicated by an audible and visual alarm. An LPR “hit” shall not be used as the sole reason for a traffic stop or enforcement contact until all provisions contained in this section have been satisfied.
 - 1. The member receiving the notification must first visually verify that the Hot List entry matches the digital image displayed by the LPR. If, for any reason it does not match, the “hit” will be rejected. If, however, it does match, the “hit” will be accepted and the member will verify the “hit” through NCIC/FCIC.
 - 2. Unless separate probable cause exists, officers will not stop or detain a vehicle based solely on a hit from the LPR system which has not been confirmed.
 - 3. Contact with the vehicle and its occupants will only be made *after* the “hit” is confirmed via central communications.
- D. All newly created “Hot Lists” will be available for 7 (seven) days, with the ability to renew if needed.
- E. Access is provided based on assignment of sworn personnel and designated professional staff whose duties require access, such as dispatch supervisors and Real Time Crime Center (RTCC) analysts. System rights and permissions will be determined by one of the system administrators.
- F. Restricted sharing to statewide access.

V. TRAINING

The agency will provide initial training on the ALPR Systems to include a review of this policy, to all sworn and applicable non-sworn personnel by a member of the Training Unit and/or a system administrator.

- A. Sworn personnel will receive training during the orientation period and yearly during annual training.
- B. Applicable non-sworn personnel will receive this training during phase one of their assigned training period.

VI. DATA STORAGE AND RETENTION

- A. All data and images gathered by the ALPR system are for official use by Department employees.
- B. Public records requests for ALPR data will be handled in accordance with existing Department policies and procedures pursuant to Florida Statute Chapter 316, provides that certain images and data containing personal identifying information obtained through the use of an LPR system may be confidential and exempt from public records disclosure.
- C. ALPR information gathered and retained by the Department may be used and shared with prosecutors and other law enforcement agencies as approved by the Chief of Police or designee.
- D. ALPR data shall be retained for 7 (seven) days.

VII. REVIEW AND AUDITS

To ensure compliance with this policy, monthly operational audits shall be conducted of the LPR systems activity, see “ALPR Compliance & Oversight Process” chart on page 4.

The audit process shall include:

- 1. Random selection of 5 (five) authorized personnel accounts each month.
- 2. Review of searches and hot list entries conducted by those users during the preceding 30 (thirty) days; and
- 3. Verification that searches and hot list entries contain the following, as applicable:
 - a. A valid case number;
 - b. An appropriate offense type; and
 - c. A documented reason supporting a legitimate law enforcement purpose.

Any misuse, incomplete documentation, policy violations, or unauthorized access identified during an audit shall be documented and forwarded through the employee’s chain of command for review and appropriate administrative action.

ALPR COMPLIANCE & OVERSIGHT PROCESS

Flow from search intake through review, reporting, and audit outcome.

