
Automated License Plate Readers (ALPRs)

432.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage, and use of digital data obtained through the use of automated license plate reader (ALPR) technology.

432.2 ADMINISTRATION

The ALPR technology, also known as license plate recognition (LPR), allows for the automated detection of license plates. It is used by the Hillside Police Department to convert data associated with vehicle license plates 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, homeland security, electronic surveillance, suspect interdiction, and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access shall be managed by the Administration Supervisor. The Administration Supervisor will assign personnel under their command to administer the day-to-day operation of the ALPR equipment and data.

432.3 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- (a) An ALPR shall only be used for official law enforcement business.
- (b) 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.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped vehicles to canvass areas around homicides, shootings, and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) No ALPR operator may access confidential department, state, or federal data unless authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through the appropriate law enforcement database before taking enforcement action that is based solely upon an ALPR alert.

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432.4 DATA COLLECTION AND RETENTION

The Administration Supervisor is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

All stored ALPR data should be retained in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded onto portable media and booked into evidence.

432.5 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Hillside Police Department will observe the following safeguards regarding access to and use of stored data:

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, and time.
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (c) ALPR system audits should be conducted on a regular basis.

432.6 POLICY

The policy of the Hillside Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

432.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

- (a) The agency makes a written request for the ALPR data that includes:
 - 1. The name of the agency.
 - 2. The name of the person requesting.
 - 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Administration Supervisor or the authorized designee and approved before the request is fulfilled.

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- (c) The approved request is retained on file.

Before sharing ALPR information with an out-of-state law enforcement agency, the Administration Supervisor or the authorized designee shall also ensure that the Hillside Police Department has received the executed written declaration of affirmation from the out-of-state agency as required by 625 ILCS 5/2-130. The declaration of affirmation should be retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.



**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE ILLINOIS STATE POLICE
AND**



Criminal Justice Agency Name: Hillside Police Department

(participating agency)

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- 1) **PURPOSE:** The purpose of this Memorandum of Understanding (MOU) between the Illinois State Police (ISP) and the Participating Agency referred to as the "parties", is to memorialize the parties' understandings regarding the transmitting, receiving, and storage of information contained in LEADS, National Crime Information Center (NCIC) and Secretary of State (SOS).
 - 2) **BACKGROUND:** The ISP maintains the LEADS system of records containing multiple files; Vehicle and License Plate files that contain information relating to stolen vehicles or license plates and vehicles in association with records entered in the Wanted and Missing Person files. Additionally, the SOS maintains the vehicle registration records and provides information relating to license plates that are suspended or revoked pursuant to violations of the law.

The Participating Agency instituted state-of-the-art license plate screening technology from mobile and fixed sites. Their vendors provide software and screening devices that have the capability of scanning license plates and searching a local database loaded into a patrol vehicle computer or other location controlled by the agency. Consequently, the Participating Agency has requested relatively current Computerized Hot File (CHF) information from the LEADS and NCIC, and SOS files in order to compare scanned numbers against stolen license plates, vehicles, wanted or missing persons, and suspended or revoked license plates.

- 3) **AUTHORITY:** The ISP enters into this MOU under the authority provided by the Illinois Administrative Code, Title 20 - Part 1240 - LEADS.
- 4) **SCOPE:** This MOU applies to: 1) the ISP's transmission of information from the LEADS and NCIC Vehicle and License Plate files; 2) the ISPs' transmission of vehicle information from the LEADS and NCIC Wanted and Missing Person files (if the license plate or VIN is part of the record); and 3) the ISP's transmission of suspended and revoked license plate information from the Illinois SOS.

A. The ISP will:

1. Provide the Participating Agency and/or its CJIS Security Policy compliant vendor with extracts from the LEADS/NCIC Vehicle and License Plate Files, vehicle information in the LEADS/NCIC Wanted and Missing Person files, and SOS suspended and revoked license plate information.
2. Provide updated extract information on a mutually agreed to frequency.
 - LEADS twice a day, 7 days a week
 - NCIC once a day, 7 days a week
 - SOS once a day, Monday – Friday
3. Respond to specific inquiries from the Participating Agency; and

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4. Provide the Participating Agency with the name and telephone number of a technical and an administrative point of contact. **ISP LEADS Administration, Charles Caudill, (217) 557-9979, Fax (217) 524-2498, charles.caudill2@illinois.gov**

B. The Participating Agency and its CJIS Security Policy compliant vendor will:

1. Use the LEADS/NCIC/SOS extracts for criminal justice purposes only;
2. Comply with all other LEADS and NCIC policies and procedures regarding security, access and dissemination;
3. Provide the name and address(es) of vendor(s) involved:

Name(s): Motorola Solutions
Address: 500 West Monroe, Chicago, IL 60661
Phone: 303-818-5652 Email: denise.rigdon1@motorolasolutions.com
Vendor Representative Name(s): Denise Rigdon

4. The license plate reader (LPR) vendor representative(s) must have a state of residence and national fingerprint-based background check conducted using the criminal justice agency's NCIC ORI as a criminal justice applicant fingerprint check. **Please provide written confirmation along with this signed MOU confirming fingerprint check conducted and on file at your agency.**

NOTE: If fingerprints have been submitted previously by another criminal justice agency, the confirmation response from the state Repository/FBI can be shared with multiple criminal justice agencies and will not require each agency to submit fingerprints each time the vendor contracts with a new agency. However, each agency is responsible for maintaining the fingerprint confirmation response on file at their agency for auditing purposes and provide a copy to ISP by attaching to this MOU.

5. Update its local database as ISP updates become available, ensuring that those numbers deleted from the LEADS/NCIC/SOS systems are also removed from all local databases;
6. Confirm extract CHF hits are still active in LEADS/NCIC at the earliest reasonable opportunity, in accordance with current LEADS hit confirmation policy and procedures;
7. Ensure the LEAD/NCIC/SOS data is not copied or stored for purposes other than the LPR process.
8. Provide the ISP with the contact information of a technical and administrative point of contacts at the Participating Agency (must be under the management control of the criminal justice agency Chief Administrator).

Technical Contact Name: Kevin Brockman
Address: 425 N. Hillside Ave, Hillside, IL 60162
Phone: 708-202-4393 Fax: 708-449-9088

Email: KBROCKMAN@HILLSIDE-IL.ORG

Administrative Contact Name: Daniel J. Murphy

Address: 425 N. Hillside Ave, Hillside, IL 60162

Phone: 708-449-8851 Email: DMURPHY@HILLSIDE-IL.ORG

- 5) FUNDING: There are no reimbursable expenses associated with this level of support. Each party will fund its own activities unless otherwise agreed in writing. Expenditures will be subject to budgetary processes and availability of funds pursuant to applicable laws and regulations. The parties expressly acknowledge that this in no way implies that the State will appropriate funds for such expenditures.
- 6) DISCLOSURE AND USE OF INFORMATION: The exchange of information will be limited to extracts from the LEADS/NCIC Vehicle and License Plate files, vehicle information in the LEADS/NCIC Wanted and Missing Person files, and SOS vehicle registration suspended/revoked file.
- 7) SETTLEMENT OF DISPUTES: Disagreements between the parties arising under or relating to this MOU will be resolved only by consultation between the parties and will not be referred to any other person or entity for settlement.
- 8) SECURITY: It is the intent of the parties that the transfer of information described under this MOU will be conducted at the unclassified level. No classified information will be provided or generated under this MOU.
- 9) AMENDMENT, TERMINATION, ENTRY INTO FORCE, AND DURATION:
 - A. All activities of the parties under this MOU will be carried out in accordance to the above-described provisions.
 - B. This MOU may be amended or terminated by the mutual written consent of the parties' authorized representatives.
 - C. Either party may terminate this MOU upon 30 days written notification to the other party. Such notice will be the subject of immediate consultation by the parties to decide upon the appropriate course of action. In the event of such termination, the following rules apply:
 1. The parties will continue participation, financial or otherwise, up to the effective date of termination.
 2. Each party will pay the cost it incurs as a result of termination.
 3. All project information, copies thereof, and rights therein received under the provisions of this MOU prior to the termination will be destroyed within six months of the termination of this MOU or within the time period dictated by any controlling retention schedule established pursuant to the provisions of the State Records Act (5 ILCS 160/1 *et seq.*)

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10) This MOU, which consists of ten sections, will enter into effect upon signature of both parties, will be reviewed annually to determine whether amendments are needed, and will remain in effect until terminated. This MOU is not intended, and should not be construed, to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any third party against the parties, their parent agencies, the State of Illinois, or the officers, employees, agents, or other associated personnel thereof.

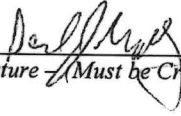
The foregoing represents the understandings reached between the ISP and the Participating Agency.

FOR THE ILLINOIS STATE POLICE

Signature – Director Brendan F. Kelly

Date

FOR THE PARTICIPATING CRIMINAL JUSTICE AGENCY



Signature (Must be Criminal Justice Administrator)

2/1/23
Date

Please print name: 425 N. Hillside Ave, Hillside, IL 60162

Title: Chief of Police

Criminal Justice Agency *NCIC ORI*: IL0164700