



WEST VANCOUVER POLICE DEPARTMENT

Operational Policy

OJ1450: ALPR

1.0 PURPOSE

- 1.1 The purpose of this policy is to provide Members with direction on the use of ALPR and the documenting requirements when ALPR is utilized to ensure compliance with the statutory and policy requirements relative to the management of private information.

2.0 DEFINITIONS

- 2.1 For the purposes of this policy, the following definitions will apply:

“ALPR” means Automatic License Plate Recognition. These are computerized units that use cameras to photograph and store license plate images from moving and stationary vehicles. The ALPR computer compares the license plate images with national and provincial databases for enforcement purposes.

“CPIC” means the Canadian Police Information Center.

“HIT” means a match has been made by the ALPR system between the automatic recognition of a license plate with an entry on the ALPR database.

“ICBC” means the Insurance Corporation of British Columbia.

“NCO” means a Non Commissioned Officer (Corporal, Sergeant and Staff Sergeant).

3.0 POLICY

- 3.1 The Department deploys a marked police vehicle equipped with an Automated License Plate Recognition (“ALPR”) system. The deployment and use of the ALPR is administered under the authority of the NCO, Support Section or his/her designate.

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- 3.2 The OIC "E" Division Traffic Services for the RCMP is responsible for the overseeing and management of the ALPR program. The Department participates in the ALPR program by Letter of Agreement with the OIC "E" Division Traffic Services for the RCMP.
- 3.3 The Department will comply with RCMP policy related to the ALPR program, and:
- a) use RCMP provided data and technical support;
 - b) abide by the terms and conditions in the Letter of Agreement with the RCMP "E" Division Traffic Services which are included under Procedures; and
 - c) refrain from using the ALPR for the collection of intelligence or other non-authorized operational or administrative purposes.
- 3.3 The ALPR system will only be used by Members who are trained and qualified conforming to established training standards. The Support Section NCO will maintain a list of trained and qualified Members.

4.0 PROCEDURES

- 4.1 The ALPR system is designed to be utilized as an investigative aid that can significantly improve road safety, significantly reduce property crime, increase patrol efficiency and increase detection rates of target license plates.
- 4.2 ALPR cameras photograph and store license plate images from moving and stationary vehicles. The ALPR computer compares the license plate images with national and provincial databases for enforcement purposes.
- 4.3 The following approved enforcement databases are loaded into the system (Target Database):
- a) stolen vehicles (CPIC);
 - b) license plates associated to:
 - i. Canada-Wide warrants (CPIC);
 - ii. BC-Wide warrants (CPIC);
 - iii. other Pointer Vehicles (CPIC);
 - c) prohibited/suspended drivers (ICBC Driver/Vehicle Database);

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- d) uninsured vehicles (ICBC Driver/Vehicle Database); and
 - e) unlicensed drivers (ICBC Driver/Vehicle Database).

4.4 The ALPR equipment will be installed in a marked police vehicle with both mobile and stationary capabilities.

ALPR Operator

4.5 Members are only authorized to use the Department issued encrypted USB stick to download the ALPR data, no personal USB memory sticks are to be used in any circumstances. Encrypted USB memory sticks will be stored in the Support Section Office and signed out.

4.6 Members will download the CPIC and ICBC Driver/Vehicle databases to the onboard computer system at the start of each shift, with no exceptions. The ALPR database is neither live to CPIC, nor ICBC, and is therefore most accurate immediately after download from CPIC or ICBC Driver/Vehicle Database.

4.7 Operators of the ALPR system must only use the most recent data obtained from the RCMP. In any event, data used in the ALPR system must have been obtained from the RCMP within 7 days prior to use. All ALPR HITS must be confirmed by the user via a separate manual CPIC query.

4.8 Although the Department is in temporary possession of the ALPR data files, these files are contained entirely within the ALPR system and cannot be accessed directly by the Department. Data is only readable by a Member where there has been a Hit located by the ALPR system between a licence plate read and a data entry on the ALPR system.

4.9 The ALPR alarm log will be completed daily when the ALPR is deployed and faxed at a minimum of weekly to the “E” Division Traffic Services.

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