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MEMORANDUM

To: Joint Legislative Oversight Committee on Justice and Public Safety

Joint Legislative Transportation Oversight Committee

From: R.E. "Chip" Hawley, Director

Subject: Initial Report - Pilot Program to Authorize Automatic License Plate Readers in State Rights-of-Way

Pursuant to Session Law 2023-151, Section 5.(b), as amended by Session Law 2024-43, Section 3.(b), the North Carolina State Bureau of Investigation (NCSBI) hereby submits the initial report on the Pilot Program to Authorize Automatic License Plate Readers in State Rights-of-Way. In partnership with the North Carolina Department of Transportation, NCSBI has overseen the implementation of the Pilot Program and is providing the information in this report for the consideration of these Joint Committees as they consider the future role of automatic license plate readers in North Carolina.

Please let me know if we can answer any questions that you may have and feel free to contact me at any time.

Initial Report on the Pilot Program to Install Automatic License Plate Readers in North Carolina Department of Transportation Rights-of-Way

North Carolina State Bureau of Investigation

BACKGROUND

Session Law 2023-151, as amended by Session Law 2024-43, allows the NC Department of Transportation (DOT) to enter into agreements with the North Carolina State Bureau of Investigation (SBI) for the placement and use of Automatic License Plate Readers (ALPRs) as defined in G.S. § 20-183.30(1), within land or right-of-way owned by the DOT as part of a pilot program. The statute authorizes the SBI to enter into an agreement on its own behalf or as an administrative agent of a federal, state, or local law enforcement agency. The law requires participating law enforcement agencies to provide to the SBI their written policy governing the use of each system, the number of license plates captured by each system, and the number of occasions data captured by each system was preserved for more than 90 days during the pilot program, pursuant to G.S. § 20-183.32(b), in accordance with guidelines established by the SBI. The pilot program expires on July 1, 2026.

The session law requires the SBI to submit an initial report no later than April 15, 2026, and a final report no later than October 1, 2026, to the Joint Legislative Oversight Committee on Justice and Public Safety and the Joint Legislative Transportation Oversight Committee on automatic license plate reader systems placed on rights-of-way maintained by the Department of Transportation. The interim and final reports shall contain each participating agency's written policy governing the use of each system, the number of license plates captured by each system, and the number of occasions data captured by each system was preserved for more than 90 days during the pilot program, pursuant to the provisions established in G.S. § 20-183.32(b).

PROGRAM OVERVIEW

In August 2024, after Session Law 2024-43 became effective, the SBI and DOT conducted meetings with several vendors who have law enforcement customers in North Carolina. These meetings allowed both agencies to learn about the type of ALPRs in the marketplace and various vendor platforms available to access ALPR data. The SBI determined that each participating law enforcement agency could select whatever vendor(s) they wished to conduct business with during the pilot program.

In January 2025, the NC Association of Chiefs of Police and the NC Sheriffs' Association assisted the SBI with identifying the initial participating agencies for the pilot program. The SBI

entered into Memorandums of Understanding (MOUs) with the participating agencies. An example of a MOU with a pilot agency is included as Appendix A. The SBI and DOT also entered into a Memorandum of Understanding regarding ALPRs in state rights-of-way. The MOU between the SBI and DOT is included as Appendix B.

The participating agencies have worked with their vendors to submit encroachment requests to DOT for their review and approval. On June 16, 2025, DOT approved the first encroachment agreements for ALPRs to be installed in state rights-of-way under the pilot program. On July 20, 2025, the first ALPRs under the pilot program were installed by the Raleigh Police Department. Encroachment submittals and approvals by DOT have continued since that time, as well as camera installations.

The ALPR pilot program only pertains to fixed ALPRs installed in state rights-of-way. It does not apply to ALPRs on municipal streets or on private property. For ALPRs to be installed in state rights-of-way, an agency must be a participant in the pilot program and must submit an encroachment request and receive approval from DOT before installation can proceed.

Throughout the pilot program, the SBI has provided ongoing assistance and training to the participating pilot agencies. The SBI has coordinated with DOT and vendors on a regular basis. The SBI has collected policies and data as required by statute. The SBI has met with agencies in other states across the country, as well as federal agencies, in order to learn best practices regarding a statewide ALPR program.

CURRENT STATUS

There are currently 32 participating agencies in the pilot program: 12 police departments, 19 sheriffs' offices, and the North Carolina State Highway Patrol. The list of agencies participating in the pilot program is included as Appendix C. These 32 agencies have submitted requests to the SBI to install 250 LPRs in state rights-of-way. However, not all participating agencies have cameras installed at this time. Several agencies are working through the DOT encroachment approval process, and several agencies are waiting on vendor installations of ALPRs. There are also agencies working with their city and county leaders to get funding to purchase ALPRs to install in state rights-of-way in the future.

As of March 15, 2026, there are 17 agencies that have installed ALPRs in DOT rights-of-way under the pilot program. These agencies have installed 140 camera locations as of the submission of this report. There are 75 additional camera locations that are in the DOT encroachment approval process and/or are pending installation.

DATA COLLECTED

The following agencies have installed cameras in state rights-of-way under the pilot program. Pursuant to the statute, the table below includes the number of camera locations each agency has installed in state rights-of-way and the number of license plates captured by the cameras. All data provided is through March 15, 2026.

Agency Name	Number of camera locations	Total number of license plates captured
Asheville Police Department	2	5,452,647
Burlington Police Department	20	31,539,172
Cabarrus County Sheriff's Office	6	3,177,959
Columbus County Sheriff's Office	6	6,846,282
Franklin County Sheriff's Office	5	1,903,965
Harnett County Sheriff's Office	20	11,756,666
Hendersonville Police Department	11	7,881,515
Lenoir County Sheriff's Office	16	13,921,672
Macon County Sheriff's Office	5	4,660,138
McDowell County Sheriff's Office	5	3,960,337
New Hanover County Sheriff's Office	19	35,467,207
Ocean Isle Police Department	2	724,934
Person County Sheriff's Office	4	1,769,474
Raleigh Police Department	3	14,828,580
Randolph County Sheriff's Office	4	111,576
Richmond County Sheriff's Office	5	2,889,019
Wilkes County Sheriff's Office	7	5,817,293

There were zero (0) occasions that the data captured by these cameras was preserved for more than 90 days during the pilot program.

A data table including the number of license plates captured by each camera location by month is included as Appendix D. A copy of each agency's written policy is included as Appendix E.

SUCCESSESS

ALPR cameras and software capture and read license plates and convert the image of a plate into searchable data for law enforcement officers. The data may include plate number, time, location and, sometimes, a vehicle description. This data allows law enforcement agencies to identify vehicles connected to crimes and locate suspects and fugitives. Law enforcement officers must submit a justification or reason for the query.

ALPR systems compare scanned plates against SBI-maintained National Crime Information Center (NCIC) databases of stolen vehicles, stolen plates, vehicles used in felonies and misdemeanors, carjackings, wanted persons, missing persons including juveniles, sex offender, and protection orders. If there is a "hit" to one of these databases, officers receive an alert within seconds to allow them to locate the vehicle. This often leads to apprehension of a suspect, recovery of a stolen vehicle, recovery of a missing or endangered victim, and/or recovery of evidence from a crime (such as a handgun used in a homicide). ALPRs allow law enforcement officers to find vehicles that were near or at the scene of a crime, such as a homicide. Access to this type of instantaneous information has proven to be an invaluable tool for law enforcement officers to utilize in their investigations as illustrated by the success stories utilizing ALPR technology.

Successes from Participating Agencies

Over the last few months, we have asked for feedback from the ALPR pilot program agencies regarding their experience with ALPRs and their ideas for future use of ALPRs in our state. We received responses from 15 separate agencies participating in the pilot program. Here is a summary of the feedback received from local agencies participating in the pilot program:

- Types of cases where ALPRs were utilized range from fraud, breaking and entering, stolen vehicles, homicides, fugitive, injury to personal property, larceny, assault by strangulation, possession of stolen property, missing person, felony flee to elude, child abduction, shooting into an occupied dwelling, burglary, fleeing felon out of another state, drugs, bank robbery, organized retail theft, armed robbery, terrorism, and gang investigations.
- Case examples from participating agencies:
    - ALPR alerted to a stolen vehicle out of Wake County. Two juveniles were arrested and charged.
    - ALPRs placed the suspect and her boyfriend in the county and area at the time of a homicide. The ALPR photo clearly showed the boyfriend in the front passenger seat.
    - ALPR hit for a stolen vehicle led to a traffic stop and vehicle recovery.
    - ALPRs located the suspect vehicle in larceny investigation. Two suspects were arrested, and $4500.00 in stolen property was recovered.
    - ALPR identified a stolen tag on a vehicle which led to a traffic stop, an arrest, and several drug charges.
    - ALPR showed movements of a stolen vehicle. Officers were able to locate and recover the $18,000 vehicle and arrest the suspect.
    - ALPR information led to the recovery of a missing person.

- An ALPR hit of a stolen vehicle led to a chase. The $10,000 vehicle was recovered and the suspect was arrested.
- ALPRs were used to locate a suspect in a child abduction. The suspect was arrested and the child was safely returned to the family.
- An ALPR hit on a trailer resulted in recovery of a stolen cargo container with contents valued at $25,000.
- ALPR hit on a vehicle for which the owner had active warrants. A traffic stop led to the arrest of the suspect.
- ALPR hit revealed a subject on the terrorist watch list.
- ALPR alert for a missing elderly female.
- ALPR hit for vehicle operated by a suspect who failed to notify an address change as required because he was a registered sex offender. A traffic stop led to arrest of three suspects who possessed methamphetamine.
- ALPRs were used to show vehicles involved with a theft ring. The same tag was identified on another stolen vehicle linking the suspect to multiple vehicle thefts.
- ALPR information was used to locate a suspect vehicle in a homicide within 24 hours after the suspect fled to South Carolina.
- ALPR hit for a vehicle associated with a missing elderly woman with signs of dementia. When the vehicle was located, the elderly woman's vehicle was broken down and she was stranded in freezing temperatures with no food and water.
- ALPRs identified the suspect vehicle leaving the scene of a robbery.
- ALPRs helped to identify the suspect vehicle in two separate robberies where the victim was withdrawing money from an ATM. Investigators located the vehicle and the suspect was lying in wait outside of another bank.
- An ALPR database helped to identify the suspect vehicle which led to the arrest of several individuals who were traveling between North Carolina, South Carolina, and Georgia and were involved in a theft ring.

- Burlington Police Department reported the following positive outcomes directly related to the usage of ALPRs from May 2025 through mid-February 2026: 71 arrests/citations, 37 recovered stolen vehicles, 6 recovered stolen license plates, 4 illegal handguns seized, 10 instances where illegal narcotics were seized, and 38 investigative leads generated
- Raleigh Police Department has 3 ALPRs in state rights-of-way. From July 1, 2025, to January 31, 2026, those 3 cameras generated 956 NCIC alerts; 227 of the alerts were NCIC stolen vehicle alerts.
- Raleigh Police Department noted the following about ALPRs:
  "The value of having technological assets in locations where their usefulness is maximized cannot be understated. It is clear from this examination that the ability for law enforcement agencies to place fixed ALPR cameras in the right-of-way adjacent to state-maintained roadways inside of their jurisdiction will increase the effectiveness and allow

for a more informed and directed approach to leverage this technology in responding to crime and solving criminal investigations."

- Hendersonville Police Department installed ALPRs in state rights-of-way in November 2025. Through mid-January, they have generated leads on 2 hit and runs, 1 larceny and 1 aggravated assault using the ALPRs.
- Hendersonville Police Department noted the following about ALPRs:
  "The addition of the DOT right-of-way cameras allows significantly increased coverage in highly strategic locations that will inevitably increase success rates in years to come."

SBI Successes

As an assisting agency, the SBI conducts investigations alongside our local, state, and federal partners. SBI personnel have used data from ALPRs to solve violent crimes, seize drugs, and recover missing persons. Here are a few highlights of SBI case successes in which ALPR technology was utilized:

- A suspect vehicle in a drive by shooting was identified using an ALPR. The vehicle was located and three suspects were arrested for murder.
- An employee was killed in a fast-food restaurant. ALPRs helped to identify the suspect vehicle leaving the restaurant within minutes of the shooting. Investigators identified the vehicle owner, which led to recovery of the handgun used to commit the murder. The suspect is charged with first degree murder.
- Investigators received information that a suspect was supposed to bring 1 kilogram of fentanyl from New Jersey into North Carolina. Using ALPRs, officers were able to conduct a traffic stop within 15 minutes of the vehicle entering the state and seized 4 ounces of fentanyl from the vehicle.
- ALPRs captured a victim's vehicle and a suspect's vehicle on the same camera 10 seconds apart, just minutes before a homicide occurred. This resulted in the arrest of 2 suspects for murder.
- In Eastern NC, a missing person had recently left drug rehabilitation. ALPRs in the middle part of the state located the vehicle and law enforcement was able to locate the missing person, unharmed.
- ALPRs helped investigators identify a vehicle driven by a drug trafficker. A search warrant at the suspect's home led to the seizure of 80 pounds of methamphetamine and 10 firearms.
- ALPRs helped to identify the driver of a vehicle from the Charlotte area suspected of transporting drugs. The driver was arrested with 6 kilograms of cocaine in eastern NC.
- A drug suspect in western NC was traveling back and forth to Atlanta to pick up methamphetamine to sell. Investigators used ALPRs to identify vehicles the suspect used to transport drugs. Investigators located the suspect vehicle and attempted a traffic stop.

The suspect set fire to his car and fled on foot; he was subsequently arrested. Investigators located 50 kilograms of methamphetamine in the vehicle along with a handgun.

- ALPRs were used to confirm the alibi of a suspect's girlfriend during a homicide that occurred in Bertie County. ALPRs showed that the girlfriend was in another county 30 minutes prior to the shooting. There was insufficient time for her to travel to Bertie County before the shooting occurred, so she was cleared of any involvement in the incident.
- Investigators used ALPRs to identify an orange Dodge Charger that was used in the commission of a homicide from a vehicle. The identification of the Dodge Charger led to the identification of a suspect, who was arrested for first degree murder.
- ALPRs were used to identify the suspect vehicle in a drive-by homicide. Four suspects were charged in this homicide investigation.
- Investigators used ALPRs to identify an orange Jeep that was utilized in a road rage shooting incident resulting in a homicide of the driver of another vehicle. Two suspects were charged with first degree murder.
- Investigators conducted a welfare check of an elderly man at his residence. Blood was found in his residence and his vehicle was missing. ALPRs helped investigators locate the missing vehicle at a nearby mall. ALPRs identified a suspect vehicle picking up the person who dropped the victim's vehicle off at the mall. Two suspects were charged in the case.

<u>Comments from Pilot Agencies</u>

We asked pilot program agencies to provide comments about their overall success and experience with the use of ALPRs in investigations. Here is a snapshot of the feedback received:

- "Can help restore a missing/endangered person to their family safe and in a timely manner."
- "More people are safe at home with their families with the help of the ALPR system."
- **"**Helps to track sex offenders not in compliance that are out looking to re-offend."
- "Helps catch suspects faster while they still have property or evidence of the crime with them."
- "We have several cases resulting in seizures of trafficking amounts of narcotics coming from within and outside the state."
- "Having access to ALPRs has been a very valuable tool for a small sheriffs office like ours. We are a small county with limited resources and only four criminal investigators in house."

We asked pilot program agencies if they would like to see the pilot program extended, become permanent, and/or expanded and received the following feedback:

- "Absolutely this program needs to stay. The use of ALPR technology has been a game-changer for our agency and our region overall. We routinely assist other agencies in our county with their cases. This technology is invaluable and the use of ALPR should be expanded statewide in a strategic and ethical manner."
- "I would absolutely love ALPR to become permanent and expand."
- "I would love to see the ALPR program become permanent."
- "Become permanent process, not "pilot" program."
- "I would like it to be permanent and expanded. This is a great resource as criminals continue to utilize tech to further their criminal activity we should be one step ahead of them."
- "ALPRs are undeniably essential."
- "I believe the ALPR program is one of the greatest tools for law enforcement in a long time. I would love to see this program become permanent."

RECOMMENDATIONS

Approximately 8 months have passed since the first ALPRs were installed in DOT rights-of-way. Currently, there are 8 pilot agencies who have not begun the permitting or installation process. There are 5 pilot agencies who are working through the permitting and/or installation process of 75 cameras in state rights-of-way. There are 3 agencies who recently joined the pilot program and 3 agencies who recently expressed interest in joining the pilot program. These law enforcement agencies have invested a significant number of resources towards their ALPR programs. As such, the SBI recommends an extension of the pilot program sunset date to July 1, 2028. The additional time will allow pilot agencies to receive permits and install ALPRs in state rights-of-way. It will also provide time to determine the usefulness of the technology in their jurisdictions.

The extension will also allow more time for the SBI to assess the pilot program and provide recommendations for the future of ALPRs in North Carolina. In discussions with law enforcement agencies within our state and across the country, we have learned that data management is a key component of any ALPR system. Other states have implemented a statewide database of ALPR data, inclusive of all vendors, which would be accessible to all vetted law enforcement officers in our state. It will take time and resources to implement a similar tool in our state. As the agency that leads the state's Fusion Center and Division of Criminal Information (DCI), the SBI is positioned to lead these efforts.

The SBI needs funding to hire 1 FTE to serve as the SBI ALPR Statewide Coordinator. Currently, an Assistant Director has taken on this role in addition to her full-time responsibilities. We understand from discussions with state agencies across the country that additional staffing is needed for a statewide program. Our counterparts in other states have assigned anywhere from 2 (Connecticut and Illinois) to 3 (Pennsylvania) to 4 (New York) to 11 (New Jersey) full-time employees to support statewide ALPR programs.

The SBI needs $225,000 in recurring funding to purchase database access to data from various vendors who sell ALPRs to law enforcement in North Carolina. The current pilot program agencies are working with a total of 4 vendors. The SBI needs access to each of the vendor databases in order to utilize the data in SBI investigations and to assist partner agencies in their investigations. The SBI Fusion Center needs access to this information to provide to partner agencies around the state and country who contact the SBI for information.

The SBI asks that funding be considered to provide grants to local agencies to purchase and install ALPRs as part of the pilot program. The focus of these grants would be on major interstates and highways, with the goal of covering all entrances and exits to North Carolina.

APPENDICES

Appendix A – Copy of an MOU between SBI and a pilot agency

Appendix B – Copy of MOU between SBI and DOT

Appendix C – List of agencies participating in the pilot program as of 3-24-26

Appendix D – Data for Number of License Plates Captured by Agency

Appendix E – Copies of pilot agency written policies governing use of each system

MEMORANDUM OF UNDERSTANDING

BETWEEN

ASHEVILLE POLICE DEPARTMENT

AND

THE NORTH CAROLINA STATE BUREAU OF INVESTIGATION

REGARDING

AUTOMATED LICENSE PLATE READERS ON NORTH CAROLINA DEPARTMENT OF TRANSPORTATION PROPERTY AND/OR RIGHTS-OF-WAY

THIS MEMORANDUM OF UNDERSTANDING ("MOU"), dated the 14 day of February, 2025 (the "Effective Date"), is made by and between Asheville Police Department, located at 100 Court Plaza Asheville and the North Carolina State Bureau of Investigation ("NCSBI")(collectively, the "Parties," individually, a "Party").

WHEREAS, the Parties desire to enter into this MOU, memorializing the understanding of the Parties herein to provide a framework for the installation, operation, and maintenance, of automated license plate recognition ("ALPR") systems on North Carolina Department of Transportation ("NCDOT") property, including NCDOT's Rights-of-Way ("ROW"), and to support the law enforcement missions of Participating Law Enforcement Agencies ("LEAs"); and

WHEREAS, the NCSBI is authorized to manage a pilot program for the operation of ALPRs in NCDOT ROW, as set forth in S.L. 2023-151, Section 5, as amended by S.L. 2024-43; and

WHEREAS, NCDOT and NCSBI entered into a separate MOU, pursuant to S.L. 2023-151, Section 5(a), which permitted Participating LEAs to enter into this agreement with NCSBI;

NOW, THEREFORE, in consideration of the mutual covenants, terms, conditions, promises, and obligations contained herein, which the Parties acknowledge to be good and sufficient consideration to support this MOU and bind and obligate the Parties hereto, the Parties hereto agree as follows:

1. RECITALS

    1.1 The above recitals are incorporated into this MOU as though set forth here in verbatim and shall constitute part of the consideration for this MOU.

2. DEFINITIONS FOR THE PURPOSE OF THIS MOU

2.1 "Agency ALPR Coordinator" is the main point of contact within a law enforcement or public safety agency or authority, designated by the law enforcement executive who will be the external point of contact for agency ALPR-related items such as information sharing and audits; internally oversee the agency's ALPR program, including training and approving access requests (may delegate approval authority to other supervisors); and designate authorized users within the agency who can use ALPRs and access stored data.

2.2 "ALPR" is the technology that uses optical character recognition on images to read vehicle registration plates to create vehicle location data. ALPR can be a system consisting of a camera, or cameras, and related equipment that automatically and without direct human control locates, focuses on, and photographs license plates and vehicles that come into range of the device, that automatically converts digital photographic images of scanned license plates into electronic text documents reflecting vehicle location data. The vehicle location data captured by an ALPR device is (1) used to alert law enforcement to vehicles they have a legitimate and specific reason to locate such as vehicles on a Be on the Lookout ("BOLO") list, and (2) stored so that law enforcement may perform searches to further subsequent investigations. The term includes both devices that are placed at a stationary location (whether fixed or portable devices positioned at a stationary location) and devices affixed to a police vehicle and capable of operating while the vehicle is in motion.

2.3 "ALPR Data" is all information obtained by ALPRs in compliance with the law. Typically, it includes images of vehicles and license plate numbers, along with associated metadata such as date/time and location of capture.

2.4 "Participating LEAs" include all law enforcement agencies that execute an agreement/MOU with the NCSBI incorporating this MOU, as supplemented and amended, by reference and agreeing to all sections contained herein.

2.5 "NCSBI ALPR Statewide Coordinator" refers to the person designated by the Director of the NCSBI, to oversee the State's ALPR program generally. This position is currently assigned to the NCSBI. This person is an NCSBI appointed liaison between NCSBI, Participating LEAs, and NCDOT.

2.6 "NCDOT ALPR Coordinator" is an NCDOT appointed liaison between NCDOT Subject Matter Experts (SMEs) and NCSBI responsible for the coordination of this effort.

2.7 "Public Utility" means any of the following: a public utility, as defined in N.C.G.S. § 62-3(23), an electric membership corporation, telephone membership corporation, a joint municipal power agency, or a municipality, as defined in N.C.G.S. § 159B-3(5).

2.8 "Requesting Entity" refers to the NCSBI or a Participating LEA seeking to install ALPR equipment on NCDOT property.

3. POINTS OF CONTACT FOR MOU

The Parties shall provide each other with the name, telephone number, and e-mail address of their respective points of contact regarding this MOU and update the point of contact if he/she changes.

Asheville Police Department Contact: James Wingo II, LE Tech Specialist
jwingo@ashevillenc.gov
828-378-4830

NCSBI Contact: Joseph Newsome, General Counsel
jnewsome@ncsbi.gov
984.354.8008

4. RESPONSIBILITIES OF THE PARTIES

4.1 LEA agrees that it will be bound by the terms, as applicable, of the MOU, as it may be amended, between NCDOT and NCSBI which governs the pilot program for ALPRs.

4.2 LEA agrees that it shall comply with NCDOT guidelines to obtain the necessary approvals for the siting and placement of ALPRs on NCDOT property or ROW and that it will be solely responsible for engaging in that process with NCDOT. LEAs acknowledge that this process may require the submission for review of copies of the draft plans, drawings, design calculations for connections and for the entire structure, and specifications relating to the location and installation of ALPRs.

4.3 LEA acknowledges that NCDOT will not provide Participating LEAs with design services related to ALPR installations.

4.4 LEA agrees to take all steps necessary to share their ALPR data with NCSBI and other agencies participating in the Pilot Program, as facilitated by their vendor.

5. CONDITIONS FOR OPERATION OF THE PILOT PROGRAM

5.1 The use of the NCDOT property or ROW shall be temporary in nature.

5.2 The ALPRs utilized must be above-ground, removeable, and contain no combustible fuels.

5.3 The placement and use of the ALPRs must not unreasonably interfere with the operation and maintenance of public utility facilities or cause the facilities to fail to comply with all applicable laws, codes, and regulatory requirements.

5.4 The authorization by NCDOT to locate an ALPR in ROW is revocable by NCDOT for cause with at least 30 days' notice.

5.5 The use of ALPR systems must comply with the provisions of Article 8A of Chapter 87 of the North Carolina General Statutes.

5.6 The ALPR system must be operated by LEA in accordance with Article 3D of Chapter 20 of the North Carolina General Statutes.

5.7 Placement and use of an ALPR and related equipment must be terminated and removed by the LEA upon request by any affected public utility.

5.8 NCDOT or a public utility may relocate an ALPR and related equipment in the event NCDOT or a public utility needs immediate access to its utilities or facilities and shall only be liable for damages caused solely by its gross negligence or willful misconduct. If an ALPR or related equipment is moved for immediate access, the NCDOT or applicable public utility will provide notice to LEA and NCSBI.

6. SUBMISSION PROCESS

6.1 Any request by NCSBI or LEA for portable ALPR placement on NCDOT ROW will follow the guidelines provided by the NCDOT.

6.2 Any request by NCSBI or LEA for fixed ALPR installation on NCDOT roadways, infrastructure, or ROW must be routed through the NCDOT permits portal with separate notification to the NCDOT ALPR Statewide Coordinator and requires submission of all necessary documentation as set out in the NCDOT guidelines.

6.2.1 To avoid unnecessary interruption of ALPR operation, requesting entities should be aware that proposed installation within NCDOT rights of way that may be in conflict with NCDOT plans or ongoing projects and subject to removal or relocation in the near future may not be approved.

6.2.2 Any request by the NCSBI or LEA for security camera installation on NCDOT ROW will follow the NCDOT ALPR installation process and must be routed through the NCDOT ALPR Coordinator.

6.3 Operation

6.3.1 As part of the installation of ALPRs, the Requesting Entities shall ensure its contractor(s) and consultants are responsible for connecting the ALPRs to electrical and communication service(s) and all associated costs.

6.3.2 Thereafter, the Requesting Entities shall be responsible for the costs of electrical and communication service(s) and data storage capacity.

6.3.3 In the event that electrical and/or communication service(s) is interrupted for any reason (including but not limited to Acts of God, maintenance and

operations by the NCDOT), the NCDOT shall not be held responsible in any way.

6.4 Inspection, Maintenance, and Replacement

6.4.1 The Requesting Entities shall periodically ensure the inspection and maintenance of the ALPRs in accordance with the terms and conditions of NCDOT.

6.4.2 All inspections, maintenance, and replacement must be performed by properly trained technicians and must include any needed traffic control as directed by NCDOT.

6.4.3 The Requesting Entities and/or its contractor(s) shall perform any emergency maintenance (that is, any work performed to remedy an unsafe condition of an ALPR or associated equipment)) for the ALPRs immediately and notify the NCDOT of that emergency maintenance within twenty-four (24) hours. If the NCDOT notices that an ALPR requires maintenance, the NCDOT will notify the relevant Requesting Entity. The Requesting Entity responsible for the ALPR and/or its contractor(s) shall perform all emergency maintenance as soon as reasonably possible.

6.4.4 The NCDOT reserves the right to require the Requesting Entity to remove an ALPR if it is not being inspected or maintained by the Requesting Entity. If the NCDOT must remove an ALPR, then the Requesting Entity will be responsible for all removal costs.

6.4.5 Under no circumstances shall an ALPR or its associated conduits, wiring, cables, junction and pull boxes, cabinets, concrete pads, underground conduits, or other supporting components of an ALPR system be abandoned in place. When an ALPR is taken out of service, all supporting components of the ALPR system shall be removed, and the site returned to the preinstallation condition to the satisfaction of the NCDOT. The cost of the removal shall be the responsibility of the Requesting Entity or its successor(s).

6.5 Compliance

6.5.1 All activities that are performed on highways under the jurisdiction of the NCDOT shall comply with all NCDOT-approved guidelines for lane closure and coordination and shall be performed pursuant to applicable federal, state, and local laws and regulations.

6.6 Rights, Removal and Responsibilities

6.6.1 The NCDOT reserves the right to (a) require the relocation (or to request the removal) of any ALPR based on its planning and engineering needs or (b) in an emergency (knockdown or accident) remove ALPR and notify the Requesting Entity. If a location change or removal is necessary, the Requesting Entity will be responsible for all removal and/or reinstallation costs.

6.6.2 The NCDOT shall not be responsible for any relocation of ALPR units installed by the Requesting Entity during replacement of the structures on which these ALPR units are mounted. Any costs associated with ALPR relocation, removal or re-installation shall be the sole responsibility of the Requesting Entity.

6.6.3 The NCDOT shall notify the relevant Requesting Entity for removal or relocation of the ALPR when (a) ALPR structure replacement project is initiated or (b) in response to an emergency (knockdown or accident). The Requesting Entity remains responsible for monitoring and maintaining the ALPR; failure of NCDOT to provide notice in accordance with this subsection shall not be grounds for claims against NCDOT.

6.6.3.1 The NCDOT reserves the right to remove NCDOT infrastructure on which ALPR is installed due to NCDOT construction, maintenance activities or emergency.

6.7 Control of ALPR

6.7.1 Any ALPR owned or operated by the Requesting Entity that is placed, installed, or operated on property owned by or leased to the State of NORTH CAROLINA shall be under the exclusive control and sole responsibility of the Requesting Entity.

6.8 Removal and Disposition of ALPR

6.8.1 The Requesting Entity may remove the ALPRs at any time at its discretion, upon written notice to the NCDOT. Any encroachment agreement shall expire 90 days after the receipt of written notice of ALPR removal.

6.8.2 Removal of ALPR shall not cause any damage to NCDOT assets. The Requesting Entity shall be responsible for any damage to NCDOT assets caused by the removal of ALPR assets.

6.8.3 Requesting Entities shall be responsible for the cost of removing the ALPRs and all supporting components of the ALPR system, including, but not limited to associated conduits, wiring, cables, junction and pull boxes, cabinets, concrete pads, underground conduits, or other supporting components of an ALPR system as well as site restoration costs.

7. ALPR INFORMATION SHARING

7.1 NCSBI and/or LEA shall receive, use, and share ALPR data generated or obtained from the ALPRs installed pursuant to this MOU.

7.2 Pursuant to S.L. 2023-151, Section 5, as amended by S.L. 2024-43 the LEA shall provide to the NCSBI ALPR Coordinator information pertaining to their use of ALPRs installed pursuant to this MOU. This information shall include the Participating LEA's written policy governing the use of each system, the number of license plates captured by each system, and the number of occasions data captured by each system was preserved for more than 90 days during the pilot program, pursuant to the provisions established in G.S. § 20-183.32(b). This information shall be provided by the Participating LEA to the NCSBI ALPR Coordinator by March 1, 2026 and upon request in accordance with additional guidelines established by the NCSBI.

7.3 NCSBI and/or LEA agree to only receive, use, and share ALPR data generated or obtained pursuant to this MOU for official and legitimate law enforcement purposes only, as permitted, supplemented and amended, and in accordance with applicable Federal and State laws.

7.4 The NCDOT shall not access law enforcement-related ALPR information obtained from any ALPR installed pursuant to this MOU.

7.5 If not already in place, LEA shall create an ALPR policy prior to placement of ALPR cameras within the NCDOT ROW.

7.6 LEA shall provide a copy of its ALPR policy (e.g., standard operating procedures, directives, or orders that govern ALPRs and stored ALPR data) for review and approval by NCSBI.

7.7 LEA must designate an Agency ALPR Coordinator who shall ensure that all authorized users complete required ALPR Training with the NCSBI.

7.8 ALPR Searches will be conducted only in accordance with a legitimate law enforcement purpose.

7.9 The NCSBI ALPR Coordinator reserves the right to conduct an audit of use at any time to ensure compliance.

7.10 LEA shall provide notification of any citizen complaints about the ALPR program or significant violations of this Agreement regarding the use of ALPR upon discovery to the NCSBI ALPR Coordinator.

7.11 In the event of receipt of a public records request, subpoena, court order, or any other outside request for any Data shared between the Parties, LEA shall promptly notify the NCSBI ALPR Coordinator upon receipt of the request and whether it intends to release Data or other records that are subject to this Agreement to the requestor. LEA shall raise any good faith objections to the release of the Data permitted by state and federal law. The release of any data shall be determined under the laws of North Carolina and applicable federal law, if any. NCSBI shall have the right to pursue legal and/or equitable remedies to stop or limit disclosure.

7.12 If LEA discovers or reasonably suspects that an improper or unauthorized access or use of ALPR Data has occurred, the Participating LEA shall immediately notify the NCSBI ALPR Coordinator.

7.13 The NCSBI shall not be held liable for use or misuse of the Data disclosed pursuant to this Agreement by LEA.

7.14 LEA agrees that the State of North Carolina, NCSBI, their agents and assigns, and employees, shall not be liable for any alleged acts or omissions committed by LEA, its employees, representatives, agents, contractors, or invitees, related to this Agreement.

7.15 To the extent permitted by applicable law, LEA shall indemnify and hold the State of North Carolina, NCSBI, their agents and assigns, and employees harmless for any and all claims, lawsuits, causes of action, damages, or the like, and for all costs incurred in relation to the defense of any criminal actions or civil suits, proposed settlements, including but not limited to, reasonable attorney fees and cost, which may arise from any act or omission by LEA, its employees, representatives, agents, contractors or invitees, related to this Agreement or related to data received under this Agreement.

7.16 The liability of the NCSBI is governed by the North Carolina Tort Claims Act, other applicable state and federal laws as well as the availability of funding.

8. STATUS OF DATA CAPTURED BY ALPRS.

8.1 The Parties acknowledge and agree that all ALPR information is not a public record and is therefore exempt from disclosure under the N.C. Public Records law and other applicable State laws.

9. COSTS

This MOU is not an obligation or commitment of funds, nor a basis for transfer of funds. Unless otherwise agreed to in writing, each Party shall bear its own costs in relation to this MOU. Expenditures by each Party will be subject to its budgetary processes and to the availability of funds and resources pursuant to applicable laws, regulations, and policies.

The Parties expressly acknowledge that this in no way implies an appropriation of funds for such expenditures.

10. SEVERABILITY

Nothing in this MOU is intended to conflict with applicable Federal or State law, or with the policy of any Party. If a provision of this MOU is inconsistent with applicable Federal or State law, or with a Party's policy, then the Party shall immediately advise the other Party, and the Parties shall then determine whether the remaining provisions of this MOU shall continue in effect.

11. EFFECT ON OTHER AUTHORITIES

Nothing in this MOU is intended to restrict the authority of any Party to act as permitted by law, or to restrict any Party from administering or enforcing any law.

12. TERM

This MOU is effective immediately upon the signature of all Parties and shall expire no later than July 1, 2026, in accordance with S.L. 2024-43, Section 3.(c). In the event legislation is enacted allowing the extension of the pilot program or the permanent establishment of an ALPR program, this MOU may be renewed or extended, pursuant to a written agreement, executed by the Parties.

13. ENTIRE AGREEMENT

This MOU represents the entire understanding and agreement between the Parties concerning the placement of ALPRs on ROW, and no amendment or modification of this MOU shall be effective, unless in writing, signed by the Parties and approved as required by law.

14. NO THIRD-PARTY BENEFICIARIES

No Party intends to create the status of third-party beneficiary in any other individual or entity, and this MOU shall not be construed to create such status. The rights, duties, and obligations contained in this MOU shall operate only between the Parties and shall inure solely to their benefit. The provisions of this MOU are intended only to assist the Parties in determining and performing their obligations under this MOU. Additionally, the parties agree that the sole remedy for non-performance under this MOU shall be termination with no damages or penalty available to any party.

15. NO PRIVATE RIGHTS CREATED

This MOU does not create any private right or benefit, substantive or procedural, enforceable in law or in equity, against the State of NORTH CAROLINA, the NCDOT, the NCSBI, LEA, or any person.

16. LIABILITY

The Requesting Entities shall be responsible for personal injuries and property damage caused by the actions of their employees and/or agents occurring during the performance of their obligations under this MOU.

17. ASSIGNMENT

This MOU may not be assigned or otherwise transferred by a Party without the prior written consent of the other Party. Under this MOU, no such assignment or transfer shall relieve the Parties of any of their obligations or liabilities, whether accrued or un-accrued.

18. NON-WAIVER

The failure by a Party to insist on performance of any term or condition or to exercise any right or privilege included in this MOU shall not constitute a waiver of same unless explicitly denominated in writing as a waiver and shall not thereafter waive any such term or condition and/or any right or privilege. No waiver by a Party of any breach of any term of this MOU shall constitute a waiver of any subsequent breach or breaches of such term.

19. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.

20. ELECTRONIC SIGNATURES

The Parties agree that the execution of this MOU by electronic signature and/or by exchanging PDF signatures will have the same legal force and effect as the exchange of original signatures. By execution, delivery and performance of this MOU, each Party represents to the other Party that it has been duly authorized by all requisite action on its part. This MOU constitutes the legal, valid, and binding obligation of the Parties.

[Remainder of page intentionally left blank; signature page to follow]

IN WITNESS WHEREOF, the Parties, duly authorized, have executed this MOU, effective as of the day and date last below written.

FOR ASHEVILLE POLICE DEPARTMENT

Mike Lamb, Chief of Police

Date: 2-14-2025

FOR NORTH CAROLINA STATE BUREAU OF INVESTIGATION:

R.E. "Chip" Hawley, Director

Date: 2/17/25

MEMORANDUM OF UNDERSTANDING

BETWEEN

NORTH CAROLINA STATE BUREAU OF INVESTIGATION

AND

NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

REGARDING

AUTOMATED LICENSE PLATE READERS ON NORTH CAROLINA DEPARTMENT OF TRANSPORTATION PROPERTY AND/OR RIGHTS-OF-WAY

THIS MEMORANDUM OF UNDERSTANDING ("MOU"), dated the 26 day of February, 2025 (the "Effective Date"), is made by and between the North Carolina State Bureau of Investigation ("NCSBI"), and the North Carolina Department of Transportation ("NCDOT"), (collectively, the "Parties," individually, a "Party").

WHEREAS, the Parties desire to enter into this MOU to support the law enforcement missions of participating Law Enforcement Agencies ("LEAs"), memorializing the understanding of the Parties herein to provide a framework for the installation, maintenance, and removal of automated license plate recognition ("ALPR") systems on NCDOT property, including NCDOT's Rights-of-Way ("ROW"); and

WHEREAS, NCDOT was authorized to enter this MOU as set forth in S.L. 2023-151, Section 5(a); and

WHEREAS, the NCSBI is authorized to enter into this MOU as set forth in S.L. 2023-151, Section 5(a) and to manage a pilot program for the operation of ALPRs in NCDOT ROW, as set forth in S.L. 2023-151, Section 5, as amended by S.L. 2024-43; and

WHEREAS, NCSBI will enter into MOUs with Participating LEAs ("LEA MOUs") to join the pilot program and to act as their administrative agent for interaction with NCDOT to install, operate, and maintain ALPRs in NCDOT ROW;

NOW, THEREFORE, in consideration of the mutual covenants, terms, conditions, promises, and obligations contained herein, which the Parties acknowledge to be good and sufficient consideration to support this MOU and bind and obligate the Parties hereto, the Parties hereto agree as follows:

1. RECITALS

1.1 The above recitals are incorporated into this MOU as though set forth here in verbatim and shall constitute part of the consideration for this MOU.

2. DEFINITIONS FOR THE PURPOSE OF THIS MOU

2.1 "Agency ALPR Coordinator" is the main point of contact within a law enforcement or public safety agency or authority, designated by the law enforcement executive who will be the external point of contact for agency ALPR-related items such as information sharing and audits; internally oversee the agency's ALPR program, including training and approving access requests (may delegate approval authority to other supervisors); and designate authorized users within the agency who can use ALPRs and access stored data.

2.2 "ALPR" is the technology that uses optical character recognition on images to read vehicle registration plates along with physical characteristics of a vehicle (e.g., window tinting, damage, bumper stickers) to create vehicle identification and location data. ALPR can be a system consisting of a camera, or cameras, and related equipment that automatically and without direct human control locates, focuses on, and photographs license plates and vehicles that come into range of the device, that automatically converts digital photographic images of scanned license plates into electronic text documents reflecting vehicle location data. The vehicle location data captured by an ALPR device is (1) used to alert law enforcement to vehicles they have a legitimate and specific reason to locate such as vehicles on a Be on the Lookout ("BOLO") list, and (2) stored so that law enforcement may perform searches to further subsequent investigations. The term includes both devices that are placed at a stationary location (whether fixed or portable devices positioned at a stationary location) and devices affixed to a police vehicle and capable of operating while the vehicle is in motion.

2.3 "ALPR Data" is all information obtained by ALPRs in compliance with the law. Typically, it includes images of vehicles and license plate numbers, along with associated metadata such as date/time and location of capture.

2.4 "Participating LEAs" include all law enforcement agencies that execute an agreement/MOU with the NCSBI incorporating this MOU, as supplemented and amended, by reference and agreeing to all sections contained herein.

2.5 "NCSBI ALPR Statewide Coordinator" refers to the person designated by the Director of the NCSBI, to oversee the State's ALPR program generally. This position is currently assigned to the NCSBI. This person is an NCSBI appointed liaison between NCSBI, Participating LEAs, and NCDOT.

2.6 "NCDOT ALPR Coordinator" is an NCDOT appointed liaison between NCDOT Subject Matter Experts (SMEs) and NCSBI responsible for the coordination of this effort. The State Utilities Engineer or their designee will serve as NCDOT ALPR Coordinator.

2.7 "Public Utility" means any of the following: a public utility, as defined in N.C.G.S. § 62-3(23), an electric membership corporation, telephone membership corporation, a joint municipal power agency, or a municipality, as defined in N.C.G.S. § 159B-3(5).

2.8 "Requesting Entity" refers to the NCSBI or a Participating LEA seeking to install ALPR equipment on NCDOT property.

3. POINTS OF CONTACT

The Parties shall provide each other with the name, address, telephone number, and e-mail address of their respective points of contact regarding this MOU and update the point of contact if he/she changes.

NCSBI Contact: Joseph Newsome
General Counsel
984-354-8008
jnewsome@ncsbi.gov

NCDOT Contact: Larry D. Sanders
State Encroachments Engineer
Utilities Unit
919-707-6979
ldsanders1@ncdot.gov

4. RESPONSIBILITIES OF THE PARTIES

4.1 NCDOT shall make all reasonable efforts to identify suitable locations, factoring in safety and conflicts with existing NCDOT assets or installed utilities, for the installation of ALPR equipment on roadways and infrastructure under the NCDOT's jurisdiction. NCDOT will not relocate or otherwise alter existing transportation infrastructure or utilities to allow for the installation of ALPR.

4.2 NCDOT shall promptly review all requests for ALPR installations from the NCSBI and Participating LEAs and shall not unreasonably deny any request submitted under the procedures outlined in this MOU and in compliance with the Requirements for Accommodating Automatic License Plate Readers within NCDOT Rights of Way to install ALPR equipment on NCDOT ROW and infrastructure.

4.3 NCSBI will direct Participating LEAs to utilize the NCDOT encroachments portal to send copies of documents required by NCDOT for review of the placement of ALPRs. Such documents may include draft plans, drawings, design calculations for connections and for the entire structure, and specifications relating to the location and installation of ALPRs.

4.4 Each Participating LEA will be responsible for obtaining the necessary encroachment approvals from NCDOT for the placement of ALPRs in the areas pre-approved by NCSBI. Participating LEAs shall also be responsible for compliance in all respects with the *"Requirements for Accommodating Automatic License Plate Readers within NCDOT Rights of Way"* or any subsequently published policy or

regulation approved by NCDOT with respect to the placement and operation of ALPRs in ROW.

4.5 The NCDOT will not provide Participating LEAs with design services related to ALPR installations. The Parties do not anticipate compensation passing between them for the work performed in operating the pilot program and the work performed with the Participating LEAs.

4.6 The Parties agree to work with each other in a spirit of cooperation to accomplish the goal of operating the pilot program through its expiration.

5. CONDITIONS FOR OPERATION OF THE PILOT PROGRAM

5.1 The use of the NCDOT property or ROW shall be temporary in nature.

5.2 The ALPRs utilized must be above-ground, removeable, and contain no combustible fuels.

5.3 The placement and use of the ALPRs must not unreasonably interfere with the operation and maintenance of public utility facilities or cause the facilities to fail to comply with all applicable laws, codes, and regulatory requirements.

5.4 The authorization by NCDOT to locate an ALPR in ROW is revocable by NCDOT for cause with at least 30 days' notice.

5.5 The use of ALPR systems must comply with the provisions of Article 8A of Chapter 87 of the North Carolina General Statutes.

5.6 The ALPR system must be operated by the Participating LEAs in accordance with Article 3D of Chapter 20 of the North Carolina General Statutes.

5.7 Placement and use of an ALPR and related equipment must be terminated and removed by NCDOT or the Participating LEA upon request by any affected public utility.

5.8 NCDOT or a public utility may relocate an ALPR and related equipment in the event NCDOT or a public utility needs immediate access to its utilities or facilities and shall only be liable for damages caused solely by its gross negligence or willful misconduct. If an ALPR or related equipment is moved for immediate access, the NCDOT or applicable public utility must provide notice to the Participating LEA.

6. SUBMISSION PROCESS

6.1 Any request by NCSBI or a Participating LEA for portable ALPR placement on NCDOT ROW will follow the guidelines provided by the NCDOT.

6.2 Any request by NCSBI or a Participating LEA for fixed ALPR installation on NCDOT roadways, infrastructure, or ROW must be routed through the NCDOT permits portal with separate notification to the NCDOT ALPR Statewide Coordinator and requires submission of all necessary documentation as set out in the NCDOT guidelines.

6.2.1 To avoid unnecessary interruption of ALPR operation, requesting entities should be aware that proposed installation within NCDOT rights of way that may be in conflict with NCDOT plans or ongoing projects and subject to removal or relocation in the near future may not be approved.

6.2.2 Any request by the NCSBI or LEAs for security camera installation will follow the NCDOT ALPR installation process and must be routed through the NCDOT ALPR Coordinator.

6.3 Operation

6.3.1 As part of the installation of ALPRs, the Requesting Entities shall ensure its contractor(s) and consultants are responsible for connecting the ALPRs to electrical and communication service(s) and all associated costs.

6.3.2 Thereafter, the Requesting Entities shall be responsible for the costs of electrical and communication service(s) and data storage capacity.

6.3.3 In the event that electrical and/or communication service(s) is interrupted for any reason (including but not limited to Acts of God, maintenance and operations by the NCDOT), the NCDOT shall not be held responsible in any way.

6.4 Inspection, Maintenance, and Replacement

6.4.1 The Requesting Entities shall periodically ensure the inspection and maintenance of the ALPRs in accordance with the terms and conditions of NCDOT.

6.4.2 All inspections, maintenance, and replacement must be performed by properly trained technicians and must include any needed traffic control as directed by NCDOT.

6.4.3 The Requesting Entities and/or its contractor(s) shall perform any emergency maintenance (that is, any work performed to remedy an unsafe condition of an ALPR or associated equipment)) for the ALPRs immediately and notify the NCDOT of that emergency maintenance within twenty-four (24) hours. If the NCDOT notices that an ALPR requires maintenance, the NCDOT will notify the relevant Requesting Entity. The Requesting Entity responsible for the ALPR and/or its

contractor(s) shall perform all emergency maintenance as soon as reasonably possible.

6.4.4 The NCDOT reserves the right to require the Requesting Entity to remove an ALPR if it is not being inspected or maintained by the Requesting Entity. If the NCDOT must remove an ALPR, then the Requesting Entity will be responsible for all removal costs.

6.4.5 Under no circumstances shall an ALPR or its associated conduits, wiring, cables, junction and pull boxes, cabinets, concrete pads, underground conduits, or other supporting components of an ALPR system be abandoned in place. When an ALPR is taken out of service, all supporting components of the ALPR system shall be removed, and the site returned to the preinstallation condition to the satisfaction of the NCDOT. The cost of the removal shall be the responsibility of the Requesting Entity or its successor(s).

6.5 Compliance

6.5.1 All activities that are performed on highways under the jurisdiction of the NCDOT shall comply with all NCDOT-approved guidelines for lane closure and coordination and shall be performed pursuant to applicable federal, state, and local laws and regulations.

6.6 Rights, Removal and Responsibilities

6.6.1 The NCDOT reserves the right to (a) require the relocation (or to request the removal) of any ALPR based on its planning and engineering needs or (b) in an emergency (knockdown or accident) remove ALPR and notify the Requesting Entity. If a location change or removal is necessary, the Requesting Entity will be responsible for all removal and/or reinstallation costs.

6.6.2 The NCDOT shall not be responsible for any relocation of ALPR units installed by the Requesting Entity during replacement of the structures on which these ALPR units are mounted. Any costs associated with ALPR relocation, removal or re-installation shall be the sole responsibility of the Requesting Entity.

6.6.3 The NCDOT shall notify the relevant Requesting Entity for removal of the ALPR when (a) ALPR structure replacement project is initiated or (b) in response to an emergency (knockdown or accident). The Requesting Entity remains responsible for monitoring and maintaining the ALPR; failure of NCDOT to provide notice in accordance with this subsection shall not be grounds for claims against NCDOT.

6.6.3.1 The NCDOT reserves the right to remove NCDOT infrastructure on which ALPR is installed due to NCDOT construction, maintenance activities or emergency.

6.7 Control of ALPR

6.7.1 Any ALPR owned or operated by the Requesting Entity that is placed, installed, or operated on property owned by or leased to the State of NORTH CAROLINA shall be under the exclusive control and sole responsibility of the Requesting Entity.

6.8 Removal and Disposition of ALPR

6.8.1 The Requesting Entity may remove the ALPRs at any time at its discretion, upon written notice to the NCDOT. Any encroachment agreement shall expire 90 days after the receipt of written notice of ALPR removal.

6.8.2 Removal of ALPR shall not cause any damage to NCDOT assets. The Requesting Entity shall be responsible for any damage to NCDOT assets caused by the removal of ALPR assets.

6.8.3 Requesting Entities shall be responsible for the cost of removing the ALPRs and all supporting components of the ALPR system, including, but not limited to associated conduits, wiring, cables, junction and pull boxes, cabinets, concrete pads, underground conduits, or other supporting components of an ALPR system as well as site restoration costs.

7. ALPR INFORMATION SHARING

7.1 NCSBI and/or Participating LEAs shall receive, use and share ALPR data generated or obtained from the ALPRs installed pursuant to this MOU.

7.2 NCSBI and/or Participating LEAs agree to only receive, use, and share ALPR data generated or obtained pursuant to this MOU for law enforcement purposes only, as permitted, supplemented and amended, and in accordance with applicable federal and State laws.

7.3 The NCDOT shall not access law enforcement-related ALPR information obtained from any ALPR installed pursuant to this MOU.

8. TREATMENT OF DATA CAPTURED BY ALPRS.

8.1 The Parties and/or Participating LEAs acknowledge and agree that all ALPR information is not a public record and is therefore exempt from disclosure under Public Records Law and other applicable State law.

9. COSTS

This MOU is not an obligation or commitment of funds, nor a basis for transfer of funds. Unless otherwise agreed to in writing, each Party and/or Participating LEAs shall bear its own costs in relation to this MOU. Expenditures by each Party and/or Participating LEA will be subject to its budgetary processes and to the availability of funds and resources pursuant to applicable laws, regulations, and policies. The Parties and/or Participating LEAs expressly acknowledge that this in no way implies an appropriation of funds for such expenditures.

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12. TERM

This MOU is effective immediately upon the signature of all Parties and shall expire no later than July 1, 2026, in accordance with S.L. 2024-43, Section 3.(c). In the event legislation is enacted allowing the extension of the pilot program or the permanent establishment of an ALPR program, this MOU may be renewed or extended, pursuant to a written agreement, executed by the Parties.

13. ENTIRE AGREEMENT

This MOU represents the entire understanding and agreement between the Parties concerning the placement of ALPRs on ROW, and no amendment or modification of this MOU shall be effective, unless in writing, signed by the Parties and approved as required by law.

14. NO THIRD-PARTY BENEFICIARIES

No Party intends to create the status of third-party beneficiary in any other individual or entity, and this MOU shall not be construed to create such status. The rights, duties, and obligations contained in this MOU shall operate only between the Parties and shall inure solely to their benefit. The provisions of this MOU are intended only to assist the Parties in determining and performing their obligations under this MOU. Additionally, the

parties agree that the sole remedy for non-performance under this MOU shall be termination with no damages or penalty available to any party.

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The Requesting Entities shall be responsible for personal injuries and property damage caused by the actions of their employees and/or agents occurring during the performance of their obligations under this MOU.

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This MOU may not be assigned or otherwise transferred by a Party without the prior written consent of the other Party. Under this MOU, no such assignment or transfer shall relieve the Parties of any of their obligations or liabilities, whether accrued or un-accrued.

18. NON-WAIVER

The failure by a Party to insist on performance of any term or condition or to exercise any right or privilege included in this MOU shall not constitute a waiver of same unless explicitly denominated in writing as a waiver and shall not thereafter waive any such term or condition and/or any right or privilege. No waiver by a Party of any breach of any term of this MOU shall constitute a waiver of any subsequent breach or breaches of such term.

19. COUNTERPARTS

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all such counterparts together shall constitute one and the same instrument.

20. ELECTRONIC SIGNATURES

The Parties agree that the execution of this MOU by electronic signature and/or by exchanging PDF signatures will have the same legal force and effect as the exchange of original signatures. By execution, delivery and performance of this MOU, each Party represents to the other Party that it has been duly authorized by all requisite action on its part. This MOU constitutes the legal, valid, and binding obligation of the Parties.

[Remainder of page intentionally left blank; signature page to follow]

IN WITNESS WHEREOF, the Parties, duly authorized, have executed this MOU, effective as of the day and date last below written.

FOR NORTH CAROLINA STATE BUREAU OF INVESTIGATION:

R.E. "Chip" Hawley, Director

Date: 2/18/25

FOR NORTH CAROLINA DEPARTMENT OF TRANSPORTATION DIVISION OF HIGHWAYS:

J.R. "Joey" Hopkins, PE, Secretary

Date: 2/26/25

Lamar Sylvester, PE, Chief Engineer

Date: 2/26/25

Appendix C

Participating Agencies in the ALPR Pilot Program

Atlantic Beach Police Department
Asheville Police Department
Brunswick County Sheriff's Office
Burlington Police Department
Cabarrus County Sheriff's Office
Charlotte Mecklenburg Police Department
Columbus County Sheriff's Office
Franklin County Sheriff's Office
Gaston County Police Department
Granville County Sheriff's Office
Harnett County Sheriff's Office
Henderson County Sheriff's Office
Hendersonville Police Department
Holly Springs Police Department
Iredell County Sheriff's Office
Kill Devil Hills Police Department
Lenoir County Sheriff's Office
Macon County Sheriff's Office
McDowell County Sheriff's Office
NC State Highway Patrol
New Hanover County Sheriff's Office
Ocean Isle Police Department
Pender County Sheriff's Office
Person County Sheriff's Office
Raleigh Police Department
Randolph County Sheriff's Office
Richmond County Sheriff's Office
UNC Charlotte Police Department
Vance County Sheriff's Office
Wake County Sheriff's Office
Wallace Police Department
Wilkes County Sheriff's Office

Appendix D

APPENDIX D

Participating Agency	Location Number	Installed	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026 (thru March 15th)
Asheville Police Department	Asheville Police Department #1	08/28/2025	N/A	N/A	429,331	440,729	519,218	512,788	389,029	481,163	216,948
	Asheville Police Department #2	08/28/2025	N/A	N/A	364,198	404,898	395,279	454,471	337,286	321,873	185,436
Burlington Police Department	Burlington Police Department #1	09/29/2025	N/A	N/A	N/A	408,178	513,750	554,059	433,021	620,882	309,984
	Burlington Police Department #2	09/29/2025	N/A	N/A	N/A	530,394	515,835	570,010	409,079	563,359	327,099
	Burlington Police Department #3	10/06/2025	N/A	N/A	N/A	N/A	542,465	522,721	442,591	567,302	332,646
	Burlington Police Department #4	10/01/2025	N/A	N/A	N/A	466,325	723,589	690,568	466,783	568,615	329,660
	Burlington Police Department #5	10/02/2025	N/A	N/A	N/A	N/A	288,628	314,928	241,379	257,878	154,430
	Burlington Police Department #6	10/01/2025	N/A	N/A	N/A	282,198	373,410	357,196	284,172	330,790	189,753
	Burlington Police Department #7	10/02/2025	N/A	N/A	N/A	N/A	498,115	498,461	403,616	479,179	280,293
	Burlington Police Department #8	10/06/2025	N/A	N/A	N/A	N/A	382,741	378,530	233,825	374,479	210,265
	Burlington Police Department #9	09/30/2025	N/A	N/A	N/A	545,714	701,068	630,833	496,281	656,416	380,015
	Burlington Police Department #10	12/01/2025	N/A	N/A	N/A	N/A	N/A	586,089	448,097	547,139	345,561
	Burlington Police Department #11	10/03/2025	N/A	N/A	N/A	N/A	176,414	183,976	180,369	223,130	127,588
	Burlington Police Department #12	10/3/2025	N/A	N/A	N/A	N/A	222,890	226,207	199,664	258,555	160,778
	Burlington Police Department #13	09/30/2025	N/A	N/A	N/A	111,526	141,606	145,181	130,787	142,839	81,116
	Burlington Police Department #14	12/09/2025	N/A	N/A	N/A	N/A	N/A	N/A	388,442	544,381	191,867
	Burlington Police Department #15	11/21/2025	N/A	N/A	N/A	N/A	N/A	45,911	54,436	65,380	43,098
	Burlington Police Department #16	11/17/2025	N/A	N/A	N/A	N/A	N/A	45,918	50,087	47,811	32,148
	Burlington Police Department #17	11/17/2025	N/A	N/A	N/A	N/A	N/A	150,550	118,993	134,674	84,236
	Burlington Police Department #18	12/4/2025	N/A	N/A	N/A	N/A	N/A	N/A	322,734	361,736	222,641
	Burlington Police Department #19	12/4/2025	N/A	N/A	N/A	N/A	N/A	N/A	218,644	271,812	140,893
	Burlington Police Department #20	11/24/2025	N/A	N/A	N/A	N/A	N/A	530,629	404,840	505,572	288,719
Cabarrus County Sheriff's Office	Cabarrus County Sheriff's Office #1	02/25/2026	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	180,930
	Cabarrus County Sheriff's Office #2	02/25/2026	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	122,990
	Cabarrus County Sheriff's Office #3	02/25/2026	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	184,526
	Cabarrus County Sheriff's Office #4	03/02/2026	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	167,810
	Cabarrus County Sheriff's Office #5	10/3/2025	N/A	N/A	N/A	164,271	153,328	116,677	110,907	61,349	75,041
	Cabarrus County Sheriff's Office #6	10/3/2025	N/A	N/A	N/A	360,807	438,709	346,060	138,587	363,830	192,137
Columbus County Sheriff's Office	Columbus County Sheriff's Office #1	8/4/2025	N/A	N/A	357,558	346,443	334,893	323,875	217,804	283,860	197,545
	Columbus County Sheriff's Office #2	8/4/2025	N/A	N/A	35,418	36,050	37,143	32,575	33,163	29,315	19,431
	Columbus County Sheriff's Office #3	8/5/2025	N/A	N/A	39,769	42,604	47,967	45,376	40,647	39,242	31,325
	Columbus County Sheriff's Office #4	8/4/2025	N/A	N/A	61,715	60,939	63,131	64,547	57,253	52,118	32,289
	Columbus County Sheriff's Office #5	8/5/2025	N/A	N/A	63,328	61,622	79,224	98,938	88,823	64,135	560,086
	Columbus County Sheriff's Office #6	8/5/2025	N/A	N/A	224,378	247,543	399,388	327,410	374,950	874,421	418,061
Franklin County Sheriff's Office	Franklin County Sheriff's Office #1	10/31/2025	N/A	N/A	N/A	N/A	107,035	100,051	94,207	95,223	67,784
	Franklin County Sheriff's Office #2	10/31/2025	N/A	N/A	N/A	N/A	26,248	24,649	25,997	20,233	14,159
	Franklin County Sheriff's Office #3	10/31/2025	N/A	N/A	N/A	N/A	115,857	105,123	98,894	84,355	57,934
	Franklin County Sheriff's Office #4	10/31/2025	N/A	N/A	N/A	N/A	49,219	45,518	40,860	36,261	23,690
	Franklin County Sheriff's Office #5	10/31/2025	N/A	N/A	N/A	N/A	157,698	157,001	147,055	130,830	78,094
Harnett County Sheriff's Office	Harnett County Sheriff's Office #1	12/21/2025	N/A	N/A	N/A	N/A	N/A	N/A	219,111	290,462	154,573
	Harnett County Sheriff's Office #2	12/20/2025	N/A	N/A	N/A	N/A	N/A	N/A	375,509	615,775	352,559
	Harnett County Sheriff's Office #3	12/12/2025	N/A	N/A	N/A	N/A	N/A	N/A	430,651	530,853	326,444
	Harnett County Sheriff's Office #4	12/20/2025	N/A	N/A	N/A	N/A	N/A	N/A	373,907	504,659	297,052
	Harnett County Sheriff's Office #5	12/12/2025	N/A	N/A	N/A	N/A	N/A	N/A	278,048	303,943	171,856
	Harnett County Sheriff's Office #6	12/21/2025	N/A	N/A	N/A	N/A	N/A	N/A	129,114	189,067	113,115
	Harnett County Sheriff's Office #7	12/21/2025	N/A	N/A	N/A	N/A	N/A	N/A	492,721	651,664	385,332
	Harnett County Sheriff's Office #8	12/11/2025	N/A	N/A	N/A	N/A	N/A	N/A	150,814	175,825	105,129
	Harnett County Sheriff's Office #9	12/11/2025	N/A	N/A	N/A	N/A	N/A	N/A	148,539	180,874	107,803
	Harnett County Sheriff's Office #10	12/11/2025	N/A	N/A	N/A	N/A	N/A	N/A	272,627	292,601	174,944
	Harnett County Sheriff's Office #11	01/04/2026	N/A	N/A	N/A	N/A	N/A	N/A	N/A	190,050	111,939
	Harnett County Sheriff's Office #12	12/12/2025	N/A	N/A	N/A	N/A	N/A	N/A	132,317	180,182	111,541
	Harnett County Sheriff's Office #13	12/28/2025	N/A	N/A	N/A	N/A	N/A	N/A	155,500	177,881	107,556
	Harnett County Sheriff's Office #14	12/30/2025	N/A	N/A	N/A	N/A	N/A	N/A	100,676	112,003	73,914
	Harnett County Sheriff's Office #15	01/16/2026	N/A	N/A	N/A	N/A	N/A	N/A	N/A	76,565	46,539
	Harnett County Sheriff's Office #16	12/13/2025	N/A	N/A	N/A	N/A	N/A	N/A	94,690	89,230	54,701
	Harnett County Sheriff's Office #17	12/18/2025	N/A	N/A	N/A	N/A	N/A	N/A	170,083	160,142	93,380
	Harnett County Sheriff's Office #18	12/21/2025	N/A	N/A	N/A	N/A	N/A	N/A	139,925	133,213	63,735
	Harnett County Sheriff's Office #19	12/11/2025	N/A	N/A	N/A	N/A	N/A	N/A	49,737	52,089	31,344
	Harnett County Sheriff's Office #20	12/11/2025	N/A	N/A	N/A	N/A	N/A	N/A	88,764	100,732	62,667
Hendersonville Police Department	Hendersonville Police Department #1	01/04/2026	N/A	N/A	N/A	N/A	N/A	N/A	276,857	350,034	206,769
	Hendersonville Police Department #2	11/12/2025	N/A	N/A	N/A	N/A	N/A	371,080	264,211	304,035	179,838
	Hendersonville Police Department #3	11/14/2025	N/A	N/A	N/A	N/A	N/A	157,630	141,939	181,267	101,756
	Hendersonville Police Department #4	11/13/2025	N/A	N/A	N/A	N/A	N/A	95,363	86,455	82,334	50,717
	Hendersonville Police Department #5	12/12/2025	N/A	N/A	N/A	N/A	N/A	N/A	84,191	77,500	46,155
	Hendersonville Police Department #6	11/13/2025	N/A	N/A	N/A	N/A	N/A	102,050	86,570	87,161	36,450
	Hendersonville Police Department #7	12/13/2205	N/A	N/A	N/A	N/A	N/A	N/A	120,698	163,440	93,644
	Hendersonville Police Department #8	11/13/2025	N/A	N/A	N/A	N/A	N/A	177,832	147,984	157,031	92,144
	Hendersonville Police Department #9	11/14/2025	N/A	N/A	N/A	N/A	N/A	597,045	469,806	544,894	317,972
	Hendersonville Police Department #10	12/23/2025	N/A	N/A	N/A	N/A	N/A	N/A	229,015	307,795	168,044
	Hendersonville Police Department #11	11/14/2025	N/A	N/A	N/A	N/A	N/A	245,109	222,144	304,371	152,185
Lenoir County Sheriff's Office	Lenoir County Sheriff's Office #1	09/12/2025	N/A	N/A	N/A	581,439	649,881	624,586	485,201	539,848	330,650
	Lenoir County Sheriff's Office #2	09/15/2025	N/A	N/A	N/A	472,785	470,155	515,634	332,904	496,320	294,236
	Lenoir County Sheriff's Office #3	09/12/2025	N/A	N/A	N/A	43,950	41,428	39,220	41,314	42,085	26,908
	Lenoir County Sheriff's Office #4	09/12/2025	N/A	N/A	N/A	141,280	146,640	139,284	130,825	128,039	86,552
	Lenoir County Sheriff's Office #5	09/15/2025	N/A	N/A	N/A	89,200	99,283	96,902	93,886	92,352	50,168
	Lenoir County Sheriff's Office #6	09/15/2025	N/A	N/A	N/A	56,201	44,009	29,928	8,928	6,771	26,240
	Lenoir County Sheriff's Office #7	09/12/2025	N/A	N/A	N/A	22,942	25,748	26,993	22,072	21,921	14,007
	Lenoir County Sheriff's Office #8	09/15/2025	N/A	N/A	N/A	264,609	241,043	236,536	211,121	216,815	121,910
	Lenoir County Sheriff's Office #9	09/12/2025	N/A	N/A	N/A	64,923	57,092	51,782	55,751	50,262	33,390
	Lenoir County Sheriff's Office #10	09/09/2025	N/A	N/A	N/A	175,155	187,584	197,634	134,820	346,663	215,515
	Lenoir County Sheriff's Office #11	09/09/2025	N/A	N/A	N/A	73,057	73,317	57,032	69,176	62,937	38,117
	Lenoir County Sheriff's Office #12	09/09/2025	N/A	N/A	N/A	58,513	74,398	76,650	68,199	79,038	44,966
	Lenoir County Sheriff's Office #13	09/11/2025	N/A	N/A	N/A	27,113	38,302	36,648	39,478	28,243	18,113
	Lenoir County Sheriff's Office #14	09/11/2025	N/A	N/A	N/A	36,216	34,677	32,962	34,283	33,372	22,207
	Lenoir County Sheriff's Office #15	09/11/2025	N/A	N/A	N/A	266,379	251,034	263,196	237,399	322,881	160,277
	Lenoir County Sheriff's Office #16	09/11/2025	N/A	N/A	N/A	149,014	116,358	118,485	123,237	162,642	102,476
Macon County Sheriff's Office	Macon County Sheriff's Office #1	09/19/2025	N/A	N/A	N/A	384,624	176,738	118,138	73,673	110,652	77,603
	Macon County Sheriff's Office #2	08/29/2025	N/A	N/A	194,651	168,544	115,064	155,843	126,962	143,074	190,011
	Macon County Sheriff's Office #3	09/19/2025	N/A	N/A	N/A	292,260	295,880	338,892	235,176	114,908	80,712
	Macon County Sheriff's Office #4	11/01/2025	N/A	N/A	N/A	N/A	87,645	80,480	75,045	71,676	45,066
	Macon County Sheriff's Office #5	11/02/2025	N/A	N/A	N/A	N/A	N/A	332,673	223,175	218,100	132,873
McDowell County Sheriff's Office	McDowell County Sheriff's Office #1	09/2025	N/A	N/A	174,910	213,567	248,721	261,650	238,219	294,246	179,358
	McDowell County Sheriff's Office #2	09/2025	N/A	N/A	28,585	28,301	85,027	77,021	80,491	53,890	32,880
	McDowell County Sheriff's Office #3	09/2025	N/A	N/A	75,791	103,176	120,759	116,293	101,175	93,575	59,076
	McDowell County Sheriff's Office #4	09/2025	N/A	N/A	36,600	40,786	59,570	62,989	40,774	38,574	25,232
	McDowell County Sheriff's Office #5	09/2025	N/A	N/A	104,688	129,219	120,047	126,473	143,675	258,579	106,420
New Hanover County Sheriff's Office	New Hanover County Sheriff's Office #1	10/31/2025	N/A	N/A	N/A	N/A	272,829	236,648	236,780	203,463	130,813
	New Hanover County Sheriff's Office #2	08/19/2025	N/A	N/A	368,318	367,385	321,820	297,778	302,960	336,678	166,897
	New Hanover County Sheriff's Office #3	08/19/2025	N/A	N/A	526,429	368,927	530,091	228,419	231,143	479,446	300,065
	New Hanover County Sheriff's Office #4	08/19/2025	N/A	N/A	602,744	608,571	607,550	664,895	477,068	568,394	346,749
	New Hanover County Sheriff's Office #5	08/18/2025	N/A	N/A	527,475	547,222	538,871	536,096	464,941	507,014	308,099
	New Hanover County Sheriff's Office #6	12/15/2025	N/A	N/A	N/A	N/A	N/A	N/A	127,415	201,231	126,094
	New Hanover County Sheriff's Office #7	12/15/2025	N/A	N/A	N/A	N/A	N/A	N/A	127,296	218,685	136,673
	New Hanover County Sheriff's Office #8	12/15/2025	N/A	N/A	N/A	N/A	N/A	N/A	484,662	536,748	298,037
	New Hanover County Sheriff's Office #9	12/15/2025	N/A	N/A	N/A	N/A	N/A	N/A	112,051	139,411	84,416
	New Hanover County Sheriff's Office #10	10/31/2025	N/A	N/A	N/A	N/A	582,094	365,286	333,471	491,573	324,207
	New Hanover County Sheriff's Office #11	08/18/2025	N/A	N/A	155,133	130,332	79,875	71,745	107,311	145,911	89,832
	New Hanover County Sheriff's Office #12	10/08/2025	N/A	N/A	N/A	N/A	580,669	603,390	551,744	544,896	303,951
	New Hanover County Sheriff's Office #13	01/28/2026	N/A	N/A	N/A	N/A	N/A	N/A	N/A	863,327	300,538
	New Hanover County Sheriff's Office #14	10/08/2025	N/A	N/A	N/A	N/A	272,293	278,460	263,989	314,686	196,289
	New Hanover County Sheriff's Office #15	10/09/2025	N/A	N/A	N/A	N/A	857,995	875,854	742,723	816,434	484,123
	New Hanover County Sheriff's Office #16	10/10/2025	N/A	N/A	N/A	N/A	214,480	233,243	210,507	196,818	132,008
	New Hanover County Sheriff's Office #17	08/18/2025	N/A	N/A	355,355	365,786	414,110	444,705	370,477	367,386	218,828
	New Hanover County Sheriff's Office #18	10/10/2025	N/A	N/A	N/A	N/A	617,554	638,173	528,023	586,349	366,986
	New Hanover County Sheriff's Office #19	10/10/2025	N/A	N/A	N/A	N/A	355,599	423,303	343,307	340,850	210,132
Ocean Isle Police Department	Ocean Isle Police Department #1	12/19/2025	N/A	N/A	N/A	N/A	N/A	N/A	94,695	214,974	164,100
	Ocean Isle Police Department #2	12/19/2025	N/A	N/A	N/A	N/A	N/A	N/A	90,755	86,667	73,743
Person County Sheriff's Office	Person County Sheriff's Office #1	10/16/2025	N/A	N/A	N/A	N/A	63,272	60,720	53,570	49,637	31,083
	Person County Sheriff's Office #2	10/16/2025	N/A	N/A	N/A	N/A	94,441	93,673	79,062	78,771	47,481
	Person County Sheriff's Office #3	10/14/2025	N/A	N/A	N/A	N/A	181,041	199,220	181,998	192,510	109,079
	Person County Sheriff's Office #4	10/16/2025	N/A	N/A	N/A	N/A	63,373	58,420	51,557	49,117	31,449
Raleigh Police Department	Raleigh Police Department #1	10/19/2025	N/A	N/A	N/A	N/A	1,028,950	1,090,990	753,855	1,083,308	616,925
	Raleigh Police Department #2	07/20/2025	N/A	879,984	848,119	851,096	803,735	805,167	678,334	873,954	473,615
	Raleigh Police Department #3	07/20/2025	N/A	541,950	572,753	546,501	493,328	520,492	485,712	554,260	326,552
Randolph County Sheriff's Office	Randolph County Sheriff's Office #1	03/02/2026	NA	NA	NA	NA	NA	NA	NA	NA	NA	43004
	Randolph County Sheriff's Office #2	03/02/2026	NA	NA	NA	NA	NA	NA	NA	NA	NA	40293
	Randolph County Sheriff's Office #3	03/03/2026	NA	NA	NA	NA	NA	NA	NA	NA	NA	21656
	Randolph County Sheriff's Office #4	03/03/2026	NA	NA	NA	NA	NA	NA	NA	NA	NA	6623
Richmond County Sheriff's Office	Richmond County Sheriff's Office #1	08/26/2025	N/A	N/A	52,965	55,611	58,983	60,516	51,666	42,860	17,994
	Richmond County Sheriff's Office #2	08/26/2025	N/A	N/A	34,023	33,362	34,878	33,916	30,028	29,621	14,293
	Richmond County Sheriff's Office #3	08/26/2025	N/A	N/A	160,672	157,311	60,138	67,000	144,548	157,890	97,656
	Richmond County Sheriff's Office #4	08/26/2025	N/A	N/A	153,009	142,465	103,554	100,085	108,121	143,589	84,834
	Richmond County Sheriff's Office #5	08/26/2025	N/A	N/A	123,018	109,935	99,841	94,284	83,292	83,279	63,782
Wilkes County Sheriff's Office	Wilkes County Sheriff's Office #1	08/05/2025	N/A	N/A	83,901	81,609	67,620	73,096	78,348	109,645	71,051
	Wilkes County Sheriff's Office #2	08/05/2025	N/A	N/A	62,817	75,133	92,050	93,900	82,029	83,442	48,545
	Wilkes County Sheriff's Office #3	08/06/2025	N/A	N/A	70,579	73,428	72,149	66,206	55,611	62,886	46,127
	Wilkes County Sheriff's Office #4	08/05/2025	N/A	N/A	196,340	208,437	179,160	176,484	149,839	159,910	94,681
	Wilkes County Sheriff's Office #5	08/08/2025	N/A	N/A	192,000	186,183	171,066	179,330	141,901	173,345	107,058
	Wilkes County Sheriff's Office #6	08/06/2025	N/A	N/A	51,494	53,623	52,422	42,027	43,349	42,552	27,781
	Wilkes County Sheriff's Office #7	08/26/2025	N/A	N/A	303,260	341,539	313,204	278,595	147,961	194,031	149,639

ASHEVILLE POLICE DEPARTMENT POLICY MANUAL

Chapter: 5 - Law Enforcement Operations
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Policy: 505 - Automated License Plate Recognition
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CONTENTS

INTRODUCTION
POLICY STATEMENT
DEFINITIONS
RULES AND PROCEDURES
505.1 SYSTEM USE [41.3.9 a]
505.2 HOT LISTS
505.3 DATA SECURITY AND ACCESS [41.3.9 b]
505.4 DATA STORAGE AND RETENTION [41.3.9 d]
505.5 ADMINISTRATIVE RESPONSIBILITIES

ASSOCIATED DIRECTIVES

Policy 206 - Technology Use & Security
Policy 1701 - Criminal Intelligence

INTRODUCTION

This policy establishes department guidelines for providing employees with an automated method of identifying license plates related to law enforcement purposes.

POLICY STATEMENT

It is the policy of the Asheville Police Department (APD) to ensure that Automated License Plate Recognition systems are used by department members responsibly and professionally, following all applicable laws and directives.

DEFINITIONS

Automated License Plate Recognition (ALPR) System: a system that uses cameras and computer technology to compare digital images of license plates to lists of known plates of interest. ALPR may be deployed in different configurations, including fixed and mobile.

Hot List: license plates associated with vehicles of interest from an associated database, including, but not limited to, NCIC, DMV, and local BOLOs (be on the lookout).

Hit: notification that data matched to a plate previously registered on a hotlist of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting the investigation or which has been manually registered by a coworker for further investigation.

RULES AND PROCEDURES

505.1 SYSTEM USE [41.3.9 a]

A. Automated license plate recognition-equipped vehicles and associated databases will be used for legitimate law enforcement purposes following state and federal law.

B. **ALPR systems are an investigative tool only. All users must verify "hits" before taking enforcement action to ensure the information is not expired or outdated.**

C. Department employees are prohibited from using or authorizing the use of ALPR equipment or database records for non-law enforcement purposes.

D. Unless there is a criminal nexus, ALPR operators will attempt to avoid public gatherings such as political rallies, public demonstrations, and religious gatherings; if the sole purpose is to obtain plain read intelligence, see Policy 1701 - Criminal Intelligence. This does not preclude members from responding to a call for service where there may be incidental plate reads or from searching for stolen vehicles and vehicles of interest in these areas.

E. Only authorized personnel trained in using ALPR are to operate the system. [41.3.9 c]

F. Employees who become aware of damage or malfunctions related to an ALPR system must immediately report it to their immediate supervisor and the Law Enforcement Technology Unit.

G. All successful uses of the ALPR system will be documented and forwarded to the Data Accountability Supervisor for review.

505.2 HOT LISTS

A. To use the most up-to-date information, the hot list will be acquired, developed, and/or compiled at least every 24 hours in the following manner.

1. Available NCIC extract downloads will occur every six (6) hours, and hot list data will be transferred to the ALPR server.

2. Officers and users of the ALPR system may only have the Data Accountability Supervisor enter additional vehicles of interest into the hot list for official and legitimate law enforcement purposes.

3. User entries should be entered to expire within ninety (90) days or less.

4. Other local hot lists may be developed for manual entry.

B. Information will be submitted to the ALPR system for inclusion on the hot list in the following ways:

1. NCIC records, including stolen vehicle files, stolen plates, stolen Canadian plates, wanted persons, missing or endangered persons, and nationwide domestic violence protection orders.

2. Official BOLOs or alerts or official law enforcement bulletins; vehicles associated with crime incidents; suicidal, homicidal, missing or wanted persons; AMBER alerts; stolen vehicles; or vehicles of interest.

3. Departmental watch lists may be developed for local warrants associated with a vehicle.

C. The Data Accountability Supervisor may approve additional potential sources of vehicles of interest as they become available.

505.3 DATA SECURITY AND ACCESS [41.3.9 b]

A. Department employees are responsible for the security of ALPR data. Employees will only access, use, release, or disseminate hot list and scan file data for official and legitimate law enforcement purposes.

B. As with other law enforcement databases, the department will ensure that the storage, use, and transmission of ALPR data is as secure as reasonably possible, see Policy 206 - Technology Use & Security.

C. Only designated department personnel will be able to query license plate recognition data, create reports, and use analytic tools.

D. Hot list and ALPR data are considered confidential information.

1. Security of the hotlist data is the responsibility of the officer using the ALPR or personnel accessing the data

2. Use of the ALPR database will be regulated by requiring employees to log into the system, which can record details of when and who accessed information within the database.

E. Officers may only access data stored in the ALPR database based upon a reasonable belief that the data may be related or valuable as part of a specific official action or investigation.

F. Incidental sharing of information from the department's computerized information systems or remote access by an outside law enforcement agency will conform to the requirements of this policy.

G. All requests for shared data access from other law enforcement agencies and invitations to access data from private ALPR systems will be forwarded to the Law Enforcement Technology Unit for approval.

H. ALPR data will only be shared with another law enforcement agency or prosecutor regarding an official criminal investigation upon a written request to the Law Enforcement Technology Unit, which may be made electronically.

I. The release of ALPR data is not required if the disclosure of requested ALPR data will compromise an ongoing investigation.

J. ALPR data is not a public record and will not be disclosed except as provided in N.C. Gen. Stat. § 20-183.32(e).

K. Officers requesting the retention or release of ALPR data maintained by another agency will obtain supervisor approval before making the request.

1. Officers requesting the data must submit a sworn written statement to the agency pursuant to N.C. Gen. Stat. § 20-183.32. A copy of the request will be retained in the case file.

2. Officers requesting the data will contact the outside agency to cancel any request once the information is no longer needed.

505.4 DATA STORAGE AND RETENTION [41.3.9 d]

A. ALPR data will be collected and securely retained in a cloud-based server. Only the Data Accountability Supervisor or Law Enforcement Technology Unit may download and distribute ALPR data.

B. ALPR data will be purged after ninety (90) days unless one of the following methods of preservation occurs:

1. A federal or state search warrant has been issued for the data, or

2. A preservation request is made under N.C. Gen. Stat. § 20-183.32(c). Upon the documented request from a coworker, the Data Accountability Supervisor will

take all necessary steps to preserve the requested captured plate data immediately. The documented request must specify in a written, sworn statement on the Automated License Plate Recognition Preservation Request Form (form ALPR-1) all of the following:

a. The location of the fixed camera or mobile device identification of the particular camera(s) for which captured plate data will be preserved and the particular license plate for which captured plate data will be preserved.

b. The date(s) and time frames for which captured plate data will be preserved.

c. Specific and articulable facts showing that there are reasonable grounds to believe that the captured plate data is relevant and material to an ongoing criminal or missing persons investigation or is needed to prove a violation of a motor carrier safety regulation.

d. The case and identity of the parties involved in that case.

C. Relevant ALPR data cannot be added to a case file unless the data is preserved by one of the methods outlined in N.C. Gen. Stat. § 20-183.32.

D. Data will be subject to the same logging, handling, and chain of custody requirements as other evidence.

505.5 ADMINISTRATIVE RESPONSIBILITIES

A. The Data Accountability Supervisor is responsible for:

1. Managing the utilization of the ALPR software from the end-user through reporting, storage, monitoring, and data sharing.

2. Administering and preserving ALPR data per N.C. Gen. Stat. § 20-183.32.

3. Review and assist with requests for ALPR use or data access.

4. Managing the gathering of hotlists.

B. The Law Enforcement Technology Unit is responsible for:

1. Overseeing the storage and management of ALPR data systems with the support of the vendor(s) and City of Asheville Information Technology Services (ITS), as necessary.

2. In partnership with the Recruitment & Career Development Section, provide appropriate, documented training for ALPR operators. [41.3.9 c]

3. Providing ongoing training on ALPR systems, as necessary.
4. Ensuring the program complies with record retention requirements.
5. Will be responsible for conducting, reviewing, and retaining audits of the ALPR system at least annually. Audits should consist of at least the following:
    a. Records of ALPR users, system usage, data files being deleted as scheduled, and ensuring that all users are appropriately trained.
    b. Audits will be forwarded to the Office of the Chief through the chain of command.

BY ORDER OF:



Michael Lamb
Chief of Police

Automated License Plate Readers (ALPRs)

427.1 PURPOSE AND SCOPE

State MODIFIED

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 (N.C.G.S. § 20-183.31).

427.2 POLICY

Best Practice MODIFIED

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

The Burlington Police Department owns and operates an ALPR program through system access from Flock Safety Systems. The department also has access to data gathered by automated license plate readers and security cameras owned and maintained by private entities through Flock Safety Systems. Flock Safety Systems and its customers are responsible for the security, storage, and retention of data collected by these systems. All data and images gathered by the ALPR are for the official use of this department and are not subject to public review or disclosure (N.C.G.S. § 20#183.31).

427.3 DEFINITIONS

Best Practice MODIFIED

ALPR Technology - Automated License Plate Readers (ALPRs) also known as License Plate Recognition (LPR), allows for the automated detection of license plates and images. It is used by the Burlington 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.

ALPR Generated Data – All information, including location/ GPS coordinates, date and time stamp of a license plate reading, optical character recognition interpreted data, and any ALPR-generated digital photographic image(s) of a license plate and vehicle, generated entirely by the ALPR system.

ALPR System Administrator - A member assigned by the Operations Captain that manages the Burlington Police Department's automated license plate reader (ALPR) system. This member is responsible for the system's administration, training, troubleshooting, and repair. The System Administrator also ensures that the ALPR system is used ethically and in accordance with the law.

ALPR Web Users – Members utilizing the ALPR websites to conduct search functions for criminal justice purposes.

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Aerial Reconnaissance & Tactical Intelligence Center (ARTIC) - The Burlington Police Department's real-time intelligence center is staffed by a Sergeant, Crime Analyst, and sworn drone pilots. ARTIC is the lead Unit responsible for sharing criminal intelligence throughout the department and monitoring the department's various intelligence-gathering assets (DFR Drone, ALPR, City and Traffic Cameras).

Global Positioning System (GPS) - A global navigation satellite system that provides location, velocity and time synchronization.

National Crime Information Center (NCIC) - A computerized index of criminal justice information (i.e.- criminal record history information, fugitives, stolen properties, missing persons). NCIC is available to federal, state, local law enforcement, and other criminal justice agencies and is operational 24 hours a day, 365 days a year.

Division of Criminal Information (DCI) - The agency established by the Attorney General of North Carolina in accordance with Article 3 of Chapter 114 of the North Carolina General Statutes. The North Carolina State Bureau of Investigation's Criminal Information and Identification Section is a part of DCI.

Division of Criminal Information Network (DCIN) - The computer network used to collect, maintain, correlate, and disseminate information collected by the Criminal Information and Identification Section (CIIS) under Article 3 of Chapter 114 of the North Carolina General Statutes. DCIN also provides access to information collected by other federal, state, and local entities necessary for the administration of criminal justice.

Hit/Alert – A positive indication, by visual or audible signal, of a potential match between data on a "Hotlist" and a license plate scanned by an ALPR system. A 'hit' alone is not confirmation that a license plate is wanted. Members shall verify through VCIN/NCIC that the plate is still wanted.

Hotlists – Lists created from databases generated from NCIC and other authorized criminal justice databases that include, but are not limited to, license plate numbers of stolen vehicles and license plates, wanted persons, AMBER alerts, SILVER alerts, missing persons, and terrorist watch list alerts with a license plate associated with the record. Hotlists are a tool for notifying law enforcement of NCIC or other governmental sourced plates that may appear in an ALPR system. Hotlists may be comprised from sourced hotlists and custom hotlists created by a user or other jurisdiction when there is a specific plate or a vehicle type description alert (e.g., all trucks or all red 4dr sedans) that is needed for furtherance of an investigation.

Scan File Data –Information obtained by an ALPR containing license plates within public view that were read by the device, including images of the plate and vehicle on which it was displayed, and information regarding the location of the stationary camera position at the time the information was captured. Information stored includes a photo/video of the registration plate showing the rear of the vehicle, a date and time stamp of when the registration plate was read by the ALPR.

427.4 OPERATIONS

State | MODIFIED | CALEA_v6.21 - 41.3.9 (a), 41.3.9 (c)

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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) Officers with sign-in credentials (ALPR web users) shall log in and remain logged in during their shift. The dispatch screen can run in the computer background, giving an audible and visible alert if a listed vehicle is in the area.

(c) Operators shall exercise safety when operating the ALPR system. Use of any device during the operation of a motor vehicle must comply with current state law and department policies.

(d) The use of the ALPR shall not compromise officer and public safety.

(e) 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.

(f) 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.

(g) Scan file data will be automatically uploaded from the ALPR to the ALPR server on an ongoing basis.

(h) Data from fixed ALPR cameras will update automatically.

(i) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.

(j) Operators shall ensure the most current hotlist of DCI and other approved databases have been downloaded.

(k) Operators becoming aware of additional potential sources of vehicles of interest are not authorized to use those sources to generate permanent or semi-permanent hotlists without the expressed authority of the ALPR System Administrator.

(l) No ALPR operator may access confidential department, state, or federal data unless authorized.

(m) Receiving notifications may or may not require immediate action. Notifications require officers to corroborate information (license plate characters) or establish additional reasonable suspicion or probable cause before conducting stops, making detentions, or initiating arrests

(n) If practicable, the officer should verify an ALPR response through the Division of Criminal Investigation Network (DCIN) before taking enforcement action that is based solely on an ALPR alert (N.C.G.S. § 20-183.31).

1. The operator will visually verify that the plate scan and the actual plate are the same (i.e., correct letters, numbers, state, and any other information that can be

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matched). Once verification has been done, the operator will confirm the status of the alert. The confirmation will be used as the basis for any further action.

(o) Approved staff members may access ALPR data when investigating any crime where the data may assist the investigation. Data can be searched and filtered based on vehicle type, camera location, and date/time. All searches of data will require a search reason for auditing purposes.

(p) Approved staff members querying the ALPR data will label each search with an acceptable justification. In the Flock database, two fields will be completed (reason and case number). In the field entitled reason, the following terminology will be used:

- Call Type-Location Name (example: Robbery -Wells Fargo or Shoplifting-Walmart)
- Suspicious Person(s)
- Suspicious Vehicle(s)
- Suspicious Pawn Activity
- Drug Tip
- Gang Tip
- Tip Line
- Traffic (traffic stops only)
- Training Class (only to be used during approved BPD training)

(q) Approved staff members querying the ALPR data will include a unique identifying event number in the field entitled case number. Queries completed on behalf of another agency shall also be labeled as indicated above, but they must also include the officer's last name, for example, Graham -K. Baker—Robery—Wells Faro, and the Graham PD case number. The following terminology will be used and is listed in order of priority:

- Case Number (BPD, ANET, or other agency case number)
- CAD Event Number
- Crimestoppers Tip Number

(r) Authorized ALPR web users have access to leased and privately owned ALPR camera systems through Flock. These systems allow users to receive Hotlist alerts if any cameras in the agency's jurisdiction capture images of a vehicle displaying a tag linked in the NCIC Hotlist categories.

(s) ALPR data shall not be used for the enforcement of traffic violations (N.C.G.S. § 20-183.31).

The ALPR System Administrator shall manage all installation and maintenance of ALPR equipment, as well as ALPR data retention and access. The ALPR System Administrator will assign members to administer the day-to-day operation of the ALPR equipment and data.

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For procedures on Hotlists, refer to the Burlington Police Department Procedure Manual: 410.1 HOTLISTS PROCEDURES.

427.4.1 SUPERVISOR RESPONSIBILITIES

State MODIFIED

Supervisors should appropriately monitor ALPR operators to ensure that theuse of ALPR equipment and data is consistent with this policy (N.C.G.S. § 20-183.31). Any use of the ALPR system that violates the restrictions contained in this policy may result in disciplinary action.

The on-duty Patrol Supervisor shall carefully assess ALPR notifications (alerts) and coordinate appropriate resources. Supervisors will consider the nature of the notification and the potential risks of response. This assessment is crucial for determining the safest and most suitable course of action. Based on the nature of the notification, the supervisor must decide whether it necessitates an immediate response or warrants further investigation to include ongoing criminal investigations conducted by the Burlington Police Department's Criminal Investigation Division (CID) or the Alamance Narcotics Enforcement Team (ANET) or any other law enforcement agency. The supervisor should also consider utilizing surveillance tools, such as the drone first responder (DFR), to effectively monitor the situation, gather additional information, and choose the safest opportunity to conduct enforcement action.

Supervisors may approve a mutual aid request to use the ALPR, as the situation and resources allow. Supervisors are encouraged to offer mutual aid to other surrounding communities when they become aware of a serious incident in which the ALPR may be useful (e.g., homicide, shooting, kidnapping, AMBER ALERT, robbery, or other serious or violent felony during which suspect vehicle information is available).

All requests or invitations for the Burlington Police Department to access data from private ALPR systems shall be forwarded to the ALPR System Administrator for approval.

427.5 DATA SECURITY, ACCESS, COLLECTION AND RETENTION

State MODIFIED CALEA_v6.21 - 41.3.9 (d)

The ALPR System Administrator is responsible for ensuring that systems and processes are in place to properly collect and retain ALPR data. APLR information is automatically uploaded and downloaded to the department's server throughout the shift.

All stored ALPR data should be retained in accordance with the established records retention schedule. After 90 days, the data shall be purged unless a warrant has been issued for it, or it is subject to a written and sworn retention request submitted pursuant to N.C.G.S. § 20-183.32.

Data being retained pursuant to a retention request should be downloaded onto portable media, booked into evidence, and retained for a period of one year after the initial request unless a subsequent request to maintain the data is received (N.C.G.S. § 20-183.32).

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The ALPR vendor, Flock Safety, will store the data (data hosting) and ensure proper maintenance and security of the data stored in its cloud-based system. Flock Safety will also oversee data purging at the end of the 30-day storage period.

Access to the system is achieved through individual officer logins (ALPR web users) utilizing the recommended web browser. Once logged in, officers can receive "Hotlist" notifications within the system as opposed to text messages and can view and search data. Officers will be required to enter a search reason for auditing purposes.

(a) Using personal cell phones or other personal devices is strictly prohibited when accessing the Flock Camera database or receiving alerts.

Information gathered or collected and records retained by the Flock Safety system on behalf of Flock Safety Customers will not be:

(a) Sold, published, exchanged, or disclosed for commercial purposes

(b) Disclosed or published without authorization

(c) Disseminated to persons not authorized to access or use the information

All information is encrypted in transit from the camera to the cloud for storage. All logins and queries will be monitored by the ALPR System Administrator, including:

(a) Username

(b) Date

(c) Time

(d) Purpose of query

(e) License plate and other elements used to query the system

These data points will be stored in the Flock Safety System, and the ALPR System Administrator shall conduct an annual-in system audit to ensure database access was made by authorized personnel for legitimate criminal purposes.

CALEA Compliance: 41.3.9 (a), 41.3.9 (d)

427.6 ACCOUNTABILITY

Best Practice | MODIFIED | CALEA_v6.21 - 41.3.9 (b)

All data will be closely safeguarded and protected by both procedural and technological means. The Burlington 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.

1. The Patrol Captain will determine the personnel to have access to the database for investigative queries and reports. Any requests for database access will be

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handled on a case by case basis, and those granted access will be provided the username and password for access.

(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.

427.6.1 SYSTEM INTEGRITY

State MODIFIED

The ALPR system should be updated every 24 hours or as soon as practicable thereafter with any license plate data obtained from the DCI network or any other databases used in conjunction with the ALPR system (N.C.G.S. § 20-183.32).

The ALPR System Administrator shall maintain a schedule to regularly perform audits, maintenance checks, and any needed corrections or adjustments to the ALPR system. Under no condition should an ALPR operator attempt to modify the ALPR equipment or software operating system without permission from the ALPR System Administrator.

All successful uses of the ALPR shall be documented and forwarded to the ALPR System Administrator or designee.

The ALPR System Administrator shall complete an annual audit to the Chief of Police of the data access and effectiveness of the system (N.C.G.S. § 20-183.31) and shall include a minimum of the following:

(a) Records of ALPR operators and their ALPR usage, including vehicles of interest added to a hotlist by individual officers.

(b) A listing of access to the department's server, including access, additions and/or searches of the scan file, to verify the security of that data and compliance with this policy.

(c) Audits of the local hotlists to ensure manual entries are being deleted when they are no longer of interest.

(d) Verification that no captured data was retained beyond the authorized 90-Day retention period.

CALEA Compliance: 41.3.9 (d)

427.7 RELEASING ALPR DATA

State MODIFIED

ALPR data shall only be shared with another law enforcement agency or prosecutor upon a written request, which may be made electronically. The release of ALPR data is not required if the disclosure of requested ALPR data will compromise an ongoing investigation (N.C.G.S. § 20-183.32).

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

427.8 REQUESTS TO OUTSIDE AGENCIES

State MODIFIED

Members requesting the retention or release of ALPR data maintained by another agency should obtain supervisory approval prior to making the request. Members may request the disclosure of data from another agency by submitting a request in writing. Members requesting that another agency retain data must submit a sworn written statement as required by N.C.G.S. § 20-183.32. A copy of any requests shall be retained in a case file.

Efforts should be made as soon as practicable to obtain a search warrant to access the requested data. The member requesting the data should contact the outside agency to cancel any request should the information no longer be needed (N.C.G.S. § 20-183.31).

427.9 TRAINING

State MODIFIED

The Department shall provide training on the use and operation of the ALPR equipment and software, the collection of ALPR data, and the security and release of ALPR data (N.C.G.S. § 20-183.31).

The Operations Captain or designee will validate training for ALPR operators to ensure that:

(a) ALPR operators are properly trained through post-academy and Field Training before accessing ALPR data or participating in ALPR field operations.

(b) Training is timely and adequate and ensures full compliance with this policy.

(c) All training shall be documented.

CALEA Compliance: 41.3.9 (c)

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Automated License Plate Readers (ALPRs) Procedure

410.1 HOTLISTS PROCEDURES

Agency Content

Hotlists may be obtained or compiled from:

(a) NCIC Stolen Vehicle files;

(b) NCIC Stolen plates and Stolen Canadian plates;

(c) NCIC Wanted persons;

(d) NCIC Missing or Endangered person files;

(e) NCIC Federal Immigration Violators;

(f) NCIC Supervised Release (Federal Probationers);

(g) NCIC Nationwide Domestic Violence Protection Orders;

(h) NCIC Violent Gang and Terrorist Organization File;

(i) Official BOLOs or alerts, based on specific and articulable facts of a concern for public/officer safety, or a criminal investigation, or pursuant to a civil order, or a Domestic Violence Protection Order, or official law enforcement bulletin or teletype;

(j) A departmental criminal intelligence watch list developed for local warrants associated with vehicles that are known to be involved in ongoing criminal activity.

(k) Lists created by other law enforcement agencies, such as DEA, FBI, AFT and other NC local agencies that are wanted or known to be involved in criminal activities.

During operating hours of the Aerial Reconnaissance & Tactical Intelligence Center (ARTIC), ARTIC is responsible for monitoring the Flock system dashboard for any ALPR Hits/Alerts that may arise. If an alert is detected, the ARTIC will coordinate with the Burlington Communications Center (BCC) and field units to promptly carry out necessary response/enforcement actions. The role of the ARTIC is crucial in ensuring that potential issues are addressed swiftly and efficiently.

(a) The ARTIC members will determine the type of alert being presented in the system and evaluate its validity. ARTIC members will determine the closest field unit to the Flock asset that first captured the alert and notify that field unit that a valid hit has been received. The BCC and an on-duty patrol supervisor will be notified on Main Dispatch.

(b) The ARTIC will provide all relevant information to the field user, including the make and model of the vehicle, location, type of alert, and any known safety concerns.

When the ARTIC is not in operation, the Burlington Communications Center, along with the on-duty Patrol Supervisor are responsible for monitoring the Flock dashboard. BCC is expected to keep the Flock system active and closely monitored for any ALPR Hits/Alerts that are reported. When Hits/Alerts are identified by the Flock system and the ARTIC is not in operation, the Burlington Communications Center or On-Duty Supervisors should ensure that officers are dispatched to

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respond to the call for service. Their coordination is essential in maintaining continuity and ensuring that all Flock system Hits/Alerts are addressed.

All responses to an ALPR Hit/Alert shall result in the creation of a CAD Event Number and, if required, a subsequent RMS Event Number.

All users acting upon a Flock hit will verify through an originating source (DCI/NCIC/Ewarrants) to determine the validity of the hit prior to any enforcement actions. Before acting, an officer should confirm that the alert requires action. For example, the system may alert on a sex offender record, but depending on the location of the vehicle, no action may be required.

If feasible/available, the Burlington Police Department drone first responder (DFR) will be deployed to the area of the last known location of the Flock system Hit/Alert to provide real-time/updated location information.

(a) If deployed, the DFR will attempt to locate the target of the alert, and if located, will relay updated location information to field units. All situations that arise are inherently different. The emphasis should be on locating and containing the target vehicle to mitigate escape/pursuit.

The on-duty Patrol Supervisor will coordinate the field response and determine if a Tactical (TAC) channel is required for the response. Depending on the circumstances, it may be necessary to hold radio traffic on the main dispatch channel to coordinate a response. Other circumstances may allow communication to be moved to a tactical (TAC) channel.

Before any enforcement action is undertaken, the Officer in Charge (OIC) or Primary Enforcement Officer is required to notify the Burlington Communications Center. This notification should include their current location, unit number, and any issues encountered during the enforcement stop. Once a successful apprehension of a stolen vehicle, wanted subject, or any confirmed alert is made, officers must thoroughly document and record all details of the incident. This documentation must align with established reporting policies and procedures to ensure consistency and accuracy in incident reporting.

CALEA Compliance: 41.3.9 (a)

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CABARRUS COUNTY SHERIFF'S OFFICE
POLICIES AND PROCEDURES

Section 400: Operations			
Title: Automated License Plate Reader (ALPR) Systems	**Effective Date:** September 20, 2023	**Policy No.:** 434.0	**Pages:** 1 of 7
Amends: Section No.:		**Revision Dates:**	
Related Statutes: NCGS §20-183.32			
Distribution: All Sheriff's Office personnel.	**Special Notes:**		

POLICY: The Cabarrus County Sheriff's Office will establish guidelines for the use and oversight of fixed and mobile authorized license plate reader (ALPR) equipment by deputies used to assist law enforcement in the identification of stolen vehicles, stolen license plates, and missing and wanted persons. Use of ALPR will comply with manufacturer's guidelines, NCIC security requirements, and with state mandated data retention schedules and related statutes.

OTHER REFERENCES:

DEFINITIONS:

1. **Automated License Plate Reader (ALPR) System** refers to equipment consisting of a camera(s), computer, and computer software used to automatically recognize and interpret the characters on vehicle license plates. This data is then compared with a list of license plates bearing some significance to law enforcement. The Cabarrus County Sheriff's Office utilizes the FLOCK ALPR system. This system may be deployed in different configurations, including both fixed and mobile. Both configurations operate in the same manner.

2. **ALPR Data Custodians** refer to agency personnel designated by the ALPR System Administrator who are authorized to manage the utilization of the ALPR software from the end-user through training, reporting, monitoring, and data sharing.

3. **ALPR System Administrator** refers to a member of Command Staff designated by the Sheriff to perform administrative tasks associated with the agency's ALPR system.

4. **Data Retention Log and File** refers to a log of requests for retention of ALPR data beyond the normal 90-day period, with the documentation required by NCGS §20-183.32 to support each request.

5. **Hit (or Alert)** refers to data matched to a license plate that has previously been registered on a hotlist of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting the investigation, or which has been manually registered by a coworker for further investigation.

6. **Hotlist** refers to a database populated with items of specific interest to investigative and/or enforcement operations of law enforcement. This may include but is not limited to stolen/wanted vehicles and registration plates, wanted and missing persons, caution notifications and registration plates associated with Amber Alerts or various watch lists provided for law enforcement purposes.

PROCEDURES:

1. **Responsibilities**:

A. **System Administrator**: The designated System Administrator will have administrative oversight of the agency's ALPR System deployment and operation and will be responsible for the following:

1). Designating staff members to serve as ALPR data custodians and ensuring that each custodian successfully completes manufacturer endorsed training related to the agency's ALPR and is certified to train other personnel on the ALPR system as described in this policy.

2). Coordinating all installation and maintenance of ALPR equipment;

3). Monitoring the use of the ALPR system and ensuring that annual audits of the system are conducted;

4). Conducting periodic, random audits of the system and conducting audits of specific internal investigations if directed by the Professional Standards Division Captain, Internal Affairs, and/or the Sheriff;

5). Maintaining a schedule to regularly perform maintenance checks, calibration, and any needed corrections or adjustments to the ALPR system.

6). Reporting to the Sheriff the results of annual and of periodic audits and, when requested, providing information related to the use and effectiveness of the system.

B. **Data Custodians**: Data custodians will provide training to personnel authorized to utilize the ALPR system and administer the day-to-day operation of ALPR equipment and data and will also be responsible for the following:

1). Managing the utilization of the ALPR software from the end-user through training, reporting, storage, monitoring, and data sharing;

2). Administering and preserving ALPR data per NCGS 20-83.32

3). Managing the gathering of hotlists; and

4). Managing access control to ensure only authorized personnel are able to access the database and reporting any known or suspected security breeches to the System Administrator for immediate action consistent with FBI NCIC security incident reporting procedures and applicable agency directives.

C. **Supervisors**: Supervisors will:

1). Monitor their subordinates approved to use equipment and data to ensure they are conforming to policy and training directives. Any use by a subordinate that violates the restrictions included in this policy, training directives, or confidentiality requirements can result in disciplinary action, up to and including termination.

2). Approving response and enforcement by a deputy to a verified hit as described herein.

3). Ensuring that their subordinate follow all security measures as described in this policy and in training directives and reporting any suspected or known security breaches the to System Administrator immediately.

2. **Operations**:

A. The ALPR systems scans license plates and compares them to data provided by NCIC and the Cabarrus County Sheriff's Office plate match list. The ALPR system will alert a deputy of a potential match to a previously listed plate. A deputy can also make an inquiry when an unlisted plate is captured. The ALPR is designed to capture the date, time, and camera location of each license plate scanned.

B. The use of the system is only authorized by those deputies and personnel who have been trained in the use of the system and have been approved by the Sheriff/designee to utilize the system. Training will include the review and written acknowledgement of the directives included in this policy.

C. ALPR system access, data preservation, and information disclosure are for official law enforcement purposes only. Any other use will be considered a violation of this policy and will result in disciplinary action, up to and including termination.

D. **Sharing Information**:

1). ALPR is considered confidential information and is not public record. Sharing of any information contained with the ALPR is prohibited unless approval is received from the Sheriff/designee. However, data can be shared with another lawenforcement agency or prosecutor in connection with a criminal investigationupon a written request to the to the System Administrator. The request can besubmitted electronically or can be mailed.

2). Sharing of information can be requested either for real-time information or for previously captured data. The System Administrator is responsible for managing the list of approved agencies that participate in real-time sharing. Such agencies are required to follow industry standards for storing confidential records.

E. Any database maintained by the Cabarrus County Sheriff's Office are to be kept in a secured area. Access to this area is to be controlled and logged.

F. All ALPR data will only be made accessible to authorized personnel through a login/password protected system capable of documenting all access of information by name, date, and time. No authorized user is permitted to share their login or password with *any* other person.

Authorized users will be required to update their password on a schedule approved by the System Administrator to maintain the integrity of the ALPR system's security.

G. The ALPR may be used in conjunction with any routine patrol operations or criminal investigation. Prior to initiation of a stop based on an ALPR hit, the deputy will:

1). Visually verify that the vehicle plate number matches the plate number run by the ALPR system, including both the alphanumeric characters of the license plate and the state of issuance;

2). Verify the current status of the plate through MDT query or the Communications Center; and

3). Communications will confirm the registration status through the Division of Criminal Information Network (DCIN).

4). Any enforcement action taken as a result of a ALPR hit will be logged on the MCT or called into Communications.

H. Receipt of hit notification is not sufficient probable cause to justify an arrest. Enforcement action will only be taken after confirmation from Communications that the hit is confirmed to be accurate and valid in NCIC.

I. Internal information for investigative purpose may be into the ALPR system at any time. Organizational alerts will clearly state the reason for the entry, e.g., identification purposes only, does not establish reasonable suspicion to conduct a traffic stop, and present no need for verification by Communications or a supervisor. Deputies who enter internal information for investigative purposes will be solely responsible for its removal when the information is no longer valid. The ALPR System Administrator will monitor dated entries and contact the entering officer to confirm if removal is warranted.

J. ALPR utilization during calls for service or an investigation are to be documented.

3. **Hotlists (Alerts)**:

A. The Hotlist is maintained by separate entities, to include:

1). **NCIC**: A national database of wanted persons and property. Hits from this list could indicate a significant need to apprehend. Any hit from this list will be verified prior to taking enforcement action. There are at least 12 files from which NCIC checks each plate.

2). **Organization**: A local database for users to share vehicles wanted for local investigations. This list is shared among an entire organization.

3). **Groups**: A local database for users of a specific group to share vehicles wanted for local investigations. This list is private to only members of the same group.

4). **Individual**: A local database for users to monitor vehicles in an ongoing investigation. This list is private and available only to the entering user.

B. **NCIC Hotlist Files:**

1). **Wanted Persons**: Persons wanted for crimes charged against them. This list is checked against NCIC vehicle registrations.

2). **Stolen Vehicles**: Vehicles reported as stolen based on the attached plate.

3). **Stolen Plates:** Registration plates reported stolen and entered into NCIC.

4). **Missing Persons**: Amber or Silver alerts, where/when entered with vehicle information.

5). **Sex Offender**: Offenders who are registered on the Sex Offender Registry. This list is checked against NCIC vehicle registrations. No detention or arrest based on this hit is lawful unless detention or arrest are based on other factor.

6). **Violent Persons**: Known violent persons from past encounters with law enforcement. This list is checked against NCIC vehicle registrations. No detention or arrest based on this hit will be lawful unless detention or arrest are warranted based on other factors.

7). **Gang/Terrorist Members**: Known gang or suspected terrorist persons from past encounters or investigations with law enforcement. This list is checked against NCIC vehicle registrations. No detention or arrest based on this hit is lawful unless detention or arrest are warranted based on other factors.

8). **Supervised Release**: Persons on active probation or parole. This list is checked against NCIC vehicle registrations. No detention or arrest based on this hit will be lawful unless detention or arrest are warranted based on other factors.

9). **Protection Order**: Persons currently on a protection order. This list is checked against NCIC vehicle registrations and can be used to verify the existence of a protective order when responding to calls such as, but not limited to, domestic violence calls, calls regarding violation of an verified order, etc.

10). **Protective Interest**: Persons with protective status. This list is checked against NCIC vehicle registrations. No detention or arrest based on this hit will be lawful unless detention or arrest are warranted based on other factors.

11). **Immigration Offenders**: Persons with immigration holds or wants from the Department of Homeland Security Immigration and Customs Enforcement (ICE). This list is checked against NCIC vehicle registrations. **There is no authorized purpose to utilize this list.**

12). **CPIC (Canadian Hotlists)**: A list of wanted vehicles from Canada. Any hotlist hit based on a CPIC alert should be verified prior. No detention or arrest based on this hit will be lawful unless detention is warranted based on other factors.

4. **Data Collection, Retention, and Procedures:**

A. The ALPR System Administrator is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. The ALPR System Administrator

or ALPR data custodian will maintain keep a *Data Retention Request Log* and file and all requests for ALPR data will be logged.

B. All ALPR data will be collected and securely retained in a cloud-based server. Approved personnel have access to the stored data; however, only the ALPR System Administrator or an ALPR data custodian may download and distribute ALPR data. In addition, the vendor in charge of providing cloud based services is responsible for the safe keeping of information stored within the cloud at a level required by governing state and/or federal laws.

C. ALPR data will be purged after 90 days unless one (1) of the following methods of preservation occurs:

1). A federal or state search warrant has been issued for the data; or

2). A preservation request consistent with the requirements included in NCGS §20-183.32(c). The documented request must be in the form of a sworn statement and will be submitted to an ALPR data custodian. The custodian will take all necessary steps to immediately preserve the requested captured plate data. The documented request must include all of the following:

a. The location of the fixed camera or mobile device identification of the particular camera or cameras for which captured plate data will be preserved and the particular license plate for which captured plate data will be preserved.

b. The date(s) and time frames for which captured plate data will be preserved.

c. Specific and articulable facts showing that there are reasonable grounds to believe that the captured plate data is relevant and material to an ongoing criminal or missing persons investigation or is needed to prove a violation of a motor carrier safety regulation.

d. The case and identity of the parties involved in that case.

3). The sworn statement will be notarized and will be maintained by the ALPR data custodian for record keeping purposes.

D. Relevant ALPR data cannot be added to a case file unless the data is preserved by one of the methods outlined in NCGS §20-183.32.

E. Data sought to be retained will be downloaded by an ALPR data custodian onto a password protected portable media device and will be retained for a period of one (1) year after the initial request unless a subsequent request to maintain the data for an additional year is received.

F. The Sheriff may authorize approved ALPR personnel the ability to monitor or receive information from ALPR systems not owned or under the control of Cabarrus County Sheriff's Office as long as the following conditions are me:

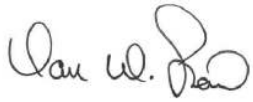
1). The ALPR system meets the guidelines set forth in NCGS §20-183.32;

2). The ALPR system does not require burdensome proprietary software installed on computers used or owned by the Sheriff's Office or the Cabarrus County;

3). The owner of the ALPR system is aware that the Cabarrus County Sheriff's Office is not responsible for maintaining 24/7 monitoring of the system.

6. **Maintenance:** The ALPR System Administrator will be notified should any ALPR equipment require maintenance or repair. Under no circumstances will any approved user attempt to repair any ALPR equipment repairs. Such repairs will be coordinated with an approved, manufacturer certified service provider.

As ordered by



Sheriff
Cabarrus County

Date: 09 / 20 / 2023

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Columbus County Sheriff's Office
Policy Manual

ISSUE DATE: **12/4/2024**	EFFECTIVE DATE: **12/4/2024**	REVISION DATE:	Rescinds:
POLICY & TITLE: **609 AUTOMATIC LICENSE PLATE READER**		RESPONSIBLE AUTHORITY: **Sheriff** W.A. Rogers	
REFERENCE: NCGS 20-183.31, 20-183.32			

609.1 OBJECTIVE

This directive establishes procedures and guidelines for the use and oversight of the department's fixed Automatic Licenses Plate Reader (ALPR) technology.

609.2 POLICY

A fundamental element of policing is identifying and locating vehicles possibly involved in an investigation, stolen vehicles and vehicles involved in other criminal activity. Automatic license plate readers play an increasingly important role in public safety by assisting with the location of wanted vehicles while enhancing productivity, effectiveness, and officer safety. ALPR systems recognize, read, and compare motor vehicle license plates against various law enforcement databases much more efficiently than Deputies manually scanning and making comparisons while on patrol. Therefore, guidelines have been established to ensure that each LPR is used in a manner consistent with departmental policy, in accordance with NCGS 20- 183.31, and to establish the responsibilities of the LPR Operator and Coordinator.

609.3 DEFINITIONS

Automatic License Plate Reader (ALPR): An ALPR system is a camera or cameras connected to a computer processing unit that converts images of license plates into computer readable data. These cameras can be affixed at a stationary location, mounted to a patrol vehicle, or utilized by a handheld device with required software. The data is compared against a database of license plates.

Legitimate Law Enforcement Purpose: A legitimate law enforcement purpose consists of the prevention, detection, and investigation of criminal behavior including the gathering of evidence to assist in the apprehension and prosecution of criminals.

Scan file data: Information obtained by an ALPR within public view that were read by the device, including images of the license plate and vehicle on which it was displayed, and information regarding the location of the ALPR device at the time the information was captured. Information stored includes a photo of the registration plate showing the rear of the vehicle, a date and time stamp of when the registration plate was read, and a GPS coordinate to identify the location of the plate that was captured by the ALPR.

609.4 PROCEDURE

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Columbus County Sheriff's Office 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 Special Operations Commander. The Special Operations Commander will assign members under the his command to administer the day-to-day operation of the ALPR equipment and data.

609.5 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 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 deputy should verify an ALPR response through the Division of Criminal Investigation Network (DCIN) before taking enforcement action that is based solely on an ALPR alert (N.C.G.S. § 20-183.31).
g. ALPR data shall not be used for the enforcement of traffic violations (N.C.G.S. § 20-183.31).

SUPERVISOR RESPONSIBILITIES

Supervisors should appropriately monitor ALPR operators to ensure that use of the ALPR equipment and data is consistent with this policy (N.C.G.S. § 20-183.31). Any use of the ALPR system that violates the restrictions contained in this policy may result in disciplinary action.

609.6 DATA COLLECTION AND RETENTION

The Sheriff or his designee is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred to the designated storage in accordance with the programming of the systems and department policy.
All stored ALPR data should be retained in accordance with the established records retention schedule. Thereafter, ALPR data shall be purged after 90 days unless a warrant has been issued for the data or it is subject to a written and sworn retention request submitted pursuant to N.C.G.S.§ 20-183.32.
Data being retained pursuant to a retention request should be downloaded onto portable media, booked into evidence and retained for a period of one year after the initial request unless a subsequent request to maintain the data is received (N.C.G.S. § 20-183.32)

609.7 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Columbus County Sheriff's Office will observe the following safeguards regarding access to and use of stored data:

a. All ALPR data downloaded to the mobile workstation (if applicable) 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 relates to a specific criminal investigation or department-related civil or administrative action.
c. ALPR system audits should be conducted on a regular basis.

SYSTEM INTEGRITY

The Sheriff or his designee shall maintain a schedule to regularly perform audits, maintenance checks and any needed corrections or adjustments to the ALPR system. The audits shall be conducted at least annually and include a report of the use and effectiveness of the system (N.C.G.S. § 20-183.31).

The ALPR system should be updated every 24 hours or as soon as practicable thereafter with any license plate data obtained from the DCI network or any other databases used in conjunction with the ALPR system (N.C.G.S. § 20-183.32).

609.8 RELEASING ALPR DATA

ALPR data shall only be shared with another law enforcement agency or prosecutor upon a written request, which may be made electronically. The release of ALPR data is not required if the disclosure of requested ALPR data compromises an on-going investigation (N.C.G.S. § 20-183.32).
Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.

609.9 REQUESTS TO OUTSIDE AGENCIES

Members requesting the retention or release of ALPR data maintained by another agency should obtain supervisory approval prior to making the request. Members may request the disclosure of data from another agency by submitting a request in writing. Members requesting that data be retained by another agency must submit a sworn written statement as required by N.C.G.S. § 20-183.32. A copy of any requests shall be retained in a case file.
Efforts should be made as soon as practicable to obtain a search warrant to access requested data. The member requesting the data should contact the outside agency to cancel any request should the information no longer be needed (N.C.G.S. § 20-183.31).

609.10 TRAINING

Subject to available resources, the Columbus County Sheriff's Office should provide periodic training on the use and operation of the ALPR equipment, the collection of ALPR data and the security and release of ALPR data (N.C.G.S. § 20-183.31).
No member is allowed the use of the ALPR systems until training on the use, operation and retention of the ALPR equipment, collection of ALPR data and the security and release of ALPR data and documentation has been provided to the Special Operations Commander. (N.C.G.S. 20-183.31)

609.11 USE OF ALPR BY OUTSIDE AGENCIES

The use of the ALPR systems and technologies is allowed at the discretion of the Sheriff or his designee. A written request of dates and times of use shall be submitted at least seventy-two hours prior to date of use, or as soon as practicable thereafter and can be submitted electronically to the Sheriff or his designee.

The Sheriff or his designee shall keep records of the dates and times used as provided in the Records Maintenance and Release Policy.

Any agency requesting the use of the ALPR systems and technology shall attend training provided by the Columbus County Sheriff's Office or training offered by the company that the ALPR systems and technology is manufactured by.

Documentation of the training shall by submitted with the initial request and shall be kept on file for posteriority.

FRANKLIN COUNTY SHERIFF'S OFFICE

Policy #: 3.6

Policy Title: LICENSE PLATE READER CAMERA SYSTEM

Effective Date: 11/17/2025

POLICY

It shall be the policy of the Franklin County Sheriff's Office to establish basic guidelines for use of ALPR equipment by agency personnel. These guidelines apply to all Franklin County Sheriff's Office personnel regardless of assignment and rank. Supervisors may provide additional instructions to staff in concert with this policy. ALPR systems/devices and the information contained within them will be utilized for law enforcement purposes only.

DEFINITIONS

I. ALERT: Also known as a "hit". A positive indication by visual or audible signal of a potential match between data on the "Hot List" and a license plate scanned by the ALPR system. A 'hit' alone is not conclusive confirmation that a license plate is wanted/stolen and additional investigation is always warranted upon receiving an alert.

II. AUTOMATED LICENSE PLATE RECOGNITION (ALPR): This is also known as license plate readers. Equipment consisting of a camera, computer, and software to automatically recognize and interpret the characteristics of vehicle license plates. This data is compared with a list of license plates bearing a significance to law enforcement.

III. GENERATED DATA: All information, including location, date, and time, of a license plate encounter, and any ALPR generated digital photographic image of a license plate and vehicle generated entirely through the use of the ALPR system.

IV. DOWNLOAD: Transfer of data from the NCIC database consisting of license plate information.

V. HOT LIST: A database populated with items of specific concern to the investigative and enforcement interests of law enforcement, to include wanted/stolen license plates and vehicles.

VI. NCIC: National Criminal Information Center.

PROCEDURES

I. Operations

A. The ALPR system scans license plates and compares them to data provided by NCIC, Franklin County Emergency Communications Center and the Franklin County Sheriff's Office. The ALPR system alerts an officer and the Franklin County Emergency Communications Center to the potential match to a wanted/stolen plate, or an inquiry can be done to capture an image of a particular plate of interest to law enforcement. The ALPR system maintains an image, the date, time, and location of each license plate scanned.

B. ALPR system access, preservation, and disclosure are for law enforcement or criminal justice purposes only.

C. All officers will receive training prior to using the ALPR system and will be issued a username and password specific to each officer. Officers utilizing the system will be trained and supervised by an ALPR system administrator.

D. ALPR systems utilizing the NCIC Hot List will download the file at least once within a 24-hour period per NC GS 20-183.32d.

E. Upon receiving an alert, an officer along with the Franklin County Emergency Communications Center shall utilize available information to determine the accuracy of the hit. The officer will visually verify the particular plate detected by the ALPR and the listed plate as indicated from the Hot List as being the same, prior to initiating a vehicle stop. The officer and/or the Franklin County Emergency Communications Center will confirm the hit by querying the license plate information through NCIC/DCI. Receiving an ALPR alert is not sufficient probable cause to warrant an enforcement action without additional verification.

F. An Officer may not detain an individual based solely on an ALPR alert unless the Officer has reasonable suspicion that such person is involved in criminal activity. Each alert should be weighed with the totality of circumstances presented and the

Officer should seek additional information to determine when/if reasonable suspicion exists to detain.

G. The Officer will visually verify that the scanned plate matches the alert with regard to plate letters, numbers, and state. Once verifying the alert, the following information should be used to determine reasonable suspicion to detain:

1. Expired tag, insurance, inspection

2. Stolen vehicle or plate

3. Wanted person

4. BOLO – the nature of the BOLO can help determine the level of reasonable suspicion

5. NCIC data

6. Officer Safety

II. Data Storage and Retention

A. ALPR systems utilized by the Franklin County Sheriff's Office will retain captured information for no more than 90 days. Preserving data past 90 days will require a preservation request or search warrant as prescribed under NCGS § 20-183.32a

B. ALPR systems are to be password protected and the database to be physically kept in a secure environment.

III. Maintenance

A. Under no circumstances shall an officer attempt to modify the ALPR equipment or software operating system without permission from the system administrator.

B. ALPR cameras will be maintained by the vendor

C. The ALPR system administrator shall be notified of any system equipment needing maintenance or repair.

IV. General Statutes Regulating LPR

A. NCGS § 20-183.31 – Regulation of Use

1. Any State or local law enforcement agency using an automatic license plate reader system must adopt a written policy governing its use before the automatic license plate reader system is operational. The policy shall address all of the following:

    a. Databases used to compare data obtained by the automatic license plate reader system.

    b. Data retention.

    c. Sharing of data with other law enforcement agencies.

    d. Training of automatic license plate reader system operators.

    e. Supervisory oversight of automatic license plate reader system use.

    f. Internal data security and access.

    g. Annual or more frequent auditing and reporting of automatic license plate reader system uses and effectiveness to the head of the agency responsible for
    operating the system.

    h. Accessing data obtained by automatic license plate reader systems not operated by the law enforcement agency.

    i. Any other subjects related to automatic license plate reader system use by the agency.

2. Data obtained by a law enforcement agency in accordance with this Article shall be obtained, accessed, preserved, or disclosed only for law enforcement or criminal justice purposes. Notwithstanding, data obtained under the

authority of this Article shall not be used for the enforcement of traffic violations.

3. Any law enforcement agency using an automatic license plate reader system must keep maintenance and calibration schedules and records for the system on file.

B. NCGS § 20-183.52 – Preservation and disclosure of records

1. Captured plate data obtained by an automatic license plate reader system, operated by or on behalf of a law enforcement agency for law enforcement purposes, shall not be preserved for more than 90 days after the date the data is captured.

2. Notwithstanding subsection (a) of this section, data obtained by an automatic license plate reader may be preserved for more than 90 days pursuant to any of the following:

   a. A preservation request under subsection (c) of this section.

   b. A search warrant issued pursuant to Article 11 of Chapter 15A of the General Statutes.

   c. A federal search warrant issued in compliance with the Federal Rules of Criminal Procedure.

3. Upon the request of a law enforcement agency, the custodian of the captured plate data shall take all necessary steps to immediately preserve captured plate data in its possession. A requesting agency must specify in a written, sworn statement all of the following:

   a. The location of the particular camera or cameras for which captured plate data must be preserved and the particular license plate for which captured plate data must be preserved.

   b. The date or dates and time frames for which captured plate data must be preserved.

c. Specific and articulable facts showing that there are reasonable grounds to believe that the captured plate data is relevant and material to an ongoing criminal or missing persons investigation or is needed to prove a violation of a motor carrier safety regulation.

d. The case and identity of the parties involved in that case.

e. After one year from the date of the initial preservation request, the captured plate data obtained by an automatic license plate reader system shall be destroyed according to the custodian's own record or data retention policy, unless the custodian receives within that period another preservation request under this subsection, in which case the retention period established under this subsection shall reset.

4. A law enforcement agency that uses an automatic license plate reader system in accordance with NCGS § 20-183.31 shall update the system from the databases specified therein every 24 hours if such updates are available or as soon as practicable after such updates become available.

5. Captured plate data obtained in accordance with this Article is confidential and not a public record as that term is defined in NCGS § 132-1. Data shall not be disclosed except to a federal, State, or local law enforcement agency for a legitimate law enforcement or public safety purpose pursuant to a written request from the requesting agency. Written requests may be in electronic format. Nothing in this subsection shall be construed as requiring the disclosure of captured plate data if a law enforcement agency determines that disclosure will compromise an ongoing investigation. Captured plate data shall not be sold for any purpose.

Harnett County Sheriff's Office
Policy Manual
Wayne A. Coats, Sheriff

ISSUE DATE: **1/16/2025**	EFFECTIVE DATE: **1/16/2025**	REVISION DATE:	Rescinds:
POLICY & TITLE: **706** **Automated License Plate Readers**		RESPONSIBLE AUTHORITY: **Sheriff**	
REFERENCE: NCGS § 20-183.31; NCGS § 20-183.32; NCGS § 132-1.4			

706.1 PURPOSE AND SCOPE

The purpose of this directive is to set forth guidelines to govern the use of automated license plate readers (ALPRs) by employees of the Harnett County Sheriff's Office.

DEFINITIONS

Alert: Also known as a "Hit" - A positive indication, by visual and/or audible signal, of a potential match between data on the "Hot List" and a license plate scanned by the ALPR system. An alert or "Hit" is NOT conclusive confirmation that a license plate is wanted, and additional investigation is always warranted when an alert is indicated.

ALPR Coordinator – Designee of the Sheriff who will conduct annual or more frequent auditing and reporting of ALPR use and effectiveness to the Sheriff. (NCGS § 20-183.31-7)

Automated License Plate Reader (ALPR) (Falcon System) - A device that uses cameras and computer technology to compare digital images of license plates to lists of known plates of interest. ALPR's may be deployed in different configurations including fixed (permanent or semi-permanent installation at specific location) and mobile (attached to a vehicle or trailer). Both configurations operate in the same manner.

Fixed Location ALPR - Fixed ALPR locations use cameras that are engineered to focus on the rear license plate of vehicles passing by the camera location. The camera images are sent by cellular data signal to an off-site server where the images are compared with license plates from NCIC and local hot lists. License plates that match an NCIC entry or hot list trigger an alert to the user who is logged in to monitor the ALPR system. Although all plates are imaged, only the NCIC entered or hot list plates trigger an alert. The images of the license plates of vehicles passing by the camera are retained for no longer than 30-days.

Hot List - License plates associated with vehicles of interest from an associated database, including, but not limited to, NCIC, DMV, Local BOLOs, etc.

Mobile ALPR - Mobile ALPR systems work in the same manner as a fixed ALPR. The cameras may be mounted on a vehicle or on a mobile trailer and can be placed in locations of investigative interest. The camera images are captured and cross-referenced in the same manner.

Scan File - Data obtained by an ALPR of license plates within public view that were read by the device, including potential images of the plate and vehicle on which it was displayed, and information regarding the location of the fixed or mobile camera position at the time of the ALPR read. Information stored includes a photo of the registration

plate showing the rear of the vehicle, a date and time stamp of when the registration plate was read by the ALPR and a GPS coordinate to identify the location the registration plate was read by the ALPR.

706.2 POLICY

It is the policy of the Harnett County Sheriff's Office to provide direction to field personnel for the use of ALPRs. A fundamental element of policing is locating stolen vehicles or vehicles involved in other criminal acts such as child abduction and drive-by shootings. Automated license plate recognition systems play an increasingly important role in public safety by assisting with the location of wanted vehicles and subjects while enhancing productivity, effectiveness, and officer safety. ALPR systems recognize, read, and compare motor vehicle license plates against various law enforcement databases much more efficiently than officers manually scanning and making comparisons while on patrol.

700.3 USE OF AUTOMATED LICENSE PLATE READERS

Agency personnel have access to leased and privately owned ALPR camera systems through Flock. These systems allow personnel to receive hotlist alerts if any of the cameras in the agency's jurisdiction captures images of a vehicle displaying a tag that is linked to the following NCIC categories:

1. Supervised Prisoner Release
2. DVPO
3. Protective Interest
4. Violent Person
5. Missing Person
6. Immigration Violator
7. Suspected Terrorist
8. Warrants
9. Stolen Tag
10. Stolen Vehicle
11. Sex Offender

ALPR systems utilizing the NCIC's Hot List will download the file at least once within a 24-hour period. (NCGS § 20-183.32d)

Receiving alerts may or may not require immediate action. Officers receiving an alert will verify the plate number and state of origin to ensure that the alert is accurate. They will run the plate in DCI or other appropriate official database to confirm that the plate is still active in the database for the alert given. The officer will then establish reasonable suspicion or probable cause before conducting stops, making detentions, or initiating arrests. Enforcement actions should not be taken solely on the ALPR alert.

Officers may also access data when investigating any specific crime where the data may be able to provide suspect information. Data can be searched and filtered based on vehicle type, camera location and date/time. All searches of data will require a search reason for auditing purposes.

Officers will use the full incident number related to the case they are searching for as the search reason. If the search is based on a Call for Service, the complete CFS number will be used as the search reason.

All users shall receive instruction in the access and proper use of the system before receiving login credentials for the ALPR system.

All successful uses of the ALPR system shall be documented and forwarded to the Crime Analyst for tracking purposes.

700.4 DATA SECURITY AND ACCESS

Access to the Falcon and Raven systems are achieved through individualized login to the Flock's web-based server. Once logged in, officers will be able to receive hotlist alerts within the system and can view and search data.

Flock is Criminal Justice Information Services (CJIS) compliant, and all information is encrypted at rest in the cloud using Amazon Web Services (AWS) Key Management Service (KMS) keys, which use Federal Information Processing Standard (FIPS) 140-2 validated hardware security modules to generate and store the keys. All logins and queries will be stored and monitored including:

1. Username
2. Date
3. Time
4. Purpose of query
5. License plate and other elements used to query the system

These data points will be stored in the Flock system, and periodic audits will be conducted according to the policies of each Flock customer to ensure access was made by authorized persons for legitimate purposes.

ALPR data is considered a record of a criminal investigation and is confidential and not public record (NCGS § 132-1.4). Data shall not be disclosed outside of the Harnett County Sheriff's Office except for safety purposes pursuant to a written or electronic request from another requesting law enforcement agency.

For agencies that are not part of the Flock network, the request must indicate the agency's incident number and why the agency is requesting the ALPR data, i.e., missing person, wanted subject, stolen vehicle, etc. (NCGS 20-183.32e). An agency executive officer is authorized to release the requested information after reviewing and approving the request. The search for this information will use the requesting agency's name in abbreviated form and their incident number as the search reason. The written or electronic request, along with the approval or denial, will then be forwarded to the ALPR Coordinator for filing.

Agencies within the Flock network, that have previously made an electronic request for camera sharing access and were approved by the ALPR Coordinator, will be able to search by entering a search reason within the Flock system. This will create a log containing the following information:

a. The person completing the search,
b. Their agency,
c. The date and time of the search,
d. The tag and/or vehicle description searched,
e. The timeframe they were looking for the vehicle and,
f. The reason for the search.

All requests or invitations to access data from private ALPR systems (i.e., HOA's, community watch groups or private businesses) shall be forwarded to the ALPR Coordinator for approval.

700.5 STORAGE AND RETENTION

Flock Group, Inc., the ALPR vendor, will store the data (data hosting) and ensure proper maintenance and security of data stored in their cloud-based system. Flock will also oversee purging data at the end of the 30-day storage period. The agency is responsible for extracting, downloading, and archiving footage from Flock on its own storage devices for auditing, prosecutorial and administrative purposes.

Any ALPR data requiring preservation past 90 days will require a preservation request or search warrant as prescribed under NCGS § 20-183.32.

Information gathered or collected, and records retained by the Flock Safety system on behalf of Flock Safety Customers, in accordance with NCGS § 20-183.31b will not be:

1. Sold, published, exchanged, or disclosed for commercial purposes.
2. Disclosed or published without authorization.
3. Disseminated to persons not authorized to access or use the information.

Hendersonville Police Department

General Order

Title:	Order Number:
Traffic Safety: Analysis and Selective Enforcement	1104-24
Date:	*Pages:*
November 4, 2024	8
Accreditation Standard(s):	*Form(s):*
CALEA 61.1.1, 61.4.4, 82.3.3	

Purpose

To define the traffic safety, data analysis, and selective enforcement program of the Hendersonville Police Department.

Policy

The Hendersonville Police Department will monitor traffic volumes, analyze crash report data, enforcement data, and reports of roadway hazards to ensure for the safe and efficient movement of vehicles and pedestrians throughout the City of Hendersonville.

Definition

Alert – the positive indication of a potential match of information scanned by an ALPR system.

ALPR (Automated License Plate Recognition) – a system consisting of a camera, computer, and computer software that recognizes and interprets the characteristics of a vehicle, license plates, or other searchable information.

ALPR Generated Data - information, including image, location, date, and time of an automated scan generated entirely by the ALPR system.

ALPR System Administrator – an employee of the Hendersonville Police Department so designated to liaison with the ALPR system manufacturer for all matters concerning the ALPR system.

Hot List - A database populated with items of specific concern to the interests of law enforcement.

Selective Traffic Enforcement – The assignment of personnel to traffic enforcement activities at times and locations where hazardous or congested conditions exist. Such assignments are usually based on such factors as traffic volume, crash statistics, citizen complaints, frequency of traffic violations and emergency or service needs.

Procedure

General

1. The Patrol Services Bureau Commander shall have the overall responsibility for the planning, reviewing, monitoring, and coordinating of all traffic enforcement activities.

2. While the Traffic Safety Team has the primary function of traffic related enforcement, all sworn police officers, regardless of assignment, are responsible for performing traffic enforcement.

Traffic Enforcement Activity

1. The Hendersonville Police Department strives to reduce traffic crashes, provide for the safe and efficient flow of vehicular traffic, effect the enforcement of motor vehicle laws and ordinances, and aid motorists as outlined in this directive.

2. Traffic functions of the Hendersonville Police Department may include:

    - Enforcing motor vehicle laws and ordinances;
    - Operating speed measuring devices;
    - Targeting specific violations;
    - Operating breath analysis equipment;
    - Performing traffic safety awareness education; *and/or*
    - Liaising with traffic safety and community groups.

Traffic Records System

1. The Hendersonville Police Department utilizes various systems to access and/or maintain traffic information. Those systems may include: (82.3.3 (a,b,c))

    - Traffic collision data,
    - Traffic enforcement data, *and*
    - Report of roadway hazards and hazardous conditions

Data Records

1. The traffic records system provides accurate information including locations of traffic collisions and citations to field personnel and provides data upon which management decisions can be based.

2. Traffic volume and distribution records information are available and may be obtained from the North Carolina Department of Transportation or may be generated using departmental speed and traffic counting devices. Traffic citation and arrest dispositions are available and may be obtained from the Office of the Henderson County Clerk of Superior Court.

3. The Records Specialist may collect and prepare traffic collision data obtained from North Carolina Traffic Crash Reports (DMV-349) prepared by the Hendersonville Police Department.

    - Traffic Crash Report data is available through the North Carolina Division of Motor Vehicles on-line reporting system.
    - A summary of crash data for a specified period shall be generated and will be forwarded to the Patrol Services Bureau Commander and should contain the following:

        - Causes;
        - Injury classifications;
        - Damage estimates;
        - Time of crashes;
        - Locations of crashes; *and/or*
        - Any other pertinent factor. (61.1.1 (a)) (82.3.3 (a))

    - The Patrol Services Bureau Commander will deploy Traffic Safety Team personnel based upon the results. (61.1.1 (a)) (61.1.1 (e))
    - Additionally, the Patrol Services Bureau Commander may be asked to present the summary at the next scheduled staff meeting, so other supervisors may deploy officers to supplement traffic enforcement activities. (61.1.1 (e))
    - If appropriate, the Patrol Services Bureau Commander may provide the data to other job-related City of Hendersonville personnel or the North Carolina Department of Transportation for review and assistance in addressing traffic safety needs and concerns. (61.3.1 (b))

4. The Patrol Services Bureau Commander is responsible for comparing traffic crash data with traffic enforcement activities data. The comparison can be used to focus department wide traffic safety efforts through enforcement, engineering, and education.

Automated License Plate Reader Systems

1. An ALPR system scans and compares vehicles against data maintained in confidential law enforcement data systems. The ALPR system sends alerts when potential matches are indicated.

2. ALPR system(s) access, preservation, and disclosures are for law enforcement or criminal justice purposes only.

3. Access to and/or disclosure of ALPR data without an articulable law enforcement purpose is prohibited. *(NCGS §20-183.31b)*

4. Officers may not rely on an ALPR alert alone and must verify the accuracy of an alert prior to taking law enforcement action. The receipt of an ALPR alert does not establish probable cause without additional verification.

5. Upon receipt of an alert, the officer will use established procedures in taking enforcement action based on the seriousness of the offense.

6. Information may be entered into the ALPR system at any time. No information may be entered into any database without documenting the reason for the entry.

7. All law enforcement actions taken because of an ALPR system alert must be associate to an RMS or CAD report using an agency assigned OCA number.

8. ALPR data is confidential and not public record. Data shall only be disclosed pursuant to a written or electronic request from a requesting agency. The request must indicate the purpose of the information requested. *(NCGS §20-183.32e)*

Traffic Safety Complaints & Suggestions

1. The Patrol Services Bureau Commander is responsible for making recommendations and staff reports concerning traffic engineering needs or other traffic safety suggestions. Surveys, reports, and other traffic records may be used to assist in making recommendations for traffic control devices, engineering enhancements, education/awareness sessions, or the revisions or creation of City Ordinances.

2. Traffic safety complaints or suggestions will be forwarded to the Patrol Services Bureau Commander. He/She may consult with other City of Hendersonville personnel or the North Carolina Department of Transportation engineers to review, research, or make recommendations regarding traffic engineering complaints and suggestions. (61.3.1 (a))

3. The Patrol Services Bureau Commander is responsible for handling citizen complaints and suggestions for improving traffic safety conditions.

4. If a complaint or suggestion warrants action, the Patrol Services Bureau Commander will take the necessary steps to resolve the issue or refer the issue to the appropriate

authority for handling. The Patrol Services Bureau Commander, or designee, will notify the complainant(s) regarding any action taken.

Roadway Hazards

1. Employees are responsible for addressing or responding to reports of roadway hazards as appropriate to their assignment. On-duty employees who discover a hazard creating an immediate danger to motorists and pedestrians shall contact Communications, by the quickest possible method, so the proper authority can be notified to correct the hazard.

2. Officers observing, reporting, or assigned to roadway hazards, will ensure that action is taken to correct the hazard as immediately and reasonably possible. If the hazard still exists at the end of the officer's tour of duty and police assistance is still necessary, the officer will notify the shift supervisor for determination of follow-up and staffing.

3. Roadway hazards requiring long periods of time to correct may require the temporary assignment of traffic control personnel or assistance from other traffic focused agencies not internal to the Hendersonville Police Department.

4. Reports of roadway hazards are to be documented in CAD according to the type of incident or call for service. (82.3.3 (c))

5. An officer may leave the scene of a roadway hazard when relieved by another officer, dismissed from the assignment by a supervisor, or when the officer reasonably believes the hazard no longer requires police assistance.

Traffic Safety Education (61.4.4)

1. All requests for traffic safety education programs, traffic safety materials and/or displays, shall be forwarded to the Patrol Services Bureau Commander. He/She will determine if staffing and resources are available to meet the request and, if the request is appropriate, assign the appropriate personnel to conduct the activity and distribute related traffic safety educational materials.

Selective Enforcement Techniques and Procedures

1. The Patrol Services Bureau Commander shall implement selective enforcement techniques and assignments based on the review of crash and enforcement data as outlined in this General Order. Locations where the review, citizen complaints, or other factors indicate there is a higher percentage of accidents and violations will be given priority for selective enforcement. (61.1.1 (d))

2. Selective enforcement techniques include but are not limited to use of RADAR/LIDAR, stationary traffic observation, highly visible traffic patrol, traffic checking stations,

coordinated enforcement efforts among various department divisions, or with other law enforcement agencies and should be deployed where they will have the greatest effect at deterring accidents. (61.1.1 (d))

3. Traffic Safety Team officers, Community Policing officers, and other department employees and volunteers may be used to participate in:

   - Traffic safety education programs;
   - Traffic-related special duties; *and/or*
   - Traffic control activities.

Equipment

1. Officers deployed to conduct selective enforcement activities as part of their patrol function shall utilize appropriate departmental equipment available, assuming they are properly certified or approved for its use.

2. The department has available the following general and specialized equipment to assist in traffic enforcement activities:

   - ALPR - a system consisting of a camera, computer, and computer software that recognizes and interprets the characteristics of a vehicle, license plates, or other searchable information.
   - RADAR Trailer and speed measuring devices – Mobile device used to display to the motorist the speed limit and the speed they are traveling. It also records the number of cars traveling on the road, their speed, the location, date, and the time of day.
   - RADAR/LIDAR –Speed measuring devices.
   - Traffic Trailer – Trailer used to carry equipment (generator, cones, signs, lights, etc.) for use during traffic checking stations or other traffic enforcement activities.
   - Light Tower – A portable light source and generator for use at checking stations, crime scenes, public events, etc.
   - Message Board Trailer- An electronic traffic sign used on roadways to display information about special events, traffic congestion, accidents, incidents, roadwork zones speed limits, etc.
   - Portable Breath Tester (PBT) – Portable device used to measure breath-alcohol concentration.
   - Tint Meter – A device to measure the percentage of tint applied to a vehicle window.

Data Storage and Retention

1. ALPR systems utilized by the Hendersonville Police Department will retain information for no more than 90 days.

2. Preserving data beyond this period requires a preservation request or search warrant as prescribed under NCGS §20-183.32a.

3. ALPR systems are password protected and the database to be physically kept in a secure environment.

Maintenance

1. Maintenance and/or repair of the ALPR system shall only be performed by the manufacturer and/or an authorized agent.

2. The ALPR system camera lenses may be cleaned with mild soap and water using a nonabrasive cloth.

3. The ALPR System Administrator shall be notified of any ALPR equipment needing maintenance or repair.

Supervisory Staff
See Above

Executive Staff

1. The ALPR Administrator will conduct an annual review of the use of the ALPR system.

2. This report will be submitted to the Chief of Police through the chain of command by January 31st of the year following the review, unless an alternate date is approved by the Chief of Police, and will include at a minimum:

   - A summary of alerts;
   - A review of enforcement actions taken because of the alerts; *and*
   - An evaluation of the effectiveness of ALPR system.

3. The Patrol Services Bureau Commander shall prepare a report evaluating the department's selective traffic enforcement activities.

4. This report will be submitted to the Chief of Police through the chain of command by January 31st of the year following the review, unless an alternate date is approved by the Chief of Police, and will include at a minimum:

   - A summary of selective traffic awareness, education, engineering and enforcement efforts;
   - A review of traffic enforcement data and traffic crash data; *and*
   - An evaluation of the effectiveness of selective enforcement activities. (61.1.1 (f))

Approved by:



Blair Myhand,
Chief of Police

LCSO 909 LCSO Policy-Automated License Plate Readers (ALPRs)

Purpose:

The purpose of this policy is to set forth guidelines to govern the use of automated license plate readers (ALPRs) by employees of the Lenoir County Sheriff's Office.

Definitions: N.C.G.S. 20-183.30

(1) Automated license plate reader system (ALPRs)-A system of one or more mobile or fixed automated high-speed cameras used in combination with computer algorithms to convert images of license plate into computer readable data.

(2) Law enforcement purpose-Any of the following:

a) Actions related to criminal investigations, arrests, prosecutions, post-conviction confinement, or supervision.

b) Apprehending an individual with an outstanding felony warrant.

c) Locating a missing or endangered person.

d) Locating a lost or stolen vehicle.

(3) Missing or endangered person-A person who has been identified as a missing or endangered person by at least one of the following:

a) The National Criminal Information Center (NCIC)

b) The National Center for Missing and Exploited Children

c) A "be on the lookout" bulletin issued by a law enforcement agency. (2015-190, s. 1; 2023-151, s. 5(d).)

(4) Alert: Also known as a "Hit"-A positive indication, by visual and/or audible signal, of a potential match between data on the "Hot List" and a license plate scanned by the ALPR system. An alert or "Hit" is NOT conclusive confirmation that a license plate is wanted, and additional investigation is always warranted when an alert is indicated.

(5) ALPR Coordinator-Designee of the Sheriff who will conduct annual or more frequent auditing and reporting of ALPR use and effectiveness to the Sheriff. (NCGS 20-183.31-7)

(6) Automated License Plate Reader (ALPR) (Falcon System)-A device that uses cameras and computer technology to compare digital images of license plates to lists of known plates of interest. ALPR's may be deployed in different configurations including fixed (permanent or semi-permanent installation at specific location) and mobile (attached to a vehicle or trailer). Both configurations operate in the same manner.

(7) Fixed Location ALPR-Fixed ALPR locations use cameras that are engineered to focus on the rear license plate of vehicles passing by the camera location. The camera images are sent by cellular data signal to an off-site server where the images are compared with license plates from NCIC and local hot lists. License plates that match an NCIC entry or hot list trigger an alert to the user who is logged in

to monitor the ALPR system. Although all plates are imaged, only the NCIC entered or hot list plates trigger an alert. The images of the license plates of vehicles passing by the camera are retained for no longer than 30-days.

(8) Hot List-License plates associated with vehicles of interest from an associated database, including, but not limited to, NCIC, DMV, Local BOLOs, etc.

(9) Scan File-Data obtained by an ALPR of license plates within public view that were read by the device, including potential images of the plate and vehicle on which it was displayed, and information regarding the location of the fixed camera position at the time of the ALPR read. Information stored includes a photo of the registration plate showing the rear of the vehicle, a date and time stamp of when the registration plate was read by the ALPR and a GPS coordinate to identify the location the registration plate was read by the ALPR.

(10) Search-Allows those users assigned to the role to access and conduct investigative searches.

(11) Lookup-Allows those users assigned to the role to conduct a specific plate search within our agency's devices, or other agency's devices who are also opted into either statewide or national lookup, or both.

Policy:

It is the Policy of the Lenoir County Sheriff's office to provide direction to field personnel for the use of ALPRs. A fundamental element of policing is locating stolen vehicles or vehicles involved in other criminal acts such as but not limited to; child abduction and drive-by shootings.

Automated license plate recognition systems play an increasingly important role in public safety by assisting with the location of wanted vehicles and subjects while enhancing productivity, effectiveness, and officer safety. ALPR systems recognize, read, and compare motor vehicle license plates against various police databases much more efficiently than officers manually scanning and making comparisons while on patrol.

Regulation of use:

A. The Lenoir County Sheriff's Office access to automated license plate readers security cameras through Flock Group, Inc on a subscription basis.

B. Flock is Criminal Justice Information Services (CJIS) compliant, and all information is encrypted at rest in the cloud using Amazon Web Services (AWS) Key Management Service (KMS) keys, which use Federal Information Processing Standard (FIPS) 140-2 validated hardware security modules to generate and store the keys. All logins and queries will be stored and monitored including:

1. Username
2. Date
3. Time
4. Purpose of query
5. License Plate and other elements used to query the system

C. Flock and their customers are responsible for the security, storage and retention of data collected by these systems.

D. ALPR data is considered a record of a criminal investigation and is confidential and not a public record (NCGS 132-1.4). Data shall not be disclosed outside of the Lenoir County Sheriff's Office except for safety purposes pursuant to a written or electronic request from another requesting law enforcement agency. This request can only be granted by the Sheriff Admin or the Agency ALPR Coordinator.

1) For agencies that are not part of the Flock network, the request must indicate the agency's incident number and why the agency is requesting the ALPR data, i.e., missing person, wanted subject, stolen vehicle, etc. (NCGS 20-183.32e). After approval or denial, the Agency ALPR Coordinator will keep and file the request.

2) Agencies within the Flock network, that have previously made an electronic request for camera sharing access and were approved by the Agency ALPR Coordinator, will be able to search by entering a search reason within the Flock System. This will create a log containing the following information:

    a. The person completing the search

    b. Their agency

c. The date and time of the search

d. The tag and/or vehicle description searched

e. The timeframe they were looking for the vehicle

f. The reason for the search

E. All requests or invitations to access data from private ALPR systems (i.e., HOA's community watch groups or private businesses) shall be forwarded to the Agency ALPR Coordinator for approval.

F. The Agency ALPR Coordinator will conduct a monthly audit for the ALPR system and its use.

G. All users of the ALPR system in this Office, will complete CJIS (Criminal Justice Information Services) training annually.

H. No user of this Office will use personal devices to access the ALPR system. (Only approved devices).

I. No user of this Office will use any of the ALPR data for personal use, if found the user will be terminated from using the ALPR system and disciplinary action will be taken.

J. No user of this Office will allow an unauthorized person to have access to their credentials.

A. All users within this Office who have access to the subscribed and privately owned ALPR camera systems through Flock, will be allowed to receive hotlist alerts, if any of the cameras in the agency's jurisdiction captures images of a vehicle displaying a tag that is linked to the following NCIC categories:

1. Supervised Prisoner Release
2. DVPO
3. Protective Interest
4. Violent Person
5. Missing Person
6. Immigration Violator
7. Suspected Terrorist
8. Warrants
9. Stolen Tag
10. Stolen Vehicle
11. Sex Offender

B. ALPR systems utilizing the NCIC's Hot List will download the file at least once within a 24-hour period. (NCGS 20-183.32d)

C. Receiving alerts may or may not require immediate action. Deputy receiving an alert will verify the plate number and state of origin to ensure that the alert is accurate. They will run the plate

in DCI or other appropriate official database to confirm that the plate is still active in the database for the alert given. The Deputy will then establish reasonable suspicion or probable cause before conducting stops, making detentions, or initiating arrests. Enforcement actions should not be taken solely on the ALPR alert.

D. Deputies may also access data when investigating any specific crime where the data may be able to provide suspect information. Data can be searched and filtered based on vehicle type, camera location and date/time. All searches of data will require a search reason for auditing purposes.

E. Deputies will use the full incident number related to the case they are searching for as the search reason.

F. All users must have ALPR training before using the system

Storage and Retention:

A. Flock Group, Inc., the ALPR vendor, will store the data (data hosting) and ensure proper maintenance and security of data stored in their cloud-based system. Flock will also oversee the purging of data at the end of the 30-day storage period. The Office is responsible for extracting, downloading, and archiving footage from Flock on its own storage devices for auditing, prosecutorial and administrative purposes.

B. Any ALPR data requiring preservation past 90 days will require a preservation request or search warrant as prescribed under NCGS 20-183.32.

C. Information gathered or collected, and records retained by the Flock Safety system on behalf of Flock Safety Customers, in accordance with NCGS 20-183.31b will not be:

1. Sold, published, exchanged, or disclosed for commercial purposes.
2. Disclosed or published without authorization.
3. Disseminated to persons not authorized to access or use the information.

D. Axon Evidence.com (http://Evidence.com):

a. Can Add Evidence to Axon: Allows those users assigned to the role to upload images from Flock to Axon's evidence.com (http://evidence.com/) for discovery of evidence.

Related to License Plate Reader "Pilot Program"- (S.L. 2023-151, Section 5, as amended by S.L. 2024-43)

A. The Department of Transportation may enter into agreements with the North Carolina State Bureau of Investigation for the placement and use of automatic license plate reader systems, as defined in G.S. 20-183.30(1), within land or right-of-way owned by the Department of Transportation as part of a pilot program established by this section

B. The State Bureau of Investigation may enter into an agreement under this section on its own behalf or as an administrative agent

of a federal, state, or local law enforcement agency. Any LEO agency selected to participate in the pilot program shall provide to the NCSBI information pertaining to their agency's use of each ALPR system located within the Department of Transportation right-of-way. This information shall include:

i. LCSO written policy governing the use of each system

ii. Number of license plates captured by each system

iii. Number of occasions data captured by each system was preserved for more than 90 days during the pilot program

iv. Pursuant to the provisions established in G.S. 20-183.32(b)

C. This information shall be provided by each participating agency to the NCSBI ALPR Coordinator by March 1, 2026, in accordance with guidelines established by the State Bureau of Investigation.

Macon County Sheriff's Office

Policy Title: **AUTOMATED LICENSE PLATE READER SYSTEM (ALPR)**

Date: **December 1, 2025**

I. POLICY

This policy establishes procedures for using Automated License Plate Reader (ALPR) systems to identify vehicles that have a specific interest to law enforcement.

II. DEFINITION

AUTOMATED LICENSE PLATE READER COORDINATOR (ALPR)

The Sheriff will designate a coordinator for the Macon County Sheriff's Office ALPR system to oversee and ensure the proper training is conducted and completed by anyone with access to the ALPR database. The coordinator will be responsible for maintaining the training records. The coordinator will be responsible for granting access to the ALPR system as well as addressing any issues that may arise as a result of misuse. The coordinator will immediately report any violations related to the use of the ALPR systems as well as any citizen complaints about the ALPR program to the NCSBI ALPR coordinator.

AUTOMATED LICENSE PLATE READER (ALPR)

An ALPR system consists of cameras connected to a computer processing unit that converts images of license plates into computer-readable data. These cameras can be mounted to a patrol vehicle or set up in a temporary/stationary location. The license plate data is compared against a database of license plates associated with AMBER alerts, endangered persons, fugitives, stolen vehicles, wanted and/or missing persons, and other databases designed to enforce laws or further criminal investigations. The images and associated data, such as date, time and GPS coordinates, are then stored in accordance with laws of the state of North Carolina.

III. USE OF ALPR SYSTEMS

Prior to utilizing ALPRs members shall be trained in the proper operation and the purpose for which an ALPR may be used. This training will be documented upon completion.

Use of ALPR systems mounted to posts at stationary location, portable ALPR systems on trailers or other movable objects as well as patrol vehicles shall be used only for legitimate law enforcement purposes. These purposes include identification of registration plates which are stolen, AMBER alerts, endangered persons, fugitives, wanted and/or missing persons, lost or stolen vehicles, post-conviction confinement/supervision, BOLO issued by a law enforcement agency and criminal investigations. Members using ALPRs shall **NOT** operate an ALPR in areas or in a manner that is designed to harass or intimidate citizens.

The Macon County Sheriff's Office Designee or his/her designee shall comply with the reporting requirements of the North Carolina General Statutes for the use of ALPR systems and with the North Carolina State Bureau of Investigation who is designated as the managing entity for the use of ALPR systems in North Carolina. This includes sharing the ALPR information with the NCSBI for statistical and data gathering for the annual report.

IV. PROCEDURE WHEN THE ALPR SYSTEM ALERTS ON A VEHICLE

The ALPRs can sometimes misread a plate and does not recognize the state of origin. Additionally, the data against which the plates are compared are not updated in real time. Therefore, when the ALPR alerts on a plate, law enforcement shall follow these procedures:

- **MEMBERS SHALL NOT TAKE ANY ENFORCEMENT ACTION BASED SOLELY ON THE ALPR ALERT**
- ALPR alerts must first be confirmed through DCI/NCIC and/or a law enforcement database prior to taking any enforcement action
- When the ALPR system alerts on a plate, members shall:

1. Confirm the characters and state displayed on the vehicle registration was not misread and match the alert.
2. After confirming the characters and state, members shall run the plate through DCI or other appropriate official database to confirm the reason for the alert prior to conducting a vehicle stop.

V. DATA RECORDED BY THE ALPR SYSTEMS

Data obtained and/or stored through use of ALPRs shall not be disseminated outside the agency. However, data obtained and stored through use of ALPRs may be shared with other law enforcement agencies that request access for a legitimate law enforcement purpose upon approval by the appropriate supervisor

or Designee approved by the Sheriff. Data can only be disclosed to other law enforcement agencies with similar federal, state, or local authority. The sharing of ALPR information is done utilizing the current vendor who manages the ALPR database for the Macon County Sheriff's Office. All ALPR-generated data will be purged after a 90 day retention period unless a longer retention period has been identified for court or investigative purposes consistent with the requirements set forth in G. S. 20-183.31. Access to the ALPR database is limited to official law enforcement purposes only.

Flock Safety is the current entity for which the Macon County Sheriff's Office utilizes services for ALPR cameras, installation, removal, engineering, permitting, data storage and security, information sharing among agencies, system updates, retention, training, annual auditing of data, accessing data obtained by ALPR camera systems not operated by law enforcement, and for any calibration or maintenance schedules or repairs.

VI. ALPR SYSTEM DATA IS NOT A PUBLIC RECORD

Captured plate data obtained in accordance with North Carolina General Statutes is considered confidential and not a public record as the term is defined in G.S. 132-1.

If there is a Freedom of Information Act (FOIA) request, court orders, subpoenas, or outside requests for data or information related to the ALPR system, Macon County Sheriff's Office will promptly notify the ALPR coordinator with the North Carolina State Bureau of Investigation. Macon County Sheriff's Office will advise the coordinator of any intended release of any data or records subject to the ALPR agreement to the requestor.

McDowell County Sheriff's Office

Policy #: **MCSO-140**

Policy Title: **LICENSE PLATE READERS**

Revision Date: **03/14/2025**

POLICY

This policy will govern the operation of all License Plate Reader (LPR) devices, whether standalone or integrated into other systems, such as in-car camera systems.

I. Data obtained by this agency by way of an LPR must be obtained, assessed, preserved, and disclosed only for a law enforcement purpose. A law enforcement purpose is only a purpose related to:

   A. Actions related to criminal investigations, arrests, prosecutions, post-conviction confinement, or supervision;

   B. Apprehending individuals with an outstanding felony warrant; or,

   C. A missing or endangered person as identified by the NCIC; National Center for Missing and Exploited Children; or a "be on the lookout" bulletin issued by a law-enforcement agency.

   Data obtained as a result of the LPR may NOT be used for the enforcement of traffic violations alone.

II. All license plate readers utilized by the McDowell County Sheriff's Office will access and retrieve data only from the following databases:

   A. NCIC: criminal history record information to include: protection order; stolen vehicle; sex offender, gang or suspected terrorist; violent person; missing person; stolen plate; warrants.

   B. Canadian Police Information Center data records.

III. Any and all captured license plate data obtained by the LPR shall not be retained for more than 90 days after the data is captured, unless the information has been requested to be preserved by a law

enforcement agency; a State search warrant has been issued for the data; or a federal search warrant has been issued for the data.

A. In order for any data to be retained based on a request by a law enforcement agency, the requesting agency must specify in a written sworn statement the location of the cameras for which captured plate data must be preserved and the particular license plate for which the captured data must be preserved; the date and times for which the captured plate data must be preserved; specific and articulable facts establishing reasonable grounds to believe that the captured plate data is relevant and material to an ongoing criminal or missing persons investigation, or is needed to prove a violation of a motor carrier safety regulation; and the case and identity of the parties involved in that case.

B. After one year from the date of the initial preservation request, the captured plate data must be destroyed in accordance with this agency's records retention policy, unless an additional preservation request is received within that one year.

IV. The LPR administrator shall ensure that the system is updated from the databases specified in this policy every 24 hours if such updates are available or as soon as practical after such updates become available.

V. No member of the McDowell County Sheriff's Office shall utilize the LPR system without first obtaining the appropriate authorization by the Sheriff and receiving the required training as set forth by the manufacturer of the unit. Completion of this training will be documented in each employee's training folder.

VI. It shall be the responsibility of each shift supervisor to ensure that the LPR system is being used in accordance with this policy.

VII. Any retained data that was retrieved through the LPR system shall be retained by the LPR system administrator with access allowed to this data only in accordance with guidelines promulgated by the Sheriff.

VIII. The LPR administrator and one executive staff member designated by the Sheriff shall prepare an annual report to the agency head summarizing the use and effectiveness of the LPR system. Additionally, the LPR administrator and one designated executive staff member shall coordinate and prepare, for the agency

head's signature, the report to the Joint Legislative Oversight Committee on Justice and Public Safety in accordance with GS 20-183.32A.

IX. Any data obtained from a LPR system operated by an agency other than a law-enforcement agency, such as the North Carolina Department of Transportation, will be requested, maintained, and secured to the same degree as data obtained through LPR systems operated by law enforcement agencies and in accordance with this policy.

X. The LPR system administrator will ensure that all maintenance and calibration schedules required by the manufacturer of the LPR system are maintained for each individual LPR.

XI. All captured plate data from the LPR system is confidential and is not a public record. This data shall be disclosed only to officers of a federal, state, or local law-enforcement agency for a legitimate law-enforcement purpose, pursuant to a written request from that agency.

XII. Statutory reference: Article 3D, Chapter 20, North Carolina General Statutes.

Office of the Sheriff N.C.		New Hanover County,
Standard Operating Policy		
	**Policy#** 222	**Subject** Automatic License Plate Readers
Pages 11	**Effective Date** 2024- Dec-09	**Last Update**
References:		

222.1 POLICY

The New Hanover County Sheriff's Office (NHCSO) has established comprehensive procedures governing the operations of fixed and mobile automatic license plate readers (ALPR). ALPR technology automates a process that, in the past, was conducted manually by sworn employees, license plate by license plate, with much discretion. ALPR is an information technology system with the capability to quickly scan and match license plate numbers and/or letters to stolen vehicles and/or license plates, vehicles associated with missing and/or wanted persons, and vehicles wanted in connection with criminal activity.

222.2 DEFINITIONS

A. Automated License Plate Reader (ALPR) system: Either mobile or at fixed locations, equipment including camera(s), computer(s), and computer software used to automatically recognize and interpret the characters on vehicle license plates. Digital images captured by the cameras are converted into data, which is processed through the ALPR system. This data is then compared against a list of license plates bearing some significance to the New Hanover County Sheriff's Office or identified as relevant for law enforcement purposes via the National Crime Information Center (NCIC). If the information supplied via the ALPR system alerts ALPR operators to an offense or relevant intelligence on a vehicle, then the vehicles may be stopped by sworn employees to allow for further investigation. Stored data may also be analyzed within a ninety (90) calendar-day retention period for criminal investigative or missing person purposes.

1. Fixed ALPR: ALPR cameras mounted on stationary objects aimed at a vehicular lane of travel. Stationary objects include, but are not limited to, utility poles, traffic signal poles, independently mounted poles, and traffic signal mast arms. Fixed ALPR locations use cameras that are engineered to focus on the rear license plate of vehicles passing by the camera

location. The camera image is sent by cellular data signal to an off-site server where the image is compared with license plates entered into the National Crime Information Center (NCIC) and hot lists as defined below. Only license plates that match an NCIC entry or hot list entry will trigger an alert.

2. Mobile ALPR: ALPR cameras mounted on trailers positioned in a mobile environment or vehicle mounted cameras installed in New Hanover County Sheriff's Office vehicles being operated by sworn law enforcement.

B. Alert: A visual and/or audible signal indicating a potential match between data on the hot list and a license plate scanned by the ALPR system. An alert is not conclusive confirmation that a license plate is connected to an investigative and/or enforcement interest within the New Hanover County Sheriff's Office jurisdiction. Additional investigation is always required to validate an alert.

C. ALPR-Generated Data: Information obtained by an ALPR of license plates within public view that were read by the device, including images of the plate and vehicle on which it was displayed, and information regarding the location of the law enforcement vehicle or stationary camera position at the time the information was captured. Information stored includes a photo of the license plate showing the rear of the vehicle, a date and time stamp of when the license plate was read by the ALPR and a GPS coordinate to identify the location the license plate was read by the ALPR.

D. ALPR Manager: An employee designated by the Sheriff or their designee who is responsible for the coordination of all aspects of the NHCSO ALPR system program including its administration, technical troubleshooting, training, repair, etc.

E. ALPR Operator: A NHCSO employee properly trained in the use of the NHCSO ALPR system.

F. Hot List: An ALPR server database list that includes license plate information that the ALPR system should check for and alert on. Such lists can be local or external and include identification information for vehicles that have been reported stolen, are associated with missing persons, and/or are wanted in connection with criminal activity.

1. External Hot List: A database populated with items of specific concern to the investigative and/or enforcement interests within the NHCSO's jurisdiction. External hot lists are imported into the system from other sources such as the National Crime Information Center (NCIC) and DCI.

2. Local Hot List: An addition to the ALPR server database that is appended to the External Hot List. The local hot list consists of license plates with local investigative significance that have been entered into the server hot list by an ALPR operator. Local hot list entries must include a case number and relevant case information, including employee name, initials, and/or identification number.

G. Law enforcement purpose. - Any of the following:

1. Actions related to criminal investigations, arrests, prosecutions, post-conviction confinement, or supervision.

2. Apprehending an individual with an outstanding felony warrant.

3. Locating a missing or endangered person.

4. Locating a lost or stolen vehicle.

H. Missing or endangered person. - A person who has been identified as a missing or endangered person by at least one of the following:

1. The National Criminal Information Center.

2. The National Center for Missing and Exploited Children.

3. A "be on the lookout" bulletin issued by a law enforcement agency.

222.3 PROCEDURES

A. ALPR operators will complete formal NHCSO-approved training before using any ALPR system.

B. Local hot list data will be updated at a minimum of every twenty-four (24) hours if such updates are available or as soon as practical after such updates become available. The ALPR manager or their designee shall review local hot list data at least once per shift.

1. The following are some of the databases used to compare and validate the ALPR-Generated Data:

DCI, CJLEADS, DMV, idiCORE, CARFAX, CLEAR, Records Management System (RMS), LinX, and Police2Police.

C. Upon receiving an alert from an ALPR, an ALPR operator will use the displayed information to help validate the nature and accuracy of the alert. The ALPR operator will visually verify that the license plate connected to an investigative and/or enforcement interest within the NHCSO's jurisdiction and the license plate alerted by the ALPR screen are the same (e.g., correct vehicle description and license plate letters, numbers, state, and any other information that can be matched). Deputies should be mindful that the ALPR may produce erroneous alerts due to damaged license plates, system misread, misidentification of a license plate state, or the variety of license plate types, etc.

D. Once an ALPR operator has confirmed that the alert is valid, the operator will take the appropriate steps to initiate law enforcement action. Any traffic stops based on the alert from the ALPR must comply with all laws and procedures for a traffic stop. If the alert is for a stolen vehicle or license plate, a vehicle connected to a missing or wanted person, or a vehicle wanted in connection with a felony, the ALPR operator will confirm that the license plate is still listed in NCIC as having investigative significance.

1. If the ALPR alert is the result of an internal hotlist entry and the vehicle has not yet been entered into NCIC, the ALPR operator will review the associated reports to determine if the vehicle is still of investigative significance.

2. An ALPR alert on a license plate related to a stolen vehicle or a vehicle wanted in connection with a felony may not rise to the level of reasonable suspicion and is certainly not sufficient probable cause to effect an arrest without confirmation that the vehicle is still wanted.

3. If the alert is for another type of investigative significance, the ALPR operator will review the alert description and take the appropriate steps to initiate law enforcement action. Confirmation that the vehicle is still wanted is essential before the stop of any person unless exigent circumstances exist. If there are no instructions in the reason code, or if the NCIC hit cannot be verified, officers will need to develop reasonable suspicion independently of the ALPR alert prior to taking any enforcement action

4. There may be alerts that will not always require action, such as NCIC Nationwide Domestic Violence Protection Orders.

5. ALPR operators must ensure that all terrorist watch list alerts or "positive hits" are reported to the Terrorist Screening Center (TSC). All terrorist watch list hits will be handled by phone. There will be no radio traffic

concerning terrorist watch list alerts except in the case of emergencies. ALPR operators must be familiar with the three (3) levels of terrorist watch list positive hits:

a. Level one (1) – stop the vehicle, hold the occupants, and contact TSC.

b. Level two (2) – visually track the vehicle, do not alert vehicle occupants of your presence, and contact TSC for further instructions.

c. Level three (3) – take no law enforcement action, document alert information, and report the positive hit and related information to TSC.

6. ALPR-generated data shall not be used for the enforcement of traffic violations.

E. Development of the Hotlist - Information will be submitted, maintained and accessed in a cloud based CJIS approved vendor the following ways:

1. Available NCIC extract downloads occur twice daily and will transfer that hotlist data to the ALPR server.

2. Authorized users of the ALPR during their shift may only enter additional vehicles of interest to the hotlist for official and legitimate law enforcement purposes with prior supervisory approval.

3. Other local hotlists may be developed for manual entries through the current ALPR systems.

4. Hotlists may be compiled from vehicles associated with NCIC entries or from the offense categories provided below. When entering a hotlist entry into Evidence.com, select an Offense Category from the drop-down menu that most closely matches the list provided below. A priority of Normal will be used for all Offense Categories with 2 exceptions: Categories pre-labeled below or those with supervisory approval.

a. Amber Alert/Child Abduction

b. Robbery

c. Vehicle Theft

d. Warrant for Arrest (WFA)

e. Aggravated Assaults/Sexual Assaults

f. Missing Persons/Silver Alert

g. Involuntary Commitments (IVC)

h. Stolen Plate/Vehicle

i. Hit and Run Vehicle

j. Vehicle that fled from a traffic stop

k. Persons of Interest

F. ALPR-generated data is to be used for official law enforcement purposes only. Upon written or electronic request, ALPR-generated data may be shared by authorized members of the NHCSO with other criminal justice agencies for legitimate law enforcement purposes only. Any other use of this data is strictly prohibited.

1. The requesting law enforcement agency must send an email or written request to the ALPR manager or their designee containing the agency's investigative report number, the type of crime being investigated, the name of the person of interest (if known), and the vehicle registration number being sought.

2. The ALPR manager or their designee will review the request and, if the provided information meets the NHCSO requirements for sharing ALPR generated data with other law enforcement agencies, the ALPR manager or their designee will fulfill the request.

3. Once the request is fulfilled, the ALPR manager or their designee will keep record of the request and information provided in accordance with Chapter 8C: Evidence Code of the North Carolina General Statutes and NCGS § 20-183.32 Preservation and Disclosure of Records.

222.4 ROLES AND RESPONSIBILITIES

A. The ALPR manager will be responsible for the management of NHCSO-owned ALPR systems, training, reports, and maintenance as follows:

1. Ensuring the ALPR system is integrated into the NHCSO's patrol and investigative functions and determining any restrictions for the use of the ALPR system.

2. Recommending procedural changes to the NHCSO Command Staff.

3. Obtaining quarterly reports on the health of the ALPR System from the ALPR contracted maintenance vendor. The report will include details of any calibration needed to the hardware or software used to operate the ALPR system. Records of maintenance and calibration schedules must be retained by the ALPR Manager or their designee in lieu of the contracted ALPR vendor.

4. Ensuring that neither the ALPR equipment, including the software and operating system, is modified absent the direction of the ALPR manager.

5. Ensuring that all maintenance and repair of the ALPR equipment is completed.

6. Reporting on NHCSO-owned ALPR systems when requested, including usage, training, camera reads, associated apprehensions, the system's health, and the maintenance and support contract status.

7. Ensuring the NHCSO ALPR training meets the following criteria:

    a. Training will be timely, adequate, and properly documented by the NHCSO Training Coordinator (TC) or their designee.

    b. ALPR operators will be properly trained before accessing ALPR-generated data or participating in ALPR field operations.

    c. Supervisors will receive the information necessary to effectively oversee the ALPR equipment and use.

    d. All aspects of ALPR operations will be conducted per this standard operating procedure.

8. All requests for shared data access from other law enforcement agencies and/or invitations to access data from private ALPR systems (i.e. HOA's, Community Watch Groups) shall be forwarded to the ALPR manager for approval.

9. The manager of the ALPR program will be responsible for conducting, reviewing and retaining audits of the ALPR system. These audits shall be forwarded through the chain of command to the Sheriff annually. The audit information should include the following:

a. Records of ALPR operators and their ALPR usage, including vehicles of interest added to a hotlist by individual deputies.

b. A listing of access to the department's server, to include access, additions and/or searches of the scan file, in order to verify security of that data and compliance with this policy.

c. Auditing the local hotlists to ensure manual entries are being deleted when no longer of interest.

B. Supervisors will be responsible for:

1. Monitoring the use of any ALPR systems and ensuring they are being used per this standard operating procedure.

2. Ensuring ALPR-generated reports are included in Watch Commander reports for enforcement actions resulting from ALPR-generated leads.

3. Ensuring that employees report damage to NHCSO-owned ALPR equipment or needed repairs immediately. The supervisor will:

4. Follow established procedures to document needed repairs and/or damage (and investigate, if necessary).

5. Report needed repairs and/or damage (and the findings of any investigation) to their division commander and the ALPR manager.

6. Approval of hotlist entries by their deputies and for confirming the required information is being provided within the entry. Deputies shall add the following information into the notes section of hotlists:

a. Why the vehicle is of interest.

b. What actions, if any, other deputies should take if the vehicle is located.

c. Who is to be contacted after the vehicle is located.

d. If a case number is associated with a vehicle, include the case number.

222.5 DATA RETENTION AND USE

A. Per North Carolina General Statute (N.C.G.S.) § 20-183.32, ALPR-generated data is not a public record. Data shall not be disclosed except to a criminal justice officer at a State or local law enforcement agency or a similar official

at a federal law enforcement agency for a legitimate law enforcement purpose pursuant to a written request from the requesting agency.

1. Written requests may be in electronic format.

2. Nothing in this subsection shall be construed as requiring the disclosure of ALPR-generated data if the NHCSO determines that disclosure will compromise an ongoing investigation.

3. ALPR-generated data shall not be sold for any purpose.

4. Data will be stored on a vendor-approved cloud-based storage solution and will not be stored outside the control of ALPR users.

B. As required by NCGS § 20-183.32, ALPR-generated data will be purged ninety (90) calendar days after the date the data is captured. ALPR-generated data may be preserved for more than 90 days pursuant to any of the following:

1. A preservation request under section (C) of 222.5 Data Retention and Use.

2. A search warrant issued pursuant to Article 11 of Chapter 15A of the North Carolina General Statutes.

3. A federal search warrant issued in compliance with the Federal Rules of Criminal Procedure.

4. ALPR-generated data that is utilized in a criminal investigation and must be preserved pursuant to Chapter 8C: Evidence Code of the North Carolina General Statutes.

C. For preservation requests of ALPR-generated data, the ALPR Manager or their designee shall take necessary steps to immediately preserve all available ALPR-generated data. The requesting criminal justice entity must specify in a written, sworn statement all of the following:

1. The location of the particular camera, or cameras, for which captured plate data must be preserved and the particular license plate for which captured plate data must be preserved.

2. The date(s) and time frame(s) for which captured plate data must be preserved.

3. Specific and articulable facts showing that there are reasonable grounds to believe that the captured plate data is relevant and material to an ongoing criminal or missing persons investigation or is needed to prove a violation of a motor carrier safety regulation.

4. The case and identity of the parties involved in that case.

   After one year from the date of the initial preservation request, the ALPR-generated data shall be destroyed according to the NHCSO's record or data retention policy, unless the ALPR Manager or their designee receives within that period another preservation request under this subsection, in which case the retention period established under this subsection shall reset.

D. Within the New Hanover County Sheriff's Office, access to ALPR-generated data is restricted to NHCSO employees.

   1. The ALPR manager will determine which employees will have access to the database for investigative queries and reports. Any requests for database access will be handled on a case-by-case basis and those granted access will be provided permissions via evidence.com and/or Flock Safety.

   2. The ALPR Manager and Operators are responsible for the security of the ALPR data and may only access, use, release and/or disseminate hot list and ALPR-generated data for official and legitimate law enforcement purposes:

      a. As with other similar data, the NHCSO will ensure that the storage, use and transmission of ALPR-generated data is as secure as reasonably possible. Access to shall be restricted to sworn law enforcement personnel and designated non-sworn personnel.

      b. Hot list data will be considered confidential information. Security of the hot list data will be the responsibility of the ALPR operator or personnel accessing the data.

      c. ALPR-generated data will be considered confidential information. Access to ALPR-generated data will be secured and controlled by a login/password accessible system, capable of documenting who accessed the information by identity, date and time. NHCSO personnel may only access data stored in the ALPR server based upon a reasonable belief that the ALPR-generated data may be related or useful as part of a specific official action or investigation.

      d. This section also applies to shared data obtained by ALPR systems not operated by this agency.

222.6 OTHER SUPPORTING DOCUMENTATION

N.C.G.S. Chapter 20 Article 3D - Automatic License Plate Reader Systems
N.C.G.S. § 20-183.32 Preservation and Disclosure of Records
N.C.G.S. Chapter 8C – Evidence Code
N.C.G.S Article 11 of Chapter 15A
U.S. Department of Justice, Federal Bureau of Investigation, Criminal Justice Information Services Division, Criminal Justice Information Security Policy

222.7 COMPLIANCE

All NHCSO personnel shall adhere to and abide by the rules and regulations set forth in this policy**.**

Approved By: _____ signature on file _____

Edward J. McMahon
Sheriff
New Hanover County, N.C.

Ocean Isle Beach Police Department

Chapter 4 – Operations 4.35

Electronic Observation Unit

Initial Date of issue: *March 22, 2021*

Review Date: *March 22, 2021*

Authorized By: Chief J.K. Bellamy

POLICY STATEMENT

The Ocean Isle Beach Police Department is committed to protecting the public, both residents and visitors, and aiding the town's emergency management protocol by integrating the best practices of public safety with state-of-the-art technology. The Electronic Observation Unit (EOU) is one component of the OIBPD comprehensive safety plan. The EOU assists the department in (i) the identification of criminal activity as it is occurring, (ii) the prevention and deterrence of criminal activity, and (iii) the capture of video evidence to support prosecution of criminal cases. This is accomplished using overt cameras in public areas while still recognizing privacy interests held by citizens.

COMMENTARY

This policy explains the purpose of the EOU and provides guidelines for the capture, storage and use of video and images.

All sworn OIBPD officers and other specific personnel are authorized to use video equipment in conjunction with their assigned duties. The OIBPD maintains the camera technology specifically designed to support OIBPD officers. This system will provide instant and comprehensive information to officers via IPCS, including automated license plate recognition (ALPR) systems, and other enforcement software and databases.

No person may access information obtained via IPCS without a proper law enforcement purpose. No unauthorized recording, viewing, reproduction, retention, or distribution is permitted. When using any Internet Protocol Camera System (IPCS) technology, OIBPD Officers will only monitor public areas and public activities where no legally protected reasonable expectation of privacy exists. OIBPD officers investigating a crime committed by a person whose description is known, shall not base an investigation or use the video enhancement or tracking capabilities on individual characteristics or classification including, but not limited to, race, gender, sexual orientation, national origin, or disability.

Records of criminal investigations conducted by public law enforcement agencies, records of

criminal intelligence information compiled by public law enforcement agencies, and records of investigations conducted by the North Carolina Innocence Inquiry Commission, are not public records as defined by G.S. 132-1.

I. DEFINITIONS

1. EOU- Electronic Observation Unit

2. Internet Based Camera System- Internet Protocol Camera Systems (IPCS) is a surveillance option available to the Ocean Isle Beach Police Department. IP cameras are closed-circuit cameras that use internet protocol to transmit data through a computer IP based network. The IP Camera System includes video monitoring cameras, a video encoder system, transmission device, and power control.

3. Automated License Plate Reader-(ALPR) A system of one or more mobile or fixed automated high-speed cameras used in combination with computer algorithms to convert images of license plates into computer-readable data. The images and associated data, such as date and time, are then stored in accordance with laws and departmental policy.

4. Pre-Archival Period- the data retention period designated for routine review.

5. Archival footage- Data types and/or specific data instances collected by the IPCS which have been approved by the Chief or EOU in writing for further retention beyond the pre-archival period.

II. RULES

A. N.C.G.S 132-1: Public Records

B. N.C.G.S. 20-183.32: Preservation and disclosure of records.

C. N.C.G.S. 132-1.4 Criminal investigations; intelligence information records; Innocence Inquiry Commission records

D. N.C.G.S. 20-183.30: Automatic License Plate Reader System

III. PROCEDURES

A. Responsibilities

1. It shall be the responsibility of the Chief or his designee to establish policy and procedures for EOU:

   a. To ensure that OIBPD officers receive department-approved training to use and/or access law enforcement software, databases, and equipment necessary to provide officer support.
   b. To ensure the operation of and information provided by the IPCS is in accordance with N.C.G.S., OIBPD policies and guidelines.
   c. To ensure that IPCS are directed to only record areas in the public areas, and public activities where no legally protected reasonable expectation of privacy exists.
   d. To approve requests from external parties and or internal parties.

2. Investigators within the EOU are responsible for keeping up to date and being aware of where the IPCS is operating in order to make effective deployment and operational decisions. They should:

   a. Work with the vendor to make changes to IPCS based on the direction of the EOU.
   b. Consider and approve, where appropriate, requests from OIBPD officers and outside law enforcement agencies.
   c. Provide factual and comprehensive information to officers in real time via monitoring IPCS to locate suspects, locate vehicles, monitor emerging crime.
   d. Provide factual and comprehensive information to officers related to reported crime by reviewing video, providing system information in hard form, (i.e., disc, thumb drives, pictures) as appropriate, identifying patterns.
   e. Report any malfunction, damages, or problems with IPCS to appropriate person in a timely manner.

3. It will be the officer's responsibility to request assistance to view and provide detailed information in accordance with departmental policy and guidelines to be downloaded:

   a. If an arrest is made and additional information is needed from the EOU, it is the charging officer's responsibility to write a supplemental incident report detailing his or her observations after viewing.

b. Prior to securing the security camera data, the officer who is accessing the material must acknowledge the following:

1. The footage is strictly limited to official law enforcement purposes only.
2. Any and all information gathered by the IPCS is a confidential law enforcement record and shall not be disclosed except in accordance with N.C. public records law.
3. The officer shall secure the video footage for evidentiary purposes in accordance with departmental policy.

B. Information Requests

1. It is the policy of the OIBPD to restrict the sharing of data with third parties and to comply with state law regarding access to said data. Video and ALPR data may only be used for law enforcement or public safety purposes. Except as required by law, subpoena, or other court process, such information will not be otherwise disclosed by the Ocean Isle Beach Police Department.

2. An OIBPD Officer should request assistance from the EOU as appropriate. Should the need occur in real time, the officer shall request EOU assistance via authorized communication channels. All other requests shall be initiated via OIBPD request form.

3. The OIBPD may provide security camera data in support of other law enforcement agencies for a legitimate law enforcement purpose. Any such request should be made through the Chief, Captain, or Investigation Division. The request will be assigned to appropriate EOU personnel. The documentation will be stored in records.

4. Any public request for information received by the OIBPD will be forwarded to the Chief or Captain for response. The request shall be submitted on the OIBPD Public Records Request form. The determination of what records can be released shall be made by the Chief or Captain.

C. Data Retention

1. All data obtained and stored through the use of IPCS is considered a record of a criminal investigation pursuant to N.C.G.S 132-1.4 and shall be used solely for the purpose of attempting to prevent, solve, or detect violations of the law.

2. Generally, data gathered by the EOU will be destroyed as matter of course at

the end of the pre-archival period. Any decision to retain certain data possessing evidentiary or other value beyond the pre-archival period must be approved and documented by the Chief or his designee.

3. ALPR data will be saved for minimum of (30) days and no more than (90) days. Data obtained by EOU in accordance with N.C.G.S. 20-183.32 shall be obtained, accessed, preserved, or disclosed only for law enforcement or criminal justice purposes.

4. Data obtained and/or stored through use of ALPRs is not a public record and shall not be disseminated outside the Ocean Isle Beach Police Department except as required in accordance with state or federal law. However, data obtained and stored through use of ALPRs may be shared with other Law Enforcement agencies that request access for a legitimate law enforcement purpose only upon approval by the Chief of Police or designee. All such requests from other law enforcement agencies shall be made in writing.

5. Stored IPCS data and ALPR data shall be protected from unauthorized access using standard information services practices. Prior to accessing stored data, personnel must complete training. This training shall be coordinated by the OIPBD. Prior to allowing access to the stored material, the individual who is accessing the material must acknowledge:

- Access to the IPCS and ALPR database is strictly limited to official law enforcement purposes only.
- Any and all information gathered by the IPCS and ALPR system is a confidential law enforcement record and shall not be disclosed except in accordance with state law.
- Data obtained and/or stored the use of IPCS and ALPR system may be shared with law enforcement agencies that request access for a legitimate law enforcement purpose only upon approval by the Chief of Police or designee. All such requests from other law enforcement agencies shall be made in writing.

D. Placement of IPCS

1. The IPCS system will be placed in a lawful and strategic way/location to deter criminal activity or to facilitate the advancement of criminal investigation and to protect town property. The use of IPCS is not intended to replace other crime reduction efforts but is intended to supplement the Police Department's effort in the area of community policing. At no time will the camera system be used for

personal reasons or in such a way as to impede an individuals' right to privacy. The final decision for IPCS placement will be made by the Electronic Observation Unit.

2. The placement of the IPCS will be based on the following:
   - Public Safety Concerns
   - Areas of known or projected criminal activities
   - Requests from community citizen groups
   - Requests from Officers within OIBPD
   - Requests from outside agencies
   - Rights of individuals within the monitored area
   - Available power sources for camera operation
   - Quality of the electronic signals from the transmitting antenna to the receiving antenna
   - Safety of the personnel placing the camera system.

3. IPCS are subject to limited availability. Any request for the placement of the IPCS will be reviewed in light of the above criteria and evaluated for practical application and crime deterrence. The placement of IPCS will not be based upon or consider race, national or ethnic origin, or other identifiable group descriptors.

E. Automated License Plate Recognition (ALPR)

1. Use of ALPR shall be used only for legitimate law enforcement purposes. The OIBPD utilizes a fixed platform ALPR that is attached to a fixed location such as a utility pole. Prior to placing a fixed ALPR, the Chief of Police must approve the location, purpose, and duration of the placement. In considering where or not to approve a fixed ALPR the Chief shall consider various factors, which include, but are not limited to:
   - Public Safety Concern
   - Areas of known or projected citizen groups
   - Requests from community citizen groups
   - Requests from Officers within OIBPD
   - Requests from outside agencies
   - Rights of individuals within the monitored area
   - Available power sources for camera operation
   - Quality of the electronic signals from the transmitting antenna to the receiving antenna

- Safety of the personnel placing the camera system.
- The intended purpose of the deployment
- The potential overall impact on the community.

2. Before operating the ALPR system, all personnel shall familiarize themselves with the operating instructions provided. The instructions shall provide information on how to operate the system, and the steps personnel should take before taking action. If personnel have questions regarding the operations of an ALPR system, the supervisor of EOU should be contacted before the ALPR system is operated.

3. The ALPRs can sometimes misread a plate and not recognize the state of origin. Additionally, the data against which the plates are compared are not updated in real time. Therefore, when the ALPR alerts on a plate, officers should follow these procedures:

- Do not use the alert as reasonable suspicion or probable cause.
- Do not take any enforcement actions based solely on the ALPR alert.
- If the system alerts on a plate, Officers shall confirm the accuracy of the plate to ensure the characters and state of origin match the alert.
- After confirming the characters and state, Officers shall run the plate through DCI or other appropriate official databases to confirm the accuracy of the alert.
- Before taking action, officers should confirm the alert is the one that requires action.
- Officers may only take enforcement action once they have confirmed the status of the plate through DCI or other appropriate official database.

This General Order is effective March 22, 2021.

Approved by:
J.K. Bellamy
Chief of Police
Ocean Isle Beach Police

Person County Sheriff's Office Policy and Procedure Manual

Policy and Procedure Number: 41	
Subject: Automated License Plate Readers	
Distribution:	All Personnel
By Order Of:	Sheriff

Policy and Procedure Version Control

Version	Date	Description
1	11/05/24	Original

POLICY STATEMENT:

It is the policy of the Person County Sheriff's Office to provide direction to field personnel for the use of Automated License Plate Readers (ALPR). A fundamental element of policing is locating stolen vehicles or vehicles involved in other criminal acts such as child abduction and drive-by shootings. Automated license plate recognition systems play an increasingly important role in public safety by assisting with the location of wanted vehicles and subjects while enhancing productivity, effectiveness, and officer safety. ALPR systems recognize, read, and compare motor vehicle license plates against various law enforcement databases much more efficiently than deputies manually scanning and making comparisons while on patrol. The detection devices also work with the ALPRs to correlate any vehicles leaving the area to establish potential suspect vehicles more rapidly.

PURPOSE:

This policy establishes procedures and guidelines for the use and oversight of the sheriff office fixed and mobile ALPR technology.

DEFINITIONS:

1. **Automated License Plate Reader (ALPR):** A device that uses cameras and computer technology to compare digital images of license plates to lists of known plates of interest.

ALPR's may be deployed in different configurations including fixed and mobile cameras. Both configurations operate in the same manner for the same purposes.

a. Fixed ALPR locations use cameras that are engineered to focus on the rear license plate of vehicles passing by the camera location. The camera image is sent by cellular data signal to an off-site server where the image is compared with license plates entered into the National Crime Information Center (NCIC) and hotlists as defined below. Only license plates that match an NCIC entry or hotlist entry will trigger an alert. The images of the license plates of vehicles passing by the camera are retained for no longer than 30 days.

b. Mobile ALPR systems work in the same manner. The cameras may be mounted on a vehicle or on a mobile trailer. The ALPR users who are logged in to monitor that particular camera will receive an alert if a captured image matches an NCIC entry or hotlist entry.

2. **Hotlist:** A license plate associated with a vehicle of interest from NCIC, or a vehicle involved in a criminal investigation.

3. **Scan File Data:** Information obtained by an ALPR of license plates within public view that were read by the device, including images of the plate and vehicle on which it was displayed, and information regarding the location of the police cruiser or stationary camera position at the time the information was captured. Information stored includes a photo of the registration plate showing the rear of the vehicle, a date and time stamp of when the registration plate was read by the ALPR and a GPS coordinate to identify the location the registration plate was read by the ALPR.

PROCEDURES:

A. Overview

1. The ALPR works by comparing hotlist data with the scan file. The device will alert the user of potential matches. The user must take steps to validate the alert itself. Deputies should be mindful that the ALPR may produce erroneous alerts due to damaged license plates, system misread, misidentification of a plate state, or the variety of license plate types, etc.

2. Any traffic stops based on the alert from the ALPR must comply with all laws and procedures for a traffic stop.

3. Upon receiving an ALPR alert generated from an NCIC file, deputies must confirm the status of the NCIC hit prior to taking any enforcement action.

4. If the ALPR alert is from a custom hotlist, deputies will follow the instructions in the reason code of the notification. If there are no instructions in the reason code, or if the NCIC hit cannot be verified, deputies will need to develop reasonable suspicion independently of the ALPR alert prior to taking any enforcement action.

5. There may be alerts that will not always require action, such as NCIC Nationwide

Domestic Violence Protection Orders.

B. Development of the Hotlist:

1. Information will be submitted to Flock Safety and Evidence.com in the following ways:

    a. Available NCIC extract downloads occur twice daily and will transfer that hotlist data to the ALPR server.

    b. Authorized users of the ALPR during their shift may only enter additional vehicles of interest to the hotlist for official and legitimate law enforcement purposes with prior supervisory approval.

    c. Other local hotlists may be developed for manual entries through the current ALPR systems.

2. Hotlists may be compiled from vehicles associated with NCIC entries or from the offense categories built in Evidence.com. When entering a hotlist entry into Evidence.com, select an appropriate offense category from the drop-down menu.

3. Supervisors are responsible for the approval of hotlist entries by their deputies and for confirming the required information is being provided within the entry. Deputies will add the following information into the notes section of hotlists:

    a. Why the vehicle is of interest,
    b. What actions, if any, other deputies should take if the vehicle is located,
    c. Who is to be contacted after the vehicle is located, and
    d. If a case number is associated with a vehicle, include the case number.

C. Usage/Limitations/Security:

1. Only authorized personnel trained in the use of ALPR will operate the system. All authorized personnel will complete required training.

2. Scan file data will, on an ongoing basis, be automatically uploaded from the ALPR in the car to the ALPR server. On the fixed cameras, all lists will update automatically. Deputies with sign in credentials should log in and remain logged in during the shift. The "Dispatch" screen can run in the computer background and will give an audible and visible alert if a listed vehicle is in the area.

3. Sheriff office personnel are responsible for the security of the ALPR data and may only access, use, release and/or disseminate hotlist and scan file data for official and legitimate law enforcement purposes:

    a. As with other similar data, the office will ensure that the storage, use and transmission of scan file and hotlist data is as secure as reasonably possible. Access to both will be restricted only to sworn law enforcement personnel and designated non-sworn personnel.

b. Hotlist data will be considered confidential information. Security of the hotlist data will be the responsibility of the deputies using the ALPR or personnel accessing the data.

c. Scan file data will be considered confidential information. Access to scan files will be secured and controlled by a login/password accessible system, capable of documenting who accessed the information by identity, date and time. Deputies may only access data stored in the ALPR server based upon a reasonable belief that the scan file data may be related or useful as part of a specific official action or investigation.

d. This section also applies to shared data obtained by ALPR systems not operated by this office.

D. Records/Hit searching will be conducted in accordance with the sheriff office training and will include reason codes when submitted.

E. The on-duty Watch Commander may approve requests from other surrounding law enforcement agencies without ALPR capabilities for use of the ALPR, as the situation and resources allow.

F. Caution must be taken when a deputy is considering taking preemptive action on a hit alert while enroute to a call for service. The following list of factors (while not all-inclusive) must be considered by the preempting deputies, monitoring supervisor, and Watch Commander, in weighing the risks involved in determining whether or not to discontinue the response to a call for service and conducting follow up on the ALPR alert:

1. The severity and seriousness of the offense for which the deputies(s) were enroute to versus that of the hit alert.

2. Whether the ALPR alert will likely lead to a successful apprehension of the suspect.

3. The risk of harm to public safety from not apprehending the vehicle, considering the nature of the alert and the degree of risk created by the crime the suspect is believed to have committed.

G. Person County Sheriff's Office deputies may retain ALPR data beyond 30 days for criminal investigative reasons only. If the data needs to be maintained beyond 30 days, a copy of the information should be acquired and placed into the case management system and documented via the investigative report or a supplemental report. The ALPR system automatically purges all stored data after 30 days.

H. Program Oversight/Evaluation/Audit Review:

1. All requests for shared data access from other law enforcement agencies and/or invitations to access data from private ALPR systems (i.e. HOA's, Community Watch Groups) will be forwarded to the ALPR program manager for approval.

2. Damage or other malfunctions to the equipment will be reported to the deputies' immediate supervisor.

3. The manager of the ALPR program will be responsible for conducting, reviewing and retaining audits of the ALPR system. These audits will be forwarded through the chain of command to the Sheriff annually. The audit information should include the following:

    a. Records of ALPR operators and their ALPR usage, including vehicles of interest added to a hotlist by individual deputies.

    b. A listing of access to the sheriff's office server, to include access, additions and/or searches of the scan file, in order to verify security of that data and compliance with this policy.

    c. Auditing the local hotlists to ensure manual entries are being deleted when no longer of interest.

4. Anyone becoming aware of a possible violation of this policy, including but not limited to the unauthorized access, use, release and/or dissemination of ALPR data, will refer the matter to their supervisor.

THE RALEIGH POLICE DEPARTMENT

1110-07

AUTOMATED LICENSE PLATE RECOGNITION AND INTERNET PROTOCOL CAMERA SYSTEM

PURPOSE

The purpose of this directive is to establish policies, guidelines and procedures for the use and retention of the Automated License Plate Recognition and Internet Protocol Camera Systems.

VALUES REFLECTED

This directive reflects our values of *Service, Fairness, and Integrity*. In carrying out all surveillance operations we will hold ourselves to the highest standards of integrity and professionalism and will act in such a manner that no infringement upon the statutory and constitutional rights of any individual shall occur

UNITS AFFECTED

All Divisions/Sworn Officers

REFERENCES/FORMS

DOI 1110-06 "Undercover and Surveillance Operations"
N.C.G.S. § 132-1.4

GENERAL POLICIES

The Raleigh Police Department is committed to reducing crime and maintaining order by aggressively investigating criminal activity that threatens public safety and diminishes the quality of life in our neighborhoods. The Automated License Plate Recognition (ALPR) and Internet Protocol Cameras are tools used to identify vehicles that have a specific interest to law enforcement and observing criminal activity. The use of these tools is consistent with the mission of the Raleigh Police Department in delivering the greatest measure of safety and the highest level of service to the community while still recognizing legitimate privacy interests held by citizens. Cameras will not be used in a manner that is designed to harass or intimidate. Usage will not be based solely on a protected class (i.e., race, sex, religion) and cameras will not be accessed for personal use.

INTERNET BASED CAMERA SYSTEM

Internet Protocol Camera Systems (IPCS) is a surveillance option available to the Raleigh Police Department. IP cameras are closed-circuit cameras that use internet protocol to transmit data through a computer IP based network. The IP Camera System includes video monitoring cameras, a video encoder system, transmission device, and power control.

At all times, IP Cameras will be placed and utilized in accordance with all State and Federal laws protecting an individual's reasonable expectation of privacy.

CONTROL AND USE OF THE IP CAMERA SYSTEM

The Technical Assistance Response Unit (TARU) will be tasked with placement, maintenance, and removal of IP Camera Systems. The Technical Assistance Response Unit will also maintain all equipment associated with the IP Camera Systems.

Use of IP Cameras is strictly limited to legitimate law enforcement purposes. TARU shall not use IP Cameras in areas or in a manner that is designed to harass or intimidate citizens.

TRAINING AND RESPONSIBILITY FOR THE IP CAMERA SYSTEM

TARU members will comply with all regulations set forth by OSHA as it relates to the placement, maintenance and removal of cameras. TARU members will only place camera systems in locations which are safe. Only members of TARU, who have been certified through a High Voltage Environments class, will place cameras in areas where there are utility lines.

When installing, maintaining or removing a camera in a high risk environment, there must be at least two (2) members of the TARU present. Prior to installing a camera, a safety briefing will be conducted. The briefing shall include the following:

- any potential hazards associated with the job;
- work procedures involved;
- any special precautions to be taken;
- information on energy source controls; and
- personal protective equipment requirements.

TARU will be responsible for maintaining the database of personnel qualified to operate IP cameras. Qualified individuals are those persons working for the City of Raleigh who have been instructed in the operation of the Internet Protocol Camera Systems and who have articulated the need for viewing real time images and/or archived images.

The Investigative Division Commander or their designee will be responsible for granting rights for viewing data images. Rights may include control of pan-tilt-zoom functions, archive review, and what specific cameras may be viewed.

RETENTION OF RECORDED IMAGES

All data obtained and stored through the use of IP Cameras is considered a record of a criminal investigation pursuant to N.C.G.S. § 132-1.4 and shall be used solely for the purpose of attempting to prevent, solve, or detect violations of the law.

Images gathered by the IP cameras will be maintained for a maximum period of 90 days. Specific events may be archived based on investigative needs and for use as prosecutorial evidence in criminal proceedings. Based on the need, some cameras will not record images unless there is motion detected by the camera software. This procedure will reduce the amount of hard drive space needed for the overall retention of images from all cameras.

Data obtained and/or stored through use of IP Cameras is not a public record and shall not be disseminated outside the Raleigh Police Department. However, data obtained and stored through use of IP Cameras may be shared with other law enforcement agencies that request access for a legitimate law enforcement purpose only upon approval by the Detective Division Commander.

Securing IP Camera Video Footage

Securing IP Camera Video Footage must be approved by a supervisor.

Prior to securing IP Camera video footage, the individual who is accessing the material must acknowledge:

- Securing IP Camera Video Footage is strictly limited to official law enforcement purposes only;
- Any and all information gathered by the IP Camera Video Footage is a confidential law enforcement record and shall not be considered to be a public record;
- Data obtained and/or stored through the use of the IP Camera Video Footage may be shared with other law enforcement agencies who request access for a legitimate law enforcement purpose only upon approval by the Detective Division Commander.

PLACEMENT OF INTERNET BASED CAMERA SYSTEMS

The IP Camera systems will **only** be placed for use by the Raleigh Police Department to deter criminal activity or to facilitate the advancement of a criminal investigation. The use of IP cameras is not intended to replace other crime reduction efforts but is intended to supplement the Department's efforts in the area of community policing. At no time will the camera systems be used for personal reasons or in such a way as to impede an individuals' right to privacy. The final

decision for Internet Based Camera System placement will be made by the Detective Division Commander based on the established criteria. The placement of IP Cameras will be based on the following:

- Public Safety Concerns
- Areas of known or projected criminal activities
- Requests from community citizen groups
- Requests from Divisions of the Raleigh Police Department
- Requests from outside agencies
- Rights of individuals within the monitored area
- Available power sources for camera operation
- Quality of the electronic signals from the transmitting antenna to the receiving antenna
- Safety of the personnel placing the camera systems

IP cameras are subject to limited availability. Any request for the placement of the IP Camera System will be reviewed in light of the above criteria and evaluated for practical application and crime deterrence. The decision to place IP Cameras will not consider race, national or ethnic origin, or other identifiable group descriptors.

AUTOMATED LICENSE PLATE RECOGNITION (ALPR)

Definition

An ALPR system consists of cameras connected to a computer processing unit that converts images of license plates into computer-readable data. These cameras can be mounted to a patrol vehicle or set up in a stationary location. The license plate data is compared against a database of license plates associated with stolen vehicles and plates, wanted and missing persons, and other databases designed to enforce laws or further criminal investigations. The images and associated data, such as date, time and GPS coordinates, are then stored in accordance with laws and departmental policy.

The Police Department utilizes three different types of ALPR systems. Mobile Platforms are attached to patrol cars that are assigned to various districts throughout the City and serve a regular patrol function. Temporary Fixed platforms are attached to a trailer or other mobile device and can be rapidly deployed as needed for active criminal investigations. Fixed platforms are attached to a fixed location such as a building or utility pole.

Training

Before operating the ALPR system, all personnel should familiarize themselves with the operating instructions provided on RPDnet. The instructions shall provide information on how to operate the system, and the steps personnel should take before taking action on an ALPR alert. If personnel have questions regarding the operations of an ALPR system, Information Services staff should be contacted before the ALPR system is operated.

Procedure when ALPR alerts on a vehicle

The ALPRs can sometimes misread a plate and does not recognize the state of origin. Additionally, the data against which the plates are compared are not updated in real time. Therefore, when the ALPR alerts on a plate officers should follow these procedures:

- DO NOT USE THE ALERT AS REASONABLE SUSPICION OR PROBABLE CAUSE.
- DO NOT TAKE ANY ENFORCEMENT ACTION BASED SOLELY ON THE ALPR ALERT.
- If the system alerts on a plate, Officers shall confirm the accuracy of the plate to ensure the characters and state of origin match the alert.
- After confirming the characters and state, Officers shall run the plate through DCI or other appropriate official database to confirm the accuracy of the alert.
- Before taking action, officers should confirm the alert is one that requires action. For example, the system may alert on a sex offender record, but depending on the location of the vehicle, no action may be required.
- OFFICERS MAY ONLY TAKE ENFORCMENT ACTION ONCE THEY HAVE CONFIRMED THE STATUS OF THE PLATE THROUGH DCI OR OTHER APPROPRIATE OFFICIAL DATABASE.

Use of ALPRs

Use of ALPR shall be used only for legitimate law enforcement purposes. The Raleigh Police Department utilizes three (3) types of ALPR platforms:

- **Mobile ALPR** - Use of Mobile ALPR, including routine patrol and response to calls for service is strictly limited to legitimate law enforcement purposes. Officers operating vehicles with a Mobile ALPR shall not do so in areas or in a manner that is designed or reasonably likely to harass or intimidate citizens.
- **Temporary Fixed ALPR** - Approval from a supervisor must be granted prior to deploying a Temporary Fixed ALPR. In deciding whether to grant approval for such a request, a supervisor must consider various factors which shall include, but are not limited to: the intended purpose of the deployment, the location of the deployment, the duration of the deployment, whether there exists a legitimate law enforcement need for deployment. A supervisor shall also take into account the impact the presence of the Temporary Fixed ALPR may have on the community into which it is deployed.
- **Fixed ALPR** - Prior to placing a Fixed ALPR the Chief of Police must approve the location, purpose and duration of the placement. In considering whether or not to approve a Fixed ALPR the Chief of Police shall consider various factors, which include, but are not limited to:
    - Public Safety Concerns
    - Areas of known or projected criminal activities
    - Requests from community citizen groups
    - Requests from Divisions of the Raleigh Police Department
    - Requests from outside agencies
    - Rights of individuals within the monitored area

- Available power sources for camera operation
- Quality of the electronic signals from the transmitting antenna to the receiving antenna
- Safety of the personnel placing the camera systems
- The intended purpose of the deployment
- The potential overall impact on the community

Data Recorded by ALPRs

All data obtained and stored through use of ALPRs is considered a record of a criminal investigation pursuant to N.C.G.S. § 132-1.4 and shall be used solely for the purpose of attempting to prevent, solve, or detect violations of the law.

Data obtained and/or stored through use of ALPRs is not a public record and shall not be disseminated outside the Raleigh Police Department. However, data obtained and stored through use of ALPRs may be shared with other law enforcement agencies that request access for a legitimate law enforcement purpose only upon approval by the Chief of Police or designee. All such requests from other law enforcement agencies shall be made in writing.

The use and effectiveness of the ALPR system shall be audited annually and the report submitted to the Chief of Police.

Use of data obtained from ALPR systems not operated by the Raleigh Police Department must be used in accordance to NC State General Statute and Raleigh Police Department DOI.

Storage of Data

All data obtained from ALPRs shall be deleted within 90 days from the date it was recorded except as specifically set out herein.

Data obtained by an ALPR may be preserved for more than 90 days under the following circumstances:

- A search warrant is issued pursuant to Article 11 of Chapter 15A of the General Statutes, or
- A federal search warrant is issued in compliance with the Federal Rules of Criminal Procedure, or
- A preservation request is made or received by a law enforcement agency. Such a request must be in the form of a written, sworn statement and must include all of the following:
    - The location of the particular ALPR(s) for which captured plate data must be preserved and the particular license plate(s) for which captured plate data must be preserved,
    - The date(s) and time frame(s) for which the captured plate data must be preserved,
    - Specific and articulable facts showing that there are reasonable grounds to believe that the captured plate data is relevant and material to an ongoing criminal or

missing persons investigation or is needed to prove a violation of a motor carrier safety regulation, and

- The case and identity of the parties involved in that case.

Preserved data must be destroyed no later than one year from the date of the preservation request. The year-long preservation period can be reset with the issuance of a refreshed preservation request from a law enforcement agency or a new state or federal search warrant.

Access to Stored Data

Stored ALPR data shall be protected from unauthorized access using standard Information Services practices. Prior to accessing stored data, personnel must complete training governing the handling of criminal intelligence information. This training shall be coordinated by the Raleigh Intelligence Center.

Prior to allowing access to the stored material, the individual who is accessing the material must acknowledge:

- Access to the ALPR (Automated License Plate Recognition) database is strictly limited to official law enforcement purposes only;
- Access to the ALPR database by personnel outside of the Raleigh Intelligence Center must be approved by a supervisor. Supervisory approval must be obtained in advance for each instance of access;
- Each access will be logged;
- Any and all information gathered by the ALPR system is a confidential law enforcement record and shall not be considered to be a public record;
- Data obtained and/or stored through the use of the ALPR system may be shared with other law enforcement agencies who request access for a legitimate law enforcement purpose only upon approval by the Chief of Police or his designee.

Mobile Station Direction Finder (MSDF)

The Raleigh Police Department's Mobile Station Direction Finder (MSDF) will be maintained by the RPD Technical Assistance Response Unit (TARU) unit. Only TARU and Fugitive unit members are authorized operators of the MSDF.

Authorized unit supervisors will determine the proper cases to utilize the MSDF. Consideration of the type of criminal violation, officer safety and life-threatening circumstances will be included in this evaluation. Before deployment, the team case officer/Detective and the unit supervisor will ensure proper court orders are obtained. When exigent circumstances exist, the case agent and supervisor will ensure proper probable cause exists to meet the threshold to obtain a court order and that all the applicable local, state, and federal laws are followed.

Automated License Plate Readers (ALPRs)

424.1 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 (N.C.G.S. § 20-183.31).

424.2 POLICY

The policy of the Randolph County Sheriff's Office 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 sheriff's office. Because such data may contain confidential information, it is not open to public review.

424.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Randolph County Sheriff's Office 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 ALPR Designated Administrator

424.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Sheriff's Office 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 sheriff's office shall operate ALPR equipment or access ALPR data without first completing sheriff's office-approved training.

(e) No ALPR operator may access confidential sheriff's office, state or federal data unless authorized to do so.

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(f) If practicable, the deputy should verify an ALPR response through the Division of Criminal Investigation Network (DCIN) before taking enforcement action that is based solely on an ALPR alert (N.C.G.S. § 20-183.31).

(g) ALPR data shall not be used for the enforcement of traffic violations (N.C.G.S. § 20-183.31).

424.4.1 SUPERVISOR RESPONSIBILITIES

Supervisors should appropriately monitor ALPR operators to ensure that use of the ALPR equipment and data is consistent with this policy (N.C.G.S. § 20-183.31). Any use of the ALPR system that violates the restrictions contained in this policy may result in disciplinary action.

424.5 DATA COLLECTION AND RETENTION

The ALPR Designated Administrator 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 sheriff's office procedures.

All stored ALPR data should be retained in accordance with the established records retention schedule. Thereafter, ALPR data shall be purged after 90 days unless a warrant has been issued for the data or it is subject to a written and sworn retention request submitted pursuant to N.C.G.S. § 20-183.32.

Data being retained pursuant to a retention request should be downloaded onto portable media, booked into evidence and retained for a period of one year after the initial request unless a subsequent request to maintain the data is received (N.C.G.S. § 20-183.32).

424.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Randolph County Sheriff's Office 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 sheriff's office-related civil or administrative action.

(c) ALPR system audits should be conducted on a regular basis.

424.6.1 SYSTEM INTEGRITY

The ALPR Designated Administrator shall maintain a schedule to regularly perform audits, maintenance checks and any needed corrections or adjustments to the ALPR system. The audits shall be conducted at least annually and include a report to the Sheriff of the use and effectiveness of the system (N.C.G.S. § 20-183.31).

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The ALPR system should be updated every 24 hours or as soon as practicable thereafter with any license plate data obtained from the DCI network or any other databases used in conjunction with the ALPR system (N.C.G.S. § 20-183.32).

424.7 RELEASING ALPR DATA

ALPR data shall only be shared with another law enforcement agency or prosecutor upon a written request, which may be made electronically. The release of ALPR data is not required if the disclosure of requested ALPR data will compromise an on-going investigation (N.C.G.S. § 20-183.32).

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

424.8 REQUESTS TO OUTSIDE AGENCIES

Members requesting the retention or release of ALPR data maintained by another agency should obtain supervisory approval prior to making the request. Members may request the disclosure of data from another agency by submitting a request in writing. Members requesting that data be retained by another agency must submit a sworn written statement as required by N.C.G.S. § 20-183.32. A copy of any requests shall be retained in a case file.

Efforts should be made as soon as practicable to obtain a search warrant to access requested data. The member requesting the data should contact the outside agency to cancel any request should the information no longer be needed (N.C.G.S. § 20-183.31).

424.9 TRAINING

Subject to available resources, the Sheriff's Office should provide periodic training on the use and operation of the ALPR equipment, the collection of ALPR data and the security and release of ALPR data (N.C.G.S. § 20-183.31).

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ALPR - Standard Operating Procedure (SOP)

Purpose

This Standard Operating Procedure (SOP) establishes guidelines for the access, operation, auditing, retention, and hotlist management of Automated License Plate Reader (ALPR) data. It ensures that ALPR technology is used lawfully, ethically, and efficiently in accordance with Randolph County Policy 424 and N.C.G.S. § 20-183.31 - § 20-183.33 while maintaining public trust and operational integrity.

This SOP provides procedures for access requirements, training, and account management; authorized use cases for ALPR data; procedures for audits and supervisory oversight; retention request submission and compliance tracking; and use of hotlists and their review process.

Scope

This SOP applies to all sworn and authorized personnel within the Randolph County Sheriff's Office who access, operate, or manage ALPR data. It outlines roles and responsibilities for deputies utilizing ALPRs in field operations, supervisors overseeing data use, and the ALPR Designated Administrator, who is responsible for data integrity, security, and compliance.

Access & Training Requirements

ALPR System Access: Access to the ALPR system is restricted to sworn or approved law enforcement personnel. New users must complete ALPR training, testing, and receive approval from the ALPR Designated Administrator before being granted access. All users must have unique login credentials.

Training Requirements: All personnel must complete ALPR training before using the system. Training covers proper use of ALPR technology, legal restrictions and compliance requirements, and data security and retention policies. Annual refresher training may be requested but is not mandatory.

Password & Account Issues: Users experiencing password lockouts or account issues must contact the ALPR Designated Administrator.

Authorized Uses & Operational Guidelines

Law Enforcement Purposes: ALPR technology shall only be used for legitimate law enforcement purposes, including criminal investigations (e.g., violent crimes, felony offenses, active cases), missing/endangered persons (e.g., AMBER/Silver Alerts, BOLOs), locating stolen vehicles or license plates, apprehending individuals with felony warrants, and homeland security or terrorism investigations.

Prohibited Uses: ALPR data shall not be used for general surveillance without a law enforcement purpose, enforcement of minor traffic violations (e.g., speeding, expired registration), or personal inquiries or non-criminal investigations. Unauthorized use may result in disciplinary action and potential criminal penalties under N.C.G.S. § 20-183.33.

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ALPR Deployment: ALPRs may be deployed in different styles such as fixed sites and mobile deployments. Deputies should verify ALPR alerts using DCIN or NCIC before taking enforcement action.

Auditing & Supervisory Oversight

Supervisor Responsibilities: Supervisors shall ensure deputies use ALPR technology within policy guidelines and complete required training before operating ALPRs.

Quarterly Audits: The ALPR Designated Administrator will conduct quarterly audits to ensure proper use and access of ALPR data, no unauthorized searches or prolonged data retention, and a review of ALPR system effectiveness.

Annual Compliance Report: An annual report detailing ALPR usage, audits, and compliance findings shall be submitted to the Sheriff for review.

Supervisors listed by their subordinates for E-Form retention requests will also be carbon copied on the reminder email to update the record. Supervisors must ensure the officer responds within 10 days of notice with direction to retain further, or delete input.

Data Retention & Preservation Requests

Standard Retention Period: ALPR data is automatically deleted after 90 days unless retained under N.C.G.S. § 20-183.32. Data may only be retained beyond 90 days if a warrant is issued or a written retention request is submitted.

Retention Request Submission: Deputies must submit a Retention Request E-Form when ALPR data needs to be preserved beyond 90 days for criminal investigations (ongoing case with active leads), prosecution (case pending in court).

Submission Process: Deputies must complete the ALPR Retention Request E-Form with required details, including requesting deputy name and badge number, case number (if applicable), license plate number, location and date of ALPR read, and justification for extended retention. The form must be submitted to retain the records. This request will be forwarded to the ALPR Designated Administrator, and the records will be maintained digitally. If there is an issue with a request, then the ALPR Designated Administrator will contact the requesting officer directly.

Reminder of deadline in retention: The E-Form system will automatically send an email reminder to the requesting deputy, their supervisor, and ALPR Administrator 10 days prior to the deadline. The deputy must confirm by email if continued retention is required or if data should be deleted. If no response is received within 10 days, the data will be automatically deleted.

Use of Hotlists

Purpose of Hotlists: Hotlists allow automatic alerts when an ALPR system detects a vehicle of interest. NCIC vehicles will automatically be added to a BOLO hotlist that is incorporated within the server. Vehicles that are not NCIC vehicles and are part of ongoing criminal investigations may be entered into

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Asheboro, North Carolina 27205
Phone: 336.318.6699 Fax: 336.318.6618

private hotlist for alerts. This entry must be emailed to Leslie Cranford - Wright the Special Operations Analyst at Leslie.Wight@randolphcountync.gov.

Reviewing & Removing Hotlist Entries: A review of all active hotlist entries will occur weekly and if an expiration date is approaching for an entry, then an email we be sent to the officer to extend the entry or to allow expiration. Vehicles should be removed from the hotlist when the case is resolved, the vehicle is recovered, or the individual is no longer of interest.

Hotlist Data Security & Audit Requirements: Hotlist data is confidential and may only be accessed by authorized law enforcement personnel. The ALPR Designated Administrator must conduct quarterly audits of hotlist entries to verify entries have proper case documentation, ensure expired entries are promptly removed, and identify and correct any misuse or unauthorized entries.

Security & Data Access Controls

ALPR data is classified as confidential and not a public record under N.C.G.S. § 132-1. Unauthorized access, retention, or disclosure is a Class 1 Misdemeanor under N.C.G.S. § 20-183.33.

Point of Contact (POC)

All inquiries related to community groups or other public interest regarding acquiring ALPR's such as HOA's or local businesses should be directed to the ALPR Administrator.

Best Practice / Documentation

Officers should be through in their reporting and documentation when an ALPR is utilized. This information should be memorized in their incident reports or reports of investigation to ensure that transparency and proper usage. Any information relating to criminal prosecution, especially felony investigations, should be forwarded to the District Attorney's Office and submitted as discovery.

RANDOLPH COUNTY SHERIFF'S OFFICE
SHERIFF GREGORY J. SEABOLT

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ALPR Retention Request Form – QR Code



RICHMOND COUNTY SHERIFF'S OFFICE Procedure Manual	Number: **508**
	MARK GULLEDGE, SHERIFF
Subject: Flock Advanced License Plate Readers Usage	
Revised:	**Rescinds:**
Approved: Mark B. Gulledge	**Date: 3/28/2025**

Flock Advance License Plate Reader Usage

508.1 PURPOSE

The purpose of this policy is to establish guidelines for the appropriate and ethical use of Flock Advance License Plate Readers (ALPRs) to the members of the Richmond County Sheriff's Office.

508.2 SCOPE

This policy applies to all deputy personnel authorized to use Flock LPR technology.

508.3 TECHNOLOGY AUTHORIZATION

3.1. Only authorized deputies with specific training may operate Flock LPR systems.

3.2. Access to the Flock LPR system is restricted to official law enforcement purposes.

508.4 DATA COLLECTION GUIDELINES

4.1. License plate data may only be collected:

- During legitimate law enforcement investigations
- While conducting routine patrol duties
- In response to specific crime prevention or public safety objectives

4.2. Prohibited Uses:

- Personal surveillance
- Tracking individuals without reasonable suspicion
- Collecting data for non-law enforcement purposes

508.5 DATA RETENTION AND PRIVACY

5.1. License plate data shall be:

- Retained for a maximum of 30 days unless part of an active investigation
- Securely stored with restricted access
- Deleted after retention period expires

5.2. Access to stored data requires:

- Documented investigative purpose
- Supervisor approval
- Detailed logging of access

508.6 OPERATIONAL PROCEDURES

6.1. Deputies must:

- Verify system functionality before each use
- Confirm compliance with departmental guidelines
- Immediately report any system malfunctions

6.2. Data collection must comply with:

- Fourth Amendment protections
- State and federal privacy regulations
- Departmental constitutional policing standards

508.7. TRAINING REQUIRMENTS

7.1. All deputies using Flock ALPRs must complete:

- Initial comprehensive training
- Annual refresher courses
- Certification in proper system usage

7.2. Training will cover:

- Technical system operation
- Legal and ethical considerations
- Privacy protection protocols

508.8 ACCOUNTABILITY AND DISCIPLINE

8.1. Violations of this policy may result in:
- Suspension of LPR access
- Disciplinary action
- Potential legal consequences

8.2. Regular internal audits will be conducted to ensure compliance.

508.9 TECHNOLOGY OVERSITE

9.1. A designated Technology Oversight Committee will:

- Review LPR usage quarterly
- Assess privacy and operational impacts
- Recommend policy updates

508.10. PUBLIC TRANSPARENCY

10.1. The department will:

- Publish annual reports on ALPR usage
- Maintain public information about data collection practices
- Provide mechanisms for community feedback

508.11 EMERGENCY EXPECTIONS

In critical incidents involving imminent public safety threats, standard data collection restrictions may be suspended with subsequent documentation and review.

508.12 POLICY REVIEW

12.1. This policy will be reviewed annually and updated to reflect:

- Technological advancements
- Legal landscape changes
- Departmental operational needs

508.13 ACKNOWLEDGMENT

All Richmond County Sheriff's Office deputies will sign an acknowledgment form confirming understanding and commitment to these guidelines.

Automated License Plate Readers (ALPRs)

425.1 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 (N.C.G.S. § 20-183.31).

425.2 POLICY

The policy of the Wilkes County Sheriff's Office 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 office. Because such data may contain confidential information, it is not open to public review.

425.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Wilkes County Sheriff's Office 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 Major. The Administration Major will assign members under the Administration Major's command to administer the day-to-day operation of the ALPR equipment and data.

425.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Office 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 ALPR operator may access confidential office, state or federal data unless authorized to do so.

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(e) If practicable, the deputy should verify an ALPR response through the Division of Criminal Investigation Network (DCIN) before taking enforcement action that is based solely on an ALPR alert (N.C.G.S. § 20-183.31).

(f) ALPR data shall not be used for the enforcement of traffic violations (N.C.G.S. § 20-183.31).

425.4.1 SUPERVISOR RESPONSIBILITIES
Supervisors should appropriately monitor ALPR operators to ensure that use of the ALPR equipment and data is consistent with this policy (N.C.G.S. § 20-183.31). Any use of the ALPR system that violates the restrictions contained in this policy may result in disciplinary action.

425.5 DATA COLLECTION AND RETENTION

A. Flock Group, Inc., the ALPR vendor, will store the data (data hosting) and ensure proper maintenance and security of data stored in their cloud-based system. Flock will also oversee purging data at the end of the 30-day storage period. The department is responsible for extracting, downloading, and archiving footage from Flock on its own storage devices for auditing, prosecutorial and administrative purposes.
B. Any ALPR data requiring preservation past 90 days will require a preservation request or search warrant as prescribed under NCGS 20-183.32.
C. Information gathered or collected, and records retained by the Flock Safety system on behalf of Flock Safety Customers, in accordance with NCGS 20-183.31b will not be:
1. Sold, published, exchanged, or disclosed for commercial purposes.
2. Disclosed or published without authorization.
3. Disseminated to persons not authorized to access or use the information.

425.6 ACCOUNTABILITY
All data will be stored by the vendor, FLOCK Group, Inc.

(a)

(b)

(c)

425.6.1 SYSTEM INTEGRITY
The Administration Major shall maintain a schedule to regularly perform audits, maintenance checks and any needed corrections or adjustments to the ALPR system. The audits shall be conducted at least annually and include a report to the Sheriff of the use and effectiveness of the system (N.C.G.S. § 20-183.31).

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The ALPR system should be updated every 24 hours or as soon as practicable thereafter with any license plate data obtained from the DCI network or any other databases used in conjunction with the ALPR system (N.C.G.S. § 20-183.32).

425.7 RELEASING ALPR DATA

ALPR data shall only be shared with another law enforcement agency or prosecutor upon a written request, which may be made electronically. The release of ALPR data is not required if the disclosure of requested ALPR data will compromise an on-going investigation (N.C.G.S. § 20-183.32).

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

425.8 REQUESTS TO OUTSIDE AGENCIES

Members requesting the retention or release of ALPR data maintained by another agency should obtain supervisory approval prior to making the request. Members may request the disclosure of data from another agency by submitting a request in writing. Members requesting that data be retained by another agency must submit a sworn written statement as required by N.C.G.S. § 20-183.32. A copy of any requests shall be retained in a case file.

Efforts should be made as soon as practicable to obtain a search warrant to access requested data. The member requesting the data should contact the outside agency to cancel any request should the information no longer be needed (N.C.G.S. § 20-183.31).

425.9 TRAINING

Subject to available resources, the Office should provide periodic training on the use and operation of the ALPR equipment, the collection of ALPR data and the security and release of ALPR data (N.C.G.S. § 20-183.31).

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APPENDIX D

Participating Agency	Location Number	Installed
Asheville Police Department	Asheville Police Department #1	08/28/2025
	Asheville Police Department #2	08/28/2025
Burlington Police Department	Burlington Police Department #1	09/29/2025
	Burlington Police Department #2	09/29/2025
	Burlington Police Department #3	10/06/2025
	Burlington Police Department #4	10/01/2025
	Burlington Police Department #5	10/02/2025
	Burlington Police Department #6	10/01/2025
	Burlington Police Department #7	10/02/2025
	Burlington Police Department #8	10/06/2025
	Burlington Police Department #9	09/30/2025
	Burlington Police Department #10	12/01/2025
	Burlington Police Department #11	10/03/2025
	Burlington Police Department #12	10/03/2025
	Burlington Police Department #13	09/30/2025
	Burlington Police Department #14	12/09/2025
	Burlington Police Department #15	11/21/2025
	Burlington Police Department #16	11/17/2025
	Burlington Police Department #17	11/17/2025
	Burlington Police Department #18	12/04/2025
	Burlington Police Department #19	12/04/2025
	Burlington Police Department #20	11/24/2025
Cabarrus County Sheriff's Office	Cabarrus County Sheriff's Office #1	02/25/2026
	Cabarrus County Sheriff's Office #2	02/25/2026
	Cabarrus County Sheriff's Office #3	02/25/2026
	Cabarrus County Sheriff's Office #4	03/02/2026
	Cabarrus County Sheriff's Office #5	10/03/2025
	Cabarrus County Sheriff's Office #6	10/03/2025
Columbus County Sheriff's Office	Columbus County Sheriff's Office #1	08/04/2025
	Columbus County Sheriff's Office #2	08/04/2025
	Columbus County Sheriff's Office #3	08/05/2025
	Columbus County Sheriff's Office #4	08/04/2025
	Columbus County Sheriff's Office #5	08/05/2025
	Columbus County Sheriff's Office #6	08/05/2025
Franklin County Sheriff's Office	Franklin County Sheriff's Office #1	10/31/2025
	Franklin County Sheriff's Office #2	10/31/2025
	Franklin County Sheriff's Office #3	10/31/2025
	Franklin County Sheriff's Office #4	10/31/2025
	Franklin County Sheriff's Office #5	10/31/2025
Harnett County Sheriff's Office	Harnett County Sheriff's Office #1	12/21/2025
	Harnett County Sheriff's Office #2	12/20/2025
	Harnett County Sheriff's Office #3	12/12/2025
	Harnett County Sheriff's Office #4	12/20/2025
	Harnett County Sheriff's Office #5	12/12/2025
	Harnett County Sheriff's Office #6	12/21/2025
	Harnett County Sheriff's Office #7	12/21/2025

	Harnett County Sheriff's Office #8	12/11/2025
	Harnett County Sheriff's Office #9	12/11/2025
	Harnett County Sheriff's Office #10	12/11/2025
	Harnett County Sheriff's Office #11	01/04/2026
	Harnett County Sheriff's Office #12	12/12/2025
	Harnett County Sheriff's Office #13	12/28/2025
	Harnett County Sheriff's Office #14	12/30/2025
	Harnett County Sheriff's Office #15	01/16/2026
	Harnett County Sheriff's Office #16	12/13/2025
	Harnett County Sheriff's Office #17	12/18/2025
	Harnett County Sheriff's Office #18	12/21/2025
	Harnett County Sheriff's Office #19	12/11/2025
	Harnett County Sheriff's Office #20	12/11/2025
Hendersonville Police Department	Hendersonville Police Department #1	01/04/2026
	Hendersonville Police Department #2	11/12/2025
	Hendersonville Police Department #3	11/14/2025
	Hendersonville Police Department #4	11/13/2025
	Hendersonville Police Department #5	12/12/2025
	Hendersonville Police Department #6	11/13/2025
	Hendersonville Police Department #7	12/13/2205
	Hendersonville Police Department #8	11/13/2025
	Hendersonville Police Department #9	11/14/2025
	Hendersonville Police Department #10	12/23/2025
	Hendersonville Police Department #11	11/14/2025
Lenoir County Sheriff’s Office	Lenoir County Sheriff's Office #1	09/12/2025
	Lenoir County Sheriff's Office #2	09/15/2025
	Lenoir County Sheriff's Office #3	09/12/2025
	Lenoir County Sheriff's Office #4	09/12/2025
	Lenoir County Sheriff's Office #5	09/15/2025
	Lenoir County Sheriff's Office #6	09/15/2025
	Lenoir County Sheriff's Office #7	09/12/2025
	Lenoir County Sheriff's Office #8	09/15/2025
	Lenoir County Sheriff's Office #9	09/12/2025
	Lenoir County Sheriff's Office #10	09/09/2025
	Lenoir County Sheriff's Office #11	09/09/2025
	Lenoir County Sheriff's Office #12	09/09/2025
	Lenoir County Sheriff's Office #13	09/11/2025
	Lenoir County Sheriff's Office #14	09/11/2025
	Lenoir County Sheriff's Office #15	09/11/2025
	Lenoir County Sheriff's Office #16	09/11/2025
Macon County Sheriff’s Office	Macon County Sheriff's Office #1	09/19/2025
	Macon County Sheriff's Office #2	08/29/2025
	Macon County Sheriff's Office #3	09/19/2025
	Macon County Sheriff's Office #4	11/01/2025
	Macon County Sheriff's Office #5	11/02/2025
McDowell County Sheriff’s Office	McDowell County Sheriff's Office #1	09/2025
	McDowell County Sheriff's Office #2	09/2025
	McDowell County Sheriff's Office #3	09/2025
	McDowell County Sheriff's Office #4	09/2025

	McDowell County Sheriff's Office #5	09/2025
New Hanover County Sheriff’s Office	New Hanover County Sheriff's Office #1	10/31/2025
	New Hanover County Sheriff's Office #2	08/19/2025
	New Hanover County Sheriff's Office #3	08/19/2025
	New Hanover County Sheriff's Office #4	08/19/2025
	New Hanover County Sheriff's Office #5	08/18/2025
	New Hanover County Sheriff's Office #6	12/15/2025
	New Hanover County Sheriff's Office #7	12/15/2025
	New Hanover County Sheriff's Office #8	12/15/2025
	New Hanover County Sheriff's Office #9	12/15/2025
	New Hanover County Sheriff's Office #10	10/31/2025
	New Hanover County Sheriff's Office #11	08/18/2025
	New Hanover County Sheriff's Office #12	10/08/2025
	New Hanover County Sheriff's Office #13	01/28/2026
	New Hanover County Sheriff's Office #14	10/08/2025
	New Hanover County Sheriff's Office #15	10/09/2025
	New Hanover County Sheriff's Office #16	10/10/2025
	New Hanover County Sheriff's Office #17	08/18/2025
	New Hanover County Sheriff's Office #18	10/10/2025
	New Hanover County Sheriff's Office #19	10/10/2025
Ocean Isle Police Department	Ocean Isle Police Department #1	12/19/2025
	Ocean Isle Police Department #2	12/19/2025
Person County Sheriff’s Office	Person County Sheriff's Office #1	10/16/2025
	Person County Sheriff's Office #2	10/16/2025
	Person County Sheriff's Office #3	10/14/2025
	Person County Sheriff's Office #4	10/16/2025
Raleigh Police Department	Raleigh Police Department #1	10/19/2025
	Raleigh Police Department #2	07/20/2025
	Raleigh Police Department #3	07/20/2025
Randolph County Sheriff's Office	Randolph County Sheriff's Office #1	03/02/2026
	Randolph County Sheriff's Office #2	03/02/2026
	Randolph County Sheriff's Office #3	03/03/2026
	Randolph County Sheriff's Office #4	03/03/2026
Richmond County Sheriff’s Office	Richmond County Sheriff's Office #1	08/26/2025
	Richmond County Sheriff's Office #2	08/26/2025
	Richmond County Sheriff's Office #3	08/26/2025
	Richmond County Sheriff's Office #4	08/26/2025
	Richmond County Sheriff's Office #5	08/26/2025
Wilkes County Sheriff’s Office	Wilkes County Sheriff's Office #1	08/05/2025
	Wilkes County Sheriff's Office #2	08/05/2025
	Wilkes County Sheriff's Office #3	08/06/2025
	Wilkes County Sheriff's Office #4	08/05/2025
	Wilkes County Sheriff's Office #5	08/08/2025
	Wilkes County Sheriff's Office #6	08/06/2025
	Wilkes County Sheriff's Office #7	08/26/2025

July 2025	August 2025	September 2025	October 2025	November 2025
N/A	N/A	429,331	440,729	519,218
N/A	N/A	364,198	404,898	395,279
N/A	N/A	N/A	408,178	513,750
N/A	N/A	N/A	530,394	515,835
N/A	N/A	N/A	N/A	542,465
N/A	N/A	N/A	466,325	723,589
N/A	N/A	N/A	N/A	288,628
N/A	N/A	N/A	282,198	373,410
N/A	N/A	N/A	N/A	498,115
N/A	N/A	N/A	N/A	382,741
N/A	N/A	N/A	545,714	701,068
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	176,414
N/A	N/A	N/A	N/A	222,890
N/A	N/A	N/A	111,526	141,606
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	164,271	153,328
N/A	N/A	N/A	360,807	438,709
N/A	N/A	357,558	346,443	334,893
N/A	N/A	35,418	36,050	37,143
N/A	N/A	39,769	42,604	47,967
N/A	N/A	61,715	60,939	63,131
N/A	N/A	63,328	61,622	79,224
N/A	N/A	224,378	247,543	399,388
N/A	N/A	N/A	N/A	107,035
N/A	N/A	N/A	N/A	26,248
N/A	N/A	N/A	N/A	115,857
N/A	N/A	N/A	N/A	49,219
N/A	N/A	N/A	N/A	157,698
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

N/A	N/A	104,688	129,219	120,047
N/A	N/A	N/A	N/A	272,829
N/A	N/A	368,318	367,385	321,820
N/A	N/A	526,429	368,927	530,091
N/A	N/A	602,744	608,571	607,550
N/A	N/A	527,475	547,222	538,871
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	582,094
N/A	N/A	155,133	130,332	79,675
N/A	N/A	N/A	N/A	580,669
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	272,293
N/A	N/A	N/A	N/A	857,995
N/A	N/A	N/A	N/A	214,480
N/A	N/A	355,355	365,786	414,110
N/A	N/A	N/A	N/A	617,554
N/A	N/A	N/A	N/A	355,599
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	63,272
N/A	N/A	N/A	N/A	94,441
N/A	N/A	N/A	N/A	181,041
N/A	N/A	N/A	N/A	63,373
N/A	N/A	N/A	N/A	1,028,950
N/A	878,984	848,119	851,096	803,735
N/A	541,950	572,753	546,501	493,328
NA	NA	NA	NA	NA
NA	NA	NA	NA	NA
NA	NA	NA	NA	NA
NA	NA	NA	NA	NA
N/A	N/A	52,965	55,611	58,983
N/A	N/A	34,023	33,362	34,878
N/A	N/A	160,672	157,311	60,138
N/A	N/A	153,009	142,465	103,554
N/A	N/A	123,018	109,935	99,841
N/A	N/A	83,901	81,609	67,620
N/A	N/A	62,817	75,133	92,050
N/A	N/A	70,579	73,428	72,149
N/A	N/A	196,340	208,437	179,160
N/A	N/A	192,000	186,183	171,066
N/A	N/A	51,404	53,623	52,422
N/A	N/A	303,260	341,539	313,204

December 2025	January 2026	February 2026	March 2026 (thru March 15th)
512,788	389,029	481,163	216,948
454,471	337,286	321,873	185,436
554,059	433,021	620,882	309,984
570,010	409,079	563,359	327,099
522,721	442,591	567,302	332,646
690,568	466,783	568,615	329,660
314,928	241,379	257,878	154,430
357,196	284,172	330,790	189,753
498,461	403,616	479,179	280,293
378,530	233,825	374,479	210,265
630,833	496,281	656,416	380,015
586,089	448,097	547,139	345,561
183,976	180,369	223,130	127,588
226,207	199,664	258,555	160,778
145,181	130,787	142,839	81,116
N/A	388,442	544,381	191,867
45,911	54,436	65,380	43,098
45,918	50,087	47,811	32,148
150,550	118,993	134,674	84,236
N/A	322,734	361,736	222,641
N/A	218,644	271,812	140,893
530,629	404,840	505,572	288,719
N/A	N/A	N/A	180,930
N/A	N/A	N/A	122,990
N/A	N/A	N/A	184,526
N/A	N/A	N/A	167,810
116,677	110,907	61,349	75,041
346,060	138,587	363,830	192,137
323,875	217,804	283,860	197,545
32,575	33,163	29,315	19,431
45,376	40,647	39,242	31,325
64,547	57,253	52,118	32,289
98,938	88,823	64,135	560,066
327,410	374,950	874,421	418,061
100,051	94,207	95,223	67,784
24,649	25,997	20,233	14,159
105,123	98,884	84,355	57,934
45,518	40,860	36,261	23,690
157,001	147,055	130,830	78,094
N/A	219,111	290,462	154,573
N/A	375,509	615,775	352,559
N/A	430,651	530,853	326,444
N/A	373,907	504,659	297,052
N/A	278,048	303,943	171,856
N/A	129,114	189,067	113,115
N/A	492,721	651,664	385,332

N/A	150,814	175,825	105,129
N/A	148,539	180,874	107,803
N/A	272,627	292,601	174,944
N/A	N/A	190,050	111,939
N/A	132,317	180,182	111,541
N/A	155,500	177,881	107,556
N/A	100,676	112,003	73,914
N/A	N/A	76,565	46,539
N/A	94,690	89,230	54,701
N/A	170,083	160,142	93,380
N/A	139,925	133,213	63,735
N/A	49,737	52,089	31,344
N/A	88,764	100,732	62,667
N/A	276,857	350,034	206,769
371,080	264,211	304,035	179,838
157,630	141,939	181,267	101,756
95,363	86,455	82,334	50,717
N/A	84,191	77,500	46,155
102,050	86,570	87,161	36,450
N/A	120,698	163,440	93,644
177,832	147,984	157,031	92,144
597,045	469,806	544,894	317,972
N/A	229,015	307,795	168,044
245,109	222,144	304,371	152,185
624,586	485,201	539,848	330,650
515,634	332,904	496,320	294,236
39,220	41,314	42,085	26,908
139,284	130,825	128,039	86,552
96,902	93,886	92,352	50,168
29,928	8,928	6,771	26,240
26,993	22,072	21,921	14,007
236,536	211,121	216,815	121,910
51,782	55,751	50,262	33,350
197,634	134,820	346,663	215,515
57,032	69,176	62,937	38,117
76,650	68,199	79,038	44,966
36,648	39,478	28,243	18,113
32,962	34,283	33,372	22,207
263,196	237,399	322,881	160,277
118,485	123,237	162,642	102,476
73,673	118,138	110,652	77,603
155,843	126,962	143,074	190,011
338,892	235,176	114,908	80,712
80,480	75,045	71,676	45,066
332,673	223,175	218,100	132,873
261,650	238,219	294,246	179,358
77,021	80,491	53,890	32,880
116,293	101,175	93,575	59,076
62,989	40,774	38,574	25,232

126,473	143,675	258,579	106,420
236,648	236,780	203,463	130,813
297,778	302,960	336,678	166,897
228,419	231,143	479,446	300,065
664,895	477,068	568,394	346,749
536,096	464,941	507,014	308,099
N/A	127,415	201,231	126,094
N/A	127,296	218,685	136,673
N/A	484,662	536,748	298,037
N/A	112,051	139,411	84,416
365,286	333,471	491,573	324,207
71,745	107,311	145,911	89,832
603,390	551,744	544,896	303,951
N/A	N/A	863,327	300,538
278,460	263,989	314,686	196,289
875,854	742,723	816,434	484,123
233,243	210,507	196,818	132,008
444,705	370,477	367,386	218,828
638,173	528,023	586,349	366,986
423,303	343,307	340,850	210,132
N/A	94,695	214,974	164,100
N/A	90,755	86,667	73,743
60,720	53,570	49,637	31,083
93,673	79,062	78,771	47,481
199,220	181,998	192,510	109,079
58,420	51,557	49,117	31,449
1,090,990	753,855	1,083,308	616,925
805,167	678,334	873,954	473,615
520,492	485,712	554,260	326,552
NA	NA	NA	43004
NA	NA	NA	40293
NA	NA	NA	21656
NA	NA	NA	6623
60,516	51,666	42,860	17,994
33,916	30,028	29,621	14,293
67,000	144,548	157,890	97,656
100,085	108,121	143,589	84,834
94,284	83,292	83,279	63,782
73,096	78,348	109,645	71,051
93,900	82,029	83,442	48,545
66,206	55,611	62,886	46,127
176,484	149,839	159,910	94,681
179,330	141,901	173,345	107,058
42,027	43,349	42,552	27,781
278,595	147,961	104,031	149,639