COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK

GENERAL ORDER POLICE BUREAU	DATE OF ISSUE September 21, 2026	EFFECTIVE DATE September 21, 2026	NO. 054-26
SUBJECT: GENERAL ORDER Automatic License Plate Readers (ALPR's)		DISTRIBUTION Police Bureau Personnel	AMENDS
REFERENCE: NYS SUGGESTED GUIDELINES: NYS MPTC License Plate Reader Model Policy 2022, IACP ALPR System Example Policy			RESCINDS 054-24

Purpose: To establish policy and procedure for the use of department automatic license plate readers (ALPR's), management and security of ALPR data, and maintenance of ALPR equipment.

Policy: It is the policy of the Monroe County Sheriff's Office to utilize ALPRs in a non- discriminatory manner to assist in proactive vehicle traffic enforcement, detect violations of the law, recover stolen property, apprehend fugitives, recover missing or abducted individuals and assist in criminal investigations. The technology shall be used in a manner that protects the civil rights and civil liberties of citizens, including those rights guaranteed by the First, Fourth, and Fourteenth Amendments of the United States Constitution. The technology shall only be used to scan license plates of vehicles that are exposed to public view.

I. Definitions

A. **ALPR:** Automated License Plate Reader. Uses camera technology to recognize the characters of a license plate.

B. **ALPR Alert:** a visible and or audible notification to an ALPR operator that a license plate captured by an ALPR is on a prepared Hot List.

C. **ALPR Administrator:** MCSO member who has been trained and authorized by the ALPR Manager to conduct data queries, create, edit and delete HIT lists, and conduct other administrative functions to assist the ALPR Manager in the performance of their duties.

D. **ALPR Manager:** MCSO supervisor designated by the Chief Deputy, to be the point of contact for ALPR Systems and for the successful implementation of the agency's ALPR program.

E. **ALPR Operator:** designated agency member that has been trained and authorized in the operation and lawful use of ALPR Systems.

F. **ALPR System:** a set of equipment used to capture license plate images and associated vehicle data automatically. The equipment may include the following:

1. One or more ALPR cameras either mobile or stationary
2. Software used to transform captured images into alphanumeric characters.
3. Software used to automatically compare the alphanumeric characters acquired to one or more databases (hotlists)
4. User access to obtain information from software used to transform and compare captured license plate images.

G. **Hit Confirmation**: a secondary check awaiting notification by the original entering agency that a "hit" by the ALPR is still valid and active.

H. **Hit**: an audible alert and/or visual signal activated upon the read of a license plate by the ALPR System that has not yet been visually verified by an ALPR Operator

I. **Hot List**: file that contains the license plate numbers of stolen vehicles, stolen license plates, Suspended and Revoked registrations, AMBER & SILVER ALERTS, warrants as well as other law enforcement alerts. Hotlists are regularly uploaded from NYSPIN or generated internally. ALPR hot lists are compiled to serve agency-specified needs. Manual entry may be available, allowing additions for specific license plates involved in a lawful investigation. The hot list is essential to ALPR systems, as it is required to notify law enforcement that a vehicle on the list is near an ALPR camera.

J. **License Plate Reader Data Query Logs(1)** – a record of an individual performing a search or a query of license plate reader data and the license plate queried.

K. **Mobile ALPR Camera**: ALPR camera intended for use in/on a motor vehicle or other moveable equipment with the ability to be easily relocated. This design may include multiple cameras pointed in different directions.

L. **Stationary ALPR camera**: ALPR camera that is affixed to a structure, such as a pole, sign, or another stationary object and not intended to be easily relocated. This design may also include multiple cameras pointed in different directions and is typically deployed at specific roadways or roadway intersections.

II. Permissible Use of ALPR Technology

A. The authorized use of ALPR software and hardware shall be at the discretion of the Chief Deputy or their designee.

B. Any adjustments or modifications to the administrator settings of the ALPR software management systems shall require approval from the Chief Deputy and be consistent with policy.

C. The use of ALPR technology and associated equipment and databases by law enforcement are authorized only for specific and articulable facts of a concern for safety, wrongdoing, criminal investigations, or pursuant to a court order. Any data associated with license plate readers will not be shared with any law enforcement entity for the purpose of immigration enforcement without a corresponding additional violation of federal, state, county, or local laws.

D. Law enforcement professionals are only authorized to utilize license plate reader technology to:

1. Attempt to identify and/or locate a vehicle related to an official law enforcement investigation; or

2. Attempt to identify vehicle owner(s) and/or occupant(s) when such individual(s):

   a. has committed a criminal offense; or
   b. is involved in or is planning criminal conduct or activity; or
   c. is a possible missing person, crime victim, or witness to criminal activity; or
   d. other official law enforcement investigations

3. Prevent, detect, and/or assess potential safety threats to members of the public and/or public officials.

4. Assist in identifying traffic violations during routine patrol associated with suspended or revoked vehicle registrations.

5. Monitor access to secured areas and critical infrastructure. (i.e. airport)

6. Maintain compliance with a court order.

7. Assist with requests made for the use of physical LPR deployment or LPR-equipped vehicle assistance from or to other agencies for the purposes of assisting with active law enforcement investigations. This includes requested use for strategic deployment (perimeters, choke points).

E. Use of Hotlists

1. Members and employees using an ALPR should ensure the most current hotlist data available is uploaded.

2. Manual hotlist entries shall include the reason for the entry in the notes section upon submission to a hotlist. Notification of said entry will automatically be sent to the ALPR Manager or their designee for review.

3. ALPR Users shall not add a license plate number to any hotlist on behalf of another agency without first obtaining the approval of a Police Bureau supervisor.

4. When the ALPR indicates a hit from the hotlist, prior to initiating any stop, the law enforcement professional shall verify that the captured plate image matches the plate number of the vehicle and State of registration. An inquiry can be used to assist in determining whether any further law enforcement action is warranted.

F. Auto-Sharing of agency ALPR data is only authorized for legitimate law enforcement purposes and is subject to the conditions under Sections VI and VIII of this order.

III. Responsibility of Deputy

A. Prior to a tour-of-duty members will ensure they are properly logged into any in-car ALPR system prior to the start of their shift.

B. Members may add certain license plate numbers into the agency's hot list. Examples may include, but not limited to:

1. Crime Suspects
2. Fugitives from Justice
3. Wanted Persons
4. Amber Alerts / Silver Alerts
5. Other Missing and endangered persons

C. When enforcement action or further investigation is prompted by an ALPR hit, the record of the hit, and the hit list itself should be preserved as part of the supervisor-reviewed report or arrest package for evidentiary purposes.

D. When the ALPR indicates a HIT, the system operator must make a visual verification of the license plate and a system verification that the alert is still in effect prior to enforcement action.

E. An ALPR data search may be performed by a Deputy in relation to a specific law enforcement investigation. A request may also be made to RIOC, MCAC, NYSIC or CIS to have these data searches completed on a deputy's behalf.

IV. Responsibility of Supervisor

A. Report any ALPR system problems to RIOC or ALPR Manager

B. Ensure Deputies are following ALPR General Order as it relates to the usage of the ALPR database and equipment.

V. Audit and Oversight

A. See Annex A (Audit Procedures)

B. Any identified misuse of the ALPR system that could potentially be a violation of law shall be reported directly to the Chief Deputy who will initiate the appropriate investigative response and notifies. All other inconsistencies, inaccurate entries or identified training needs shall be reported to the CIS Captain who will manage the appropriate response.

C. LPR Data Query Logs shall be retained for a period of six years as outlined in the NYS Archives Local Government Retention Schedule (LGS-1).

VI. Prohibited Use

A. The use of license plate reader technology is restricted to approved legitimate law enforcement purposes as outlined in this policy. Use of license plate reader technology for personal or other non-official purposes shall constitute a violation of this policy. *The improper use of license plate reader technology may result in the loss of access to this information as well as possible disciplinary action against the member or employee and/or arrest*.

B. License plate reader technology shall not be used for investigatory purposes when the request for data is based solely upon:

1. Religious, political, or social views or activities; and or lawfully exercising a person's first amendment rights.

2. A person's participation in lawful activities or events; or

3. For the purpose of conducting, or assisting, in civil immigration enforcement.

VII. General Installation and Maintenance

A. All mobile ALPR installs will be completed under the supervision of the Sheriff's Fleet Maintenance Unit.

B. Any mobile ALPR defects, damage or other maintenance problems will be reported to the Zone Administrative Sergeant and or TEU Sergeant who will contact the ALPR Manager to make arrangements for necessary maintenance and/or repairs.

C. The general maintenance of internal hot lists will be the responsibility of RIOC personnel and the ALPR Manager.

D. All stationary ALPR's will be managed, and controlled by the ALPR Manager or their designee. All installation and maintenance of stationary ALPR systems shall only be performed by contracted vendors or authorized county service technicians, and coordinated through the ALPR Manager.

VIII. Storage and Management of ALPR Records

A. The ALPR Manager will be the overall Agency administrator and will be responsible for:

1. Storage and Maintenance of data, including the retention of ALPR data, requests for searches of ALPR data, and the maintenance of hotlists;

2. Establishing and maintaining a list of active authorized users who have access to the system;

3. Ensuring that MCSO data sharing is restricted to only the local and state law enforcement agencies of New York and the eastern U.S. states (AL, CT, DE, FL, GA, KY, ME, MD, MA, MI, MS, NH, NJ, NC, OH, PA, RI, SC, TN, VT, VA, WV). No automatic data sharing agreement will be established with any federal law enforcement agency.

4. Ensuring appropriate vendor access is properly managed, and that the vendor does not add users, share or sell MCSO data in any way without MCSO written approval.

5. All audits, inspections and training pertaining to the ALPR system.

B. All ALPR data captured by MCSO plate readers shall remain the sole property of MCSO. No vendor may access, sell or share our data without written and revokable permission from MCSO.

C. All license plate reads captured through the permissible use of license plate reader technology shall be retained for a period of twelve (12) months before they must be saved as evidence or automatically deleted.

D. Any ALPR data determined to have investigative or prosecution value shall be archived in accordance with applicable statutory timeframes.

E. Authorized users of the MCSO ALPR system shall only have access to the last ninety (90) days of ALPR data. ALPR Administrators and the ALPR Manager shall be authorized to search beyond ninety (90) days and up to the twelve (12) month retention limit unless preserved as evidence.

F. All ALPR inquiries shall document reason(s) for search, a case or incident number, and identity of the authorized inquirer. Any manual searches on behalf of an outside agency will ADDITIONALLY require the specific agency name, requestor's name and title of the individual requesting the data, in any case this external request must comply with all MCSO policies, procedures and privacy laws.

G. Any and all disclosure of ALPR data shall be consistent with the agency's record release policy and applicable statutes regarding, but not limited to, evidence discovery and disclosure pursuant to the Freedom of Information Law (FOIL). Any requests for such data must be reviewed by the agency's legal advisor as well as the Captain of CIS. In any event there will be no release of records pertaining to another person's data without an appropriate court order in order to prevent the unwarranted invasion of personal privacy.

H. On an annual basis, or as deemed appropriate due to changes in technology or law, the ALPR Manager and Captain of CIS will ensure that a review of this policy is completed and that potential amendments are recommended.

IX. Training and Certification

A. Mobile and stationary ALPR's will only be used by members who have been properly trained in the use of the ALPR. Any member in need of training should notify their supervisor.

B. Members authorized to use the ALPR shall receive training in the operation, guidelines, privacy protections, security and maintenance of the ALPR systems.

C. All training shall be coordinated by the ALPR Manager or Administrator(s) and documented appropriately according to agency training standards.

D. All vendor produced operator manuals associated with the ALPR's are available on the corresponding support website and the Intranet.

X. Public Disclosure

A. MCSO Communications Section in cooperation with the ALPR Manager and vendor shall establish and maintain a public facing information page on the MCSO website. This public facing page shall, at a minimum, provide the following information to the public:

1. MCSO ALPR Policy
2. A method of identifying the type and number of cameras, and their general location
3. The number of ALPR reads in the calendar year
4. The number of ALPR data queries in the calendar year

B. This Public Disclosure page should be updated no less than every six (6) months and clearly identify the date of the most recent update.

By Order of the Sheriff

Todd K. Baxter

Attachments:

Annex A – ALPR Audit Procedures

Annex A - ALPR Audit Procedures

PURPOSE. This SOP contains guidance and best practices concerning the audit procedures to be followed in measuring compliance with the Monroe County Sheriff's Office License Plate Reader (LPR) policy. This procedure should be randomly conducted on a quarterly basis, at minimum.

APPLICABILITY. This SOP and the procedures outlined herein are applicable to all personnel tasked with the completion, or assistance with the completion, of regular and random ALPR system audits. The ALPR Manager and CIS Captain or their designees will responsible for the preparation and review of ALPR system audits.

REFERENCES. PBGO-054 License Plate Readers (ALPR's), Vendor instructional materials

1. **Frequency:** Audits of the ALPR system shall be conducted, at a minimum, on a quarterly basis.

2. **Scope:** A minimum of 6, randomly selected active users shall be audited at a time from the list of all active users. The first three (3) users will be selected one from each Zone substation. The remaining three (3) shall be unrestricted and randomly selected from all active users.

3. **Process:** The administrator, or designee, shall pull a complete audit log for each user from the previous three (3) months of use.

    a. Utilizing the scope defined above, randomly select the users to be audited. If a name is selected that has been audited within the past twelve (12) months remove that name and select again. Once six (6) deputies have been selected, assign each user a unique Audit Record Number.

    b. Pull the users previous 3 months of queries. Should there be less than 5 queries for any user then expand the search for that user to include previous months until at least 5 queries have been captured.

    c. For each query conducted by the user, document that the following exists: Audit record number, case number, date and time of the query, identity of the requesting agency, identity of the user initiating the query, documented purpose for the query.

    d. For each query, ensure and document that the query is connected to a legitimate law enforcement purpose. This includes the review of case information.

    e. For each user, document the overall results: Number of queries audited, the number of Inaccurate, Unable to locate, or Incomplete queries that require further investigation or action.

4. **Documentation:** Confirmation of the above will be recorded on the ALPR Audit Report (Figure 1). The ALPR Audit report will consist of a spreadsheet and a list of standardized questions. The assigned audit numbers will be recorded in the spreadsheet as such and the presence of the remaining confirmation points will be confirmed or denied by denoting "yes" or "no."

    a. When all information is available and accurate, "Accurate" will be placed into the Results column.

    b. When all information is available but discrepancies exist, "Inaccurate" will be placed into the Results column.

    c. When Information is missing, "Incomplete" will be placed into the Results column.

    d. Standardized ALPR system questions to accompany the ALPR Audit Spreadsheet will be answered.

5. **Findings:** When audit results reveal Inaccurate or Incomplete data, the Captain of CIS will be notified and he will assist in determining the appropriate course of corrective action (ie. Training, coaching and counseling, referral to member's chain of command, referral to the Chief Deputy for potential criminal Investigation and/or referral to Internal Affairs). The action chosen will be appropriately documented.

   A finding of Inaccurate or Incomplete does not automatically indicate improper usage. The matter could simply be human error of transposing numbers or similar mistake that should easily be corrected. However, these shall still be documented in the audit results and then further reviewed by the Captain of CIS.

6. **Audit Report Review and Retention:**

   a. All Audit results shall be reviewed by the Captain of CIS, and made available to the Standards and compliance section upon request.

   b. Audit reports will be retained by at the direction of the Captain of CIS for a period of six (6) years as outlined in the NYS Archives Local Government Retention Schedule (LGS-1).