


EXHIBIT A

	FAIR OAKS RANCH POLICE DEPARTMENT	
	Policy 433 Automated License Plate Reader (ALPR)	
	Effective Date: 08/01/2025	Replaces:
	Approved: Todd Smith Chief of Police	
	Reference:	

I. POLICY

Automated License Plate Reader (ALPR) technology allows for the automated detection of license plates. ALPRs are used by the Fair Oaks Ranch Police Department (FORPD) to use 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, electronic surveillance of crime suspects, fleeing suspect interdiction and stolen property recovery. FORPD submits reads through Flock Safety directly to Texas Department of Public Safety (DPS). We send reads back to DPS every 24 hours and retain data for 30 days. FORPD respects privacy rights and will ensure its use of ALPR technology first and foremost protects those rights.

II. PURPOSE

The purpose of this policy is to provide Fair Oaks Ranch Police Department personnel with guidelines on the proper capture, storage, and use of digital data obtained using the ALPR systems. The availability and use of ALPR systems provide many opportunities for the enhancement of productivity, effectiveness, and officer safety. It is the policy of FORPD that all members abide by the guidelines set forth herein when using ALPR systems.

III. DEFINITIONS

1. ALPR: Automated License Plate Reader
2. CID: Criminal Investigation Division
3. DPS: Texas Department of Public Service
4. FORPD: Fair Oaks Ranch Police Department
5. FOIA: Freedom of Information Act
6. FOUO: For Official Use Only
7. Read: Digital images of license plates, vehicles, and associated metadata (e.g., date, time, and geographic coordinates associated with the vehicle image capture) captured by the ALPR system.

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8. Alert: A visual and/or auditory notice that is triggered when the ALPR system receives a potential “hit” on a license plate.
9. Hit: A read matched to a plate that has previously been registered on an agency’s “hot list” of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting investigation, or which has been manually registered by a user for further investigation.
10. Hot list: License plate numbers of stolen cars, vehicles owned by persons of interest, vehicles used in the commission of crimes or related to identified crime suspects, vehicles associated with AMBER Alerts, etc. that are regularly added to “hot lists” circulated among law enforcement agencies. Hot list information can come from a variety of sources, including stolen vehicle information from the National Insurance Crime Bureau and the National Crime Information Center (NCIC), as well as national AMBER Alerts and Department of Homeland Security watch lists.
11. Fixed ALPR system: ALPR cameras that are permanently affixed to a structure, such as a pole, a traffic barrier, or a bridge.
12. TCIC/NCIC: Texas Crime Information Center / National Crime Information Center databases.
TLETS: Texas Law Enforcement Telecommunications System, which is a secure network through which access to TCIC/NCIC information is accessed.

IV. USE AND ACCESS

1. ALPR may be used for law enforcement purposes, including but not limited to:
 - a. Pursuing information relevant to an ongoing criminal investigation.
 - b. Locating a missing or endangered person.
 - c. Locating a lost or stolen vehicle.
 - d. Apprehending an individual with an outstanding warrant.
2. Use of ALPR for Investigations:
 - a. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
 - b. ALPR data should be used to canvass areas around homicides, shootings, and other major incidents.
3. Use of an ALPR is restricted to the purposes outlined below:
 - a. Department members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.
 - b. Only a sworn or civilian employee of this department who has been authorized by the Chief of Police to operate an ALPR and has successfully completed the provided training will be authorized to access ALPR data.
 - c. An ALPR shall only be used for official law enforcement business.
4. All uniformed officers, supervisors, and the CID Division will have access to hotlist alerts.
5. The Lieutenant and CID will have access to review data from ALPR.

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6. ALPR may not be used for:
 - a. Traffic enforcement or red-light enforcement.
 - b. Fines or fees, including expired tags.
 - c. To obtain biometric information.
 - d. Selling data to private third parties like repossession companies.

V. ACCESS MANAGEMENT

1. The Lieutenant is responsible for:
 - a. Maintaining a list of the names and job titles of all authorized users.
 - b. Developing training requirements.
 - c. Promptly disclosing to the Chief of Police any security breach with respect to the agency's ALPRs or ALPR data.
2. The CID Sergeant is responsible for:
 - a. Ensuring systems and processes are in place for the proper collection and retention of ALPR data.
 - b. Managing and transferring data obtained as evidence in an offense to the designated storage following department procedures.

VI. RESPONSE

1. Patrol Personnel - Upon being notified of an ALPR notification, on-duty personnel will respond to the area to attempt to locate the suspect vehicle. If the vehicle is located, proper traffic stop procedures shall be followed based on the type of hit, officer observations, and other factors present.
2. CID personnel shall utilize ALPR data to assist in the identification of suspects involved in criminal activity in the City of Fair Oaks Ranch.
3. When ALPR data is used to assist in the identification of a suspect or vehicle linked to criminal activity, the ALPR data shall be downloaded from the system and stored as evidence in accordance with the evidence retention policy.
4. The officer shall verify an ALPR response through the appropriate official law enforcement database and corroborate the data before taking enforcement action that is based solely on an ALPR alert.

VII. DATA SHARING CRITERIA AND PROTOCOLS

1. To maximize the effectiveness of the ALPR's, the data may be shared with neighboring agencies that also deploy Flock cameras.
2. The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures: The agency makes a written request for the ALPR data that includes:
 - a. The name of the agency.
 - b. The name of the person requesting.

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- c. The reason for the request.
3. All requests will be reviewed by the Lieutenant or the authorized designee and approved before the request is fulfilled.
4. Approved requests will be retained on file.

VIII. PROTECTIONS

1. Data Ownership: FORPD owns the data transferred from ALPR's and stored as evidence. Only photographs that are stored by FORPD are subject to FOIA requests. Any other camera footage requests shall be directed to Flock Safety for compliance.
2. Retention: Data will be kept for 30 days, unless it has become, or it is reasonable to believe it will become, evidence of a criminal or civil action or subject to discovery or other lawful action.
3. Auditing: Audits will be conducted monthly under the direction of the Lieutenant to ensure users are entering valid search reasons and/or real case numbers and using the system in accordance with this policy. Audits will include reconciliation with conducting officers.
4. Training: All officers will be trained in the appropriate use, hotlist response, and system access.
5. Misuse Policy: Any misuse or violations of this policy will be handled in accordance with the department's disciplinary action policy.

IX. PRIVATELY OWNED CAMERA SYSTEMS

1. FORPD recognizes local businesses and/or residents may want to purchase privately-owned ALPR systems and link them to the FORPD network of systems.
2. All private systems linked to the FORPD system must be approved by the Chief of Police. All data received by FORPD shall become Fair Oaks Ranch Police Department data and subject to all provisions of this policy. FORPD shall not be responsible for any costs associated with a privately funded ALPR system.
3. Privately-owned ALPR systems must meet all local government right-of-way ordinances, rules, and regulations.
4. FORPD will not actively monitor any privately-owned ALPR or video systems.