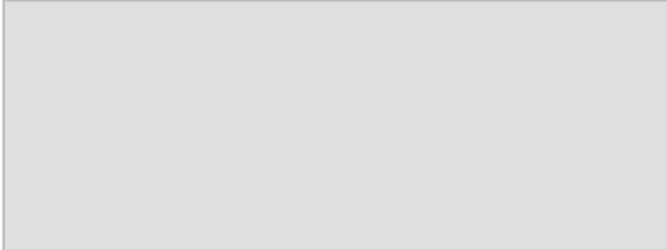
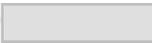




August 23, 2012



Dear 

Re: *Freedom of Information and Protection of Privacy Act (the Act)*
FOI file # 12-403

I am replying to your request received by this Department on August 1, 2012 requesting a copy of all documents related to the development of the policy/guidelines for the usage of automated license plate recognition systems.

A review of the documents has revealed that no editing will be required to comply with current access to information/privacy legislation. As such, release of the documents in their entirety is possible in this case.

If you have any questions you may contact me at 250 995-7299.

Sincerely,



Debra Taylor, Manager
Information and Privacy Section

Enclosure

5.100 Automatic Licence Plate Recognition (ALPR)

-
- | | |
|---|-------------------------------|
| <ol style="list-style-type: none">1. General2. ALPR Equipment3. ALPR Operator4. ALPR Data Collection, Storage and Retention5. Release of ALPR Information6. Requests of Searches of the ALPR Databases | Related Links |
|---|-------------------------------|
-

[Appendix: 25-100-1 ALPR's Terms and Conditions for Participation Within a Policing Jurisdiction](#)

(Originator: OIC "E" Division Traffic Services)

1. General

1. 1. Automatic Licence Plate Recognition (ALPR) is an investigative aid that can **significantly improve road safety**, significantly reduce property crime, increase patrol efficiency and increase detection rates of target plates.
1. 2. ALPR cameras photograph and store licence plate images from moving and stationary vehicles.
1. 3. The ALPR computer compares the licence plate images with national and provincial databases for enforcement purposes.
 1. 3. 1. The following approved enforcement databases are loaded into the system (Target Database):
 1. 3. 1. 1. Stolen Vehicles (CPIC);
 1. 3. 1. 2. Licence plates associated to:
 1. 3. 1. 2. 1. Canada-Wide Warrants (CPIC);
 1. 3. 1. 2. 2. BC-Wide Warrants (CPIC);
 1. 3. 1. 2. 3. Other Pointer Vehicles (CPIC);
 1. 3. 1. 2. 3. 1. **Note:** This database is included for information and police and public safety reasons only, see line [3.3](#), below.
 1. 3. 1. 2. 4. Prohibited/**Suspended Drivers (ICBC Driver/Vehicle Database)**;
 1. 3. 1. 2. 5. Uninsured Vehicles (**ICBC Driver/Vehicle Database**), and;
 1. 3. 1. 2. 6. Unlicensed Drivers (**ICBC Driver/Vehicle Database**).
 1. 4. ALPR equipment is installed in marked or covert vehicles, both with mobile and stationary capabilities.
 1. 5. ALPR is approved for the prevention and detection of stolen vehicles, detection of provincial traffic violations, and is effective for all types of criminal investigations where a vehicle link is possible/probable.
 1. 6. The OIC "E" Division Traffic Services is responsible for the ALPR program.

2. ALPR Equipment

2. 1. All equipment purchases/implementation must be approved by the OIC "E" Division Traffic Services. Contact the ALPR Coordinator, "E" Division Traffic Services, at 604-539-2708.
2. 2. There are currently three covert vehicles for use by units/detachments. Direct requests to the ALPR Coordinator.
2. 2. 1. Ensure a Letter of Agreement regarding ALPR ([Appendix 25-100-1](#)) is signed when personnel from other police agencies are using this equipment.

3. ALPR Operator

3. 1. Download the CPIC and **ICBC Driver/Vehicle** databases to the onboard computer system at the start of each shift.
3. 1. 1. Enter appropriate individual licence plates associated to an Amber Alert into the target database when broadcast by an OCC.
3. 1. 2. The ALPR database is neither live to CPIC nor ICBC and is therefore most accurate when you download data from CPIC or **ICBC Driver/Vehicle Database**.
3. 2. **Prior** to taking enforcement action, confirm all:
 3. 2. 1. ALPR database hits with CPIC/ICBC.
 3. 2. 2. Possible hits resulting from a CPIC query with the originating agency.
3. 3. **Prior** to arranging interception of a vehicle listed on the Other Pointer Vehicles (CPIC) database ensure there are valid grounds for conducting a vehicle check; i.e., the driver has committed an infraction; the registered owner is in violation of the Motor Vehicle Act as it relates to his/her status of the driver's licence or vehicle registration, etc.
3. 4. Members operating covert ALPR vehicles must:
 3. 4. 1. not stop, or attempt to stop, a vehicle or person.
 3. 4. 2. not use the vehicle to close the distance, initiate or join any Emergency Vehicle Operation (Pursuit). See "[E" OM 5.4. EVO](#)."
 3. 4. 3. ensure that the vehicle is stored in a secured parking facility when not in use.

4. ALPR Data Collection, Storage and Retention

4. 1. Refer to "[E" OM 16.4. Closed Circuit Video Equipment \(CCVE\)](#)."
4. 2. ALPR photograph images and data are classified as Protected A and are stored on a secure server.
4. 2. 1. Data from the ALPR vehicles must be uploaded to the secure server **at least once per week**.

5. Release of ALPR Information

5. 1. Data and statistics will not be released to the media or public without the prior permission of the OIC "E" Division Traffic Services. Refer to ["E" OM 1.3.1. Assistance—Release of Information](#), and [HQ Admin Man. III.11. Information Access](#).
5. 2. Direct all ALPR media enquiries to:
 5. 2. 1. the IMPACT Media Relations officer for IMPACT related enquiries; or
 5. 2. 2. all remaining enquiries to the Media Relations office at "E" Division Traffic Services.
 5. 2. 3. See ["E" OM Part 27 Media](#).

6. Requests of Searches of the ALPR Databases

6. 1. Submit requests for ALPR database searches to the ALPR Coordinator via ROSS, or by the submission of [ICS form ED625](#) per ["E" Div. OM 1.3.1.8. Disclosing Personal Information Within the RCMP](#).
6. 1. 2. Include the investigator's name, home unit/detachment, file number, the licence plate number to be searched, and reason.

References:

- ["E" OM 5.4—EVO HQ](#)
- [OM 16.4. Closed Circuit Video Equipment](#)
- ["E" OM 1.3.1. Assistance—Release of Information](#)
- [HQ Admin Man. III.11. Information Access](#)
- ["E" OM Part 27 Media](#)
- [ICS form ED625](#)
- ["E" Div. OM 1.3.1.8. Disclosing Personal Information Within the RCMP](#)



Amended:2009-09-11
[Important Notices](#)

DRAFT

GRC-RCMP



GENDARMERIE ROYALE DU CANADA • ROYAL CANADIAN MOUNTED POLICE

**"E" Division Traffic Services
Automatic License Plate Recognition (ALPR) Program's
Terms and Conditions For Participation**

General

1. The Officer in Charge of "E" Division Traffic Services is responsible for overseeing and managing the provincial ALPR program.
2. Automatic License Plate Recognition (ALPR) consists of cameras mounted in or on mobile or stationary police vehicles that capture images of vehicle license plates and instantly check the license plates against an onboard database.
3. The onboard database is currently limited to:
 - Stolen licence plates/Licence plates associated to stolen vehicles
 - Licence plates associated to Warrants (Canada Wide)
 - Licence plates associated to Warrants (BC Wide)
 - Licence plates associated to pointer vehicles
 - Licence plates associated to prohibited drivers
 - Licence plates associated to unlicensed drivers
 - Licence plates associated to uninsured vehicles
4. ALPR images and data are classified as "Protected A" and are stored on a secure server under the control of the RCMP.
5. ALPR images and data related to hits are retained for 2 years as required by the Federal Privacy Act.
6. ALPR images and data related to non hits are not retained.
7. E Division RCMP ALPR policy is intended to be consistent with the Privacy Impact Assessment (PIA), Threat Risk Assessment (TRA), Statement of Sensitivity (SOS), and agreement with the Office of the Privacy Commissioner (OPC) in Ottawa.
8. Requests for the use of ALPR that are outside of E Division RCMP policy shall be directed to the OIC of E Division Traffic Services for consideration of a new or supplemental Privacy Impact Assessment (PIA).

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Responsibilities of Participating Jurisdiction

1. Police agencies (both independent and RCMP) using ALPR units or vehicles provided by "E" Division Traffic Services, or with their own ALPR equipment that uses RCMP provided data and technical support, will sign a Letter of Agreement.

2. By signing the Letter of Agreement the police agency will:

- Ensure their ALPR unit and vehicle is used consistent with RCMP policy, "E" Division Operational Manual Part 25 Investigative Aids, Chapter 25.100 Automatic License Plate Recognition (copy of policy attached).
- Ensure that ALPR is operated only by Regular Members or sworn police members and not by other categories of employee or volunteers,
- Ensure that the only data entered manually in to the ALPR system data base are license plates associated with Amber Alerts
- Not access ALPR data or store ALPR data or images on any system other than as directed by RCMP policy
- Ensure that ALPR is not used for collection of intelligence or other non authorized operational or administrative purposes
- Be responsible for all repairs and damages to ALPR equipment and vehicles provided by E Division traffic Services
- Acknowledge that E Division traffic services is responsible for the fuel and maintenance of ALPR vehicles provided on loan to police agencies
- Acknowledge that ALPR equipment and vehicles provided by "E" Division Traffic Services are funded by the Enhanced Road Safety Program, they remain the property of "E" Division Traffic Services, and they are provided on loan to RCMP Detachments, traffic units, and independent police forces for uses consistent with E Division policy
- Ensure an ALPR Alarm Log is completed daily and faxed at a minimum of weekly to the OIC of E Division Traffic Services at 1-604-539-2716 or email to warren.nelson@rcmp-grc.gc.ca.
- Not release ALPR program data and statistics to the media or public, or use in reports or releases, without the prior permission of the OIC "E" Division Traffic Services. **Exception:** Police agencies, Detachments, and Units are authorized to release information to the media or public in relation to ALPR related operational incidents and projects, i.e. ALPR actions that lead to drugs, firearms, serious criminal offences, pursuits, traffic or auto crime enforcement initiatives, etc.
- Acknowledge that the use of ALPR contrary to E Division policy may result in the termination of data and technical support from the RCMP and a request to return ALPR equipment or vehicles provided to E Division Traffic Services

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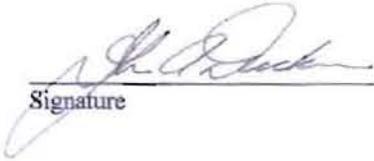
Request for Searches of the ALPR database

All requests for a search of the ALPR database shall be submitted to the Officer in Charge of "E" Division Traffic Services as per "E" Division Operational Manual 1.3.1.8.b.2.1., and must include the investigator's name, the file number, the license plate to be searched and the reasons for the search.

Requests from RCMP clients should be faxed via ICS form ED625 to 604-539-2716. Requests from non RCMP clients should be fax via memorandum or letter to 604-539-2716.

UNDERTAKING BY CHIEF

I, JOHN A. DUCKER DEPUTY CHIEF CONSTABLE, have read and agree to fully implement, with my agency, the program procedures as noted in this document. I also realize that I can end my agency's participation in the program at any time by written notification to the OIC "E" Division Traffic Services and returning of the ALPR unit and/or vehicle.


Signature

2011-03-02
Date



Policy Report to the Victoria Police Board

Date: November 2011
Subject: AF190 Automatic Licence Plate Readers

**** Public****

Purpose

This report is recommending:

New Policy	<input checked="" type="checkbox"/>		
Policy Amendment	<input type="checkbox"/>	Minor Amendments	<input type="checkbox"/>
		Major Revision	<input type="checkbox"/>

Summary of Recommended Changes / New Policy

This is new policy that details how the Department uses and administers the ALPR system.

Rationale:

The ALPR system is wholly owned and managed by the RCMP. The Department uses the system through Letter of Agreement with the RCMP. This policy is intended to address the in-house administration and use of the system and to highlight the agreement with the RCMP regarding use of the ALPR.

Previous Board Policy or Decisions

None. New policy.

Recommendation:

The new policy be adopted by the board for the reasons noted above.

Attachments:

- Draft Policy - Clean copy (New policy – No tracked changes)

	Victoria Police Department	
	Operations Section	Information Management
	AF190	Automatic License Plate Readers

Effective Date: November 8, 2011
Amended Date: November 8, 2011

1.0 Policy

- 1.1. The OIC "E" Division Traffic Services for the RCMP is responsible for the overseeing and management of the ALPR program.
- 1.2. The Department participates in the ALPR program by Letter of Agreement with the OIC "E" Division Traffic Services for the RCMP.
- 1.3. The Department will comply with RCMP policy related to the ALPR program.

2.0 Reason for Policy

- 2.1. Automatic Licence Plate Recognition (ALPR) is an investigative aid that can significantly improve road safety, significantly reduce property crime, increase patrol efficiency and increase detection rates of target plates.

3.0 Definitions

- 3.1. **"ALPR"** – means Automatic Licence Plate Reader. These are computerized units that use cameras to photograph and store licence plate images from moving and stationary vehicles. The ALPR computer compares the licence plate images with national and provincial databases for enforcement purposes.
- 3.2. **"Hit"** – means a match has been made by the ALPR system between the automatic recognition of a licence plate with an entry on the ALPR database.

4.0 Procedure

ALPR Officer

- 4.1. The Department will identify a member(s) as deemed necessary to act as the liaison for the ALPR program.
- 4.2. In addition to the day to day liaison and management of the ALPR system for the Department, the ALPR officer(s) is responsible for;
 - 4.2.1. Obtaining ALPR data from the RCMP as needed in accordance with RCMP ALPR policy; and

4.2.2. The upload of ALPR data to the RCMP as required by the RCMP ALPR policy.

Use of ALPR Data and ALPR System

- 4.3. Only members who have received training in the use of the ALPR system may use the system.
- 4.4. The ALPR is only to be used for the purposes outlined in the RCMP ALPR policy.
- 4.5. The ALPR system will only use data obtained by the RCMP from approved enforcement databases. The data used will include only:
 - 4.5.1. Stolen Vehicles;
 - 4.5.2. Arrest warrants (Canada wide and British Columbia);
 - 4.5.3. Pointer vehicles;
 - 4.5.4. Prohibited drivers;
 - 4.5.5. Unlicensed drivers; and
 - 4.5.6. Uninsured vehicles.
- 4.6. Operators of the ALPR system must only use the most recent data obtained from the RCMP. In any event, data used in the ALPR system must have been obtained from the RCMP within 7 days prior to use. All ALPR “hits” must be confirmed by the user via a separate manual CPIC query.
- 4.7. Although the Department is in temporary possession of the ALPR data files, these files are contained entirely within the ALPR system and cannot be accessed directly by the Department. Data is only readable by a member of the Department where there has been a “hit” located by the ALPR system between a licence plate read and a data entry on the ALPR system.

Ownership of ALPR System

- 4.8. The ALPR system hardware and data is the property of the RCMP and is used by the Department by Letter of Agreement.