



Automated License Plate Reader (ALPR)

Effective Date:	07/27/2026
Revised Date:	
Issuing Authority:	L. Foster Interim - Chief

434.1 PURPOSE AND SCOPE

The purpose of this policy is to define the guidelines for the capture, storage, access, and use of data obtained through Automated License Plate Reader (ALPR) technology. This policy does not apply to systems used solely for the enforcement of traffic laws, including parking regulations and speed limits.

434.2 POLICY

It is the policy of the Luray Police Department to utilize ALPR technology for legitimate law enforcement purposes in accordance with the Code of Virginia. [VA Code § 2.2-5517](#)

All personnel shall comply with the provisions of this policy. Supervisors are responsible for ensuring that any violation of this policy is promptly investigated and addressed through appropriate corrective action, including training, counseling, or discipline.

This policy is for internal administrative use only and does not create a higher standard of safety or care in an evidentiary sense with respect to third party claims or does not enlarge an employee's civil liability in any way.

434.3 DEFINITIONS

For purposes of this policy, the following definitions apply:

- (a) **Audit Trail** – A record of all ALPR system queries, responses, and data actions (access, entry, updates, sharing, dissemination), including date/time, queried data (e.g., license plate), purpose (including offense type), related case or call number, and user identity.
- (b) **Audit Trail Data** – All data collected or generated by an ALPR system to create and support the audit trail.
- (c) **ALPR System** – Automatic License Plate Recognition System (“System”) – a system of one or more high-speed cameras and computer algorithms that convert images of license plates and/or vehicles into computer-readable data.



- (d) **Notification** – A hit or alert generated by an ALPR system indicating a license plate or vehicle matches an entry in a comparison database.
- (e) **Query** – A user-initiated search of ALPR system data using a license plate (full or partial), vehicle descriptors, date, time, location, or other searchable data.
- (f) **System Data** – All data collected by the ALPR system, including images, plate numbers, vehicle characteristics, and associated metadata.

434.4 ADMINISTRATION

The Chief of Police or Designee shall be responsible for the administration of the ALPR program, including:

- (a) System installation, maintenance, and vendor management.
- (b) Compliance with [Virginia Information Technologies Agency](#) (VITA) security standards.
- (c) Ensuring hotlist updates occur at least every 24 hours.
- (d) Managing user access and permissions.
- (e) Ensuring compliance with [VA Code § 2.2-5517](#).
- (f) Coordinating required reporting with the Virginia State Police and applicable authorities.
- (g) Conducting audits at least every 30 days to ensure proper system use and compliance.

System access shall be controlled through:

1. Unique user credentials.
2. Two-factor authentication.
3. Role-based access permissions.

Personnel shall not share login credentials.



434.5 OPERATIONS

General Use

Systems shall be used only for the following authorized purposes:

- (a) As part of a criminal investigation into an alleged violation of the Code of Virginia or any county, city, or town ordinance where there is reasonable suspicion that a crime was committed.
- (b) As part of an active investigation involving a missing or endangered person, including whether to issue an alert for such person, or a person associated with human trafficking.
- (c) To receive notifications related to a missing or endangered person, a person with an outstanding warrant, a person associated with human trafficking, a stolen vehicle, or a stolen license plate.

Personnel shall:

- 1. Document a valid reason for each query in an incident-based report (IBR)
- 2. Enter a corresponding CFS or case number.
- 3. When assisting another agency, create a separate case number and incident-based report. The IBR must include in the narrative the requesting agency's name, the reason for the request, the referring case number, and any other relevant information provided by the requesting agency.

Queries shall only be conducted for authorized law enforcement purposes.

Response to Notifications

An ALPR notification alone does not justify a stop, detention, or arrest. Prior to taking enforcement action, officers shall:

- (a) Develop independent articulable facts that establish reasonable suspicion or; probable cause; and
- (b) Visually confirm that the observed vehicle and license plate match the information associated with the ALPR notification; and
- (c) Ensure that the planned enforcement action is consistent with law, departmental procedure, and training.



Prohibited Uses

Personnel shall not use ALPR systems for:

- (a) Monitoring lawful First Amendment activity.
- (b) Immigration enforcement.
- (c) Personal use.
- (d) Harassment or intimidation.
- (e) Any non-law enforcement purpose.

System data shall not be shared except as authorized by law or court order.

434.6 TRAINING

Only personnel who have completed department-approved training shall be authorized to use ALPR systems.

The Training Coordinator shall ensure initial and periodic training that includes:

- (a) System capabilities and proper operation.
- (b) Authorized and prohibited uses.
- (c) Legal requirements and compliance with Virginia law.
- (d) Audit trail and documentation requirements.
- (e) Proper response to system notifications.
- (f) Penalties for misuse.
- (g) Review of this policy.

434.7 SECURITY AND ACCOUNTABILITY

All ALPR data shall be protected through administrative and technical safeguards.

The Chief of Police or Designee shall:

- (a) Oversee system integrity and access control.



- (b) Conduct required audits.
- (c) Ensure compliance with state law and policy.

Audit trail data shall be retained for two years and then permanently deleted.

Unauthorized access, use, or dissemination may result in disciplinary action and criminal prosecution under [VA Code § 18.2-152.4](#).

434.8 DATA COLLECTION AND RETENTION

System data shall be retained for 21 days and then permanently deleted.

Audit trail data shall be retained for two years.

Data associated with an active investigation or legal proceeding shall be retained until final disposition, including all appeals, in accordance with applicable records retention requirements.

434.9 RELEASE OF ALPR DATA

ALPR System data and audit trail data are not subject to disclosure under the Virginia Freedom of Information Act, except as otherwise required by law.

The Luray Police Department shall not sell ALPR system data or audit trail data.

Data may be shared only:

- (a) With other law enforcement agencies for authorized purposes.
- (b) The Commonwealth's Attorney for prosecution, discovery, or other official purposes.
- (c) With defense counsel pursuant to discovery or court order.
- (d) In response to a valid court order or subpoena in any criminal or civil proceeding.
- (e) With vendors for system maintenance or quality-assurance purposes.
- (f) To alert the public to an emergency situation, a missing or endangered person, a person associated with human trafficking, or a person with an outstanding warrant.

Evidence obtained in violation of this policy may be subject to suppression or other legal consequences as determined by a court.