

Automated License Plate Readers (ALPRs)

473.1 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.

473.1.1 DEFINITIONS

Definitions related to this policy include (2026 Oregon S.B. 1516, § 3):

Automated license plate recognition system (ALPR system) - One or more high-speed cameras combined with computer algorithms used to convert images of license plates or other vehicle characteristics into computer-readable data. It does not include a photo red light camera as described in ORS 810.434 (mounted cameras) when used for traffic enforcement, or a photo radar unit when used for enforcement of speed limits.

Hot list - A database that identifies vehicles used to facilitate the commission of a crime or violation or to avoid apprehension for commission of a crime, or that are associated with a missing or endangered person.

473.2 POLICY

The policy of the Winston Police Department 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 system are for the official use of this department.

Because such data may contain confidential information, it is not open to public review except in limited conditions (e.g., contents of an audit).

473.3 ADMINISTRATION

ALPR technology, also known as license plate recognition (LPR), allows for the automated detection of license plates. It is used by the Winston 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.

All installation and maintenance of the ALPR system, as well as ALPR data retention and access, shall be managed by the Administration Lieutenant. The Administration Lieutenant will assign personnel under their command to administer the day-to-day operation of the ALPR system and data.

473.3.1 ALPR ADMINISTRATOR

The Administration Lieutenant is responsible for developing guidelines and procedures to comply with the requirements of 2026 Oregon S.B. 1516, § 3 through § 9. Such procedures include but are not limited to:

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- (a) Training requirements for authorized users, including deployment, use, and security of the ALPR system and data.
- (b) Authorized uses of the ALPR system and data.
- (c) Comparing ALPR data with certain records and databases identified in 2026 Oregon S.B. 1516, § 4.
- (d) Security of the ALPR system and data, including rules governing access to the system and data.
- (e) Requiring that information contained in any hot list is accurate, relevant, timely, and complete.
- (f) Data sharing (e.g., access and limitations).
- (g) Working with the Records Clerk regarding the retention and destruction of ALPR data.
- (h) Working with the Chief of Police regarding the oversight of all contracts with a third-party vendor, including compliance with Oregon law, Winston Police Department ownership of ALPR data, access to ALPR data, encryption of ALPR data, compliance with the Federal Bureau of Investigation Criminal Justice Information Service Security Policy and addendums, audit rights, prompt notification of security breaches, liability, and misuse and improper release of ALPR data (2026 Oregon S.B. 1516, § 7).
- (i) Conducting internal ALPR system audits and reviewing vendor audits.
 - 1. Vendor audits shall be published on the department website within two days of receipt, if the vendor does not provide direct public access to the results of the audit within two days of completion (2026 Oregon S.B. 1516, § 6).
 - 2. Audit results published by the Department or provided to the public by a vendor must be in accordance with ORS 192.345 (44)(a) (exemption from public disclosure).
- (j) Publishing this policy and related procedures on the department website.

473.4 OPERATION

Use of the ALPR system is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use, the system or data for any unauthorized purpose.

- (a) No member of this department shall operate the ALPR system or access ALPR data without first completing department-approved training.
- (b) The ALPR system shall only be used for official and legitimate law enforcement business.
- (c) The ALPR system may be used in conjunction with any routine patrol operation or official department investigation. Reasonable suspicion or probable cause is not required before using the ALPR system.
- (d) While the ALPR system may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings, and other major incidents. Partial license

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plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.

473.4.1 PERMITTED USE

The ALPR system or data may be used for the following purposes (2026 Oregon S.B. 1516, § 4):

- (a) Identifying a vehicle that was used to facilitate the commission of a crime or used to avoid apprehension for commission of a crime:
 - 1. Under Oregon law.
 - 2. In another state or jurisdiction that is substantially equivalent to a crime under Oregon law.
 - 3. Under federal law and the use of the ALPR system or data is not contrary to ORS 24.500 (reproductive health care or gender-affirming treatment) or any other Oregon law restricting the use of public resources for prohibited enforcement activities including ORS 181A.250 (political, religious, social views, associations), ORS 181A.820 (enforcement of federal immigration laws), and ORS 181A.826 (use of public resources for immigration enforcement).
- (b) Identifying a vehicle that was used to facilitate the commission of a violation described in ORS 153.008, excluding a traffic violation as defined in ORS 801.557.
- (c) Identifying a vehicle that is registered to a person for whom there is an outstanding criminal warrant for arrest if the warrant is:
 - 1. For a crime under Oregon law.
 - 2. For a crime that, if committed in another state or jurisdiction, is substantially equivalent to a crime under Oregon law.
 - 3. A federal judicial warrant for arrest and the use is not contrary to ORS 24.500 or any other Oregon law restricting the use of public resources for prohibited enforcement activities including ORS 181A.250, ORS 181A.820, and ORS 181A.826.
- (d) Identifying a vehicle that is associated with a missing or endangered person including a person who is the subject of an AMBER Alert or Silver Alert.
- (e) Identifying an uninsured vehicle as defined in ORS 742.504.
- (f) Identifying a vehicle that is not registered as required under the Oregon Vehicle Code.
- (g) Regulating the use of parking facilities.
- (h) Controlling access to secured areas.

Prior to an officer conducting a traffic stop of a driver of a motor vehicle based on an ALPR alert, the officer shall visually confirm that the vehicle's license plate number, issuing state, and other vehicle characteristics match the alert and that the traffic stop complies with department policy and applicable law (2026 Oregon S.B. 1516, § 4).

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A request by a member to access captured license plate data collected by a private person or entity or non-law enforcement agency for a law enforcement purpose should be approved by a supervisor prior to access (2026 Oregon S.B. 1516, § 4).

473.4.2 HOT LISTS

Authorized users who add a license plate number, vehicle description, or other entry to a hot list shall include in the entry (2026 Oregon S.B. 1516, § 4):

- (a) The specific law enforcement purpose for the entry.
- (b) The name of the member who added the entry.
- (c) If added on behalf of another member of the Department, the name of the other member.

473.4.3 SEARCH ENTRY LOG

A search entry log shall be maintained for searches relating to captured license plate data collected by the ALPR system.

When a member of this department searches ALPR data, they shall include the following information in the search entry log (2026 Oregon S.B. 1516, § 4):

- (a) User identification of the person conducting the search
- (b) The name of the Department
- (c) The search terms used
- (d) The date and time of the search
- (e) Any applicable case or reference numbers
- (f) The law enforcement purpose of the search
- (g) If the search is related to an investigation of a crime or violation, the specific type of crime or violation being investigated

473.5 DATA COLLECTION AND RETENTION

The Administration Lieutenant is responsible to ensure proper collection and retention of ALPR data, and for transferring ALPR data stored in department vehicles to the department server on a regular basis, not to exceed 30 days between transfers.

All ALPR data downloaded to the server should be stored for no more than 30 days after the ALPR data is collected unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action, or is subject to a lawful action to produce records. ALPR data related to a court proceeding or ongoing criminal investigations may be retained for the same period of time that evidence is retained in the normal course of the court's business. In such circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence (2026 Oregon S.B. 1516, § 4).

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473.6 ACCOUNTABILITY

All saved data will be closely safeguarded and protected by both procedural and technological means. The Winston 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 server 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 department-related civil or administrative action.
- (c) Internal ALPR system audits should be conducted on a regular basis.

473.7 RELEASING ALPR DATA

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:

- (a) The agency makes a written request for ALPR data that includes:
 - 1. The name of the agency.
 - 2. The name of the person requesting.
 - 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Administration Lieutenant or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.
- (d) Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.

473.7.1 DATA SHARING LIMITATIONS

The Department shall not provide access to ALPR data to any federal or out-of-state governmental entity or agency except as provided by 2026 Oregon S.B. 1516, § 3 through § 9. ALPR data shared or released shall be limited to data relevant to a legitimate law enforcement purpose and may not include unrestricted or ongoing access to the ALPR system or data. When ALPR data is provided, the following information must be included in the search entry log (2026 Oregon S.B. 1516, § 5):

- (a) The information required by 2026 Oregon S.B. 1516, § 4(5)
- (b) The government agency or entity requesting the data
- (c) The number of cameras or devices that were accessed or used as part of the search