

**Butler County Sheriff's Office
Policies and Procedures**

Subject: Automated License Plate Readers (ALPR) - FLOCK	Policy Number: 4.36
Issue Date: 11-25-2025	Revision Date:
Approval Authority: <i>R. K. Jones</i>	

PURPOSE AND SCOPE:

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Butler County Sheriff's Office to capture images of vehicle license plates and convert the images to data for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates, and missing persons. The ALPR may also be used for any other official law enforcement business, including but not limited to suspect identification in crimes under investigation, active warrants, stolen property recovery, electronic surveillance, and criminal interdiction.

ADMINISTRATION OF ALPR DATA:

The Butler County Sheriff's Office contracts with outside vendor Flock Safety for ALPR services. All installation and maintenance of ALPR equipment is arranged by Flock Safety.

The ALPR program itself will be managed by designated agency administrators, who will be responsible for agency oversight, ensuring compliance with this policy, assigning user permissions to authorized agency personnel, and granting access to other law enforcement agencies requesting camera access.

ALPR OPERATION:

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

1. An ALPR shall only be used for official and legitimate law enforcement business.
2. An ALPR may be used in conjunction with any patrol operation or criminal investigation. Reasonable suspicion or probable cause is not necessary before using ALPR.

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3. Partial license plates and unique vehicle descriptions reported during crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
4. No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training as determined by the designated agency administrators.
5. If practicable, an ALPR response should be verified through LEADS before taking enforcement action that is based solely upon an ALPR alert.
6. ALPR operators will input a CAD call, report, or case number for any search of ALPR data. If the search is being conducted at the request of other law enforcement agencies, the requesting agency's call, report, or case number will be entered.

ALPR DATA COLLECTION AND RETENTION

ALPR vendor, Flock Safety, will store the data (data hosting) and ensure proper maintenance and security of data stored in their secure servers. Flock Safety will purge their data at the end of 30 days of storage. However, this will not preclude the Butler County Sheriff's Office from downloading data for official law enforcement purposes and maintaining any relevant vehicle data obtained from the system after that period pursuant to established retention schedules.

Information gathered or collected, and records retained by Flock Safety cameras will not be sold, accessed, or used for any purpose other than legitimate law enforcement or public safety purposes.

ALPR DATA BROWSING AUDITS

One of the designated agency administrators shall conduct a random audit of the ALPR system at least once each calendar year to ensure compliance with this policy. The audit shall be documented in writing in the form of an internal department memorandum to the Chief Deputy and shall include any potential policy violation.

TRAINING

The designated agency administrators should ensure that members receive department-approved training for those authorized to use or access the ALPR system.

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