PROCEDURE

[redacted]

Date of Issue	Effective Date	Number
21 July 2026	21 JULY 2026	26-65

Subject	Rescinds
LICENSE PLATE READERS (FLOCK CAMERAS)	Procedure #26-31

Reference	Authorized by
M.A.C.P. 4.1.3	IRW [redacted] Commissioner

I. PURPOSE:

A. The purpose of this policy is to provide officers with guidelines for the proper use of license plate/vehicle recognition (LPVR) systems.

II. POLICY:

A. It is the policy of the Warren Police Department to utilize LPVR technology that captures and stores digital license plate data and vehicle images for use in the deterrence and investigation of criminal activity and the apprehension of offenders, while recognizing the established privacy rights of the public.

III. DEFINITIONS:

A. Automated License Plate Reader (ALPR): Equipment consisting of cameras, computers, and software used to automatically recognize and interpret the characters on motor vehicle license plates. Digital images captured by the cameras are converted into data which is processed through the ALPR system.

B. License Plate/Vehicle Recognition (LPVR): An ALPR system may also be referred to as an LPVR system when the technology is programmed to detect vehicle characteristics such as the make, model, body style, and color of the vehicle, in addition to the license plate.

C. Axon: A public safety company that develops technology and products for law enforcement applications, such as body-worn and in-car cameras and digital evidence storage.

D. Flock Storage: A public safety technology company that operates and maintains an LPVR operating system.

E. Flock Safety System: The Flock Safety Camera System. The Flock cameras function as an LPVR system.

F. Vigilant ALPR System: The Vigilant camera system. This system acts as an ALPR system, to which the Warren Police Department has database access.

G. Fixed LPVR System: LPVR cameras that are permanently affixed to a structure, such as a pole.

H. Mobile ALPR System: ALPR technology integrated into the Axon Fleet 3 in-car cameras. Axon Fleet 3 cameras function as an ALPR system.

I. Hot Lists: License plate information on stolen cars, vehicles owned by persons of interest, and vehicles associated with Amber Alerts that are regularly added to "hot lists" circulated among law enforcement agencies. [redacted]

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J: Read: Digital images of license plates, vehicles, and associated metadata (i.e. data, time, and geographic coordinates associated with the vehicle image capture) that are captured by the Flock Safety system.

K. Hit: A read matched to a plate within public view that has been registered on the Department "hot lists" 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.

L. Alert: A visual and/or auditory notice that is triggered when the Flock Safety system receives a potential "hit" on a license plate.

IV. PROCEDURE:

A. ALPR and LPVR systems shall be utilized by this Department. Fixed LPVR systems may be mounted at targeted locations within the city where traffic volume and crime data trends indicate there could be a benefit to public safety. Department patrol vehicles are equipped with Axon in-car cameras that, within the capabilities of the technology, allow the patrol vehicles to function as mobile ALPR systems.

B. The City of Warren ALPR and LPVR systems do not have an audio recording feature, nor shall modifications be made to the system to allow audio recording.

C. Authorized Uses and Users:

1. City of Warren ALPR and LPVR systems, data, and associated media are the property of the Police Department and are to be used only in conducting the Department's official business (4.1.3 a).

2. Only trained and LEIN-certified members may access or search City of Warren ALPR and LPVR systems, data, and associated media through the City of Warren software instances (4.1.3 b).
   a. Members will receive basic end-user training upon hire during in-house orientation.
   b. Members will receive remedial training any time a change in assignment dictates expanded system permissions.
   c. Members will receive remedial training after the release of new features or substantial modifications to the user interface.
   d. Basic end-user training will be instructor-led, supplemented by online learning modules.
   e. Remedial training will be instructor-led, online, or a combination of the online and instructor-led, depending on the nature and complexity of the update.

3. As a matter of practice, the City of Warren cooperates with outside law enforcement agencies conducting official business, and consistent with applicable laws and policies, may provide access to its camera networks, including ALPR and LPVR systems, data, and associated media.

4. The use of City of Warren ALPR and LPVR systems, associated equipment, and databases are restricted to public safety-related missions of this Department and are authorized for official public safety purposes only (4.1.3 c).

5. Except when done pursuant to a court order such as a search warrant, the City of Warren ALPR and LPVR systems may be used only to record license plates of vehicles that are exposed to public or plain view (e.g. vehicles on a public road or street, or that are on private property but whose vehicle license plate(s) are visible from a pubic road, street, or a place to which members of the public have access, such as the parking lot of a shop or other business establishment, or any area where an officer has the legal authority to be).

D. Unauthorized/Prohibited Use (4.1.3 c):

1. Members shall not use the City of Warren ALPR and LPVR systems or associated scan file or hot lists solely because of a person's or group's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, or other classification protected by law.

2. Members shall not use the City of Warren ALPR and LPVR systems or associated scan files or hot lists for a personal purpose.

E. Administration:

1. The Police Commissioner or designee shall be the primary administrator for the City of Warren ALPR and LPVR systems [redacted]

2. Designated personnel shall check equipment on a regular basis to ensure functionality and camera alignment. Any equipment that falls outside of expected functionality shall be reported immediately to the appropriate service vendor.

3. Flock Safety system repairs (hardware or software) shall be done by technicians through Flock Safety.

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H. ALPR or LPVR Data Sharing and Dissemination:

1. ALPR and LPVR data should be considered For Official Use Only (FOUO) and can only be shared for legitimate law enforcement purposes.

2. Outside law enforcement agencies that are part of the ALPR or LPVR network may be allowed search access for legitimate law enforcement purposes. Administrator approval for each agency is required.

3. Trained Warren Police Department personnel may conduct searches of the ALPR or LPVR database for outside law enforcement agencies. [redacted]

4. Outside law enforcement agencies requesting to receive alerts of hits from the ALPR or LPVR system must have a mutual aid agreement, letter of understanding, or other agreement in place with this Department and/or the ALPR or LPVR provider. Administrator approval is required.

I. Retention of ALPR or LPVR-Related Photos and Data (4.1.3 e):

1. Flock Safety-related data is stored for a maximum of 30 days.
   a. Flock Safety data that is potential evidence must be transferred to and retained in the Department's digital evidence storage system (AxonEvidence) by the OIC prior to deletion (4.1.3 d).

2. Axon ALPR data is stored for a maximum of 365 days.
   a. Axon ALPR data that is potential evidence must be transferred to and retained in the Department's digital evidence storage system (AxonEvidence) by the OIC prior to deletion.

J. Business and Homeowner Association Partnerships:

1. Business entities and HOA's may purchase and install Flock Safety technology and provide inquiry/view access to the Warren Police Department.

2. Members of this Department shall access those privately-owned Flock Safety systems in the same manner as they would access a Flock Safety system owned by the City, in accordance with the guidelines established in this directive.

V. INTERNAL AUDITS:

A. The Internal Affairs Division shall conduct quarterly audits to maintain oversight, ensuring proper use/retention of data collected, shared, and queried within the platform.

1. The audit report shall be submitted to the Commissioner and Professional Standards Bureau, which will be maintained by the Accreditation Manager.

2. The Internal Affairs Division will complete a meaningful annual review providing a report of findings of audit. The report shall be submitted to the Commissioner through the chain of command and maintained by the Accreditation Manager of the Professional Standards Bureau.

VI. REVIEW AND UPDATES:

A. This procedure shall be reviewed any time there is a release of new features or substantial modifications to user interface.

B. All changes must be approved by the Police Commissioner.

[redacted]
POLICE COMMISSIONER

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