



Edgewood Police Department

Policy #: 22.7 <u>Automated License Plate Reader (ALPR)</u>	Related Policies:
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable State Statutes: K.R.S.	
KACP Accreditation Standard: Not Designated at the time this policy was enacted.	
Date Implemented: December 10, 2025	Review Date:

I. **Purpose:**

The purpose of this policy is to provide guidance for the capture, storage, and use of digital data obtained using **Automated License Plate Reader (ALPR)** technology.

II. **Policy:**

The policy of the Edgewood 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 ALPR are for the official use of this agency. Because such data may contain confidential information, it may not be subject to public review.

III. **Definitions:**

ALPR - Allows for the automated detection of license plates along with the vehicle make, model, color, and unique identifiers through the agency's ALPR system. The technology is used to convert data associated with vehicle license plates and vehicle descriptions for official law enforcement purposes.

ALPR Operator - Trained agency members who may utilize ALPR systems and equipment. ALPR operators may be assigned to any position within the agency, and the ALPR administrator may order the deployment of the ALPR systems for use in various efforts.

ALPR Administrator - The chief of police or a designee serves as the ALPR administrator for the agency.

Hot List - A list of license plates associated with vehicles of interest compiled from one or more databases, including, but not limited to, the National Crime Information Center (NCIC), local "Be on the Lookout" (BOLO) notices, etc.

Vehicles of Interest - Including, but not limited to, vehicles reported as stolen; displaying stolen license plates or tags; vehicles linked to missing and/or wanted persons, and vehicles flagged by law enforcement agencies.

Detection - Data obtained by an ALPR of an image (such as a license plate) within public view that was read by the device, including potential images (such as the plate and description of the vehicle on which it was displayed), and information regarding the location of the ALPR system at the time of the ALPR's read.

Hit - Alert from the ALPR system that a scanned license plate number may be in the NCIC or other law enforcement database for a specific reason, including, but not limited to, being related to a stolen car, wanted person, missing person, domestic violation protective order, or terrorist-related activity.

LPR - A fixed or mobile device that uses cameras and computer technology to compare digital images to database lists of known information of interest.

LPR Data - Data captured by the LPR cameras of an image (such as a license plate and description of the vehicle on which it was displayed) within public view that was read by the device, including GPS coordinates and date and time information of the LPR system at the time of the LPR's read.

IV. Procedure

- A.** Only trained, authorized personnel are allowed access to the ALPR system or to collect ALPR information. No member of this department shall operate ALPR equipment or access ALPR data without first completing departmentally approved training.
- B.** To ensure proper operation and facilitate oversight of the ALPR system, all users will be required to have an individual login for access and use of the systems and/or data, which can be fully audited.
- C.** Department members will not use or allow others to use the equipment or database records for unauthorized purposes.
- D.** The ALPR administrator will monitor the security of the system's information and compliance with applicable policies and laws.

- E.** An ALPR shall only be used for official law enforcement business.
- F.** An ALPR may be used in conjunction with any routine patrol operation or criminal investigation.
- G.** Partial license plates and unique vehicle descriptions reported during major crimes should be entered into the ALPR system to identify suspected vehicles.
- H.** An officer should verify an ALPR before taking enforcement action based solely on an ALPR alert.
 - 1.** Once an alert is received, the operator should confirm that the observed license plate from the system matches the license plate of the observed vehicle before any law enforcement action is taken. An ALPR alert will be verified through an inquiry via MDT or dispatch.
 - 2.** Officers will not take any police action that restricts the freedom of any individual based solely on an ALPR alert unless it has been verified. Because the ALPR alert may relate to a vehicle and may not relate to the person operating the vehicle, officers are reminded that they need to have reasonable suspicion and/or probable cause to make an enforcement stop of any vehicle.
- I.** Hot lists are obtained or compiled from sources consistent with the purposes of the ALPR system set forth in this policy. Occasionally, there may be errors in the ALPR system's reading of a license plate. Therefore, an alert alone should not be a basis for police action other than following the vehicle of interest. Prior to initiation of a stop of a vehicle or other intervention based on an alert, officers shall undertake the following:
 - 1.** An officer must receive confirmation from the communications center or other department computer device that the license plate is still stolen, wanted, or otherwise of interest before proceeding, absent exigent circumstances.
 - 2.** Officers shall visually verify that the license plate of interest matches identically with the image of the license plate number captured (read) by the ALPR, including both the alphanumeric characters of the license plate, state of issue, and vehicle descriptors, before proceeding. Officers alerted to the fact that an observed motor vehicle's license plate is entered as a hot plate (hit) in a specific BOLO list are required to make a reasonable effort to confirm that a wanted person is in the vehicle and/or a reasonable basis exists before an officer would have a lawful basis to stop the vehicle.
 - 3.** When applicable, officers will clear all stops from hot list alerts by indicating the positive ALPR hit, i.e., with an arrest or other enforcement action.

4. All entries and updates of specific hot lists within the ALPR system will be documented by the requesting department member within the appropriate related case number.
- 5 All plates, vehicles, and other information entered into the ALPR system will contain the following information at a minimum:
 - a. Requesting officer's identifiable information.
 - b. Related case number(s).
 - c. A short synopsis describing the nature of the originating call.

J. Patrol Officers

Patrol officers will be responsible for monitoring ALPR system on their assigned beats. Upon receipt of an ALPR notification, on-duty personnel will respond to the area of the capture and look for the suspect vehicle. If the vehicle is located, proper traffic stop procedures should be followed based on the type of hit, officer observations, and other factors present.

K. Investigating Personnel

1. Investigating personnel may utilize ALPR data to assist in the identification of suspects involved in criminal activity.
2. Investigating personnel may have access enabling them to search the database for vehicles and/or persons of interest.
3. When investigating personnel utilize ALPR data to assist in the identification of a suspect or vehicle linked to criminal activity, the ALPR data will be downloaded from the system and attached to the investigative report as evidence.

L. Data Collection and Retention

1. All data will be closely safeguarded and protected by both procedural and technological means.
2. The LPR vendor or the department will store and ensure proper maintenance and security of data.
3. The department or the vendor will retain LPR data for a maximum of 30 days unless a longer retention period is required by KRS or applicable records retention schedules. If data has evidentiary value, it must be stored according to policy as soon as practicable. Information gathered or collected, and

records retained by the ALPR system will not be sold, accessed, or used for any purpose other than legitimate law enforcement or public safety purposes.

M. Releasing ALPR Data

1. ALPR data may be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes.
2. All non-law enforcement requests for access to stored LPR data shall be processed in accordance with applicable law.
3. Any employee who receives a written request for LPR data will immediately forward the request to the custodian of records.

N. Accountability and Safeguards

All data will be closely safeguarded and protected by both procedural and technological means. The agency will observe the following safeguards regarding access to and use of stored data:

1. All ALPR data downloaded to a mobile device, computer, or MDT shall be accessible only through a login/password protected system capable of documenting all access to information by name, date, and time.
2. Persons 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 relates to a specific criminal investigation or department-related civil or administrative action.
3. ALPR data may be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes.
4. Every ALPR detection browsing inquiry must be documented by either the associated agency case number or incident number and/or a reason for the inquiry.

O. ALPR Data Detection Browsing Audits

Before an officer can access the ALPR database to browse ALPR detections, the inquiring officer must document a reason for the inquiry within the ALPR system.

P. Prohibitions

The ALPR system and all data collected are the property of the agency. Only trained agency personnel may access and use the ALPR system for official and

legitimate law enforcement purposes consistent with this policy. The following uses of the ALPR system are specifically prohibited:

1. **Invasion of Privacy**: It is a violation of this policy to utilize the ALPR to record license plates, except; those of vehicles that are exposed to public view, vehicles located within view of an APLR when officers have a legal right to be there or when done pursuant to a court order such as a search warrant.
2. **Harassment or Intimidation**: It is a violation of this policy to use the ALPR system to harass and/or intimidate any individual or group.
3. **Use Based on a Protected Characteristic**: It is a violation of this policy to use the ALPR system or associated scan files 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.
4. **Personal Use**: It is a violation of this policy to use the ALPR system or associated scan files or hot lists for any personal purpose.
5. **First Amendment Rights**: It is a violation of this policy to use the ALPR system or associated scan files or hot lists for the purpose or known effect of infringing upon First Amendment rights.
6. Anyone who engages in an impermissible use of the ALPR system or associated scan files or hot lists may be subject to disciplinary action.

Flock Safety + KY - Edgewood PD

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Spenser Rositano
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+19492432942

flock safety



EXHIBIT A
ORDER FORM

Customer: KY - Edgewood PD
Legal Entity Name: KY - Edgewood PD
Accounts Payable Email: jek@edgewoodky.gov
Address: 385 Dudley Rd Ft Mitchell, Kentucky 41017

Initial Term: 36 Months
Renewal Term: 24 Months
Payment Terms: Net 30
Billing Frequency: Annual Plan - First Year Invoiced at Signing.
Retention Period: 30 Days

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$14,000.00
Flock Safety Flock OS			
FlockOS Starter	Included	1	Included
Flock Safety Bundles			
Flock Safety Solar Multi-Purpose LPR and Video Fixed w/ LTE Service	Included	4	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			
Flock Safety Professional Services			
Professional Services - Bundle Implementation Fee	\$0.00	4	\$0.00
Subtotal Year 1:			\$14,000.00
Annual Recurring Subtotal:			\$14,000.00
Estimated Tax:			\$0.00
Contract Total:			\$42,000.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "Renewal Term") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.

The Term for Flock Hardware shall commence upon first installation and validation, except that the Term for any Flock Hardware that requires self-installation shall commence upon execution of the Agreement. In the event a Customer purchases more than one type of Flock Hardware, the earliest Term start date shall control. In the event a Customer purchases software only, the Term shall commence upon execution of the Agreement.

Billing Schedule

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$14,000.00
Annual Recurring after Year 1	\$14,000.00
Contract Total	\$42,000.00

*Tax not included

Discounts

Discounts Applied	Amount (USD)
Flock Safety Platform	\$0.00
Flock Safety Add-ons	\$0.00
Flock Safety Professional Services	\$3,600.00

Product and Services Description

Flock Safety Platform Items	Product Description
FlockOS Starter	FlockOS Starter provides real-time situational awareness for agencies without requiring a full RTCC. It includes access to privately funded live video and a real-time jurisdiction map, enabling resource allocation and response coordination without complex infrastructure or extensive IT requirements.
Flock Safety Solar Multi-Purpose LPR and Video Fixed w/ LTE Service	Law enforcement grade bundled standard range license plate recognition camera and live streamed solar powered fixed camera with 30 days of edge storage, with LTE. VMS included and server free. Installed and maintained by Flock Safety, turn key-no additional software or integrations required. with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users. AC power is also available if needed.
Professional Services - Bundle Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Flock Safety LPR, fka Falcon	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.
Solar Video Camera Fixed, fka Condor	Law enforcement grade live streamed Solar powered Fixed camera with 30 days of edge storage. VMS included and server free. Installed and maintained by Flock Safety, turn key-no additional software or integrations required. *Flock provided sim card camera is limited to 25 hours per month of live streaming.

By executing this Order Form, Customer represents and warrants that it has read and agrees all of the terms and conditions contained in the Terms of Service located at <https://www.flocksafety.com/terms-and-conditions>.

The Parties have executed this Agreement as of the dates set forth below.

FLOCK GROUP, INC.

Customer: KY - Edgewood PD

By: _____

By: _____

Name: _____

Name: _____

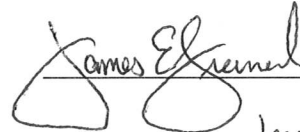
Title: _____

Title: _____

Date: _____

Date: _____

PO Number: _____


JAMES E. KREIWEST
CHIEF OF POLICE
9/9/25
ED01