



**“E” Division Traffic Services  
Automatic License Plate Recognition (ALPR) Program’s  
Terms and Conditions for Participation**

**General**

1. The Officer in Charge of “E” Division Traffic Services is responsible for overseeing and managing the provincial ALPR program.
2. Automatic License Plate Recognition (ALPR) consists of cameras mounted in or on mobile or stationary police vehicles that capture images of vehicle license plates and instantly check the license plates against an onboard database.
3. The onboard database is currently limited to:
  - Stolen licence plates/Licence plates associated to stolen vehicles
  - Licence plates associated to Warrants (Canada Wide)
  - Licence plates associated to Warrants (BC Wide)
  - Licence plates associated to pointer vehicles
  - Licence plates associated to prohibited drivers
  - Licence plates associated to unlicensed drivers
  - Licence plates associated to uninsured vehicles
4. ALPR images and data are classified as “Protected A” and are stored on a secure server under the control of the RCMP.
5. ALPR images and data related to hits are retained for 2 years as required by the Federal Privacy Act.
6. ALPR images and data related to non hits are not retained.
7. “E” Division RCMP ALPR policy is intended to be consistent with the Privacy Impact Assessment (PIA), Threat Risk Assessment (TRA), Statement of Sensitivity (SOS), and agreement with the Office of the Privacy Commissioner (OPC) in Ottawa.
8. Requests for the use of ALPR that are outside of “E” Division RCMP policy shall be directed to the OIC of “E” Division Traffic Services for consideration of a new or supplemental Privacy Impact Assessment (PIA).

## Responsibilities of Participating Jurisdiction

1. Police agencies (both independent and RCMP) using ALPR units or vehicles provided by “E” Division Traffic Services, or with their own ALPR equipment that uses RCMP provided data and technical support, will sign a Letter of Agreement.

2. By signing the Letter of Agreement the police agency will:

- Ensure their ALPR unit and vehicle is used consistent with RCMP policy, “E” Division Operational Manual Part 25 Investigative Aids, Chapter 25.100 Automatic License Plate Recognition.
- Ensure that ALPR is operated only by Regular Members or sworn police members and not by other categories of employee or volunteers,
- Ensure that the only data entered manually into the ALPR system data base are license plates associated with Amber Alerts
- Not access ALPR data or store ALPR data or images on any system other than as directed by RCMP policy
- Ensure that ALPR is not used for collection of intelligence or other non authorized operational or administrative purposes
- Be responsible for all repairs and damages to ALPR equipment and vehicles provided by “E” Division Traffic Services
- Acknowledge that “E” Division Traffic Services is responsible for the fuel and maintenance of ALPR vehicles provided on loan to police agencies
- Acknowledge that ALPR equipment and vehicles provided by “E” Division Traffic Services are funded by the Enhanced Road Safety Program, they remain the property of “E” Division Traffic Services, and they are provided on loan to RCMP Detachments, traffic units, and independent police forces for uses consistent with “E” Division policy
- Ensure an ALPR Alarm Log is completed daily and faxed at a minimum of weekly to the OIC of “E” Division Traffic Services at 1-604-539-2716 or email to [warren.nelson@rcmp-grc.gc.ca](mailto:warren.nelson@rcmp-grc.gc.ca),
- Not release ALPR program data and statistics to the media or public, or use in reports or releases, without the prior permission of the OIC “E” Division Traffic Services. **Exception:** Police agencies, Detachments, and Units are authorized to release information to the media or public in relation to ALPR related operational incidents and projects, i.e. ALPR actions that lead to drugs, firearms, serious criminal offences, pursuits, traffic or auto crime enforcement initiatives, etc.
- Acknowledge that the use of ALPR contrary to “E” Division policy may result in the termination of data and technical support from the RCMP and a request to return ALPR equipment or vehicles provided to “E” Division Traffic Services

### **Request for Searches of the ALPR database**

All requests for a search of the ALPR database shall be submitted to the Officer in Charge of "E" Division Traffic Services as per "E" Division Operational Manual 1.3.I.8.b.2.1., and must include the investigator's name, the file number, the license plate to be searched and the reasons for the search.

Requests from RCMP clients should be faxed via ICS form ED625 to 604-539-2716. Requests from non RCMP clients should be fax via memorandum or letter to 604-539-2716.

### **UNDERTAKING BY CHIEF**

I, \_\_\_\_\_, have read and agree to fully implement, with my agency, the program procedures as noted in this document. I also realize that I can end my agency's participation in the program at any time by written notification to the OIC "E" Division Traffic Services and returning of the ALPR unit and/or vehicle.

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Signature

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Date