

Automatic License Plate Recognition System

Effective Date:	April 25, 2026
Revised Date:	
Issuing Authority: Chief Brian K. Covington	

616.1 GENERAL

The purpose of this policy is to provide Norfolk State University Police Department (NSU PD) personnel with guidelines and principles for the collection, access, use, dissemination, retention, and purging of Automatic License Plate Recognition (ALPR) information to ensure that the information is used for legitimate law enforcement purposes only and that the civil rights and civil liberties of individuals are not violated.

Norfolk State University (NSU) is committed to enhancing the quality of life of the university community by integrating public safety and security best practices with advanced technology. A critical component of a comprehensive security plan is the utilization of an on-campus security ALPR camera system. The ALPR monitoring of vehicular traffic traveling through campus geography is intended to mitigate known threats, deter crimes, and assist in protecting the personal safety and property of the university community.

Due to the large volume of quality images generated by the campus ALPR system, NSU PD has established the protocols described below in order to govern the release of any ALPR-captured images to members of the public when doing so could prove helpful to an ongoing investigation.

616.2 ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this written directive. Failure to comply will result in appropriate corrective action. Responsibility rests with the Investigations Division Commander to ensure that any policy violations are investigated and that appropriate training, counseling, and/or disciplinary action is initiated.

616.3 GENERAL PRINCIPLES

A. The purpose of ALPR monitoring of public areas by public safety personnel is to deter crime and to assist NSU PD in providing safety and protecting the property of the university community. Any diversion of security technologies and personnel for other purposes (e.g., monitoring political or religious activities, or employee and/or student evaluations) is prohibited.

B. ALPR monitoring for security purposes will be conducted in a professional, ethical, and legal manner. Department personnel involved in license plate recognition will be properly trained and continuously supervised in the responsible use of this technology. Procedural violations of ALPR

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monitoring referenced within this policy will result in disciplinary action consistent with the rules and regulations that apply to NSU employees.

C. NSU PD accessed ALPR information contains images of license plates that are available to public view and identify specific vehicles.

D. ALPR monitoring of traffic in public areas for safety and security purposes will be conducted in a manner consistent with all existing university policies.

E. NSU PD ALPR camera use consists of stationary devices or mounted devices on police vehicles that capture images of passing vehicles' license plates. Images are converted into an alpha-numeric combination and compared in real time against a "hot list" to identify vehicles associated with criminal activity ("active use").

F. NSU PD will only store ALPR-captured images, associated data, and metadata when related to a criminal investigation or intelligence gathering.

G. NSU PD is prohibited from collecting or storing ALPR data unrelated to criminal investigations ("passive use").

H. NSU PD prohibits access, use, or dissemination of ALPR information for:

- (a) Any purpose that violates the U.S. Constitution or federal or state law
- (b) Non-law-enforcement or personal purposes
- (c) Discriminatory purposes
- (d) Activities infringing upon First Amendment rights
- (e) Interference with other constitutionally protected rights
- (f) Harassment or intimidation
- (g) Discriminatory targeting through camera placement or data use
- (h) Any other unlawful or unauthorized purpose

616.4 RESPONSIBILITIES

A. NSU PD is solely authorized to select, coordinate, operate, manage, and monitor ALPR systems for public safety purposes.

B. All ALPR installations and vehicles shall adhere to NSU PD operating principles.

C. NSU PD will monitor legal developments and industry best practices.

D. The Chief's designee shall conduct documented quarterly testing of each ALPR camera, including functionality, image quality, and day/night operation.

616.5 PROCEDURES

A. All NSU PD personnel involved in ALPR monitoring shall comply with this policy.

B. The Investigations Division shall ensure responsible camera monitoring practices.

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- C. ALPR data shall be retained only in connection with criminal investigations and stored securely with access limited to authorized personnel.
- D. ALPR cameras shall only be used in areas visible to the public.
- E. Operators shall receive technical, legal, and ethical training. **Personnel are not authorized to utilize the ALPR system unless they have been trained appropriately.**
- F. Operators shall acknowledge receipt and understanding of this policy in writing.
- G. Monitoring shall be based on suspicious behavior, not personal characteristics.
- H. Officers may submit investigative ALPR requests through the Investigations Lieutenant.

616.6 DISSEMINATION OF IMAGES AND INFORMATION

- A. ALPR data shall be used solely for law enforcement and authorized training purposes.
- B. Privacy protections shall be maintained throughout the data lifecycle.
- C. The Investigations Division shall handle all requests for ALPR image release.
- D. Officers requesting ALPR data shall coordinate through their supervisor.
- E. Media, legal, or public requests (including Virginia FOIA requests) shall be forwarded to the Accreditation and Compliance Coordinator.

616.7 FORMS

There are no forms associated with this policy.