ORIGINAL

APPROVED

RESOLUTION NO.: 2026-25

A RESOLUTION ADOPTING AND APPROVING A POLICY ON AUTOMATED LICENSE PLATE READER DEVICES

WHEREAS, Ind. Code § 36-1-3-4 provides a municipality, including the Town of Dayton, Indiana (hereinafter referred to as the "Town"), with all powers necessary to conduct its affairs, even if not expressly granted by statute;

WHEREAS, the Town maintains a police department to provide police protection services to the Town;

WHEREAS, other municipalities, including Tippecanoe County, Indiana, have adopted written policies governing the use of Automated License Plate Reader devices (hereinafter referred to as "ALPR");

WHEREAS, it is in the best interest of the Town, its residents, and its visitors that the Town adopt a formal written policy governing the use of ALPR by the Town's Police Department; and

WHEREAS, the Town Council of the Town now adopts and approves this policy governing the use of ALPR by the Town's Police Department.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Dayton, Indiana that:

1. The ALPR Policy of the Dayton Police Department is incorporated by reference into this Resolution and attached hereto as Schedule A (hereinafter referred to as the "ALPR Policy").

2. The ALPR Policy is hereby adopted and approved by the Town.

3. The Town Council of the Town hereby directs the Town Marshal and the Town's Police Department under his guidance to follow these standards and incorporate them into the Town's police protection services.

4. The ALPR Policy shall supplement the Town's current policies and procedures governing the Town's Police Department and shall not replace them.

5. To the extent the ALPR Policy conflicts with, is inconsistent with, or contradicts any of the Town's other adopted policies and procedures governing the Town's Police Department, the ALPR Policy shall control.

6. This Resolution shall be effective as of the date of its adoption.

MB CRS

ADOPTED AND APPROVED:

Date: 10/20/2027

TOWN COUNCIL OF THE
TOWN OF DAYTON, INDIANA

Marc Buhrmester, President

Rocky Richards, Member

Carla Snodgrass, Member

Mike Harris, Member

Steve Schuhle, Vice-President

Attest:

Stephen Parks, Clerk-Treasurer

SCHEDULE A

Dayton Police Department
ALPR Policy

DAYTON POLICE DEPT

ALPR POLICY

Automated License Plate Reader (ALPR) Devices

PURPOSE AND SCOPE

The purpose of this policy is to provide officers with guidance on the use of Automated License Plate Reader (ALPR) devices and access to ALPR data.

DEFINITIONS

Definitions related to this policy include:

Automated License Plate Reader (ALPR) - A device that utilizes cameras and computer

technology to compare digital images of license plate numbers to a predetermined list of vehicles of interest.

BOLO - Acronym for "Be On Look Out".

Hot List - A list of license plate numbers associated with vehicles of interest compiled from one or more databases including, but not limited to NCIC, IDACS, BMV, and law enforcement entries.

Vehicles of Interest - Including, but not limited to vehicles which are reported stolen, display stolen license plates, linked to missing or wanted persons, and vehicles flagged by the Bureau of Motor Vehicles (BMV) or law enforcement agencies.

POLICY

ALPR devices and information contained within the ALPR database shall serve as lead information only. No law enforcement action may be taken based solely on unconfirmed data obtained through the ALPR system. Officers shall develop reasonable suspicion - based on confirmation of the ALPR information or that which is independently developed - prior to taking any enforcement action.

RESTRICTIONS

Officers shall only log into the ALPR system using their assigned username and password.

At no time shall an officer release any information obtained by an ALPR device to non-law

enforcement personnel without the approval of the Marshal or the authorized designee.

ALPR devices and information contained within the ALPR database shall only be utilized for legitimate law enforcement purposes.

ALERTS

The ALPR system may provide the following lead information alerts:

(a) Stolen Vehicles and License Plates

(b) Wanted persons

(c) Driver's license suspensions

(d) Expired license plates

(e) BOLO Information

(f) Officer safety concerns such as suspected gang member, sexual offender, past offender, associate only, and information only

HOT LIST

In order to enter a license plate number into the local area Hotlist, officers should have reasonable suspicion to believe the vehicle of interest is directly associated with criminal activity or applicable alert.

(a) Hotlist entries may be made by dispatch, shift supervisor, or the administrator of the database

(b) Generally, only complete license plate numbers should be entered unless exigency exists for the entry of a partial license plate number

(c) Hotlist license plate alerts will expire after thirty (30) days, unless a renewal is requested

(d) Dispatch may remove expired, invalid, or unneeded alerts from the system

(e) It may not be necessary to enter the license plate number of a vehicle of interest if that information has or will be entered into NCIC/IDACS

DOCUMENTATION AND DATA STORAGE

Officers shall document all investigative ALPR database queries with a CAD number, case number, or investigative reason.

DATA RETENTION AND STORAGE

The ALPR database retention period for all collected data will be thirty (30) days. Data evidence associated with an investigation must be promptly printed and/or electronically retained with the case report and is subject to the Records Maintenance and Release Policy.

AUDITING

System audits should be conducted periodically to ensure compliance with this policy. The Marshal is responsible for conducting audits and retention of the audit records.

TRAINING

Officers shall complete Office-approved training prior to using the ALPR system.