

# City of Coralville

## MEMORANDUM

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Date: 9/18/2025  
To: Mayor Foster and City Council Members  
From: Kyle Nicholson  
Title: Chief of Police  
CC: Kelly Hayworth  
Re: Flock Policy

Attached is a draft of the proposed Coralville Police Department Policy regarding the usage of Automated License Plate Readers.

I recommend approving this policy.

## Automated License Plate Readers (ALPRs)

### 427.1 PURPOSE AND SCOPE

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

### 427.2 POLICY

The policy of the Coralville 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 the ALPR are for the official use of this department. The ALPR system uses National Crime Information Center (NCIC) information and law enforcement agency information. It is for official use only and shall be considered confidential and law enforcement sensitive. It is not open to public review.

### 427.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Coralville Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information for legitimate law enforcement purposes.

All ALPR data retention and access shall be managed by the Investigations Division Commander. The Investigations Division Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

### 427.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped vehicles to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) No ALPR operator may access confidential department, state or federal data unless authorized to do so.

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- (f) If practicable, the officer should verify an ALPR response through the appropriate official law enforcement database before taking enforcement action that is based solely on an ALPR alert.
- (g) All searches must include a valid case number or call for service number and a detailed reason in the Reason field.
- (h) Only sworn officers who are certified to access NCIC information and have been trained in the proper operational procedures and interpretation of information from the ALPR system shall be granted access to the system.

#### 427.4.1 PROHIBITED USAGE

Prohibited uses of the ALPR system, active ALPR data, historical ALPR data, and hot lists include, but are not limited to the following.

- (a) To record plates on vehicles on private property that are not exposed to public view;
- (b) To harass or intimidate any person/group;
- (c) For personal use;
- (d) Solely for immigration purposes;
- (e) Solely based on a protected characteristic. Protected characteristics that are impermissible basis for ALPR use include
  1. A person's race
  2. Gender
  3. Religion
  4. Political affiliation
  5. Nationality
  6. Ethnicity
  7. Sexual orientation
  8. Disability
  9. Any other classification protected by law
  10. For the purpose of or known effect of infringing on First Amendment Rights.

Any misuse of the ALPR system may result in disciplinary action.

#### 427.5 DATA COLLECTION AND RETENTION

The Investigations Division Commander is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures (Iowa Code § 692.8; Iowa Code § 321.11).

All stored ALPR data should be retained in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to

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believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances, the applicable data should be downloaded onto portable media and booked into evidence (Iowa Code § 321P.4; 661 IAC 81.4(692)).

#### **427.6 ACCOUNTABILITY**

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

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
- (b) Members 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.
- (c) ALPR system audits should be conducted on a regular basis by agency administrators.

#### **427.7 RELEASING ALPR DATA**

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

- (a) The agency makes a written request for the ALPR data that includes:
  - 1. The name of the agency.
  - 2. The name of the person requesting.
  - 3. The intended purpose of obtaining the information.
  - 4. A call for service number or an incident report number.
- (b) The request is reviewed by the Investigations Division Commander or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.

RESOLUTION NO. 2025-\_\_\_\_\_

RESOLUTION APPROVING A POLICY REGARDING AUTOMATED LICENSE PLATE READER TECHNOLOGY.

WHEREAS, the City has engaged the services of Flock Group, Inc. to install and provide Automated License Plate Reader (“ALPR”) technology at certain locations within the City; and

WHEREAS, the Chief of Police has heretofore drafted a policy regarding the capture, storage and use of digital data through the ALPR technology; and

WHEREAS, the Chief of Police recommends that the City Council approve this draft policy regarding the ALPR technology.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Coralville, Johnson County, Iowa, that the policy for the City’s use of ALPR technology be and the same is hereby approved.

BE IT FURTHER RESOLVED, that the Chief of Police is hereby directed to implement and enforce the terms of this policy.

Passed and approved this 23<sup>rd</sup> day of September, 2025.

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Meghann Foster, Mayor

ATTEST:

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Thorsten J. Johnson, City Clerk