

Colorado Automobile Theft Prevention Authority

Template Guide for Funding an ALPR System ALPR Standards and Requirements

This document is provided to law enforcement partnerships requesting funding of automated license plate readers using CATPA cash funds. This is a subsequent document to the ALPR Standards and Requirements, approved by the CATPA Board of Directors on July 21, 2016. This document is intended for use by the CATPA Board of Directors, CATPA Office and Grant Projects requesting or being funded through the CATPA Cash Fund.

Revised 09/14/2023



CATPA
Colorado Auto Theft
Prevention Authority
Department of Public Safety

PURPOSE

This Template Guide for Funding an ALPR System is intended to be used by applicants, partnerships, participating agencies and project directors of CATPA grant programs when considering the request of CATPA funds to purchase automated license plate reader (ALPR) systems. CATPA has published this guide to aid in the management, administration, procurement and planning for law enforcement agencies intending to request funding from CATPA for ALPR systems.

Since the inception of CATPA in 2003, the CATPA Board has entertained requests for purchase of ALPR systems utilizing CATPA funds. Over this time, the CATPA Board developed this Template Guide, which was originally passed on July 21, 2016. The Standards and Requirements were established in response to continuation of funding for law enforcement grant applicants in procuring ALPR. CATPA has provided funding of ALPR projects to law enforcement agencies, where appropriate use of an ALPR system can demonstrate high levels of efficiency and effectiveness in identifying, interdicting and apprehending stolen vehicles and criminal offenders. CATPA has experienced that appropriate funding of law enforcement ALPR systems can evidence efficient investment value return when simply considering the amount of funds expended to support the ALPR system contrasted with the estimated fair market value of recovered stolen vehicles identified by the ALPR.

The ALPR funding requirements will be considered when contemplating continuation or initiation of an ALPR project. ALPR requests should align with the programmatic purpose of the application and prioritization will be based on how the ALPR system supports multijurisdictional and multi-agency requirements from CATPA. This Template Guide summarizes the Standards and Requirements and should be used to assist in the continuation, initiation or enhancement of a CATPA funded ALPR project.

GENERAL GUIDANCE

There are three (3) primary documents included in this Guidance: 1) CATPA Funded ALPR Checklist, 2) Sample Letter of Commitment, and 3) Sample Memorandum of Understanding. If an agency is requesting CATPA funding, the Checklist and Letter of Commitment must be submitted as an attachment with the CATPA grant application. Prior to approval for CATPA to reimburse an ALPR system, the grant project director must submit an updated version (if applicable) of the Checklist and Letter of Commitment, along with the agency's procurement approval (e.g., purchase order, invoice, etc.), agency/vendor Agreement and confirmation that the ALPR system is in complete operation (installation, architectural design implementation, information sharing, and user/administrator authentication access).

CATPA Funded ALPR Checklist

The CATPA Funded ALPR Checklist must be completed by an agency requesting CATPA funding for an ALPR system. The submission of the ALPR Checklist provides the CATPA Board with standards to review the request and facilitate decision-making for funding purposes. As in all CATPA grant projects, written approval must be given for reimbursement purchases using CATPA funds, understanding no expenditures of an approved ALPR system may occur prior to the authorization conditions in the CATPA grant agreement. In short, completing the ALPR Checklist does not assure, guarantee or otherwise approve an agency to be reimbursed for expenditures of an ALPR system.

When an ALPR system is being requested for funding by CATPA, the ALPR Checklist is required to be completed under the following conditions:

1. When applying for a CATPA grant. In such cases, the Grant Applicant must submit the ALPR Checklist in addition to the CATPA Grant Application form(s).
2. When a CATPA Grant Project is requesting to modify its existing project to use funds for an ALPR system. In such cases, the Grant Project Director must submit the ALPR Checklist in addition to the CATPA Grant Modification Request form(s).

The Checklist contains five (5) sections for the CATPA Board to consider. The Checklist should be completed by the requesting Agency and used to document the requesting agency's environmental conditions and preparedness for deploying a CATPA funded ALPR. This checklist is not all inclusive, as other observations or notations may need to be performed by the Project Director to adequately justify a request, (e.g., auto theft analysis, organizational readiness, implications of deploying an ALPR affecting increases to service time, budgeting/procurement processes, etc.). The Checklist does not provide a justification for why an agency needs an ALPR, nor the intended effect of deploying an ALPR system, as these are outside the scope of this document but should be accounted for as part of the application or modification process.

Section 1 evaluates the Agency's plan for purchasing and procurement of the ALPR system(s). Historically, the CATPA Board has provided funding for approved ALPR systems, where the systems were delayed for deployment usually due to timing delays required for budgeting, procurement and purchasing processes. ***As an important note, the CATPA Board typically provides funding for an approved ALPR system to be purchased, installed, deployed and utilized to demonstrate investment-return value during a one (1) year period.*** Considering this, agencies requesting CATPA funding for ALPRs should have an ability to deploy the ALPR systems within a sufficient time of funding approval, so as to give adequate time for investment return



efficiencies. As many ALPR systems can require varying levels of procurement processes (e.g., request for information, request for proposals, bidding/awarding processes, statement of work, budgeting and procurement approvals), agencies should be staged to have a plan in place for the procurement process to be executed upon an award of CATPA funds.

Section 2 evaluates the Agency's plan for architectural design of the ALPR system. CATPA is a state entity created under the Colorado Department of Public Safety (§42-5-112 C.R.S.) utilizing state funds, where there are several conditions on the use of these monies in funding an ALPR system's architecture. As the CATPA funded ALPRs are considered law enforcement funding of equipment, these devices must primarily be used to reduce automobile theft. Secondly, the design of the ALPR system must be used for law enforcement purposes, where statutory restrictions on the use of the data must comply with the Criminal Justice Information Sharing Policy, limit on retention of passive surveillance records, artificial intelligence facial recognition, and protect personal identifying information.

Section 3 evaluates the Agency's plan for information sharing of the ALPR data. As an advisory, CATPA provides funding for ALPR systems as a law enforcement technology. The CATPA Board has further provided funding for a Colorado law enforcement ALPR Records Data Warehouse, as part of the Colorado Information Sharing Consortium. This information sharing system was funded with the intent of the CATPA Board that all CATPA funded ALPR systems must be able to share ALPR data (vendor agnostic) with Colorado law enforcement agencies.

Section 4 evaluates the Agency's plan for deployment of the ALPR system(s). This section evaluates the Agency's readiness to deploy the ALPR system within a reasonable time, after approval of funding, to demonstrate investment return efficiencies of the ALPR system. CATPA's experience is that ALPR systems intended for mobile (in-vehicle) applications may be easier to achieve deployment than fixed (stationary) systems. As many fixed systems require installation in or along street or highway right-of-ways, coordination with permit offices may be necessary. In the event the Agency is proposing to install stationary or fixed ALPRs on right-of-way infrastructure (e.g., CDOT), again, CATPA would recommend the Agency navigate the permitting processes well in advance of receiving (or even requesting) a CATPA grant. This plan should also include an ability for permitting the installation of requested ALPRs on infrastructure. For example, if an agency is requesting funding for a fixed ALPR to be installed on CDOT infrastructure, the agency must complete the CDOT ALPR Checklist (initiating the permitting process) prior to applying for CATPA funding. As some fixed/stationary ALPR installations may require development of methods of handling traffic, traffic management plans, and/or contracting with approved traffic barricade companies, these costs, procurement processes and deliverables should be identified in advance of applying for CATPA funds.

Section 5 evaluates the Agency's intention for acquiring CATPA funds for an ALPR system and whether or not the Agency has written policies and procedures on the use of ALPR.

Sample Letter of Commitment

A Letter of Commitment for CATPA Funded ALPRs must be submitted to the CATPA Office prior to an Agency receiving reimbursement for an approved CATPA ALPR purchase. The exact content of the Letter of Commitment sample is not required. Abbreviations and modifications can be made to the template to accommodate unique conditions of the request. Because non-fiscal grant agencies do not have a written

agreement with CATPA, the purpose of the Letter of Commitment is to document and establish an understanding that the requesting Agency is willing to comply with the CATPA Standards and Requirements.

Sample Memorandum of Understanding

The third document is a Sample Memorandum of Understanding. This sample is offered to guide the Project Director in facilitating an agreement between law enforcement agencies to share ALPR data. As a note, CATPA does not intend to be a party in the MOU between two or more law enforcement agencies agreeing to share ALPR information.

Definitions

- §24-74-102(1) C.R.S. is the Protection of Personal Identifying Information means information that may be used, along or in conjunction with any other information, to identify a specific individual, including but not limited to a name; a date of birth; a place of birth; a social security number or tax identification number; a password or pass code; an official government-issued driver's license or identification card number; information contained in an employment authorization document; information contained in a permanent resident card; vehicle registration information; a license plate number; a photograph, electronically stored photograph, or digitized image; a fingerprint; a record of a physical feature, a physical characteristic, a behavioral characteristic, or handwriting; a government passport number; a health insurance identification number; an employer, student, or military identification number; a financial transaction device; a school or educational institution attended; a source of income; medical information; biometric data; financial and tax records; home or work addresses or other contact information; family or emergency contact information; status as a recipient of public assistance or as a crime victim; race; ethnicity; national origin; immigration or citizenship status; sexual orientation; gender identity; physical disability; intellectual and developmental disability; or religion.
- §24-72-113 C.R.S. is the Limit on Retention on Passive Surveillance Records, applicable to ALPR data.
- §28 CFR Part 23 is the Federal Criminal Intelligence Systems Operating Policies which regulate all criminal intelligence systems operating through support under the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. 3711, et seq., as amended (Pub. L. 90-351, as amended by Pub. L. 91-644, Pub. L. 93-83, Pub. L. 93-415, Pub. L. 94-430, Pub. L. 94-503, Pub. L. 95-115, Pub. L. 96-157, Pub. L. 98-473, Pub. L. 99-570, Pub. L. 100-690, and Pub. L. 101-647), are utilized in conformance with the privacy and constitutional rights of individuals. <https://www.ecfr.gov/current/title-28/chapter-1/part-23>
- ALPR is an acronym for Automated License Plate Reader which means a system consisting of a camera, or cameras, and related equipment that automatically and without direct human control locates, focuses on, and photographs license plates and vehicles that come into range of the device, that automatically converts digital photographic images of scanned license plates into electronic text documents, that is capable of comparing scanned license plate text data with data files for vehicles on a BOLO list programmed into the device's electronic memory, and that notifies police, whether by an audible alert or by other means, when a scanned license plate matches the license plate on the programmed BOLO list. ALPR is known by several other names, including Automatic Number Plate Recognition (ANPR), Automatic Vehicle Identification (AVI), Car Plate Recognition (CPR), and License Plate Recognition (LPR).
- Authorized User means a sworn or civilian employee of a law enforcement agency who has been authorized by the chief of the agency, or by his or her designee, to operate an ALPR, or to access and use



ALPR stored data, and who has successfully completed training provided by the agency on the agency's ALPR policy.

- BOLO is an acronym for Be on the Lookout which refers to a determination by a law enforcement agency that there is a legitimate and specific law enforcement reason to identify or locate a particular vehicle, or, in the case of a post-scan BOLO, there is a legitimate and specific reason to ascertain the past location(s) of a particular vehicle.
- CBI CJIS Access Vendor is designed to help vendors and criminal justice agencies achieve and maintain compliance more easily by providing an easier fingerprinting/vetting process, assisting with the required training, sharing audit findings, and offering resources for questions about CJIS security. <https://cbi.colorado.gov/sections/cjis-security/cjis-vendor-management-program/cjis-access-vendors>
- CCIC is an acronym for the Colorado Crime Information Center maintained by the Colorado Bureau of Investigation. CCIC provides Colorado law enforcement Hot Lists on wanted, BOLO or stolen vehicles and license plates entered into NCIC and CCIC. <https://cbi.colorado.gov/sections/crime-information-management-unit/colorado-crime-information-center-ccic>
- CISC is the Colorado Information Sharing Consortium which is a Colorado local government legal entity formed under §29-1-203(4) C.R.S. allowing governmental entities to cooperate. The CISC is not a vendor but an organization serving law enforcement agency members that is overseen by an elected, uncompensated, 11-member Board of Directors representing law enforcement agencies to consolidate their law enforcement records. <https://cisc.colorado.gov/>
- CJIS Security Policy is the Criminal Justice Information Services (CJIS) Security Policy provides guidance for the creation, viewing, modification, transmission, dissemination, storage, and destruction of CJIS. This Policy applies to every individual—contractor, private entity, noncriminal justice agency representative, or member of a criminal justice entity—with access to, or who operate in support of, criminal justice services and information. <https://cbi.colorado.gov/sites/cbi/files/cjis-security-policy.pdf>
- Crime Analysis refers to the analytical process by which stored ALPR data is used, whether alone or in conjunction with other sources of information, to detect crime patterns by studying and linking common elements of recurring crimes; to predict when and where future crimes may occur; and to link specific vehicles to potential criminal or terrorist activity.
- Hit is a license plate that has been scanned and is believed to be contained in the current Hotlist.
- Hot List is a compilation of one or more license plates, or partial license plates, of a vehicle or vehicles for which a BOLO situation exists that is programmed into an ALPR so that the device will alert if it captures the image of a license plate that matches a license plate included on the BOLO list. The term also includes a compilation of one or more license plates, or partial license plates, that is compared against stored license plate data that had previously been scanned and collected by an ALPR, including scanned license plate data that is stored in a separate data storage device or system.
- IACP ALPR Policy and Privacy refers to the International Association of Chiefs of Police effort regarding ALPR use by law enforcement. <https://www.theiacp.org/resources/alpr-policy-privacy>
- Method of Handling Traffic (MHT) is a written and approved method describing temporary traffic control measures to be used for facilitating road users (drivers, bicyclists, and pedestrians, which includes people with disabilities) through a work zone or an incident area. MHT is typically addressed in the Traffic Control Plan (TCP). These plans play a vital role in providing continuity of safe and efficient road user flow when a work zone, incident, or other event temporarily disrupts normal road user flow.
- NCIC is an acronym for the National Crime Information Center maintained by the Federal Bureau of Investigation.



CATPA ALPR Standards and Requirements

- Scan refers to the process by which an ALPR automatically focuses on, photographs, and converts to digital text the license plate of a vehicle that comes within range of the ALPR.
- Senate Bill 2021-131 is the Protect Personal Identifying Information Kept By State concerns measures to protect personal identifying information kept by state agencies, and, in connection therewith, making an appropriation.
- Senate Bill 2022-1213 is the Artificial Intelligence Facial Recognition concerning the use of personal identifying data, and, in connection therewith, creating a task force for the consideration of facial recognition services, restricting the use of facial recognition services by state and local government agencies, temporarily prohibiting public schools from executing new contracts for facial recognition services, and making an appropriation.
- State Fiscal Rules implement statutory provisions, set forth principles concerning internal controls, accounting policies, and financial reporting for the State of Colorado, and assist the State Controller in managing the finances and financial affairs of the State. Colorado Revised Statutes created the Office of the State Controller. Part 2, Title 24, Article 30, C.R.S. lists the powers and duties of the State Controller and is incorporated as a reference into each of these Fiscal Rules. 24-30-202(13), C.R.S. provides the authority of the State Controller to issue binding Fiscal Rules and is specifically incorporated into each of these state Fiscal Rules as statutory authority.
<https://osc.colorado.gov/financial-operations/fiscal-rules-procedures/fiscal-rules>
- Stored Data refers to all information captured by an ALPR and stored in the device's memory or in a separate data storage device or system. The term includes the recorded image of a scanned license plate and optical character recognition data, a contextual photo (i. e., a photo of the scanned vehicle and/or occupants), global positioning system("GPS") data (when the ALPR is equipped with a GPS receiver) or other location information, and the date and time of the scan. The term applies to both alert data and non-alert data that has been captured and stored by an ALPR or in a separate data storage device or system.
- Traffic Control Plan (TCP) is a written and approved plan, conforming to the Manual on Uniform Traffic Control Devices, Colorado Department of Transportation, and/or local traffic engineering authority to generally describe all traffic-control signing, pavement markings and traffic-control devices, and temporary signalization, including pedestrian and bicycle requirements necessary for each construction phase. Temporary traffic signals are normally required to be installed in conformance with standards. TCP's are discussed in Chapter 6 of the Manual on Uniform Traffic Control Devices (https://mutcd.fhwa.dot.gov/htm/2009/part6/part6_toc.htm) and in the Colorado Department of Transportation installations, S-630-1 Traffic Controls for Highway Construction (<https://www.codot.gov/safety/traffic-safety/assets/s-standard-plans/2019/complete-set>).



Agency Name:	Date	
CATPA Funded ALPR Checklist		
<p><i>An ALPR system includes all hardware, software, mounting/installation, data storage, and warranty/service. The following questions are intended to assist CATPA in prioritizing and determining funding for ALPR systems having a likelihood of success in reducing motor vehicle theft and related crimes. Completion of this checklist does not guarantee, nor otherwise obligate, the CATPA Board in funding an ALPR system(s).</i></p>		
SECTION 1. Plan for Procurement of an ALPR System(s)		
<p>This section is intended to address the key elements of a procurement plan, in consideration the use of a CATPA grant will utilize state funds. (https://osc.colorado.gov/financial-operations/fiscal-rules-procedures/fiscal-rules)</p>		
1. Agency Budgeting and Financial Planning		
<p>A. Does the Agency have a plan to establish a budget line item meeting the Agency’s fiscal rules to procure the ALPR system(s) using the Agency funds and then receive reimbursement from the state grant fund?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> The Agency has an existing budget line item meeting the above conditions.</p>		
<p>B. Does the Agency have a budgeting and financial plan that includes obtaining approval from the Agency’s governing authority, finance, and administration to procure the ALPR(s) systems meeting the Agency’s fiscal rules?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> The Agency has an existing budget meeting the above conditions.</p>		
<p>C. Does the Agency have a plan to include the Agency’s fiscal agent (e.g., finance department, accounting department, etc.) regarding a request for CATPA to provide funding for the ALPR system(s)?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> The Agency has included the Agency’s fiscal agent meeting the above conditions.</p>		
<p>D. Does the Agency have a plan to establish a financial process to account for budgeting and procurement of the ALPR system, including vendor selection, statement(s) of work, purchase order(s), invoice(s), state grant reimbursement request(s) and state grant payments?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> The Agency has an existing financial process meeting the above conditions.</p>		
2. ALPR Vendor Selection		
<p>A. Does the Agency have a plan to select the ALPR vendor? (e.g., specifications and requirements, statement of work, request for proposal, bid solicitation process, sole source justification, etc.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> The Agency has a selected ALPR vendor that meets the Agency’s requirement for selection.</p>		
<p>B. Does the Agency have a plan to engage an ALPR vendor contract/agreement? (i.e., legal review, procurement approval, governing body approval, etc.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> The Agency has a contract with an ALPR vendor that meets the Agency’s requirement.</p>		
<p>C. When selecting the ALPR vendor, does the Agency use or plan to use considerations from the International Association of Chiefs of Police?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>https://www.theiacp.org/projects/automated-license-plate-recognition</p>		



CATPA ALPR Standards and Requirements

Agency Name:	Date	
CATPA Funded ALPR Checklist		
https://www.theiacp.org/sites/default/files/IACP_ALPR_Policy_Operational_Guidance.pdf		
D. In selecting the ALPR product, the ALPR’s performance reported/demonstrated:		
<p>Capture Efficacy <i>The percentage of vehicles containing license plates that are actually captured/read by the ALPR unit.</i></p>	<p>_____ % <input type="checkbox"/> Unknown</p>	
<p>Read Accuracy <i>The percentage of accuracy of the ALPR system interpretation of captured plates with the actual alphanumeric characters of the plate.</i></p>	<p>_____ % <input type="checkbox"/> Unknown</p>	
<p>Matching Effectiveness <i>The percentage of effectiveness of ALPR units to accurately match license plates reads to records contained in the CCIC and NCIC Hotlists.</i></p>	<p>_____ % <input type="checkbox"/> Unknown</p>	
<p>Capture/Read Factor <i>An evaluation of the ALPR ability to NOT be influenced by factors to capture or read a license plate, such as plate design/characters/colors, state of origin, plate covers/obstructions, plate location, vehicle speed, lighting/weather conditions, or multi lane restrictions)</i></p>	<p><input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Unknown</p>	
E. Has the Vendor provided a project plan, including a timeline for ordering, delivery, installation, beta-testing, and operation of the ALPR(s) system?		<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Purchase of ALPR(s) Equipment		
A. Is the Agency intending to purchase equipment for an ALPR system(s) with a 5-year service life?		<input type="checkbox"/> Yes <input type="checkbox"/> No
B. How many ALPR(s) systems are intended for purchase?		Units
C. Is the purchase more than \$5,000 per ALPR system?		<input type="checkbox"/> Yes <input type="checkbox"/> No
D. Is the Agency in agreement to provide monthly reporting to the CATPA Office Grant Manager on the outcomes for the use of the ALPR system during the 5-year life of the purchased ALPR system? Monthly reporting includes the following data related the use of the funded ALPR system(s):		<input type="checkbox"/> Yes <input type="checkbox"/> No
1) Number of funded ALPR units in operation, 2) Number of reported stolen vehicle recoveries resulting in ALPR hit, and 3) Inventory accountability of the ALPR system.		
4. Subscription of ALPR(s) System		
A. Is the Agency intending to procure an ALPR vendor subscription service?		<input type="checkbox"/> Yes <input type="checkbox"/> No
B. How many ALPR(s) systems are intended for subscription services?		Units
C. Select is the planned term of the subscription service agreement:		
<input type="checkbox"/> Less than 1 Year <input type="checkbox"/> 2 Years <input type="checkbox"/> 4 Years <input type="checkbox"/> 1 Year 3 Years 5 or More Years		



Agency Name:		Date	
CATPA Funded ALPR Checklist			
D. How many years is the Agency committed to paying for the subscription service term beyond the first year that may be covered by a CATPA grant?			
<input type="checkbox"/> Less than 1 Year	<input type="checkbox"/> 2 Years	<input type="checkbox"/> 4 Years	
<input type="checkbox"/> 1 Year	<input type="checkbox"/> 3 Years	<input type="checkbox"/> 5 or More Years	
E. Is the Agency in agreement to provide monthly reporting to CATPA on the outcomes for the use of the ALPR system during the agreed upon life of the subscription service, that includes:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<ol style="list-style-type: none"> 1. Number of funded ALPR units in operation, 2. Number of reported stolen vehicle recoveries resulting in ALPR hit, and 3. Inventory accountability of the ALPR system. 			
5. Timing Needed for Procurement Process			
If a grant was approved, what is the estimated time period the Agency can complete procurement processes for approval to purchase the ALPR(s) systems?			months
SECTION 2. Plan for Architectural Design of ALPR System(s)			
This section is intended to address the key elements of a plan to design the ALPR infrastructure, including the hardware, software, telecommunications and database systems.			
Does the Agency have an architectural design plan for the ALPR system that includes: <i>(check all that apply)</i>			
1. Compliance with CJIS Security Policy. https://cbi.colorado.gov/sites/cbi/files/cjis-security-policy.pdf		<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Compliance with the provisions of §24-72-113 C.R.S., Limit on retention of passive surveillance records https://archives.colorado.gov/about/statutes/state-archives-statute-article-72		<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Compliance with the provision of Colorado Senate Bill 22-113, Artificial Intelligence Facial Recognition, regarding the use of ALPR data. https://leg.colorado.gov/bills/sb22-113		<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. The ALPR software application enables the Agency to principally control the use of the ALPR data generated by the Agency ALPR system(s).		<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. The ALPR software application enables the Agency to principally control the Users of the Agency's ALPR system(s).		<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. The ALPR vendor to be a CJIS Access Vendor to utilize the Colorado and National hotlists generated from authorized access from the Colorado Crime Information Center, as provided by the Colorado Bureau of Investigations. https://cbi.colorado.gov/sections/cjis-security/cjis-vendor-management-program/cjis-access-vendors		<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. A schematic, charting, illustration or description of the architecture and design of the ALPR system, including the hardware, software, telecommunications and database systems.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Replenishment or New ALPR(s) System. Is the request for funding of the ALPR system(s) for: <i>(check all that apply)</i>			



CATPA ALPR Standards and Requirements

Agency Name:	Date	
CATPA Funded ALPR Checklist		
A. Replenishment or Replacement of an existing ALPR system	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B. New ALPR system	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Type of ALPR(s) System <i>(check all that apply)</i>		
A. Mobile ALPR System - Patrol vehicles	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B. Mobile ALPR System - Investigative vehicles	<input type="checkbox"/> Yes	<input type="checkbox"/> No
C. Mobile ALPR System - Portable Trailer or Mount	<input type="checkbox"/> Yes	<input type="checkbox"/> No
D. Fixed ALPR System - Private Infrastructure Installation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
E. Fixed ALPR System - City/County Infrastructure Installation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
F. Fixed ALPR System - CDOT Infrastructure Installation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Plan for Relocating Fixed ALPR(s) System <i>(check all that apply)</i>		
<input type="checkbox"/> The fixed ALPR(s) system is planned to be moved from its initial installation site.		
<input type="checkbox"/> The Agency is committed to immediately update the location information on the CATPA Inventory.		
<input type="checkbox"/> The fixed ALPR(s) system is not planned to be moved from its initial installation site		
SECTION 3. Plan for Information Sharing of ALPR Data¹		
Is there an information sharing plan for the ALPR data that includes: <i>(check all that apply)</i>		
1. ALPR data storage and sharing using a CJIS compliant vendor-based information technology and database solution.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Replication and/or storage of the ALPR data with the Colorado Information Sharing Consortium's ALPR Records Data Warehouse for sharing with Colorado law enforcement agencies. https://cisc.colorado.gov/	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Storage costs for the ALPR data.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Restrictions of information sharing with <u>non-governmental</u> entities to ensure data retention and information sharing is compliant with federal, state and local laws and regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Compliance with Colorado Senate Bill 21-131, Protect Personal Identifying Information, and 24-74-102(1) C.R.S., Definition of Personal Identifying Information https://leg.colorado.gov/bills/sb21-131	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. The need for new, updated or existing Memorandums of Understanding or Interagency Governmental Agreements in place for the authentication, use and access of ALPR devices and databases.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
SECTION 4. Plan for Deployment of ALPR System		
Does the Agency have a deployment plan to install and maintain the use/control of the ALPR system that includes:		
1. Mobile ALPR(s) System Installation		
A. Design and Configuration for Mounting and Installation	<input type="checkbox"/> Yes	<input type="checkbox"/> No

¹ https://www.dhs.gov/sites/default/files/publications/LPR-DB-SW-MSR_0413-508.pdf



CATPA ALPR Standards and Requirements

Agency Name:	Date	
CATPA Funded ALPR Checklist		
B. Telecommunication Requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> No
C. Location/Assignment of the ALPR system	<input type="checkbox"/> Yes	<input type="checkbox"/> No
D. What is the estimated installation time (considering approval of purchase)		Months
2. Fixed ALPR(s) Systems Installation		
A. Identified location(s) for the ALPR(s) with latitude and longitude	<input type="checkbox"/> Yes	<input type="checkbox"/> No
B. Planned location(s) of the ALPR system(s) intended for:		
1) Private Property	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) Local/Municipal street	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3) County roadway	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4) State roadway	<input type="checkbox"/> Yes	<input type="checkbox"/> No
C. A site evaluation been performed for effectiveness of the ALPR system	<input type="checkbox"/> Yes	<input type="checkbox"/> No
D. Special installation requirements for the ALPR system including:		
1) New infrastructure mounting system (e.g., poles, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) Existing infrastructure mounting system (e.g., poles, signs, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3) Weight and dimension of ALPR(s) system (e.g., specifications document)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4) Electrical requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5) Telecommunications requirements	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6) Certified installation personnel (e.g., electricians, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7) A method of handling traffic for the ALPR installation for permitting (which may involve added costs for engaging services of an approved traffic barricade company)? For CDOT installations, see S-630-1 Traffic Controls for Highway Construction https://www.codot.gov/safety/traffic-safety/assets/s-standard-plans/2019/complete-set	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8) A traffic management or safety plan designed by an approved traffic engineer for permitting, (which may involve added costs for engaging an approved traffic engineer)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9) Specialized installation equipment (e.g., boom truck, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10) Additional costs for the above (beyond the actual ALPR(s) cost)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
E. A permit required by the entity controlling the infrastructure where the ALPR system is to be installed (https://mutcd.fhwa.dot.gov/)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Local/Municipal	<input type="checkbox"/> County	<input type="checkbox"/> CDOT
<input type="checkbox"/> Other		
F. What is the estimated time to obtain a required permit		Months
G. A review of applicable ALPR permitting processes https://www.codot.gov/business/permits/utilitiesspecialuse	<input type="checkbox"/> Yes	<input type="checkbox"/> No
H. If the installation is on CDOT infrastructure, the CSP ALPR Evaluation and	Yes	No

CATPA ALPR Standards and Requirements

Agency Name:	Date	
CATPA Funded ALPR Checklist		
Checklist is attached		
https://www.codot.gov/business/permits/utilitiesspecialuse/assets/alpr-evaluation-and-checklist.pdf		
I. Are there other ALPR systems installed in proximity to the proposed ALPR system(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
J. Does the Agency have a written deployment plan to respond to and interdict ALPR hits for investigation and recovery of stolen vehicles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
K. What is the estimated installation time (considering approval for purchase)?		Months
3. Does the Agency have a plan for Inventory Control of the ALPR(s) system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Does the Agency have a written plan to maintain, update, replace and remove the ALPR(s) systems from the infrastructure? (Due to wear, life cycle, out date, damage, theft, or decision to no longer support the product)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Does the Agency have a written deployment plan to respond to and interdict ALPR hits for investigation and recovery of stolen vehicles?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Does the Agency have a designated ALPR Point of Contact and succession contingency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Does the Vendor have a designated Point of Contact and succession contingency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Does the Agency have a plan for a designated Agency ALPR Administrator for database and user management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Does the Agency have a plan for Agency ALPR Administrator Training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Does the Agency have a plan for selection and training of the ALPR(s) systems and ALPR database users?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Does the Agency have a plan for documentation and reporting on the efficacy of the ALPR system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. What is the estimated time for providing training to all designated Agency ALPR Users and Agency ALPR Administrator(s)?		Months
SECTION 5. Policies and Procedures for ALPR System²		
1. Is the intention for the use of the ALPR system and database primarily for auto theft reduction efforts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Does the Agency have written policies and procedures that address the use of ALPR and ALPR databases?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Does the Agency manage, control and update authentication for personnel authorized to use, access and retrieve ALPR equipment, devices and related databases?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Does the Agency have written policies and procedures on database retention of ALPRs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Does the Agency limit database retention of ALPRs to no more than 1 year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

² https://bj.a.ojp.gov/sites/g/files/xyckuh186/files/media/document/LPR_Policy_Template_FINAL_2-7-170.pdf



CATPA ALPR Standards and Requirements

Agency Name:	Date	
CATPA Funded ALPR Checklist		
6. Does the Agency have a written policy or procedure to upload the CCIC and NCIC Hotlist on the ALPR system on a minimum of a daily basis?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Does the Agency have a written policy or procedure which addresses operational confirmation of hits from the ALPR?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Does the Agency have written policies and procedures on information sharing with specific non-governmental entities to ensure data retention and information sharing is compliant with federal, state and local laws and regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Does the Agency have written policies or procedures that address security and access of the ALPR data specifically that the ALPR data can only be accessed by authorized law enforcement personnel and used only for legitimate, specified and documented law enforcement purposes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Does the Agency have written policies or procedures regarding identifying wanted person(s) or motor vehicle(s) through the use of a hot list provided by the Colorado Crime Information Center and/or the National Crime Information Center?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Does the Agency have written policies or procedures to address identifying person(s) or motor vehicle(s) of public safety interest for who or whom there is a legitimate and documented law enforcement reason to identify and locate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Does the Agency have written policies or procedures to address comparing license plates that are associated with specific vehicle(s) or person(s) for which or whom there is a legitimate and documented law enforcement reason to identify and locate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13. Does the Agency have written policies or procedures to address crime analysis of stored ALPR data for detection, prevention or apprehension of criminal activity or criminal person(s), including protecting the homeland from terrorist attack, while safeguarding the personal privacy rights of motorists?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14. Does the Agency have written policies or procedures regarding crime analysis of stored ALPR data which is not used as a means to disclose personal identifying information about an individual unless there is a legitimate and documented law enforcement reason for disclosing such personal information to a law enforcement officer or crime analyst?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15. Does the Agency have written policies or procedures regarding stored ALPR data purging prior to the first anniversary of its creation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16. Is the Agency in agreement to notify the CATPA in the event the installed ALPR system is no longer needed, may be life-cycled or are otherwise inoperable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17. Is the Agency in agreement to annually notify the CATPA that the ALPR system is in operational condition and is being maintained by the requesting agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

[Agency Name]
 Agency Street Address]
 [Agency City, State, Zip Code]

[Agency Representative Name]
 [Agency Representative Title]

 Date

 [Agency Representative] Signature



[Date of Letter]

SAMPLE LETTER OF COMMITMENT

From: [Chief Executive Officer Title and Name]
[Agency Name]
[Agency Address]
[City, State and Zip Code]

To: Colorado Automobile Theft Prevention Authority
710 Kipling Street, Suite 106
Lakewood, Colorado 80215

Subject: Letter of Commitment for CATPA Funded ALPR

Consistent with [Name of CATPA Grant Application] OR [CATPA Grant Agreement Number and Grant Project Fiscal Agency Name], this agency would request funding to support the purchase of [Number] Automated License Plate Reader system(s). This request is supported by the attached evaluation and assessment for consideration of funding. Should the Colorado Automobile Theft Prevention Authority provide reimbursable funding for the purchase of the automated license plate reader system(s), this agency will commit to each of the following:

- Maintain an inventory of funded ALPR device(s) purchased for more than \$5,000 per ALPR system for a period of 5 years from the date of purchase, OR
 - Maintain inventory during the life of the subscription service of the ALPR(s) system.
- Submit monthly reports to the CATPA Office for determination of investment value of grant funds. Monthly reports will minimally include:
 - The number of ALPR hits of stolen vehicles,
 - The number of reported stolen vehicle recoveries resulting in an ALPR hit, and
 - Monthly reports will be submitted for the term of the agency maintaining inventory of the ALPR(s) system.
- Deploy the funded ALPR system for the primary purpose of locating stolen vehicles.
- Comply with applicable federal and state laws related to ALPR data storage, sharing, retention and retrieval.
- Ensure appropriate policies and procedures are in place for the use of the funded ALPR system(s).
- Cooperate with CATPA to perform on-site inspection of the funded ALPR system(s).
- Provide information sharing of ALPR data to the Colorado Information Sharing Consortium ALPR Records Data Warehouse for access and sharing with Colorado law enforcement agencies.

Understanding any of the above provisions do not have a good faith effort for completion, the CATPA Board retains the right to relocate the funded ALPR to another Colorado law enforcement agency.

Submitted by:

[Chief Executive Officer Title and Name]



SAMPLE MEMORANDUM OF UNDERSTANDING¹
BETWEEN
[HOST AGENCY]
AND
[PROPOSED DATA SHARING AGENCY]

BACKGROUND

[Name of Host Agency Project] is an initiative of the [Host Agency] to create an information sharing system designed to replicate, maintain, and share law enforcement license plate reader systems from all participating state and local public safety agencies within the [State of Name or region of Name].

CONCEPT

The goal of this project is to share license plate recognition data among all contributing agencies that have established this Memorandum of Understanding with [Host Agency System]. Participating agencies will share license plate reader (LPR) information for replication to the data warehouse or as part of a central querying system hosted by [Hosting Agency System] and will have the capability to query all LPR based information from around the [State or Region] which is stored within the warehouse.

PURPOSE

This Memorandum of Understanding (MOU) sets forth an agreement between and defines the roles and responsibilities of [Host Agency] and the [Proposed Agency], in implementing connectivity to [Host Agency System].

RESPONSIBILITIES**[Host Agency]**

The roles and responsibilities of [Host Agency] in this MOU are as follows:

- [Host Agency] will establish the [Name of the Host Agency System] as a shared information system to the benefit of all public safety agencies in the [State or Region].
- The [Host Agency] will appoint a project manager to oversee [Name of Host Agency Project] and implement the terms and conditions of this MOU.
- [Hosting Agency] will direct the management of all obligations, responsibilities, and assets of [Name of Host Agency System], including but not limited to:
 - Any and all contractual obligations for development, implementation, expansion, maintenance, and management of [Name of Host Agency System],
 - Ownership of any and all equipment in the inventory of [Name of Host Agency System], including but not limited to servers, workstations, communications devices, routers, firewalls or other hardware, and all software in use or under

¹ LPRD Handbook, License Plate Recognition Data, SPAWAR Systems Center, Atlantic, 2010,
https://cebcp.org/wp-content/evidence-based-policing/LPR_FINAL.pdf
<https://www.aclu.org/documents/response-public-records-request-1-space-and-naval-warfare-systems-command>



- development in compliance with the requirements of [Name of Host Agency System].
- Security and control of any data resident in [Name of Host Agency System] data warehouse, to exclusive Law Enforcement use as defined by [Name of Host Agency System] Security Policies and Procedures.
- [Host Agency] will design and implement a governance structure appropriate to the proper operational maintenance of [Host Agency], and provide appropriate levels of input to all participating agencies.
- [Host Agency] will adopt Security Policies and Procedures as may be consistent with appropriate security and maintenance of the system for all participating agencies. This document shall become the governing MOU for participation in [Host Agency System] upon ratification of the participating agencies.
- [Host Agency] will ensure that appropriate personnel are made available as reasonably necessary to assist with development, implementation, and testing of any hardware/software solutions, as well as for any training required, for the purposes of this project.
- [Host Agency] will assist in obtaining the cooperation of any third party contractor or vendor approved by them to provide license plate reader systems in [Name of State or Region] and/or internal or external technology providers (e.g. [State/Region] CIO / Other [State/County/City] Agencies / [Host Agency] information technology staff) as may be reasonably necessary for the purposes of this project.
- [Host Agency] will assist in creation of the lessons learned and final reporting and documentation of the project. The input provided by [Host Agency] will be utilized for future distributions and use of the system at other hosting agencies.

[Proposed Agency]

The roles and responsibilities of the [Proposed Agency] in this MOU are as follows:

- The [Proposed Agency] maintains sole authority and responsibility for determining the actions, if any, that are appropriate for the department's information technology environment, and for implementing any changes deemed to be appropriate to the purposes of this project.
- The [Chief Executive Officer Title] of the [Proposed Agency], or an appropriate designee, will be available, as reasonably required, to give guidance and approval to technical and non-technical requirements of this assistance project.
- The [Chief Executive Officer Title] of the [Proposed Agency] will adopt [Name of Host Agency System] Security Policies and Procedures document, which is the governing MOU for participation in [Name of Host Agency System], and agrees to remain in compliance with the requirements, policies, and practices as outlined therein for the duration of the [Proposed Agency]'s participation in [Name of Host Agency System].



- The [Chief Executive Officer Title] of the [Proposed Agency] will appoint a representative as the agency's (Name of Host Agency System) Project Manager who will be responsible for the overall coordination of the project on behalf of the department.
- The [Proposed Agency] will make reasonable accommodations for access by [Host Agency] staff to their facilities and license plate reader system as may be required in furtherance of this project.
- The [Proposed Agency] will ensure that appropriate personnel are made available as reasonably necessary to assist with development, implementation, and testing of any hardware / software solutions, as well as for any training required, for the purposes of this project.
- The [Proposed Agency] will assist in obtaining the assistance of any third party contractor or vendor associated with their license plate reader system and / or internal or external technology providers (e.g. county / municipal information technology staff) as may be reasonably necessary for the purposes of this project.
- [Proposed Agency] will assist in creation of the lessons learned and final report of the project.

[All Agencies]

The roles and responsibilities of all agencies in this MOU are as follows:

- All contributing agencies shall develop and maintain an LPR data usage policy that addresses privacy concerns. Such usage policy may be derived from the International Association of Chiefs of Police publications pertaining to license plate readers.
- The ownership of the data that is contributed in this system shall remain with the contributing agency. Therefore, all ownership rights are to the sole authority and responsibility of the contributing agency. The data in this system is shared by the contributing agency, for the communal use by other law enforcement and government agencies that have signed this agreement with [Host Agency], but shall adhere to the contributing agency's usage policy when using the contributing agency's data. All data use and handling shall comply with the current laws and statutes with respect to the data.
- The [Host Agency] shall develop and maintain an LPR data retention policy that can address privacy concerns in accordance with current federal and state legislation and statutes, and may be limited by system capability. All contributing agencies shall adhere to the data retention policy until such time that The [Proposed Agency] has developed their own policy. At that time, the [Proposed Agency] may submit a memorandum to this MOU to address the retention of the data owned by The [Proposed Agency]. Such data retention policy may be derived from the International Association of Chiefs of Police publications pertaining to license plate readers.

FUNDING

Any costs associated with maintenance, upgrade, or changes required directly to the contributing agency's LPR system or existing computer network in order to accommodate



implementation of [Name of Host Agency System] interfaces and replication, or costs incurred on behalf of [Name of Host Agency System] as a result of changes to the agency system(s) which adversely affect [Name of Host Agency System] replication, may be the responsibility of the [Proposed Agency].

ACKNOWLEDGEMENT

[Host Agency] anticipates the duration of this implementation to be [Period of Agreement Term], but may be extended at the discretion of the [Chief Executive Officer Title] of [Host Agency] if requested by the [Proposed Agency]. Such extension must be documented through appropriate addendum to this MOU agreeable to both parties.

This Memorandum of Understanding will be effective upon signature of all parties.

[Host Agency Name]

[Proposed Agency Name]

[Host Agency Street Address]
[Host Agency City, State, Zip Code]

[Host Agency Street Address]
[Host Agency City, State, Zip Code]

[Chief Executive Officer Title] Signature

[Chief Executive Officer Title] Signature

[Chief Executive Officer Printed Name]

[Chief Executive Officer Printed Name]

Date

Date

