

## Installing Automated License Plate Reader Systems on CDOT Right of Way

### Purpose

The purpose of this document is to provide guidance for law enforcement requests made to the Colorado Department of Transportation (CDOT) regarding the installation and use of automated license plate reader (ALPR) systems on CDOT right of way.

### Applicability

This guidance is applicable to all requests from state, county, or local law enforcement agencies requesting the placement and use of ALPR systems on CDOT right of way. These procedures are not applicable to the placement of ALPR systems utilized for administrative and/or compliance purposes (such as tolling, fees, inspections, intelligent transportation systems, etc.) otherwise approved by CDOT or authorized by statute.

### Scope

The use of law enforcement ALPRs affixed to or installed on CDOT ITS infrastructure is meant to ensure that ALPRs and ALPR-generated data will be used in an appropriate manner and only for bona fide public safety purposes. An ALPR and data generated by an ALPR on CDOT right of way shall only be used for official and legitimate law enforcement business.

### Definitions

1. **24-72-113 C.R.S.** is the Colorado Revised Statute addressing the limit on retention of passive surveillance records, applicable to ALPR data.
2. **28 CFR Part 23** is the United States Code of Federal Regulation addressing criminal intelligence systems operating policy.
3. **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.
4. **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).
5. **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.
6. **CCIC** is an acronym for the Colorado Crime Information Center, maintained by the Colorado Bureau of Investigation.



7. **CDOT Safety Standards (S-Standards)** are used by the Colorado Department of Transportation and contain details common for safety, such as delineators, lighting, signs, sign supports, traffic signals and accessories, pavement markings, and traffic control. S-Standards can be found at <https://www.codot.gov/safety/traffic-safety/design/s-standards>.
8. **Clear Zone** is an unobstructed, traversable roadside area that allows a driver to stop safely, or regain control of a vehicle that has left the roadway. The width of the clear zone should be based on risk (also called exposure). Key factors in assessing risk include traffic volumes, speeds, and slopes. Clear roadsides consider both fixed objects and terrain that may cause vehicles to rollover.<sup>1</sup> The Clear Zone is approximately 30-40' from the edge of asphalt, depending on key risk factors in assessing traffic volumes, speeds, and slopes.
9. **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.
10. **Infrastructure** means all road, highway and park infrastructure including roadways, hard shoulders, slip roads, side roads, access roads, pavement, bridges, tunnels and other highway structures whether over or under the traveled surface, together with all related supporting infrastructure, buildings, improvements and amenities, including all intelligent traffic systems and equipment, fences and barriers, curbs, culverts, drainage systems including outfalls and balancing ponds, grassed areas, sidewalks, hedges and trees, planted areas, footways, recreational paths, walking and cycling trails, recreational equipment and facilities, road markings, road traffic signs, road traffic signals, road lighting, communications installations, weigh stations, washrooms and rest areas, picnic sites, pullouts, embankments, retaining walls and cuttings.<sup>2</sup>
11. **Right-of-Way (Right of Way or ROW)** is used to mean the entire width of every way declared to be a public highway by any law of this state as defined as a "right-of-way" under the State Highway Access Code {[2 CCR 601-1 \(1.5\) \(66\)](#)} and a "highway" under Vehicles and Traffic {[42-1-102 \(43\) C.R.S.](#)}.
12. **Hit** is a license plate that has been scanned and is believed to be contained in the current Hotlist.
13. **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.
14. **NCIC** is an acronym for the National Crime Information Center<sup>3</sup> maintained by the Federal Bureau of Investigation.
15. **Personal Identifying Information** as defined by 24-74-102(1) C.R.S. "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

<sup>1</sup> U.S. D.O.T Federal Highway Administration - [Clear Zones](#)

<sup>2</sup> Law Insider definition of [Highway Infrastructure](#).

<sup>3</sup> <https://www.ojp.gov/ncjrs/virtual-library/abstracts/national-crime-information-center-ncic-investigative-tool-guide-use>

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 record; 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.”

16. **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.
17. **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.

## Procedures

A request regarding the installation and use of ALPR systems on CDOT right of way on a state highway is a multi-step process. Instructions and forms for applying to install an ALPR on the CDOT right of way are available at <https://www.codot.gov/business/permits/utilityspecialuse>. The requesting agency must first complete the **CSP ALPR Evaluation and Checklist** and submit it to CSP for review. Following CSP review and approval, the requesting agency must agree to and comply with the **Terms and Conditions of Automated License Plate Reader Permits** and then file and obtain approval for a **CDOT Special Use Permit**. The Permit must be approved by CDOT as a condition of and prior to installing an ALPR system either owned by or leased by the agency on CDOT's property or infrastructure, including the right of way.

### 1. The Colorado State Patrol ALPR Evaluation Checklist

In order to assist local, county, and state law enforcement agencies, the Colorado State Patrol will perform a review of the CSP ALPR Evaluation and Checklist. The intent of this review is to confirm that the use of law enforcement ALPRs, and ALPR-generated data on CDOT property, infrastructure, and right of way will be used in an appropriate manner and only for bonafide public safety purposes and legitimate law enforcement business. Agencies are encouraged to communicate and coordinate with the Colorado State Patrol Investigative Services Section throughout this review process.

The review will also include the identification of existing ALPR systems on the CDOT right of way to minimize redundancy, the ability and intent of the ALPR system to share ALPR reads with other law enforcement agencies, and the use of general guidance, best practices and standards for the use of ALPR, such as those published by the International Association of Chiefs of Police,<sup>4</sup> Criminal Justice Information Sharing System<sup>5</sup>, and applicable Colorado Revised Statutes.<sup>6</sup> The review may engage advice from the

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<sup>4</sup> <http://www.theiacp.org/ALPR-Policy>

<sup>5</sup> 28 Code of Federal Regulations Part 23

<sup>6</sup> 24-72-113 C.R.S. Passive Surveillance Records

Governor's Office of Information Technology, CJIS Compliance, ALPR vendor, Colorado Information Sharing Consortium, or other specialized entity or agent.

Should concerns arise, or on a periodic basis, the requesting agency may be contacted for further explanation or submission of documentation. Upon completion, the CSP Review will provide a recommendation to CDOT as either approved, not approved, or recommended for further study.

To initiate the CSP Review Process, the requesting agency should contact:

[cdps\\_catpa@state.co.us](mailto:cdps_catpa@state.co.us)

**Investigative Services Section**

**Colorado State Patrol**

**15055 S Golden Road, Golden, CO 80401**

**(303) 273-1772**

## 2. **Considerations and Advisories**

Agencies requesting installation of an ALPR on CDOT property or right of way should be cognizant of the varying complexities involved with requesting, installing, and operating an ALPR system on CDOT property and/or right of way. These complexities include:

- a. The agency's knowledge, experience, and ability to manage, operate, and control the ALPR system being requested for installation on CDOT right of way,
- b. The vendor's experience, background, and ability to demonstrate responsiveness and conformity with requirements of the requesting law enforcement agency and permitting, installation, and maintenance conditions that may be required of CDOT.
- c. The agency's ability to demonstrate responsibility for the control, oversight, use, maintenance and support of the ALPR system to ensure compliance with all applicable federal and state laws at the time of permitting, installation and during use on CDOT ROW.
- d. The ALPR system's ability to perform, including:
  - i. Capture Efficacy - the measure of effectiveness of the ALPR unit to capture the license plate information that passes through the ALPR camera's field of view.
  - ii. Read Accuracy – the measure of the accuracy of the ALPR's interpretation of captured plates with the actual alphanumeric characters of the plate.
  - iii. Matching Effectiveness – the measure of the effectiveness of the ALPR unit's software matching algorithms to accurately match license plate reads to a hot list.
  - iv. Capture/Read Factors – this includes the ability of the ALPR to capture, accurately read, and match license plates for character and plate color, plate design (stacked characters), state of origin, plate obstructions (bent, dirty, etc.), plate location, weather conditions, camera angle, and vehicle speed.
  - v. Database and Sharing Capabilities - this includes the ability of the ALPR system's database to provide security compliance regarding criminal justice information sharing and an ability to enable ease of sharing of the ALPR system's data among state-wide law enforcement agencies.
- e. The design of the ALPR system, including the types of:
  - i. Hardware and software to be installed,
  - ii. Power system(s) required for the ALPR system (e.g., hard-wired, solar-powered, battery backup, etc.),
  - iii. Communications system required for the ALPR system (e.g., WiFi, LTE, etc.),



- iv. The mounting system required for the ALPR system (e.g., pole, overhead, etc.), and
  - v. Data management requirements (e.g., retrieval of CCIC hotlists, data management, etc.), and/or
  - vi. Durability and sustainability of the ALPR system during inclement weather conditions.
- f. Special requirements for ALPR installation may include:
- i. Installation of mounting systems for the ALPR system (e.g., poles, brackets, etc.),
  - ii. Installation of power and communications systems for the ALPR system (e.g., battery backup, LTE communications box, etc.), and/or
  - iii. Engaging a certified traffic control supervisor or licensed professional engineer from a traffic management company to generate a Traffic Control Plan (TCP) or Method of Handling Traffic (MHT).
- g. Maintenance and management of the ALPR system (once installed) due to changes or cancellations of the ALPR system. As with all technology systems, the ALPR industry has experienced fast-paced innovations, enhancements, and upgrades. These innovations have resulted in a growing number of vendors, upgraded communication systems, camera systems, advancements in imagery captures, hardware and software improvements, and cost reduction efforts for purchasing and/or subscription services. These changes require the law enforcement agency to be cognizant that any maintenance or removal of an installed ALPR system on CDOT right of way requires communication with CSP and permitting with CDOT.
- h. Removal of the ALPR from CDOT property, infrastructure, and equipment will need to be factored in on decisions during the permitting process. It is a requirement of CDOT for the authorized law enforcement agency to remove ALPR equipment when it is no longer being actively utilized or when there is no longer an active contract or agreement between the originating authorized law enforcement agency and the ALPR vendor of the equipment.
- 3. Utilizing CDOT Property, infrastructure, and right of way**
- All ALPRs installed on CDOT property, infrastructure, and ROW, must be installed in compliance with an executed permit. The goal of CDOT is to accommodate all the structures within the state's right-of-way system which are compliant with S-Standards and the MUTCD<sup>7</sup>. There may be certain items that prevent permit approval; some are listed below:
- A. No agreement with CSP,
  - B. Restriction from the local government if within city limits,
  - C. Attaching equipment to CDOT structures,
  - D. Permit interferes with future development; however, a proposed alternative will be provided by CDOT,
  - E. The structure does not meet CDOT Standards,
  - F. Overhead power supplies may be governed by the local government,
  - G. Aesthetic compliance with local government, if within city limits,
  - H. Need direct access to the Interstate to maintain facilities,
  - I. The proposed structure is within Clear-Zone without protection, and/or
  - J. If the proposed ALPR is used for anything outside of the scope of the proposed requirements.

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<sup>7</sup> Manual on Uniform Traffic Control Devices, U.S. Department of Transportation, Federal Highway Administration

**Failure to follow the requirements and guidance provided in this document can result in the immediate removal and disposal of any and all ALPRs and related ALPR equipment based on CDOT's decision.**

**I have read, reviewed, and understand CSP's "Installing Automated License Plate Reader Systems on CDOT Right of Way" in their entirety and expressly agree to fully comply.**

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Agency Signature

Date

## CSP ALPR Evaluation and Checklist

**Applicant Agency:** \_\_\_\_\_

**Agency Representative Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**ALPR Vendor Name:** \_\_\_\_\_

**Vendor Representative Name:** \_\_\_\_\_

**Vendor Representative Email:** \_\_\_\_\_

The following questions must be answered for the Colorado State Patrol to provide an evaluation on installing ALPR system(s) on CDOT Infrastructure.

### Section 1 – ALPR System Description

1. Roadway Name: \_\_\_\_\_
  - a. Mile Marker: \_\_\_\_\_
  - b. Latitude: \_\_\_\_\_
  - c. Longitude: \_\_\_\_\_
2. Number of ALPR cameras at the location: \_\_\_\_\_
3. Number of lanes covered per ALPR camera: \_\_\_\_\_
4. ALPR Directional Facing: \_\_\_\_\_ North South East West
5. Type of ALPR Procurement \_\_\_\_\_ Lease/Subscription Service Purchase
  - a. Subscription Begins (Month/Year): \_\_\_\_\_
  - b. Subscription Ends (Month/Year): \_\_\_\_\_
  - c. Warranty Begins (Month/Year): \_\_\_\_\_
  - d. Warranty Ends (Month/Year): \_\_\_\_\_
6. ALPR Make: \_\_\_\_\_
7. ALPR Model: \_\_\_\_\_
8. Is the ALPR camera limited for read/capture based on vehicle speeds? Yes No
9. Is there separate mounting for the cameras, communication box and power? Yes No
10. Provide a brief description of the ALPR mount: \_\_\_\_\_

## Section 2 – Selection, Planning, Installation, Maintenance and Removal of ALPR System

- 1) In selecting this ALPR system, the ALPR’s performance is identified with the following, as either reported by the ALPR vendor or otherwise determined by the requesting agency:

a. Capture Efficacy (The percentage of vehicles containing license plates that are actually captured/read by the ALPR unit.)	%
b. Read Accuracy (The percentage of accuracy of the ALPR system interpretation of captured plates with the actual alphanumeric characters of the plate.)	%
c. Matching Effectiveness (The percentage of effectiveness of ALPR units to accurately match license plates reads to records contained in the CCIC and NCIC Hotlists.)	%
d. Capture/Read Factor (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)	%

- 2) Select the following documents that are in possession of the requesting agency:

<input type="checkbox"/> ALPR Specifications
<input type="checkbox"/> ALPR Installation Requirements
<input type="checkbox"/> List of Installation Requirements
<input type="checkbox"/> Site Visit Evaluation
<input type="checkbox"/> Project Development Plan
<input type="checkbox"/> Project Timeline
<input type="checkbox"/> Operational Requirements
<input type="checkbox"/> Beta Testing Requirements
<input type="checkbox"/> Removal Plan

- 3) Does the requesting agency agree that the use of CDOT Property and Rights of Way (ROW) applicable to the ALPR system is based on the following:

a. Provide the Colorado State Patrol, as requested, with the number of ALPR Hits and law enforcement actions taken as a result of the ALPR Hits.	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Comply with the <a href="#">CJIS Security Policy</a> .	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Comply with the provisions of <a href="#">§24-72-113 C.R.S., Limit on retention of passive surveillance records</a> .	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Comply with the provision of Colorado Senate Bill 22-113, Artificial Intelligence Facial Recognition, regarding the use of ALPR data	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Ensure the requesting agency’s ALPR vendor is a <a href="#">CJIS Access Vendor</a> to and utilizes the Colorado and National hotlists generated from authorized access from the Colorado Crime Information Center, as provided by the Colorado Bureau of Investigations.	<input type="checkbox"/> Yes <input type="checkbox"/> No





f. Replicate and/or store the ALPR data with the [Colorado Information Sharing Consortium's](#) ALPR Records Data Warehouse for sharing with Colorado law enforcement agencies.  Yes  No

g. Compliance with Colorado Senate Bill [21-131, Protect Personal Identifying Information](#), and 24-74-102(1) C.R.S., Definition of Personal Identifying Information.  Yes  No

4) Does the requesting agency understand a CDOT permit application cannot be filed by the ALPR vendor? (ALPR permits must be submitted by a Colorado law enforcement agency)  Yes  No

5) Does the requesting agency have a point of contact to work with the CDOT permitting process and the vendor?  Yes  No

a. Name of Point of Contact:

b. Email of Point of Contact:

6) Special installation requirements for the ALPR system:

a. Does the ALPR mounting system meet CDOT Safety Standards?  Yes  No

**Note:** Proposed structure shall meet [CDOT S-Standards<sup>8</sup>](#). Structure design should be submitted with the permit application.

i. Is this a new infrastructure mounting system (e.g., poles, etc.)?  Yes  No

ii. Is the proposed mounting system structure within the Clear Zone?  Yes  No

**Note:** If the proposed structure is within the Clear-Zone (Approximately 30-40' from the edge of asphalt depending on speed limit) the structure will need to be protected i.e., guardrail. This will protect the traveling public from injury if the structure fails due to impact.

**Note:** The permittee should review the proposed locations to avoid the added expense of installing guardrail to protect the structure/traveling public.

iii. Is the proposed mounting system structure an existing infrastructure mounting system (e.g., poles, signs, etc.)?  Yes  No

**Note:** CDOT will not allow the installation of any technology on existing CDOT assets. If a law enforcement agency is using another entity's asset for installation of an ALPR, they must submit written approval from the entity to install the device on their infrastructure and/or to leverage their power source. The entity providing approval must own and operate the asset.

b. Mounting system weight (not including ALPR system):

c. Specifications of the ALPR system

i. Length: in.

ii. Width: In.

iii. Height: in.

iv. Weight: lbs.

d. Telecommunications Carrier Name:

<sup>8</sup> CDOT Safety Standards, S-614-8, <https://www.codot.gov/safety/traffic-safety/design/s-standards>



e. Electrical System Requirements:

**Note:** CDOT will not allow the use of any existing power feeds.

If a proposed structure (i.e. MUTCD<sup>9</sup>-compliant traffic pole) requires a power supply, the permittee may be required to submit the following information in the permit application.

- Subsurface Utility Engineering (SUE) investigation. This is not typically required for these types of permits; however, they are considered during the review. SUE is a state law requiring a Professional Engineer to stamp a SUE drawing detailing existing and proposed utilities within the proposed work area. If minor excavation to install the power supply is needed, no SUE is required. This is not typically required for these types of permits; however, they are considered when reviewing an application.

SUE is required if the project meets all the following criteria:

- The project involves a construction contract with a public entity (CDOT Permit)
- Has an anticipated excavation that exceeds two feet in depth, and that is a contiguous one thousand square feet (does not apply to signs or sign structures)
- The project requires the design services of a licensed professional engineer.
- The project involves Utility Boring
- Connection from utility provider to structure is reviewed. CDOT will review the proposed plan to bring power to the structure. Power may need to be supplied from a great distance away from the proposed structure. CDOT will review the plan to ensure the supply is in a direct route and does not interfere with overhead restrictions, future highway development, trenching, or boring of the supply and overall maintenance.

i. Solar Powered ALPR System:  Yes  No

ii. Battery Back Up:  Yes  No

iii. Electrical Wired:  Yes  No

iv. Voltage Required: V

v. Certified installation personnel needed (e.g. electricians, etc.):  Yes  No

f. Is there a method of handling traffic for the ALPR installation?  Yes  No

**Reference:** For CDOT installations, see [S-630-1 Traffic Controls for Highway Construction](#)

<sup>9</sup> Manual on Uniform Traffic Control Devices, U.S. Department of Transportation, Federal Highway Administration



**Note:** A method of handling traffic may involve added costs for engaging services of an approved traffic barricade company. Traffic control provided by a contractor may require an extensive traffic control plan as compared to a traffic control provided by the Colorado State Patrol (CSP). If CSP is providing uniform traffic control, a review is still required; however, this may not entail a detailed plan. Contractors completing the work shall submit a traffic control plan meeting the requirements of the Manual of Uniform Traffic Control Devices (MUTCD) as they may not have uniform traffic control available. Traffic control plans should be submitted with the permit application.

- g. Is there a traffic management or safety plan designed by an approved traffic engineer for permitting?  Yes  No

**Note:** A traffic management or safety plan may involve added costs for engaging the services of an approved traffic engineer. Certain highways will have different restrictions for proposed structures.

- Interstate and Expressways

Direct access to the structure on and off these highways may be restricted. A structure may be permitted in these areas; however, the CDOT will consider how the permittee will enter the highways to maintain the structure. Maintenance of the structure may require extensive traffic control and potentially unforeseen costs to the permittee. Clear Zone is also a factor in the approval process.

- Rural Highways

Restrictions to permit off Rural highways are less than interstate systems; however, meeting Clear Zone distances is still a requirement.

- 7) Is the requesting agency committed to paying for all installation costs related to the ALPR system on CDOT property or ROW?  Yes  No

- 8) Is the requesting agency committed to ensuring maintenance of the ALPR system after installation on the CDOT property or ROW?  Yes  No

- 9) Is the requesting agency committed to reporting malfunctions, repairs, and upgrades of the ALPR installed on the CDOT infrastructure to the Colorado State Patrol?  Yes  No

- 10) Is the requesting agency committed to covering all costs necessary for the repair of the ALPR system installed on CDOT property or ROW?  Yes  No

- 11) Is the requesting agency committed to covering all costs for removal of the ALPR system upon the service life of the ALPR or upon the term of the ALPR vendor contract?  Yes  No

### Section 3 – Preparation/Documentation for CDOT Permit Application

**Note: For CDOT’s permit application, you will be required to submit all the following documents. Are the following documents prepared and finalized for submission?**

1) A Letter of Request	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) CSP ALPR Evaluation and Checklist.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3) Terms and Conditions of ALPR Permits	<input type="checkbox"/> Yes <input type="checkbox"/> No
4) Insurance Requirements for CDOT Utility / Special Use Permits. This includes the Certificate Liability of Insurance and Adjoining Documents (including CSP and vendor(s) that will be used for installation).	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Note: If the permittee is the local government, the insurance requirements may be waived; however, the permittee shall ensure the contractors have proper insurance requirements as laid out in the special use permit.</b>	
5) ALPR specifications	<input type="checkbox"/> Yes <input type="checkbox"/> No
6) ALPR deployment plan	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Note: This deployment plan is a site plan that specifies the desired location of the ALPR system. When filing the permit, the specific location is required in the CDOT permit.</b>	
7) Traffic safety plan or method of handling traffic	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Section 4 – Written Policies and Procedures Regarding ALPR and ALPR Database

**Note: The following written policies must be in place by the requesting agency for approval of the Colorado State Patrol.**

1) Does the requesting agency have written policies and procedures that address the use of ALPR and ALPR databases	<input type="checkbox"/> Yes <input type="checkbox"/> No
2) Does the requesting 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 requesting agency have written policies and procedures on database retention of ALPRs?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4) Does the requesting agency limit database retention of ALPRs to no more than 1 year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5) Does the requesting agency have a written policy or procedure to upload the CCIC and NCIC Hotlist on the ALPR on a minimum of a daily basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6) Does the requesting agency have a written policy or procedure that addresses operational confirmation of hits from the ALPR?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7) Does the requesting 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
8) Is the requesting agency willing to submit ALPR results, such as the number of hits and the agency’s response to the hits, to the State Patrol and/or CDOT upon request?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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- 9) Does the requesting 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?  Yes  No
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- 10) Does the requesting agency have written policies and procedures to administer, manage and audit all ALPR users and the ALPR database to ensure compliance with applicable security, authentication and use of the ALPR system?  Yes  No
- 
- 11) Does the requesting agency have written policies or procedures regarding identifying the 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?  Yes  No
- 
- 12) Does the requesting agency have written policies or procedures to address identifying the person(s) or motor vehicle(s) of public safety interest for whom there is a legitimate and documented law enforcement reason to identify and locate?  Yes  No
- 
- 13) Does the requesting agency have written policies or procedures to address comparing license plates that are associated with the specific vehicle(s) or person(s) for which or whom there is a legitimate and documented law enforcement reason to identify and locate?  Yes  No
- 
- 14) Does the requesting 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 attacks while safeguarding the personal privacy rights of motorists?  Yes  No
- 
- 15) Does the requesting 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?  Yes  No
- 
- 16) Does the requesting agency have written policies or procedures regarding stored ALPR data purging prior to the first anniversary of its creation?  Yes  No
- 
- 17) Is the request in agreement to notify the Colorado State Patrol and CDOT in the event the installed ALPR system is no longer needed, may be life-cycled, or are otherwise inoperable?  Yes  No
- 
- 18) Is the requesting agency in agreement to annually notify the Colorado State Patrol that the ALPR system is in operational condition and is being maintained by the requesting agency?  Yes  No
- 
- 19) Does the requesting agency have written policies or procedures regarding compliance with statewide accessibility standards involving information technology?  Yes  No
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## Comments and Remarks

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## Agency Review

<b>Agency Signature</b>	<b>Law Enforcement Agency</b>
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<b>Agency Printed Name</b>	<b>Title</b>
<hr/>	<hr/>

## State Patrol Review

	Colorado State Patrol
<b>State Patrol Signature</b>	<b>State Agency</b>
<hr/>	<hr/>
<b>State Patrol Printed Name</b>	<b>State Patrol Title</b>
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## Acknowledged by CDOT Permitting

Colorado Department of Transportation

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**CDOT Signature**

**State Agency**

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**CDOT Printed Name**

**CDOT Title**

### Recommended

- Approved**
- Further Study**
- Not Approved**