

AUTOMATED LICENSE PLATE READER

AUDITING GUIDELINES

1. Report Overview

REPORT NAME	Auditing the Use of Automatic License Plate Recognition Systems
REPORT PURPOSE / GOAL	Pursuant to §2.2-5517
AUDIENCE	The applicable Law Enforcement Agency(ies), the Department of State Police
FREQUENCY	30 Days

VERSION	DATE	REPORT OWNER / AUTHOR
1.0	12/10/25	VSP CJIS Data Analysis & Reporting Team

2. Data Requirements

DATA SOURCES	Database extract from ALPR systems of data provided by vendor contracted with the law enforcement agency. Vendor must provide the data as indicated in the content requirements.
DATA COLLECTION METHOD	Data extract into Microsoft Excel (.xlsx), or any other format/organization tool deemed acceptable by the Law Enforcement Agency
DATA UPDATE FREQUENCY	30 Days

3. Content Requirements

KEY METRICS / INDICATORS	
<p>General ("Audit Trail" as defined in §2.2-5517(A))</p>	<ul style="list-style-type: none"> - All records of queries and responses in an automatic license plate recognition system - All records of actions in which system data is <ul style="list-style-type: none"> ~Accessed ~Entered ~Updated ~Shared ~Disseminated - Date and time of access - License plate number or other data elements used to query the system - Associated call for service or case number - Username of the person or persons who accessed or queried the system
<p>Additional (as stated in §2.2-5517(I))</p>	<p>The total number of times the system was queried, including the specific purposes of the queries, as set forth in subsection D, and the offense types for any criminal investigation</p>
<p>Further use of "Audit Trail" data</p>	<p>Data extract from the audit trail should be used to identify instances of unauthorized use of or access to the system, including the nature and circumstances of such instances</p>
<p>HISTORICAL DATA COMPARISON</p>	<p>Data will be unavailable for trend analysis.</p> <p>Audit trail data shall be purged two years after the date of its capture. Unless the data is part of an ongoing investigation, prosecution, or civil action, such data shall be retained by the law-enforcement agency until the investigation concludes without any criminal charges or the final disposition of any criminal or civil matter related to the data</p>

4. Delivery Method

DISTRIBUTION METHOD	<p>General audit trail data (as noted in content requirements) will not be distributed outside of the Law Enforcement Agency.</p> <p>Additional audit trail data (as noted in content requirements) will be sent to the Department of State Police for the annual report that will be submitted to the Virginia Governor, the Virginia General Assembly, and the Virginia State Crime Commission</p>
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5. Revision History

VERSION	DATE	REVISIONS APPLIED	REVISED BY
1.0	12/10/25	Initial	KCT, CMM