AUTOMATED LICENSE PLATE READER

REPORTING REQUIREMENTS

1. Report Overview

REPORT NAME	Report on Use of Automatic License Plate Recognition Systems by Law Enforcement Agencies
REPORT PURPOSE / GOAL	Pursuant to §2.2-5517(J) of the Code of Virginia, the Department of State police shall aggregate the data provided pursuant to subsection I
AUDIENCE	The Virginia Governor, the Virginia General Assembly, and the Virginia State Crime Commission
FREQUENCY	Annual

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

2. Data Requirements

DATA SOURCES	Database extract of Incident Based Reporting (IBR), Community Policing Act (CPA) and Automated License Plate Reader (ALPR) data provided by vendor contracted with the law enforcement agency to be entered in provided form. Vendor must provide the data as indicated in the content requirements.
DATA COLLECTION METHOD	Quarterly completion of an online Microsoft form and data extracted from Virginia Crime Repository based on content requirements below. Form entry must be submitted by the Law Enforcement Agency.
DATA UPDATE FREQUENCY	Quarterly; Q1 (January - March) Due April 1; Q2 (April - June): Due July 1, Q3 (July - September): Due October 1, Q4 (October - December): Due January 1

3. Content Requirements

KEY METRICS / INDICATORS	Agency Name

CPA
 	
Extracted by VSP CJIS DART
	The number of motor vehicles stopped based on notifications from the system, including the specific reasons for the notifications as follows:
	   ~ M = Missing Person
	   ~ E = Endangered Person
	   ~ H = Human Trafficking
	   ~ W = Outstanding Warrant/Wanted Person
	   ~ V = Stolen Vehicle
	   ~ L = Stolen License Plate
	   ~ O = Other Criminal Investigation (requires additional input of crime category (determined by NIBRS)
	
	The race, ethnicity, age, and gender of the driver of any motor vehicle stopped based on a notification from the system

IBR Extracted by VSP CJIS DART	The race, ethnicity, age, and gender of any individual identified as a suspect and charged with a criminal offense as a result of a query of the system as part of a criminal investigation

	Number of:
	   ~ Cameras owned or leased by an agency as part of a system at the conclusion of each calendar year, including the number of such cameras designed to be affixed inside or on a motor vehicle, permanently affixed adjacent to a highway, or temporarily affixed or placed adjacent to a highway for purposes of capturing system data
	
	   ~ 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
	
	The ONLY "specific purposes" that should be utilized, and will be accepted in the annual report, are as follows:
	     -- M = Missing Person
	     -- E = Endangered Person
	     -- H = Human Trafficking
	     -- W = Outstanding Warrant/Wanted Person
	     -- V = Stolen Vehicle
	     -- L = Stolen License Plate
	     -- O = Other Criminal Investigation
	
	The ONLY "offense types for any criminal investigation" that should be utilized, and will be accepted in the annual report, are as follows:
	     -- Animal Cruelty
	     -- Arson
	     -- Assault Offenses
	     -- Bribery
	     -- Burglary/Breaking & Entering
	     -- Counterfeiting/Forgery
	     -- Destruction/Damage/Vandalism of Property

ALPR Requested from law enforcement agency	-- Drug/Narcotic Offenses -- Embezzlement -- Extortion/Blackmail -- Fraud Offenses -- Gambling Offenses -- Homicide Offenses -- Human Trafficking -- Kidnapping/Abduction -- Larceny/Theft Offenses -- Motor Vehicle Theft -- Pornography/Obscene Material -- Prostitution Offenses -- Robbery -- Sex Offenses -- Stolen Property Offenses -- Weapon Law Violations -- Curfew/Loitering/Vagrancy Violations -- Disorderly Conduct -- Driving Under the Influence -- Family Offenses, Nonviolent -- Liquor Law Violations -- Trespass of Real Property -- All Other Offenses -- Criminal Traffic (events such as hit and run, eluding, etc.) ~ Identified instances of unauthorized use of or access to the system, including the nature and circumstances of such instance ~ Subpoena duces tecum, search warrants, and any other requests received from a third party for system data or audit trail data, including the identity of the entity that requested the issuance of such subpoena duces tecum, executed such search warrant, or requested such data, and whether any data was provided to such entity, unless disclosure of such subpoena duces tecum, search warrant, or request is otherwise prohibited by law A list of all state and federal databases with which the system data was compared, unless the existence of any such database itself is not public Whether the agency allows any other law-enforcement agencies to access its system data, and if so, which other agencies have been granted such access
DATA BREAKDOWNS	Data will be reported statewide and by agency.
HISTORICAL DATA COMPARISON	Data will be available for trend analysis in approximately 3-5 years; however, only the reporting year will be included in each annual report release.

4. Format and Layout

REPORT FORMAT	Excel (.xlsx) format accepted and will be converted to a pdf document.
LAYOUT	TBA
VISUAL ELEMENTS	Charts and graphs

5. Delivery Method

DISTRIBUTION METHOD	The final report will be submitted to the Virginia General Assembly through the Virginia Legislative Information System.
SECURITY / CONFIDENTIALITY REQUIREMENTS	All data is subject to release as it is aggregated.

6. Revision History

VERSION	DATE	REVISIONS APPLIED	REVISED BY
1.0	12/10/25	Initial	KCT, CMM
2.0	02/05/26	Updated "3. Content Requirements, ALPR"	KCT, CMM