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Published

| Event History

**Policy owned by Investigative Services****ANPR - Automatic Number Plate Recognition Policy****1. Policy Purpose and key drivers****Strategic Leadership**

- 1 The Chief Officer lead is ACC Nick Adderley
- 2 The Force Strategic Lead is D/Supt Amanda Davies

**Infrastructure Development and deployment of Number Plate Reading Devices (NRD)**

- 3 Infrastructure Development will be in accordance with NASP Part 2
  - 3.1 All proposals for new infrastructure will be submitted to the Strategic Lead who is responsible for confirming that the proposals are appropriate and proportionate, taking account of analytical assessment and privacy impact assessment, in balancing protection of the public with the rights and legitimate expectations of individual privacy. That confirmation is required before any development is progressed.
  - 3.2 The Strategic Lead will ensure that arrangements are in place for review of the locations of all Number Plate Reading Device (NRD) that submit data to the ANPR system at least annually to ensure that the deployment remains appropriate and proportionate.
- 4 Vehicle mounted ANPR systems will be deployed in accordance with NASP Part 2 standards for deployment of 'Vehicle - Mounted Systems'.
  - 4.1 Any deployment in support of operational response following the report of a crime or incident will only be made on authority of the Force Duty Officer within the Contact Services Department and a record of that authority will be made within the STORM command and control incident log.
  - 4.2 The procurement and maintenance for vehicle mounted systems will be administered by the IT Department.

**Databases**

- 5.1 The PNC is the primary database to support operational response. Whenever possible the 'live' PNC link will be used. The PNC extract file is provided three times every 24 hours and automatically loaded onto the ANPR system upon receipt.
- 5.2 Within the PNC files the ACTION (ACT) report is the primary database. This database will be used for the circulation of any vehicle of interest that meets the criteria within the PNC Business rules and will be monitored 24/7 by the

Real Time Intelligence Department within the Contact Services Department and resources deployed as appropriate. ACT reports are designated as High, Medium and Low priority. During periods of increased demand on resources, with authority of the Quality Assurance Manager within the Contact Services Department reports of matches against Low and/or Medium ACT may be filtered such they are not monitored. High priority ACT reports must be monitored at all times.

- 5.3 A local list of vehicles of interest (VOI) may be used to circulate vehicles for intelligence monitoring purposes or in circumstances that do not meet the standards for inclusion on the PNC as an ACT report for operational response. Local lists of VOI may be circulated to another LEA to support cross border activity or in support of a specific operational activity. These lists must not be circulated nationally.
- 5.4 The member of staff who creates a list of VOI will ensure that the information within it is accurate, of current relevance and in the format prescribed within NASP.
- 5.5 The ANPR manager will monitor the creation, use and maintenance of local lists of VOI for operational response purposes, reporting concerns to the Strategic Lead as appropriate.
- 5.6 The Strategic Lead will ensure that arrangements are in place, to monitor the creation, use and maintenance of a list of VOI for intelligence monitoring purposes.

### **Performance Evaluation**

- 6.1 The ANPR Manager is responsible for monitoring the performance of the static ANPR Infrastructure.
- 6.2 The performance of NRD will be assessed on installation and thereafter at least annually for all NRD that provide supporting imagery and every 6 months for any that do not provide images in accordance with NASP Part 2 Para 12.

### **Data Access**

- 7.1 The Strategic Lead is accountable for the authorisation of staff that may access ANPR data. The Strategic Lead will ensure that a record of authorised staff is maintained and that authorisation is reviewed, amended or cancelled on change of role as appropriate.
- 7.2 Staff may only be granted access to ANPR data to the extent that is necessary for their role.
- 7.3 Staff accessing ANPR data must ensure that the access is appropriate in each case taking account of NASP, and that it has been properly authorised when required.

- 7.4 Staff authorising access to ANPR data must ensure that access is proportionate and in the interest of justice in each case taking account of the Data Protection Act, NASP data access provisions. (Extract from NASP Appendix A)

### **Evidential Use and Disclosure of Data**

- 8.1 The ANPR Manager will be consulted before preparation of disclosure schedules under Criminal Procedure and Investigations Act 1996 (CPIA) provisions and before any data is used as evidence in any proceedings. The ANPR Manager will also facilitate liaison with other LEA as appropriate.
- 8.2 The disclosure of ANPR methodology, tactics and camera locations will be avoided whenever possible in order to ensure the continued value of ANPR as an operational and investigative capability. The following paragraphs provide a framework to support this objective. Concerns regarding disclosure or evidential use will be referred to the Strategic Lead for consideration.
- 8.3 Statements of evidence may only be provided by staff designated by the Strategic Lead.
- 8.4 During the course of an investigation, ANPR images, investigation methodology, tactics, and maps indicating the locations of ANPR cameras will not be disclosed to suspects or their legal advisors without the approval of the ANPR Manager or Force ANPR Intelligence Officers within the Force ANPR Unit.
- 8.5 The ANPR Manager will advise investigators on the information that may be revealed in each case. In respect of locations the options are: (in decreasing order of preference)
1. The general area of the location (e.g. Town, district, Metropolitan Borough)
  2. The postcode
  3. The name of the Road
  4. The precise location of the ANPR read
- 8.6 Statements of evidence will only be prepared after proceedings have been initiated and following specific request of the Crown Prosecution Service (CPS). All requests will be referred to the ANPR Manager for authorisation to provide evidential material. The ANPR Manager will liaise with the CPS staff making the request and refer to the strategic lead for ANPR for consideration in cases of concern.
- 8.7 ANPR material not used in evidence will be included on the MG6D Schedule of Sensitive Material.

### **Records of Data Access and Audit**

- 9.1 The Strategic Lead will ensure that provisions are in place to provide a record of access to ANPR data, including the member of staff who accessed the data, reason for that access and details of any authorisation of that access where required.
- 9.2 The Strategic Lead will ensure that provisions for regular audit of access to ANPR data are in place, with a record of all audit activity that has been undertaken.
- 9.3 Where data has been accessed for which the data controller is from another LEA, the data will be provided to that data controller on request.
- 9.4 Details of audits undertaken will be made available to the Information Commissioner; the Surveillance Camera Commissioner and the Home Office on request.



ANPR Standards Part1.pdf ANPR Standards Part2.pdf ANPR Standards Part3.pdf

#### Related Documents

Links to related documents:

**Gatekeeper** - the Author suggested the following Procedure document(s) to link to.

#### Relevant Dates and Review Period

Effective Date:	10/05/2017
Review Date:	16/05/2018
Review Frequency:	Annually

#### Policy Basis and Implications

2. Legal Basis: There is no specific legislation directly requiring the policy change but the need to ensure the force is properly accountable for actions carried out in its name are the main drivers for ensuring that this policy that governs the actions of the Force in relation to ANPR adheres to national guidance and national best practice.

This policy and the relevant procedures are therefore an interpretation of the following national guidance documents and should be reviewed as they are updated:

1. Guidance in the use of ANPR in Criminal Investigations (ACPO)
2. The management and use of ANPR (NPIA)
3. Code of practice for surveillance camera systems (ACPO/Information Commissioner)
4. The Police use of Automatic Number Plate Recognition Report 2013 (ACPO)

3. Management of Police Information (MoPI):

**MoPI Policing Purpose:**

Protecting Life and Property, Preserving order, Preventing the commission of offences, Bringing offenders to justice, Any duty or responsibility arising from common or statute law

**MoPI Review, Retention and Disposal addressed as follows:**

National guidelines direct that Forces store ANPR data, including images, for a period not exceeding 2 years. The Information Commissioners Office also supports this time period. At 2 years, the data is automatically weeded from the system and completely irretrievable. Staffordshire Police adhere to this guideline and timescale.

National guidelines also allow for data that is required in evidence to be retained for a period longer than 2 years. MoPI Guidance (Management of Police Information) clearly sets out that information retained for policing purposes must be searchable and retrievable.

Staffordshire Police adhere to MoPI 1 - 3 guidelines in relation to this retained data.

There is no requirement to review this in those periods unless directed by the MOPI team.

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#### 4. Associated Benefits:

ANPR technology is used by Staffordshire Police to help detect, deter and disrupt criminality. It can also be a powerful tool in helping to tackle travelling criminals. The deployment of ANPR cameras assists the police in protecting communities from harm and allows law abiding drivers to continue with their daily lives unhindered, whilst simultaneously drawing police attention to those using the roads for criminal endeavours.

Across the County served by Staffordshire Police, technology is deployed in 47 areas of strategic importance. In line with national policy, the specific locations of cameras are not disclosed as to do so would be of potential benefit to criminals using the roads and in turn hinder the effectiveness of the policing purpose of ANPR.

Camera sites are determined following an in depth assessment to ensure that locations are and continue to be necessary, proportionate and in line with a pressing social need. Staffordshire Police continue to act in line with guidance from the Information Compliance Office to consider privacy issues when seeking to install cameras and will consult with individuals and organisations with a reasonable interest in the proposal unless that would be contrary to the purpose of the development, namely to detect, deter and disrupt criminality. The in depth assessment is the essential source of information when reviewing ANPR deployments and data collection is ceased from sites which are no longer deemed to have policing challenges.

Clear rules control access to ANPR data which only allows permitted staff to conduct searches of the information gathered to confirm whether vehicles associated with a known criminal have been in the area at the time of a crime to support the investigation process.

Staffordshire Police is committed to ensuring the deployment of ANPR technology across the force area is necessary and proportionate and will regularly review the location of ANPR cameras to make sure that its continuing use remains justified. All reviews will include consideration of the impact on privacy.

Staffordshire Police Service Development Unit can provide statistics around the use of ANPR and associated results achieved through it use.

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#### 5. Consultation:

The Following have been consulted in the production of the Staffordshire Police ANPR Policy and Procedure.

ANPR Manager – Decision making, coordination and implementation of ANPR in Staffordshire.

Staffordshire Police Exec Team – ACPO ANPR lead is ACC Nicholas Adderley

Information Commissioners Office (ICO) – Use of the guidance

documents around ANPR and CCTV.  
 National Policing Improvement Agency (NPIA)/College of Policing – Guidance documents use.  
 Regional Intelligence Unit and Force Intelligence – Intelligence documents used to provide proportionality and justification around camera locations.  
 West Mercia Police – Advice and ANPR system demonstrations  
 West Midlands Police – Advice and ANPR system demonstrations  
 CMPG (Central Motorways Policing Group) – Advice and system demonstrations.  
 Corporate Communications – Marketing of ANPR use and presence and publishing information to assist in demonstrating transparency within local community.  
 Financial Unit – Financial implications and funding.  
 Mobile Data Team – Use of ANPR systems on mobile data devices.  
 Strategic Lead for Local Policing North and South – Local policing team awareness of ANPR.  
 Information Technology Intelligent Client Function– ANPR systems and compliance with automatic weeding.  
 Federation – Consulted with policy content.  
 Unison – Consulted with policy content.

6. Financial Implications:	The budget relating to the management and associated maintenance of the ANPR infrastructure is managed within Staffordshire by the Information Technology Intelligent Client Function.
7. Human Resources / Training:	There are no Human Resources or training implications required to implement this Policy
8. Associated Policy:	None

**FOI, Human Rights and Equality Impact Assessment**

**Indicators**

FOIA:	Release to Public	
ECHR:	Compliant with proportionality test	<b>Articles engaged:</b> Article 2 Right To Life; Article 5 Right to Liberty and Security; Article 6 Fair Trial; Article 8 Right to respect for Private and Family life
EIA:	Compliant	<b>Compliant with Code of Ethics:</b> Yes

**Indexing**

Categories:	Intelligence Roads Policing
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