



**The Navajo Nation** **DR. BUU NYGREN** **PRESIDENT**  
Yideeskąądi Nitsáhákees **RICHELLE MONTOYA** **VICE PRESIDENT**

MEMORANDUM

TO : All Personnel  
NDPS – Navajo Department of Criminal Investigation  
NDPS – Navajo Nation Police Department

FROM :   
Malcolm Leslie, Director of Criminal Investigation  
Navajo Department of Criminal Investigation

FROM :   
Ronald Silversmith, Chief of Police  
Navajo Nation Police Department

DATE : June 26, 2026

SUBJECT : AUTOMATED LICENSE PLATE RECOGNITION

Ref: SPECIAL ORDER CI-26-01 AND NPD-HQ-26-01

**I. PURPOSE AND SCOPE**

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Recognition (ALPR) technology.

**II. POLICY**

The policy of the Navajo Department of Criminal Investigation (NDCI) and Navajo Nation Police Department (NNPD) is to utilize ALPR technology to capture and store digital license plate data while recognizing the established privacy rights of the public. All data gathered by the ALPR is for the official use of the departments. ALPR data may contain confidential information and is not available to the public. The NDCI and NNPD do not permit the sharing of ALPR data gathered by the departments or its contractors/subcontractors to federal agencies for purposes of federal immigration enforcement, including Immigrations and Customs Enforcement (ICE) and Customs and Border Patrol (CBP).

**III. DEFINITIONS**

- A. Automated License Plate Recognition (ALPR): A device that uses cameras and computer technology to compare digital images to lists of known information of interest.
- B. ALPR Operator: Trained Department personnel who may utilize ALPR system/equipment. ALPR operators may be assigned to any position within the Department, and the ALPR Administrator may order the deployment of the ALPR systems for use in various efforts.
- C. ALPR Administrator: The Director of Criminal Investigation serves as the ALPR Administrator for the Department.

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- D. Hot List: A list of license plates associated with vehicles of interest compiled from one or more databases including, but not limited to, National Crime Information Center (NCIC), Department of Motor Vehicles (DMV), local Be On the Lookouts (BOLOs), etc.
- E. Vehicles of Interest: Including but not limited to vehicles which are reported as stolen; display stolen license plates or tags; vehicles linked to missing and/or wanted persons; and vehicles flagged by the Department of Motor Vehicle Administration or law enforcement agencies.
- F. Detection: Data obtained by an ALPR of an image (such as a license plate) within public view that was read by the device, including potential images (such as the plate and description of vehicle on which it was displayed), and information regarding the location of the ALPR system at the time of the ALPR's read.
- G. Hit: Alert from the ALPR system that a scanned license plate number may be in the National Crime Information Center (NCIC) or other law enforcement database for a specific reason including, but not limited to, being related to a stolen car, wanted person, missing person, domestic violation protective order or terrorist-related activity.

#### **IV. ADMINISTRATION**

The Automated License Plate Recognition (ALPR) technology allows for the automated detection of license plates along with the vehicle make, model, color and unique identifiers through the Navajo Department of Criminal Investigation (NDCI) and Navajo Nation Police Department's (NNPD) ALPR system and vehicle identification technology. The technology is used by the NDCI and NNPD to convert data associated with vehicle license plates and vehicle descriptions for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. The ALPR technology may also be used to gather information related to active warrants, subject interdiction and stolen property recovery.

Installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Director of Criminal Investigation. The Director of Criminal Investigation will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

##### **ALPR ADMINISTRATOR**

The Director of Criminal Investigation shall be responsible for compliance with the requirements outlined below:

- A. Only properly trained commissioned personnel, statistical research analysts, public safety telecommunication operators, and records clerks are allowed access to the ALPR system or to collect ALPR information.
- B. Ensure that all authorized users complete training requirements.
- C. Monitor the ALPR system to ensure the security of the information obtained and compliance with applicable privacy laws.
- D. Ensure that system operators follow proper procedures and maintain records of access.
- E. Continually maintain the retention and destruction of ALPR data.

#### **V. OPERATIONS**

Use of an ALPR is restricted to the purposes outlined below. The NDCI and NNPD shall not use or allow others to use the equipment or database records for any unauthorized purpose.



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- A. ALPR technology shall only be used for official law enforcement business and public safety purposes.
- B. Partial license plates and unique vehicle descriptions reported during major crimes must be entered into the ALPR technology system in an attempt to identify suspect vehicles.
- C. No member of the departments will operate ALPR technology equipment or access ALPR data without first completing Department of Criminal Investigation-approved training.
- D. If practicable, the officer should verify an ALPR technology response through the appropriate law enforcement database before taking enforcement action that is based solely upon an ALPR technology alert.
- E. No ALPR technology operator may access confidential Department of Criminal Investigation, Navajo Police Department, state, or federal data unless otherwise authorized to do so.
- F. ALPR Hit (Alert). Before initiating a vehicle stop, an officer must:
  - 1. Visually verify that the vehicle plate number matches the plate number run by the ALPR system, including both alphanumeric characters of the license plate, the state of issuance, and vehicle descriptors before proceeding. Officers alerted to the fact that an observed motor vehicle's license plate is entered as a Hot Plate (hit) in a specific BOLO list are required to make a reasonable effort to confirm that a wanted person is actually in the vehicle and/or that a reasonable basis exists before an officer would have a lawful basis to stop the vehicle.
  - 2. Verify the current status of the plate through MVD/NCIC query when circumstances allow. An officer must receive confirmation, from a public safety telecommunications operator or other department computer device, that the license plate is still stolen, wanted, or otherwise of interest before proceeding (absent exigent circumstances).
  - 3. In each case in which a hit (alert) is triggered, the ALPR operator will record the disposition of the alert and the hit into the LPR system.
  - 4. Hot lists may be updated manually by a public safety telecommunications operator or commissioned personnel and/or ALPR Administrator for documented law enforcement purposes.
  - 5. Searches of historical data within the LPR system must be based upon an established criminal predicate or missing/endangered persons and follow Navajo Nation laws and other applicable internal policies and procedures.
    - a. The Director of Criminal Investigation must approve any searches related to the Departments' civil or administrative action of NDCI's commissioned personnel.
- G. Login and Log-Out Procedure. To ensure proper operation and facilitate oversight of the ALPR system, all users are required to have individual credentials for access and use of the systems and/or data, which can be fully audited by the NDCI Administrator.
- H. Permitted and Impermissible Uses. The ALPR technology system, and all data collected, is the property of the NDCI and NNPD. Department personnel may only access and use the ALPR system for official and legitimate law enforcement purposes consistent with this Policy. The following uses of the ALPR system are specifically prohibited:

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1. Invasion of Privacy: The ALPR must only be used to record license plates of vehicles exposed to public view (e.g., vehicles on a public road or street, or that are on private property but whose license plate(s) are visible from a public road, street, or a place to which members of the public have access, such as the parking lot of a shop or other business establishments), except when the information is subject to a court order, such as a search warrant.
  2. Harassment or Intimidation: It is a violation of this Policy to use the ALPR system to harass and/or intimidate any individual or group.  
  
Use Based on a Protected Characteristic: It is a violation of this policy to use the ALPR system, associated scan files, or hot lists solely based on an individual's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, or other classification protected by law.
  3. Personal Use: It is a violation of this Policy to use the ALPR system, associated scan files or hot lists for any personal purpose.
  4. First Amendment Rights: It is a violation of this policy to use the ALPR system or associated scan files or hot lists for the purpose or known effect of infringing upon First Amendment rights.
- I. Anyone who engages in an impermissible use of the ALPR system, associated scan files, or hot lists may be subject to:
1. criminal prosecution,
  2. civil liability, or
  3. administrative sanctions, up to and including termination, pursuant to and consistent with applicable internal policies and procedures.
- J. LIMITATIONS ON USE. ALPR data shall only be used for the following official law enforcement business:
1. As part of an active criminal investigation as defined by tribal, municipal, county, state, or federal law.
  2. To apprehend an individual with an outstanding arrest warrant.
  3. To locate a missing or endangered person; or
  4. To locate a stolen vehicle.

## **VI. DATA COLLECTION AND RETENTION**

All data gathered by an ALPR are for the official use of the NDCI and NNPD. The ALPR data may contain confidential information which is not available to the public. ALPR information gathered and retained by these departments may be used and shared with prosecutors having jurisdiction or other tribal, municipal, county, state, or federal law enforcement agencies only as permitted by the Navajo Nation Privacy and Access to Information Act, 2 N.N.C. §§ 81 *et seq.*, as amended, and other applicable internal policies and procedures.

The Director of Criminal Investigation is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. ALPR data will be transferred from the server to the designated storage in accordance with applicable internal policies and procedures.



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All ALPR data downloaded to the server shall be stored for no longer than one year. Thereafter, ALPR data must be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action; is subject to a discovery request; or other lawful action to produce records. In those circumstances the applicable data must be downloaded from the server onto portable media and booked into secured case files or evidence.

ALPR vendor will store the data (data hosting) and ensure proper maintenance and security of data stored in their data towers. ALPR vendor will purge their data at the end of the 30 days of storage. However, this will not preclude Navajo Department of Criminal Investigation and Navajo Nation Police Department from maintaining any relevant vehicle data obtained from the system after that period. Relevant vehicle data are scans corresponding to the vehicle of interest on a hot list.

Restrictions on use of ALPR Data: Information gathered or collected and records retained by ALPR equipment shall not be sold, accessed, or used for any purpose other than legitimate law enforcement or public safety purposes.

## **VI. ACCOUNTABILITY AND SAFEGUARDS**

All data must be closely safeguarded and protected by both procedural and technological means. The NDCI and NNPd will observe the following safeguards regarding access to and use of stored data:

- A. All non-law enforcement requests for access to stored ALPR data shall be processed in accordance with Navajo Nation laws and other applicable internal policies and procedures.
- B. All ALPR data downloaded to the mobile workstation shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
- C. Persons approved to access ALPR data under this Policy are permitted to access the data for legitimate law enforcement and public safety purposes only, such as when the data relates to a specific criminal investigation or department-related civil or administrative action.
- D. ALPR data may be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes, subject to Navajo Nation laws and applicable internal policies and procedures.
- E. Each ALPR Detection Browsing Inquiry must be documented by either the associated NDCI case number or NNPd incident number. For data breaches, see the Navajo Nation Department of Information Technology's applicable policies and procedures.

## **VIII. ALPR DATA DETECTION BROWSING AUDITS**

It is the responsibility of the Director of Criminal Investigation to ensure that an audit is conducted of ALPR detection browsing inquiries at least once every three months. The Department of Criminal Investigation will audit a sampling of the ALPR system utilization from the prior three months to verify proper use in accordance with the above-authorized uses. The audit shall randomly select at least 10 detection browsing inquiries conducted by the departments during the preceding three-month period and determine if each inquiry meets the requirements established in the ALPRs policy. The audit results shall be documented in the form of an internal department memorandum to the Director of Criminal Investigation on a quarterly basis. The memorandum shall include any data errors found so that such errors can be corrected. After review by the Director of Criminal Investigation, the memorandum and any associated documentation (i.e., corrective action reports, etc.) shall be filed and retained by the Navajo Department of Criminal Investigation.

## **IX. RELEASING ALPR DATA**

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The ALPR data may be shared only with other law enforcement or prosecutorial agencies when there is a need to know, a right to know or legal obligation to provide the information, subject to applicable Navajo Nation laws and policies.

- A. The agency must submit a written request for the ALPR data that includes the following information:
  - 1. The name of the agency,
  - 2. Requesting party's name,
  - 3. Mailing address,
  - 4. Daytime telephone number, if available, and
  - 5. A description of the records requested that identifies the record with reasonable specificity, including the case or incident number.
- B. The request must be reviewed by the Director of Criminal Investigation and approved before the request is fulfilled.
- C. The Director of Criminal Investigation must comply with the Navajo Nation Privacy and Access to Information Act, 2 N.N.C. §§ 81 *et seq.*, as amended, before approving or denying the release of ALPR data to the requesting party.
- D. The approved or denied request must be retained on file. To protect individual privacy rights, ALPR data will not be released to a private citizen, except as may be required by Navajo Nation law.

## **X. TRAINING**

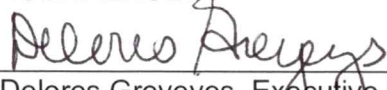
The Director of Criminal Investigation must ensure that members receive department-approved training for those authorized to use or access the ALPR system. Department-approved training shall be completed prior to the authorized use of the ALPR system.

## **XI. PRIVATELY OWNED/FUNDED ALPR SYSTEMS**

The NDCI recognizes that residents, businesses, chapters and schools may purchase privately-owned ALPR systems and seek to link the privately-owned ALPR system to the Navajo Nation's network of systems. All private systems linked to the Departments' system must be approved by the Director of Criminal Investigation. All data received by the NDCI and NNPD shall become NDCI and NNPD-owned data and subject to all provisions of this policy. The NDCI must be provided search capabilities for any linked ALPR system. The NDCI shall not be responsible for any costs associated with a privately-owned/funded ALPR system.

- A. Privately-owned ALPR systems must meet all Navajo Nation right-of-way ordinances, rules and regulations.
- B. The NDCI will not actively monitor any privately-owned ALPR or video system.

CONCURRENCE:

  
Dr. Delores Greyeyes, Executive Director  
Navajo Division of Public Safety

6-26-26  
Date

Xc: DPS-Departments