

From: Kevin Cizerle <Kevin.Cizerle@bentonville.arkansas.gov>
Subject: 2026 ALPR Written Directive Draft
To: David Bailey <david.bailey@bentonville.ar.gov>
Cc: Glynn Bertrand <Glynn.Bertrand@bentonville.ar.gov>
Sent: August 25, 2026 2:24 PM (UTC+00:00)
Attached: 2026 ALPR Written Directive Draft.docx

Good morning David,

Please see attached written directive regarding ALPR use. Let me know if you have any issues or if you believe anything needs changed. Thank you.

Respectfully,

Kevin Cizerle
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**CITY of
BENTONVILLE**

**POLICE
DEPARTMENT**

908 S. E. 14th Street
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3173

Glynn Bertrand
Chief of Police

TO: All Personnel

FROM: Glynn Bertrand, Chief of Police

DATE: August 17, 2026

SUBJECT: Automatic License Plate Readers

The Bentonville Police Department is currently developing and implementing a comprehensive policy governing the use of Automatic License Plate Readers (ALPRs). Until the policy is completed and formally adopted, this written directive establishes the official procedures and requirements governing the authorized use of ALPR technology by department personnel.

All personnel utilizing ALPR technology shall comply with the procedures outlined in this directive and shall use the technology only for legitimate law enforcement purposes and in accordance with applicable laws, regulations, and department requirements.

Automatic License Plate Reader System means a system of one (1) or more mobile or fixed automated high-speed cameras used in combination with computer algorithms to convert images of license plates into computer readable data.

1. RESTRICTIONS ON USE

An automatic license plate reader (ALPR) system may only be used:

For the comparison of captured plate data with data held by the Office of Motor Vehicle, the Arkansas Crime Information Center, the National Crime Information Center, a database created by law enforcement for the purposes of an ongoing investigation, and the Federal Bureau of Investigation for any lawful purpose.

2. CAPTURED PLATE DATA

Captured plate data obtained through the Department's ALPR system shall be collected and maintained only for legitimate law-enforcement purposes and in accordance with applicable Arkansas law.

Captured plate data obtained through the Department's ALPR system shall not be used or shared for any other purpose.

Captured plate data shall not be preserved for more than **150 days**, unless the data is lawfully retained as part of an ongoing investigation pursuant to A.C.A. § 12-12-1804.

Captured plate data retained as part of an ongoing investigation shall be destroyed at the conclusion of an investigation that does not result in criminal charges being filed or at the conclusion of the criminal action undertaken involving the captured plate data.

Captured plate data obtained through the Department's ALPR system shall not be sold, traded, or exchanged for any purpose.

Captured plate data obtained through the Department's ALPR system that indicates evidence of an offense may be shared with other law enforcement agencies.

Captured Plate Data means the global positioning device coordinates, date and time, photograph, license plate number, and any other data captured by or derived from any automatic license plate reader system.

Captured Plate Data shall not include any personal data

3. STATISTICAL DATA

The Department shall compile ALPR statistical data **every six (6) months** into a format sufficient to allow the general public to review the compiled information.

The statistical data shall include:

- a) The number of license plates scanned;
- b) The names of the lists against which captured plate data was checked;
- c) For each list:
 - The number of confirmed matches;
 - The number of matches that, upon further investigation, did not correlate to an alert; and
 - The number of matches that resulted in arrest and prosecution.

4. PRESERVATION OF STATISTICAL DATA

The statistical data compiled pursuant to this directive shall be preserved for a minimum of **eighteen (18) months**.

5. PUBLIC INSPECTION

This Written Directive establishes the Department's procedures concerning the manner and method of obtaining, retaining, and destroying captured plate data, including the retention of captured plate data beyond 150 days when authorized by law.

6. COMPLIANCE

All Department personnel authorized to access or use the ALPR system shall comply with this Written Directive and applicable Arkansas law.

This Written Directive shall remain in effect until superseded by the Bentonville Police Department's comprehensive ALPR policy.

Chief Glynn Bertrand #101