

**NORTHGLENN POLICE MEMORANDUM**  
**#16-2021**

**DATE:** Oct. 11, 2021

**TO:** Honorable Mayor Meredith Leighty and City Council Members

**THROUGH:** Heather Geyer, City Manager *Hmg*

**FROM:** James S. May Jr., Chief of Police *JSM/217*  
Randall L. Darlin, Deputy Chief of Police

**SUBJECT:** CR-110 – Automated License Plate Recognition System Memorandum of Understanding

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**PURPOSE**

To consider CR-110, a resolution approving a Memorandum of Understanding (MOU) with the Colorado State Patrol – Auto Theft Intelligence Coordination Center (ATICC). The MOU creates an information-sharing system designed to replicate, maintain, and share law enforcement license plate reader systems from all participating public safety agencies.

**BACKGROUND**

Mobile Automated License Plate Recognition (ALPR) systems are car-mounted, high-tech, multi-camera devices. The devices capture readable images of a vehicle's license plate and automatically checks the information against law enforcement databases. The system immediately alerts patrol officers to any active warrants or alerts against the vehicle as well as vehicle and driver status. This provides enhanced officer and public safety and allows additional precautions to be taken or information to be shared across jurisdictions.

The Police Department purchased the ELSAG ALPR system with an Edward Byrne Memorial Justice Assistance Grant award. The grant was accepted by City Council on Jan. 11, 2021. (ELSAG is the brand name for the system.) The ELSAG ALPR system was recently installed in a patrol vehicle provides the platform that collects license plate images, so the incoming information is coordinated in an organized, secure, and user-friendly database.

The Colorado ELSAG Enterprise Operation Center (EOC) is an initiative of Colorado State Patrol – ATICC. The initiative provides information and guidelines to law enforcement agencies that desire to access or share information with the Colorado ELSAG EOC. The Colorado ELSAG EOC is a robust ELSAG ALPR server, designed to assist user agencies that do not have the capacity to store, maintain, and/or share their ELSAG ALPR data.

The Colorado ELSAG EOC is a database management and back-office solution to centralize ELSAG automatic license plate reader systems. The Colorado ELSAG EOC is managed by ATICC to provide statewide law enforcement the ability to centralize, store, retain, access, and retrieve ALPR data consistent with applicable Federal and State requirements.

The Colorado ELSAG EOC is configured to gather ELSAG ALPR data from participating law enforcement agencies owning and operating mobile or fixed ELSAG ALPR systems. The Colorado ELSAG EOC provides participating law enforcement agencies with tools for data mining, analysis, monitoring, mapping, permissions (domain, group and user levels), audit trails, hot list management, and detailed reporting.

Since 2009, the State of Colorado has provided funding to local, county and State law enforcement for deployment of ALPR systems in an effort to increase the identification and recovery of stolen vehicles and apprehension of the associated suspects. Colorado has recognized that the use of ALPRs has a proven record for effectiveness and efficiency in recovering stolen vehicles while demonstrating a high investment return value.

Approximately 40 law enforcement agencies in Colorado have an MOU with the Colorado State Patrol – ATICC, including Westminster and Thornton. Most of these agencies are in the Denver metro area.

#### **BUDGET/TIME IMPLICATIONS**

There are no financial impacts to the City. Installation and subsequent administrative time impacts are minimal.

#### **STAFF RECOMMENDATION**

Staff recommends approval of CR-110, a resolution that, if approved, would authorize Chief May to execute the MOU with the Colorado State Patrol – ATICC on behalf of the City.

#### **STAFF REFERENCE**

If Council Members have any questions, please contact:

- James S. May, Jr., Chief of Police, at [jmay@northglenn.org](mailto:jmay@northglenn.org) or 303.450.8967
- Randall L. Darlin, Deputy Chief of Police, at [rdarlin@northglenn.org](mailto:rdarlin@northglenn.org) or 303.450.8964

SPONSORED BY: MAYOR LEIGHTY

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-110  
Series of 2021

\_\_\_\_\_  
Series of 2021

A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF NORTHGLENN AND THE COLORADO STATE PATROL – AUTO THEFT INTELLIGENCE COORDINATION CENTER REGARDING LICENSE PLATE RECOGNITION SYSTEM DATA SHARING

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The Memorandum of Understanding between the City of Northglenn and the Colorado State Patrol – Auto Theft Intelligence Coordination Center, attached hereto, for the sharing of license plate recognition system data among contributing agencies is hereby approved and the Chief of Police is authorized to execute same on behalf of the City.

DATED at Northglenn, Colorado, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
MEREDITH LEIGHTY  
Mayor

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney

**Memorandum of Understanding**  
**Between**  
**Colorado State Patrol – Auto Theft Intelligence Coordination Center**  
**AND**  
**Northglenn Police Department**

The Colorado ELSAG EOC is an initiative of the Colorado State Patrol – Auto Theft Intelligence Coordination Center (ATICC) to create an information sharing system designed to replicate, maintain, and share law enforcement license plate reader systems from all participating state and local public safety agencies within the State of Colorado.

**CONCEPT**

The goal of this project is to share license plate recognition data among all contributing agencies that have established this Memorandum of Understanding with the Colorado ELSAG EOC, managed by the Colorado State Patrol ATICC. Participating agencies will share license plate reader (LPR) information for replication to the data warehouse or as part of a central querying system hosted by the Colorado ELSAG EOC and will have the capability to query all LPR based information from around the State of Colorado which is stored within the warehouse.

**PURPOSE**

This Memorandum of Understanding (MOU) sets forth an agreement between and defines the roles and responsibilities of ATICC and the **Northglenn PD**, in implementing connectivity to the Colorado ELSAG EOC.

**RESPONSIBILITIES**

**Colorado State Patrol - ATICC**

The roles and responsibilities of ATICC in this MOU are as follows:

- ATICC will establish the Colorado ELSAG EOC as a shared information system to the benefit of all public safety agencies in the State of Colorado.
- ATICC will appoint a project manager to oversee the Colorado ELSAG EOC and implement the terms and conditions of this MOU.
- ATICC will direct the management of all obligations, responsibilities, and assets of the Colorado ELSAG EOC, including but not limited to:

- Any and all contractual obligations for development, implementation, expansion, maintenance, and management of the Colorado ELSAG EOC,
- Ownership of any and all equipment in the inventory of the Colorado ELSAG EOC, including but not limited to servers, workstations, communications devices, routers, firewalls or other hardware, and all software in use or under development in compliance with the requirements of the Colorado ELSAG EOC.
- Security and control of any data resident in the Colorado ELSAG EOC data warehouse, to exclusive Law Enforcement use as defined by the Colorado ELSAG EOC Security Policies and Procedures.
- ATICC will design and implement a governance structure appropriate to the proper operational maintenance of the Colorado ELSAG EOC, and providing appropriate levels of input to all participating agencies.
- ATICC will provide an Administrator for the Colorado ELSAG EOC to provide vetting and establishment for **Northglenn PD** personnel, including authorization for the Northglenn PD Administrator.
- ATICC will adopt Security Policies and Procedures as may be consistent with appropriate security and maintenance of the system for all participating agencies. This document shall become the governing MOU for participation in the Colorado ELSAG EOC upon ratification of the participating agencies.
- ATICC will ensure that appropriate personnel are made available as reasonably necessary to assist with development, implementation, and testing of any hardware/software solutions, as well as for any training required, for the purposes of this project.
- ATICC will assist in obtaining the cooperation of any third party contractor or vendor approved by them to provide license plate reader systems in the State of Colorado and/or internal or external technology providers (e.g. Colorado CIO / Other participating agencies / State of Colorado information technology staff) as may be reasonably necessary for the purposes of this project.
- ATICC will assist in creation of the lessons learned and final reporting and documentation of the project. The input provided by ATICC will be utilized for future distributions and use of the system at other hosting agencies.

The roles and responsibilities of the **Northglenn PD** in this MOU are as follows:

- The **Northglenn PD** agrees to share ALPR data with other law enforcement agencies utilizing the Colorado ELSAG EOC.
- The **Northglenn PD** agrees to use the Colorado ELSAG EOC in compliance with federal, state and local laws, regulations and policies.
- The **Northglenn PD** agrees to retain all ALPR records no longer than one year from the date of the read (§24-72-113 C.R.S.)
- The **Northglenn PD** agrees to the ELSAG EOC Policies and agrees to be responsible for all authorized users identified by their agency, including vetting, training and monitoring of the users.

- The Northglenn PD maintains sole authority and responsibility for determining the actions, if any, that are appropriate for the department's information technology environment, and for implementing any changes deemed to be appropriate to the purposes of this project.
- The [Chief Executive Officer] of the Northglenn PD, or an appropriate designee, will be available, as reasonably required, to give guidance and approval to technical and non-technical requirements of this assistance project.
- The [Chief Executive Officer] of the Northglenn PD will adopt Colorado ELSAG EOC Security Policies and Procedures document, which is the governing MOU for participation in [Colorado ELSAG EOC], and agrees to remain in compliance with the requirements, policies, and practices as outlined therein for the duration of the Northglenn PD participation in Colorado ELSAG EOC.
- The [Chief Executive Officer] of the Northglenn PD will appoint a representative as the agency's (Colorado ELSAG EOC) Project Manager or Designated Agency Administrator (DAA) who will be responsible for the overall coordination of the project on behalf of the department.
- The Northglenn PD will make reasonable accommodations for access by ATICC staff to their facilities and license plate reader system as may be required in furtherance of this project.
- The Northglenn PD will ensure that appropriate personnel are made available as reasonably necessary to assist with development, implementation, and testing of any hardware / software solutions, as well as for any training required, for the purposes of this project.
- The Northglenn PD will assist in obtaining the assistance of any third party contractor or vendor associated with their license plate reader system and / or internal or external technology providers (e.g. county / municipal information technology staff) as may be reasonably necessary for the purposes of this project.
- The Northglenn PD will assist in creation of the lessons learned and final report of the project.

The roles and responsibilities of all agencies in this MOU are as follows:

- All contributing agencies shall develop and maintain an LPR data usage policy that addresses privacy concerns. Such usage policy may be derived from the International Association of Chiefs of Police publications pertaining to license plate readers.
- The ownership of the data that is contributed in this system shall remain with the contributing agency. Therefore, all ownership rights are to the sole authority and responsibility of the contributing agency. The data in this system is shared by the contributing agency, for the communal use by other law enforcement and government agencies that have this signed agreement with [Host Agency], but shall adhere to the contributing agency's usage policy when using the contributing agency's data. All data use and handling shall comply with the current laws and statutes with respect to the data.
- ATICC shall develop and maintain an LPR data retention policy that can address privacy concerns in accordance with current federal and state legislation and statutes, and may be limited by system capability. All contributing agencies shall adhere to the data retention policy until such time that the Northglenn PD has developed their own policy. At that time, the Northglenn PD may submit a memorandum to this MOU to address the retention of the data owned by the Northglenn PD.

Such data retention policy may be derived from the International Association of Chiefs of Police publications pertaining to license plate readers.

FUNDING

Any costs associated with maintenance, upgrade, or changes required directly to the contributing agency's LPR system or existing computer network in order to accommodate implementation of the Colorado ELSAG EOC interfaces and replication, or costs incurred on behalf of the Colorado ELSAG EOC as a result of changes to the agency system(s) which adversely affect the Colorado ELSAG EOC replication, may be the responsibility of the **Northglenn PD**.

ACKNOWLEDGEMENT

ATICC anticipates the duration of this implementation to October 31, 2026 but may be extended at the discretion of the **[Chief Executive Officer]** of ATICC if requested by the **Northglenn PD**. Such extension must be documented through appropriate addendum to this MOU agreeable to both parties.

This Memorandum of Understanding will be effective upon signature of all parties.

Colorado State Patrol - ATICC  
700 Kipling Street  
Lakewood, Colorado 80215

**Northglenn Police Department**  
50 W. Community Center Dr.  
Northglenn, CO 80234

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[Chief Executive Officer] Signature

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[Chief or Sheriff] Signature

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[Chief Executive Officer Printed Name]

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[Chief or Sheriff Printed Name]

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Date

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Date