CATPA
Colorado Auto Theft Prevention Authority
Department of Public Safety

ALPR CHECKLIST FOR CATPA FUNDING

Project Information	
Grantee:	**Date:**
Project Name:	

Section 1. ALPR Architecture	Response
1 Is the ALPR architectural design compliant with federal, state and local laws, regulations and policies?	
2 Does the ALPR architecture consider database systems and information sharing to be treated as FOUO and managed by a law	
3 Is the ALPR architecture and software applications configured to comply with provisions of §24-72-113 C.R.S.?	
4 Is the ALPR architecture and software applications managed or controlled by the Grant Project Agency or an assigned Colorado law enforcement agency?	
5 Are there existing Memorandums of Understanding or Inter Governmental Agreements in place for the authentication, use and access of CATPA funded ALPR devices and database?	

Section 2. Authorized Uses of CATPA Funded ALPRs	Response
1 Does the grant project intend to use the ALPR devices and database for tactical purposes?	
2 Does the grant project intend to use the ALPR devices and database for investigative purposes?	
3 Does the grant project intend to use the ALPR devices and database for crime analysis purposes?	
4 Does the grant project intend to use the ALPR devices and database for administrative reporting purposes?	
5 Does the Grant Project Agency have written policies and procedures that address the use of the ALPR devices and database?	

Section 3. Authorized Users	Response
1 Does the Grant Project Agency manage, control and update authentication for personnel authorized to use, access and retrieve CATPA funded ALPR equipment, devices and related databases?	
2 Does the Grant Project Agency have written policies and procedures on authorized users for CATPA funded ALPRs?	

Section 4. Retention of ALPR Data	Response
1 Does the Grant Project Agency limit database retention of CATPA funded ALPRs to no more than 1 year?	
2 Does the Grant Project Agency have written policies and procedures on database retention of CATPA funded ALPRs?	

Section 5. ALPR Devices	Response
1 Has the Grant Project Agency completed and submitted the CATPA Inventory Certification Form for purchased CATPA funded ALPR devices?	
2 Does the Grant Project Agency have a written policy or procedure to download the CCIC Hotlist prior to daily use of a CATPA funded ALPR device?	
3 Does the Grant Project Agency have a written policy or procedure which specifies the primary use of CATPA funded ALPR is for the investigation and recovery of reported stolen vehicles.	
4 Does the Grant Project Agency have a written policy or procedure which addresses operational confirmation of stolen vehicles, the necessity for recovery, when deploying the CATPA funded ALPR?	
5 Does the Grant Project Agency understand ALPR reporting requirements as established through the approval of the grant award and/or Grant Managers Guidance Manual.	

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SECTION 6. ALPR INFORMATION SHARING	Response
1 Has the Grant Project Agency designed or implemented information sharing capabilities of CATPA funded ALPR systems?	
2 Has the Grant Project Agency designed or implemented information sharing capabilities of CATPA funded ALPR systems using Nlets?	
3 Does the Grant Project Agency have written policies and procedures pertaining to information sharing of CATPA funded ALPR data?	

SECTION 7. CATPA ALPR Web Service	Response
1 Is the Grant Project Agency willing to seek enhancing information sharing capabilities of CATPA funded ALPR data among CATPA funded law enforcement partnerships and task force personnel utilizing a CATPA ALPR Web Service?	
2 Is the Grant Project Agency willing to seek enhancing information sharing capabilities of CATPA funded ALPR data among applicable Colorado CCIC users?	
3 Is the Grant Project Agency willing to seek enhancing information sharing capabilities of CATPA funded ALPR data among applicable NCIC users?	

Section 8. Non-Governmental Databases	Response
1 Does the Grant Project Agency send data from CATPA funded ALPRs to any non- governmental entity?	
2 Does the Grant Project Agency have written policies and procedures on information sharing with specific non-governmental entities to ensure data retention and information sharing is compliant with federal, state and local laws and regulations?	

Section 9. Audit and Compliance	Response
1 Is the Grant Project Agency willing to submit ALPR data results, consistent with the CATPA Reporting Requirements, such as the number of ALPR reads, hours deployed, number of hits and number of stolen vehicle recoveries?	
2 Is the Grant Project Agency willing to maintain, service, and inventory the ALPR for a minimum of 5 years from the date of the CATPA funding?	

Submission

Financial Officer's Signature	Date	Project Director's Signature	Date

Approval

CATPA Grant Manager	Date	CATPA Director	Date