

**CITY OF WILDER, KENTUCKY
ORDINANCE NO. 26-0901**

**AN ORDINANCE AMENDING AND ADDING
ADDITIONAL POLICIES TO THE POLICE
DEPARTMENT POLICY AND PROCEDURES
MANUAL. AMENDING POLICY #61 LICENSE
PLATE READERS AND ADDING NEW POLICY #62
GOLDEN/GREEN ALERT AND POLICY #63 AMBER
ALERT.**

WHEREAS, the City of Wilder Police Department has a policy and procedures manual for all police officers employed by the City of Wilder to follow; and,

WHEREAS, the police department recently had an accreditation audit reviewing all of the police policies and now finds it necessary to make suggested amendments to portions of the policy and procedures manual; and,

WHEREAS, as the result of the accreditation review three policies are recommended for amendment or addition to the manual; and,

WHEREAS, the recommended changes and additions are outlined in the attached copies of policies #61 through #63 as part of the department's current policy update.

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY
OF WILDER, CAMPBELL COUNTY, KENTUCKY AS FOLLOWS:**

SECTION ONE

The Wilder Police Policy and Procedures Manual shall be amended as set forth in the attached copies, these changes include:

- Amended Policy #61: License Plate Readers
- New Policy #62: Golden Alert/Green Alert
- New Policy #63: Amber Alert

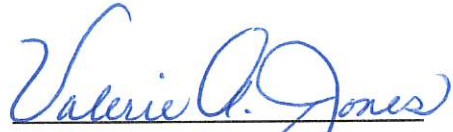
Once adopted, these changes and additions will be included in the police policy and procedures manual for use by the Wilder Police Department.

SECTION TWO

That this Ordinance be read on two separate occasions, shall be signed by the mayor, attested by the City Clerk published in accordance with law and made a part of the records of the City of Wilder. Same shall be in effect at the earliest time provided by law.

PRESENTED AT FIRST READING this 8th day of September 2026.

PASSED AT SECOND READING this 5th day of October 2026.


VALERIE A. JONES-MAYOR

ATTEST:


JUANITA SCHULTZ - CITY CLERK/TREASURER

Published in summary form in a digital format using LINK NKY this 8th day of October, 2026.



Wilder Police Department

Wilder, Kentucky

POLICY AND PROCEDURES

BY THE AUTHORITY OF THE CHIEF OF POLICE

Policy: #61 License Plate Readers

Effective: 06/01/2026 Reviewed:
Distribution: All Personnel Originally Issued: 06/01/2026

- I. **Purpose:** The purpose of this policy is to provide guidance for the capture, storage, and use of digital data obtained using automated license plate reader (ALPR) technology.
- II. **Policy:** The policy of this agency is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public. All data and images gathered by ALPR are for the official use of this agency. Because such data may contain confidential information, it may not be subject to public review.
- III. **DEFINITIONS:**
 - A. **ALPR:** Allows for the automated detection of license plates along with the vehicle make, model, color, and unique identifiers through the agency's ALPR system. The technology is used to convert data associated with vehicle license plates and vehicle descriptions for official law enforcement purposes.
 - B. **ALPR Operator:** Trained agency members who may utilize ALPR systems/equipment. ALPR operators may be assigned to any position within the agency, and the ALPR administrator may order the deployment of the ALPR systems for use in various efforts.
 - C. **ALPR Administrator:** The chief of police or a designee serves as the ALPR administrator for the agency.
 - D. **Hot List:** A list of license plates associated with vehicles of interest compiled from one or more databases, including, but not limited to, the National Crime Information Center (NCIC), local "Be on the Lookout" (BOLO) notices, etc.
 - E. **Vehicles of Interest:** Including, but not limited to, vehicles reported as stolen; displaying stolen license plates or tags; vehicles linked to missing and/or wanted persons, and vehicles flagged by 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 the 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 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.

- H. LPR:** A fixed or mobile device that uses cameras and computer technology to compare digital images to database lists of known information of interest.
- I. LPR Data:** Data captured by the LPR cameras of an image (such as a license plate and description of the vehicle on which it was displayed) within public view that was read by the device, including GPS coordinates and date and time information of the LPR system at the time of the LPR's read.

IV. Procedures:

- A.** Only properly trained, authorized personnel are allowed access to the ALPR system or to collect ALPR information. No member of this department shall operate ALPR equipment or access ALPR data without first completing departmentally approved training.
- B.** To ensure proper operation and facilitate oversight of the ALPR system, all users will be required to have an individual login for access and use of the systems and/or data, which can be fully audited.
- C.** Department members will not use or allow others to use the equipment or database records for unauthorized purposes.
- D.** The ALPR administrator will monitor the security of the system's information and compliance with applicable policies and laws.
- E.** An ALPR shall only be used for official law enforcement business.
- F.** An ALPR may be used in conjunction with any routine patrol operation or criminal investigation.
- G.** Partial license plates and unique vehicle descriptions reported during major crimes should be entered into the ALPR system to identify suspected vehicles.
- H.** An officer should verify an ALPR before taking enforcement action based solely on an ALPR alert.
 - 1.** Once an alert is received, the operator should confirm that the observed license plate from the system matches the license plate of the observed vehicle before any law enforcement action is taken. An ALPR alert will be verified through an inquiry via MDT or dispatch.
 - 2.** Officers will not take any police action that restricts the freedom of any individual based solely on an ALPR alert unless it has been validated. Because the ALPR alert may relate to a vehicle and may not relate to the person operating the vehicle, officers are reminded that they need to have reasonable suspicion and/or probable cause to make an enforcement stop of any vehicle.

- I. Hot lists are obtained or compiled from sources consistent with the purposes of the ALPR system set forth in this policy. Occasionally, there may be errors in the ALPR system's reading of a license plate. Therefore, an alert alone should not be a basis for police action other than following the vehicle of interest. Prior to initiation of a stop of a vehicle or other intervention based on an alert, officers shall undertake the following:
 1. An officer must receive confirmation from the communications center or other department computer device that the license plate is still stolen, wanted, or otherwise of interest before proceeding, absent exigent circumstances.
 2. Officers shall visually verify that the license plate of interest matches identically with the image of the license plate number captured (read) by the ALPR, including both the alphanumeric characters of the license plate, state of issue, 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 in the vehicle and/or a reasonable basis exists before an officer would have a lawful basis to stop the vehicle.
 3. Officers will clear all stops from hot list alerts by indicating the positive ALPR hit, i.e., with an arrest or other enforcement action.
 4. General hot lists will be automatically downloaded into the ALPR system a minimum of once daily, with the most current data overwriting the old data.
 5. All entries and updates of specific hot lists within the ALPR system will be documented by the requesting department member within the appropriate related case number. As such, specific hot lists will be approved by the ALPR administrators or designee before initial entry within the ALPR system.
 6. All plates, vehicles, and other information entered into the ALPR system will contain the following information at a minimum:
 - a. Entering department member's name
 - b. Requesting officer's name
 - c. Related case number
 - d. Short synopsis describing the nature of the originating call

J. Communications Personnel

1. The communications center will be responsible for monitoring the ALPR system. All hits received will sound an alert in the communications center. Upon receiving an alert, on-duty dispatch personnel will immediately verify the captured plate (photo) with the wanted/suspect plate number displayed as the wanted plate from either NCIC or the department hot list. Upon visual verification of the plate, the

dispatcher will manually verify the wanted plate with NCIC to determine if it is still outstanding as wanted.

2. Verified NCIC hits will result in the dispatch of an officer.
 3. Stolen License Plates – On all stolen license plate hits, dispatch personnel will check the stolen plate through LINK/NCIC. The dispatched units will be advised if the stolen plate comes back to a vehicle with the same make, model, and color of the vehicle that the stolen plate is currently displayed on.
 4. Hot list alerts may include specific instructions to field personnel. Those instructions will also be relayed to on-duty personnel at the time of dispatch, i.e., “stop only with probable cause and ID occupants.”
 5. Communications personnel shall be responsible for notification of the NCIC information submitting jurisdiction of the recovery of wanted stolen vehicles and the status of any arrests. Notification shall be as per NCIC protocol.
- K. Patrol Officers** - Patrol officers will be responsible for monitoring ALPR cameras on their assigned beats. Upon receipt of an ALPR notification, on-duty personnel will respond to the area of the capture and look for the suspect vehicle. If the vehicle is located, proper traffic stop procedures should be followed based on the type of hit, officer observations, and other factors present. The first officer identifying the wanted vehicle should wait for appropriate backup before initiating a traffic stop or engaging the vehicle.

L. Investigative Personnel

1. Investigative personnel may utilize ALPR data to assist in the identification of suspects involved in criminal activity.
2. Investigative personnel may have access enabling them to search the database for vehicles and/or persons of interest.
3. When investigative personnel utilize ALPR data to assist in the identification of a suspect or vehicle linked to criminal activity, the ALPR data will be downloaded from the system and attached to the investigative report as evidence.

M. ALPR Uses - The ALPR system and all data collected are the property of the agency. Only trained agency personnel may 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:

1. **Invasion of Privacy:** Except when done pursuant to a court order such as a search warrant, it is a violation of this policy to utilize the ALPR to record license plates, except those of vehicles that are 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 establishment).

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.
3. **Use Based on a Protected Characteristic:** It is a violation of this policy to use the ALPR system or associated scan files or hot lists solely because of a person's or group's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, or other classification protected by law.
4. **Personal Use:** It is a violation of this policy to use the ALPR system or associated scan files or hot lists for any personal purpose.
5. **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.
6. Anyone who engages in an impermissible use of the ALPR system or associated scan files or hot lists may be subject to disciplinary action.

N. Data Collection and Retention:

1. All data will be closely safeguarded and protected by both procedural and technological means.
2. The LPR vendor will store and ensure proper maintenance and security of data.
3. The department will retain LPR data for a maximum of 30 days unless a longer retention period is required by KRS or applicable records retention schedules. If data has evidentiary value, it must be stored according to policy as soon as practicable. Information gathered or collected and records retained by the ALPR system will not be sold, accessed, or used for any purpose other than legitimate law enforcement or public safety purposes.

O. RELEASING ALPR DATA:

1. ALPR data may be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes.
2. All non-law enforcement requests for access to stored LPR data shall be processed in accordance with applicable law.
3. Any employee who receives a written request for LPR data will immediately forward the request to the custodian of records.

P. Accountability and Safeguards - All data will be closely safeguarded and protected by both procedural and technological means. The agency will observe the following safeguards regarding access to and use of stored data:

1. All ALPR data downloaded to a mobile device, computer, or MDT shall be accessible only through a login/password-protected system capable of documenting all access to information by name, date, and time.
2. Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relates to a specific criminal investigation or department-related civil or administrative action.
3. ALPR data may be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes.
4. Every ALPR detection browsing inquiry must be documented by either the associated agency case number or incident number and/or a reason for the inquiry.

Q. ALPR Data Detection Browsing Audits

1. Before an officer can access the ALPR database to browse ALPR detections, the inquiring officer must document a reason for the inquiry within the ALPR system.
2. It is the responsibility of the chief of police's designee to ensure that an audit is conducted of ALPR detection-browsing inquiries at least **once per month**. The agency will audit a sampling of the ALPR system utilization from the prior period to verify proper use in accordance with the above authorized uses. The audit shall randomly select at least 10 detection browsing inquiries conducted by agency employees during the preceding period and determine if each inquiry meets the requirements established in this policy.
3. The audit shall be documented in the form of an internal agency memorandum directed to the chief of police. The memorandum shall include any data errors found so that such errors can be corrected. After review by the chief of police or designee, the memorandum and any associated documentation shall be filed and retained in agency records.

III. PROCEDURE

- A. When a report is received of a missing person who is known or reported to be an impaired person or a veteran at risk, police shall respond and provide immediate assistance and resources in investigating and facilitating the safe return of the impaired person.
- B. The responding officer shall immediately notify his/her shift supervisor, who will notify the Chief of Police. A Golden Alert/**Green Alert** shall immediately be reported to the local emergency management director (statutorily required within two hours). The officer contacting local emergency management will coordinate with him/her in notifying the local search and rescue coordinator and the duty officer at the Kentucky Division of Emergency Management.
- C. Responding officers should attempt to get all vital information to complete a Missing Persons Report, Kentucky ENIBRS report, to obtain recent photos and complete all necessary documents required to enter the missing person into N.C.I.C. as an Endangered Missing Person. The entry into NCIC will be made without delay.
- D. The Media Relations Officer or his designee shall notify local media outlets of the Golden Alert/**Green Alert** via Media Release.
- E. Whenever a report qualifies as a Golden Alert/**Green Alert**, the responding officer shall immediately begin to formulate a plan for locating the individual. The extent and length of the search should be governed by the available information and evidence. Consideration should be given to using the following resources when appropriate:
 - 1. Canine tracking
 - 2. Other Law Enforcement agencies/personnel
 - 3. Fire department personnel
 - 4. Local and State Emergency Management
 - 5. Volunteers
- F. Upon notification, the emergency management director assumes overall responsibility for the ongoing search of the missing person. It shall be his responsibility to notify the, state level, on-duty officer of the Division of Emergency Management. The Division of Emergency Management may utilize the public notification resources available to the Amber Alert notification system during a

Golden Alert/**Green Alert**. (i.e. – statewide broadcasters, Transportation Cabinet, etc.)

- G. There is no requirement in Kentucky to delay the search for or rescue of any lost, missing, or overdue person. Any person who is reported lost, missing, or overdue, adult or child, may be searched for immediately by any emergency management, fire, law enforcement, emergency medical services, search and rescue, rescue squad, or other similar organization to which a missing or overdue person is reported.

GOLDEN ALERT MEDIA RELEASE

FOR IMMEDIATE RELEASE

DATE: _____, _____, 20__

GOLDEN ALERT ISSUED FOR MISSING PERSON IN _____

Contact: Name of contact person

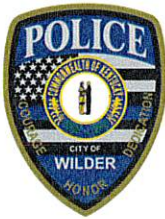
Telephone number:

_____, KY. - (Date) Officials in _____ have issued a Golden Alert for _____, who has been reported missing since _____ EST.

_____ is described as a _____ race, _____ sex, _____ age, with _____ hair, _____ eyes and approximately _____ tall. Last seen wearing _____ . He/she was last seen at _____ around _____ (time).

*if applicable – _____ is from _____, Ky. and officials speculate he (OR SHE) may be headed there.

It is crucial that this individual be located as soon as possible. If you see anyone fitting this description or know of _____ whereabouts, please call the Public Safety Communications Center at _____ or contact your local law enforcement authorities.



Wilder Police Department

Wilder, Kentucky

POLICY AND PROCEDURES

BY THE AUTHORITY OF THE CHIEF OF POLICE

Policy: #63

Amber Alert

Effective:

08/01/2026

Reviewed:

Distribution:

All Personnel

Originally Issued: 08/01/2026

I. POLICY

This police department will promptly request AMBER Alert activation when it confirms the abduction of a child under the age of eighteen has occurred and the child is believed to be in danger of serious bodily harm or death.

II. DEFINITIONS

- A. AMBER Alert - A partnership between local law enforcement, Kentucky State Police, Division of Emergency Management, Transportation Cabinet, the Kentucky Broadcasters Association, and the Kentucky Press Association. This partnership operates a system to notify the public when a child has been abducted and the "department" determines that public notification might aid in the recovery of the child.
- B. Kentucky State Police – Referred to as the "department" in KRS 16.175. The agency responsible for activating an AMBER Alert upon request of the law enforcement agency investigating the abduction. 16.175(6) states that no law enforcement agency, other than the "department" shall activate the notification system specified in this section without the authority of the department.

III. PROCEDURE

A. The police department will comply with the provisions of:

- 1. KRS 16.175 – Abduction of children – Kentucky AMBER Alert System- Department to cooperate with other agencies
- 2. KRS 39F.180 - Reports of search and rescue missions – Immediate search for lost, missing, or overdue persons
- 3. U.S. Department of Justice Recommended Amber Alert Criteria:
 - a. Law Enforcement officials have a reasonable belief that an abduction has occurred.
 - b. Law Enforcement officials believe that the child is in imminent danger of serious bodily harm or death.
 - c. The victim of the abduction is a child aged 17 years or younger.

- d. There is sufficient descriptive information of the child, captor, or captor's vehicle to issue an alert.
4. When a child has been reported abducted, the Police Department shall respond and provide immediate assistance
- B. All pertinent information **should** be gathered concerning the possible location of the child and the circumstances surrounding his/her disappearance. Preliminary Investigation should include, but is not limited to:
 1. Whether there is a witness to or physical evidence of an abduction.
 2. The age of the child.
 3. Whether the child has been missing before; prior runaway episodes and locations, frequency; whether the circumstances are different this time.
 4. The length of time the child has been missing; his/her actions before disappearance; whether the reporting party underestimates the time.
 5. Whether the child is despondent; whether the child is experiencing academic, personal, or family problems; whether the child is physically or mentally disabled or has a known drug/alcohol problem.
 6. Whether there is evidence of online enticement; whether blog, instant messaging, text messaging, and/or cell phone activity has continued or stopped.
 7. Interview the person making the report, parents, other caregivers, witnesses, friends, and school staff.
 8. Conduct an initial search (area of disappearance and the child's home).
 9. Secure any potential crime scene/evidence.
 10. Whether the child is in imminent danger of serious bodily harm or death.
- C. Based on the initial investigation, officers will determine if there is reasonable belief that an abduction has occurred and the criteria for an AMBER Alert activation has been met. The decision to request an AMBER Alert activation will be a collaboration with on the scene investigators, the chief of police, and emergency management. Officers shall:
 1. Complete Kentucky Missing Persons Report. Obtain recent photo and any other pertinent information for entry into NCIC.
 2. Complete Kentucky ENIBRS .
 3. Complete KSP AMBER Alert activation request.

4. Enter the missing child into NCIC. Entry into NCIC should be made without delay, including any available information about the perpetrator, vehicles, or any other information that may help law enforcement apprehend the perpetrator and safely recover the child.
 5. The local emergency management director should be notified of the abduction during the initial investigation stage, but must be notified within two hours of the initial response. Pursuant to KRS 39F.180.
- D. Kentucky State Police will be contacted and the request for AMBER Alert activation will be forwarded for review. Prior to AMBER Alert activation, KSP will determine:
1. That the minor has actually been abducted or that all available evidence strongly indicates that the minor has been abducted;
 2. That public notification is the most appropriate method of recovering the child in a safe and efficient manner; and
 3. The geographic area in which the notification shall be made.
 4. **Kentucky State Police is the only agency authorized to activate the AMBER Alert system (KRS 16.175(6)).**
 5. AMBER Alert is activated per Kentucky State Police protocol.
- E. In addition to the AMBER Alert system the police department will utilize every resource available to investigate and facilitate the safe return of all abducted children.

NOTE - Additional information that should be compiled for an AMBER Alert

1. Full name, nicknames, age, sex, race, height, weight, hair color, eye color, clothing the child was last observed wearing.
2. Location, date, and time the child was last seen
3. Recent photograph(s), preferably a close-up of the child's face.
4. Medical issues the child has, i.e., needed for prescription drugs, allergies, or other pressing medical conditions.
5. Belongings in the child's possession when he or she was last seen (book bags, backpacks, game cases, notebooks), jewelry, body piercing, or noticeable scars.
6. Abductor information: Name (if known), age, sex, race, height, weight, hair/eye color, clothing, dress, jewelry, body piercing, facial hair, glasses or other identifying information.

7. Abductor's vehicle description, including year, make, model, color, license plate, distinctive insignia, personalization, or damage which sets it apart from others.
8. Direction of travel and last known location of vehicle or conveyance.

MEDICAL INFORMATION FOR NEWBORN INFANTS

Thank you for bringing your baby to a safe place. We want to assure you that we will give your baby the best possible care. Please help your baby by completing this form. The information that you provide will help make it easier to provide medical care to your child. You may not know all of the answers – that's OK, but please give your baby as much information as you know. **This information will not be used to identify you, and we will not try to find you.**

Providing this information is voluntary.

What is the baby's birth date? _____ Was the baby premature? ☐ Yes ☐ No

Were there any problems with the pregnancy or delivery? ☐ Yes ☐ No If yes, what were they?

Were you physically abused during the pregnancy? ☐ Yes ☐ No If yes, please describe:

Where did you leave your child? _____ Date: _____

MOTHER

FATHER

Does the baby's mother have any medical conditions such as:

- ☐ Diabetes
- ☐ Asthma
- ☐ Allergies
- ☐ Seizures
- ☐ Cancer
- ☐ Heart Disease
- ☐ High Blood Pressure
- ☐ Mental Illness
- ☐ Sexually Transmitted Disease
- ☐ Other, please describe: _____

Did the mother do one of the following before or during the pregnancy:

- ☐ Smoke
- ☐ Use alcohol
- ☐ Use drugs or medication

If yes, what kinds of drugs or medication: _____

What is the baby's mother's:

Age _____

Race _____

Hair Color _____

Body Build _____

Does the baby's father have any medical conditions such as:

- ☐ Diabetes
- ☐ Asthma
- ☐ Allergies
- ☐ Seizures
- ☐ Cancer
- ☐ Heart Disease
- ☐ High Blood Pressure
- ☐ Mental Illness
- ☐ Sexually Transmitted Disease
- ☐ Other, please describe: _____

Did the father do one of the following before the pregnancy:

- ☐ Smoke
- ☐ Use alcohol
- ☐ Use drugs or medication

If yes, what kinds of drugs or medication: _____

What is the baby's father's:

Age _____

Race _____

Hair Color _____

Body Build _____

IMPORTANT

If you decide that you want your baby back, call 1-877-597-2331. If you do not contact the Cabinet for Health and Family Services within 30 calendar days after leaving your newborn infant, the cabinet will proceed with involuntary termination of parental rights and place your baby for adoption.

NOTE TO PARENT

If this form is not completed at the time the infant is left at a safe place, you may complete and mail this form to:

**Division of Protection and Permanency
Department for Community Based Services
Cabinet for Health and Family Services
275 East Main Street, 3E-B
Frankfort, KY 40621**

You may write a note to your baby or the people who will adopt your child on this form.