Work Session

Agenda Item #	4
Meeting Date	May 5, 2014
Prepared By	Alan Goldberg Chief of Police
Approved By	Brian Kenner City Manager

Discussion Item	Discussion of License Plate Reader (LPR) Policy
Background	The work session has been scheduled to discuss the City's policy for LPRs in light of the, in some cases newly, established retention and sharing polices of the State of Maryland and surrounding jurisdictions. The discussion follows a previous work session on March 31, 2014 where the Council discussed information from public safety cameras most notably LPRs. In summary, the current Takoma Park Police General Orders governing LPR retention and sharing practices was last modified in 2011. Since this time, the Maryland Coordination and Analysis Center (MCAC), Montgomery County, Rockville, and other jurisdictions have formalized their retention and sharing policies. The primary proposed change articulated in the draft general order recommended by staff governing LPRs is to allow the Takoma Park Police to share collected LPR data with the MCAC. In addition, the General Assembly passed legislation restricting release and use of LPR data to legitimate law enforcement purposes as well as creating a requirement of audits similar to those in place for criminal history inquiries. MCAC has an established retention and sharing policy which is included. The draft general order does not propose to change the time period LPR data is kept by Takoma Park Police, this would remain at 30 days and then automatically deleted. The Council will discuss whether Takoma Park's LPR policies need to be further updated.
Policy	**Livable Community** – Create and maintain a livable community that is vibrant, healthy, and safe, with convenient transportation for all of its residents. **Engaged, Responsive, and Service-Oriented Government** – Ensure the delivery of high quality City services. The City Council and the City need to understand the community's needs, be responsive to these needs, and measure progress in meeting those needs. (from the *City of Takoma Park Strategic Plan*)
Fiscal Impact	N/A
Attachments	LPR comparison matrix, MCAC retention policy, current Takoma Park LPR General Order, proposed Takoma Park LPR General Order.
Recommendation	Discuss whether changes should be made to the current policy.
Special Consideration	

LPR Matrix

	Takoma Park Current LPR Policy	Takoma Park Proposed LPR Policy	Rockville LPR Policy	Mont County LPR Policy
Retention	Takoma Park - Data retained on LPR computer for 30 days and then purged automatically	Takoma Park - Data retained on LPR computer for 30 days and then purged automatically	Data retained on LPR computer for 30 days and then purged automatically	Data is to be purged from the files when it has been determined that one or more of the following conditions exist: 1.The data is no longer relevant or necessary to the goals and objectives of this directive. 2.The data cannot be utilized for any present and/or future law enforcement purpose to assist in the furtherance of criminal investigations. Data stored in case files are exempt from this requirement.
Sharing of data	None	Automatically transferred to MCAC– Data retained for 1 year and then deleted automatically unless evidentiary	Automatically transferred to MCAC- 1 year retention and purged unless needed for evidence	Automatically transferred to MCAC- Automatically purged unless needed for evidence
"Hot" List development	• Terrorist Screening Center • Stolen or wanted vehicles • Wanted or missing persons • Amber Alert associations • Law enforcement watch lists	• Terrorist Screening Center • Stolen or wanted vehicles • Wanted or missing persons • Amber Alert associations • Law enforcement watch lists	• Terrorist Screening Center • Stolen or wanted vehicles • Wanted or missing persons • Amber Alert associations • Law enforcement watch lists	• Terrorist Screening Center • Stolen or wanted vehicles • Wanted or missing persons • Amber Alert associations • Law enforcement watch lists
Training	Only those who have received training will be able to operate LPRs	Only those who have received training will be able to operate LPRs	Only those who have received training will be able to operate LPRs	Only those who have received training will be able to operate LPRs

What Happens When "Hit"	Receipt of a LPR "hit" or alert is not sufficient probable cause to warrant an arrest without additional verification. Verification will be done following established department procedures. Upon receiving a "hit" from the LPR, the operator will determine the accuracy of the "hit."	Only Receipt of a LPR "hit" or alert is not sufficient probable cause to warrant an arrest without additional verification. Verification will be done following established department procedures. Upon receiving a "hit" from the LPR, the operator will determine the accuracy of the "hit."	Receipt of a LPR "hit" or alert is not sufficient probable cause to warrant an arrest without additional verification. Verification will be done following established department procedures. Upon receiving a "hit" from the LPR, the operator will determine the accuracy of the "hit."	Receipt of a LPR "hit" or alert is not sufficient probable cause to warrant an arrest without additional verification. Verification will be done following established department procedures. Upon receiving a "hit" from the LPR, the operator will determine the accuracy of the "hit."
Release of Information	None	Only Law Enforcement requests related to criminal investigations.	Only Law Enforcement requests related to criminal investigations.	No information will be released to any non-law LE agency or individual.

I. **PURPOSE**
    It is the purpose of this policy to provide personnel assigned to the Maryland Coordination and Analysis Center (MCAC) and participating agencies with guidelines and principles for the collection, analysis, dissemination, retention and destruction of information regarding the Automatic License Plate Recognition Operations Center data and facilitating compliance with all applicable laws.

II. **APPLICABILITY**
    This policy applies to all assigned personnel within MCAC, those working under contract with the MCAC, and to those who use its services (Users).

III. **POLICY**
    The Maryland Coordination & Analysis Center will comply with all applicable laws and regulations as they pertain to the collection, use, and dissemination of data obtained through the License Plate Reader (LPR) program. The MCAC will house and maintain the LPR Operations Center System and access to the system will be managed by an LPR Program Administrator.

IV. **ACCOUNTABILITY**
    Primary responsibility for ensuring compliance with the provisions of this policy is assigned to the Executive Director, MCAC. The Executive Director will designate an LPR Program Administrator, who will be responsible for the overall management of the LPR Program.

V. **AUTOMATIC LICENSE PLATE RECOGNITION/READER TECHNOLOGY**
    Automatic License Plate Recognition (ALPR), also known as License Plate Reader (LPR), provides automated detection of license plates. The LPR system consists of a high-speed camera, mounted either at a fixed location or on a mobile patrol vehicle, and a computer to convert data from electronic images of vehicle license plates into a readable format, and then compare the information against specified databases of license plates. The system attaches camera identification, date, time, and location information, to include GPS coordinates, to the digital image and it is maintained electronically in a central location to provide a means of ensuring the license plate number was properly converted. The digital image can include additional information such as:

    - The vehicle's make and model;
    - The vehicle's driver and passengers;
    - Distinguishing features (e.g., bumper stickers, damage);
    - State of registration

If a given plate is listed in the database, the system is capable of providing the vehicle's location, direction of travel, and the type of infraction related to the notification.

VI. USES OF LPR DATA

Identifying the intended uses of LPR data is critical in assessing any privacy and/or civil liberties implications due to the networking within the MCAC of LPR data collected by participating law enforcement agencies.

The Maryland Coordination and Analysis Center has, as one of its core missions, the sharing of information, thereby assisting law enforcement agencies in the fulfillment of their duties. The MCAC's Operation Center, which is the statewide central repository for license plate reader data, serves specific public safety goals.   Specifically, LPR data may be used for, but is not limited to, the following purposes:

- Crime analysis;
- To alert law enforcement officials that a license plate number is on a list of targeted license plate numbers (Hot List) or is related to a criminal investigation and is found in the LPR database;
- To alert law enforcement officials that a license plate number on a hot list has been recorded by a fixed versus mobile camera, possibly requiring notification to law enforcement agencies in proximity or travel route of the identified vehicle;
- To identify the movement of vehicles operated by individuals currently under an open criminal investigation;

VII. PROCEDURES

A. Mission

1. The mission of the Maryland Coordination and Analysis Center is to serve as the focal point for federal, state, local, and private sector partners in the collection, analysis, and dissemination of criminal and homeland security information within Maryland.

2. In furtherance of that mission, the primary goal of the LPR program is to collect and store vehicle license plate information in an effort to increase the detection of stolen vehicles, stolen tags, wanted and missing persons and aid criminal investigations and prosecutions of other crimes involving vehicles that impact the safety of Maryland's citizens.

3. The MCAC collects information in a manner consistent with applicable laws, regulations, and internal policies. Collected information is analyzed and distributed in order to provide tactical, operational, and /or strategic intelligence on the existence, identities, and capabilities of criminal suspects or enterprises. In accordance with these principles, LPR data will be queried and disseminated only if there is legal process requiring these actions or there is reasonable suspicion that an individual or enterprise is involved in criminal conduct or activity and the

information is relevant to that criminal conduct or activity and the requestor has a legitimate need to know.

B. Data Collection, Retention, and Dissemination

1. The LPR data collected by the various agencies participating in the LPR program will be transmitted to the MCAC Operations Center via a fiber optic line or through an encrypted Virtual Private Network (VPN). The data will be maintained on the Operation Center server independent of any other law enforcement databases housed at the MCAC.

2. All LPR system data provided to the MCAC will be stored on the Operations Center server for a period not to exceed one year. After the one year period, the data will be purged unless it has become, or it is reasonable to believe that it will become, evidence, including evidence that tends to inculpate or exculpate a suspect, in a specific criminal or other law enforcement investigation or action. Should data be determined to have evidentiary value, the following paragraph applies:

    a. In those circumstances when data is identified as having evidentiary value, the LPR Program Administrator, or designee, will review the facts of the specific case and determine if the data should be saved. If the LPR Program Administrator determines it is reasonable to believe the data has evidentiary value, the Program Administrator will authorize the transfer of the applicable data from the LPR Program server to a form of digital storage media (CD, DVD, etc.) or other portable storage devices.

    b. Agencies requiring data to be retained by MCAC beyond the established retention period may make a formal request to the MCAC to extend retention. Each request must specify the need for extended retention, the circumstances surrounding the request, the requesting agency's case number, and a specific point of contact within the requesting agency. The MCAC reserves the right to grant or deny agency requests based on the information provided.

3. The following methods shall be used when disseminating LPR information:

    a. The "need to know" and "right to know", as defined in the *MCAC Privacy Protection Policy* of a potential recipient must be verified and documented prior to dissemination of LPR information.

    b. Requests for Service (RFS) for License Plate Reader data will be processed in accordance with the *MCAC Standard Operating Procedures for Processing Requests for Information and Requests for Service Guidelines*.

    c. The primary method of dissemination shall be via email, in an electronic format that employs a reasonable level of security to guard against alteration, or fax.

    d. If access to secure email accounts is not practical, the information may be provided to the requestor via digital storage media or paper copy, as determined by MCAC staff.

4. Reports and other investigative information received and disseminated by the MCAC shall be retained within internal electronic MCAC files. After disseminating LPR information deemed to have evidentiary value, the completed report containing the data will be entered

into a searchable database for future exploitation and auditing purposes in accordance with the *MCAC Privacy Protection Policy.*

C. LPR Operations Center System

1. The LPR Operations Center system provides the database, query tool, history tracking, and reporting for the LPR program. It manages and provides a storage and search structure for the license plate information being collected in the field. The Operations Center is established as a secure intra-net site within the MCAC IT network, allowing only personnel with password protected access to license plate data collected.

2. The Operations Center receives data from scanned license plate reads from participating agencies collected via fixed and mobile LPR systems, and organizes the data in a central database. The central database is the basis for reporting and query functions. Authorized MCAC personnel will have the ability to:

   a. Query license plate or partial license plate information in the system and view the image and location of matches;

   b. View maps with the location of plate reads and alarms;

   c. View statistical reports on reads and alarms;

   d. View reads and alarms for a specific geographic area and time frame; and

   e. Produce a geographic map of the plates that were searched.

D. Manual Inputs

1. License plate information connected to crimes reported after the LPR automatic "Hot List" twice-daily upload (e.g., lookouts for stolen vehicles, AMBER alerts, or other wanted vehicles, not yet in NCIC) shall be accomplished through a manual input of the information in the LPR Operations Center system.

2. Prior to authorizing the manual input of license plate information, the Watch Supervisor, LPR Program Administrator, or their respective designees, shall ensure the information is related to a specific criminal investigation or to an officer safety concern.

3. The manual entry shall be documented on the "Hot List" log, located in the "LPR" folder on the MCAC IT Network "Common Drive".

4. In order to ensure the accuracy of the "Hot List" for manually inserted license plates, each shift Supervisor or designee shall verify the logs accuracy. Manual entries are required to be removed following the automatic upload of NCIC and MVA wanted plates (if applicable) or if the wanted status of the plate has changed before the automatic upload.

   a. The LPR Operations Center System Hotlist Management tool does not automatically remove the inserted plates and therefore a separate query of the manually inserted hot list will be necessary.

5. For manual entries that pertain to ongoing investigations (which are not automatically uploaded through NCIC or MVA), the manually inserted license plate shall remain on the

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LPR Operations Center server until advised by the requesting investigator to remove it. Periodic audits of the "Hot List" log shall be conducted by the LPR Program Administrator or designee.

E. Audit Logs

1. All transactions and queries of the system are logged in MEMEX and are subject to review at any time. Anyone found to misuse the system is subject to disciplinary action.

2. The primary goal of maintaining audit logs is to deter and discover any abuse or misuse of a LPR system or the Operations Center.

3. Operation Center files shall be audited and evaluated at least yearly through an independent auditor to be determined by the Director.

4. When a file has no further informational value and meets no other legal requirement for retention, it shall be destroyed.

5. In order to facilitate the periodic and random audits necessary to monitor user compliance with laws and policies, audit logs should include certain information. Specifically, queries to the Operations Center should be logged and include:

   a. The identity of the user initiating the query;

   b. The license plate number or other data elements use to query the LPR system

   c. Date and time of the inquiry; and

   d. The response to the user's query.

VIII. <u>RESPONSIBILITIES</u>

A. LPR Program Administrator

1. The LPR Program Administrator, as appointed by the Director, MCAC, will be responsible for the following:

   a. Oversee and administer the LPR program, including storage and management of all LPR data systems;

   b. Ensure stored data is purged from the LPR System Operations Center one year after it has been entered, unless determined to be of evidentiary value. (Refer to Paragraph VII.B.2 and B.2.a above);

   c. Confirm LPR data is purged in accordance with this policy through random audits;

   d. Act as the authorizing official for individual access to the data collected on the Operations Center server and to conduct LPR stored data queries;

   e. Ensure appropriate training in accordance with this policy of all personnel authorized access to LPR Operations Center prior to using the system;

   f. Ensure all training is documented;

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B. Watch Section Personnel

1. The MCAC Watch Section will be responsible for the following:

   a. At the beginning of each shift, ensure all "Hot Lists" have been updated in the Operations Center. This function is currently programmed to perform automatically (see "Hot List" definition for details);

   b. Check the Operations Center "Car download status" at least once per shift for excessively large numbers of files aborted or waiting to be transferred;

   c. Notify the LPR Program Administrator or MCAC Information Technology Specialists of any problems encountered;

   d. The Watch Section Supervisor or Designee shall ensure accurate records of all LPR RFS requests entered by Watch Section personnel are documented and retained in accordance with established Center policy.

   e. License plate information contained in Intelligence Bulletins or "Look Outs" sent to the MCAC and selected for further dissemination to MCAC clientele will be queried through the LPR Operations Center System in accordance with the guidelines established for a standard RFS. License plate information contained in those items not selected for dissemination and retained by the MCAC for further review will be queried through the LPR Operations Center System when it is located. All LPR queries conducted in this manner are subject to section E (1) of this policy and will be documented as prescribed. Any positive responses will be sent to the Bulletin originator in accordance with the dissemination procedures outlined in this policy.

C. MCAC Information Technology Section

1. The MCAC Information Technology Specialists will be responsible for system security and the maintenance of the LPR Operations Center server. In addition, the Section will:

   a. Ensure that LPR data is backed up daily and monitored for abnormal operations.

   b. Act as the MCAC representative with the contracted vendor for system related issues.

APPENDIX

DEFINITIONS

Case Management Systems: Case management databases, tips and leads files, records management systems, criminal history records, and other non-intelligence databases used and maintained by the MCAC are not Criminal Intelligence Files and are not required to comply with 28 CFR Part 23 (http://www.iir.com/28cfr/FAQ.htm). Much of the information stored in these databases tends to fall into one of two categories: uncorroborated information (such as tips) or fact-based information (such as arrest or criminal history information).

Criminal Activity: A behavior, action, or omission that is punishable by criminal law. A crime is a public, as opposed to a moral, wrong; it is an offense committed against (and thus punishable by) the state or the community at large.

Criminal Case Support: Those administrative or analytic activities that provide relevant data to law enforcement personnel regarding the investigation of specific criminal activities or trends, or specific subject(s) of criminal investigations.

ELSAG: ELSAG North America Law Enforcement Systems, the contracted provider of the LPR Operations Center System.

Hot List: The hot list is a file which contains the license plate numbers of stolen vehicles, stolen tags, AMBER, SILVER or BLUE alerts, lists of license plate numbers known to be associated with specific individuals such as wanted persons or missing persons (i.e. wanted for homicide, rape, robbery, child abduction, etc.), terrorist watch lists. The Motor Vehicle Administration also provides Suspended or Revoked Registrations. This hot list is scheduled to be updated twice daily and does not rely on real-time communications with State or Federal data sources. LPR hot lists are compiled to serve agency-specified needs. Manual Entry is always available, allowing additions for specific license plates. The hot list is essential to LPR systems as it is required in order to notify law enforcement that a vehicle on the list is near an LPR camera.

License Plate Reader (LPR): The License Plate Reader Technology consists of an infrared strobe and high speed cameras combined with computer algorithms capable of converting the images of license plates into computer readable data. LPR systems use cameras to capture images of vehicles and their license plates, from both mobile patrol vehicles or from fixed positions, converts them to text and compares them quickly to a large list of plates of interest. This system also records the location, date and time of each license plate read. The resource is available as a tool, allowing the law enforcement officer to identify the last known contact with a vehicle and also to report the list of vehicles located in a specific area at a given time. When a target plate is located, the user may be notified with a message alert tone.

License Plate Reader (LPR) Program Manager/Administrator: The employee designated by the Executive Director of the Maryland Coordination and Analysis Center (MCAC), who is responsible for the oversight of the LPR Program.

License Plate Reader (LPR) Operations Center System: The system that manages the data collected from LPR systems (fixed and mobile), downloads hotlists and automatically secures the license plate data in a central server. This management is automatically run without user intervention. The Operations Center database provides an inquiry tool, tracks history, analyzes and manages license plate data. The MCAC will manage the LPR System Operations Center and assume the role as a central clearinghouse for all license plates scanned by various law enforcement agencies. The Operations Center will also manage the distribution and update of hotlist data, in addition to providing a storage and query tool for the plate information being collected in the field.

MEMEX: The Maryland Coordination and Analysis Center's internal information management system, a software tool capable of consolidating data and information, managing cases and providing an audit trail.

Need-to-Know: Requested information which is pertinent and necessary to the requestor agency in initiating, furthering, or completing an investigation.

Non-Criminal Intelligence Files: Data, frequently raw and unanalyzed, compiled by law enforcement agencies in the conduct of normal business, such as suspicious activity tips, numbers and types of calls received from the public in agency call centers, situational awareness/officer safety information, etc. These files may also include open source (i.e. news media and publically accessible internet) information. Such files do not include personally identifying information (PII) such as name, Social Security Number, birth date and address, etc. with regard to any particular individual.

Right-to-Know: Requestor has official capacity and statutory authority for the information being sought.

Requests for Information/Service (RFI/S): Defined as a request for any information or service, routinely provided by the MCAC, which is made by a law enforcement or homeland security or public safety agency such as: general, unclassified or classified information, suspect targeting information, basic or advanced research (database and information system checks), analysis of a terrorism or violent crime issue, and notification of officials of general and/or specific intelligence information or threats.

TAKOMA PARK POLICE DEPARTMENT - GENERAL ORDERS

TITLE: **Automatic License Plate Recognition Scanner**	NUMBER: 717
EFFECTIVE DATE: April 10, 2014	REVIEW DATE:

☐ New ☒ Amends ☐ Rescinds	General Order 717, dated May 3, 2011	
AUTHORITY: **Alan M. Goldberg, Chief of Police**	CALEA STANDARDS:	TOTAL PAGES: 4

01 Purpose: To establish policy and procedures for Departmental use of a Automatic License Plate Recognition Scanner.

02 Policy: It is the policy of the Department to utilize technology in the furtherance of law enforcement efforts to locate and apprehend criminal suspects. It is further the policy of the Department to ensure that the use of technology devices such as the Automatic License Plate Recognition Scanner should not, intentionally or otherwise, compromise legitimate privacy concerns of law abiding citizens.

03 Definitions:

A. ALPR Scanner - an Automatic License Plate Recognition Scanner is a device that uses cameras and computer technology to compare captured digital images of license plates to lists of known plates of interest to law enforcement.

B. Scan File - lists or data obtained by an ALPR Scanner of license plates viewed by the device, potentially including images of the plates and vehicles on which they are displayed, and information regarding the date, time and location it each was viewed by the ALPR Scanner.

C. Hot List - In the context of this Order, the term "hot list" refers to a database populated with information of specific concern to the investigative or enforcement interests of law enforcement. This may include, but is not limited to, data contained in the Terrorist Screening Center (TSC) watch list, stolen and wanted vehicles and registration plates, wanted and missing persons, cautions, and registration plates associated with Amber Alerts or various other law enforcement watch lists.

D. Extract Download - "hot" lists of license plates associated with vehicles of interest from one or more of the databases.

E. Alarm - The terms "alarm" and "hit" are used interchangeably herein and refer to a positive indication, by visual or audible signal, of a potential match between data on the current hot list and data associated with the registration or license plate captured by the scanner. A hit indication is not conclusive and additional investigation is always warranted to verify the accuracy of any suspected match.

F. LPR System - The terms "License Plate Reader System" or "LPR system" refer to the process whereby cameras, computers, and computer software are used to capture registration plate images, interpret the characters depicted, and compare the data against a regularly updated listing of registration plates and associated information of interest to law enforcement.

G. LPR Generated Data - The term "LPR generated data" refers to all information, including location, date and time of a registration plate encounter, the optical character recognition (OCR) interpolated data and any LPR generated digital images of a registration plate or vehicle that are generated entirely by and through the use of LPR systems equipment.

04 Procedures:

A. General Provisions

1. This General Order establishes basic guidelines

for the deployment of LPR system technology by the department and applies to its use by all personnel, regardless of assignment.

2. The Department's use of LPR technology is intended to augment current delivery of police services, through the enhanced ability to identify and locate persons and property associated with various crimes. The technology shall be utilized for detection purposes and <u>not</u> for the collection and retention of information unrelated to legitimate law enforcement objectives.

3. Vehicle mounted LPR systems may be deployed using any Department owned vehicle.

4. Operation of LPR equipped vehicles shall be in accordance with all other Department orders governing vehicle and associated equipment use.

5. Portable LPR systems shall be assembled and mounted to vehicles in accordance with the manufacturer's specifications and the vendor's instructions.

6. LPR systems shall be properly secured when not in use.

7. LPR systems shall only be operated by personnel who have successfully completed Department approved training on use of the equipment.

B. Deployment

1. Supervisors who have officers with LPR equipment installed on their assigned vehicles should identify same on the Department daily activity sheet.

2. LPR equipped vehicles may be used by authorized personnel during any approved duty assignment.

3. LPR systems may be deployed for various law

enforcement purposes, including but not limited to:

a. Locating stolen vehicles, stolen registration plates, wanted or missing persons, or watch list vehicles;
b. Canvassing areas surrounding recent crime sites or for vehicles or registration plates that may be connected to the crime;
c. Reviewing registration plate data in areas where intelligence indicates criminal activity is likely to occur; or
d. Analyzing registration plates of vehicles at or near critical infrastructure sites, potential targets of terrorist threat groups, or areas that are of a sensitive or secure nature.

4. Prior to use, officers deploying mobile LPR systems shall ensure that the component devices are properly affixed to the vehicle and confirm the system contains the most current hot list, according to methods detailed in LPR system training.

5. LPR systems and resources may be used in coordination with area-wide law enforcement activities or objectives, when operated by appropriately trained Department personnel.

6. LPR systems deployed in fixed locations will be monitored, operated and maintained in accordance with the manufacturer's specifications and in compliance with any applicable statute or Department policy.

C. Development of Hot Lists

1. The LPR system will obtain hot lists, and periodic updates thereto, from the Montgomery County Police Department.

2. Operators becoming aware of additional potential sources of vehicle lists will not use those sources to generate other hot lists without the expressed approval of the Chief of Police.

D. Response to LPR System Alerts

1. When a registration plate from the hot list is detected, an audible and visual alert will be given by the system. An LPR alarm is not sufficient probable cause to warrant an arrest without additional verification. The LPR operator should proceed to:

a. Take all reasonable measures to confirm whether the alert matches the actual registration plate in question;
b. As soon as practicable, confirm the alert by police radio with the Public Safety Communication Center (PSCC) or by real time NCIC query via mobile data computer.
c. Stop the vehicle in question or initiate surveillance until sufficient resources arrive to take enforcement action, in the case of a confirmed record match.

2. Any response to LPR system alerts will be in accordance with law and applicable Department directives, e.g., policies governing vehicle use, pursuits, mobile data computers, etc.

E. Data Handling, Transfer, and Storage

1. Data captured by LPR equipment is for law enforcement purposes only. Any other use is strictly prohibited.

2. The LPR system has the capability to store, or cause to store, data collected during registration plate detection and identification. LPR generated data is automatically transferred to the Maryland Coordination and Analysis Center (MCAC) and kept in accordance with the provisions of MCAC SOP 2011-01. The data is also retained on the individual LPR computer for a period of 30 days, after which it will be purged automatically.

3. Newly acquired information may be manually entered into LPR systems at any time. When a registration plate number is given in a lookout

relating to a recent crime, wanted person, Amber Alert, or other similar matter the officer should:

a. Enter the registration plate data into the LPR hot list, following appropriate procedures.
b. Submit the reason for the entry in the "note" portion of the entry screen (e.g., stolen vehicle, missing person, abduction, Amber Alert, robbery suspect).
c. When prompted by the system, inquire whether the newly entered registration plate was previously read by the system and note GPS coordinates of any previous sightings.

F. Care and Maintenance

1. Personnel shall not attempt a modification of, or repair to, LPR systems or operating software. The LPR has no user serviceable components..

2. The designated LPR coordinator shall be notified of any LPR system component requiring maintenance or repair. All maintenance and repair will be coordinated with the appropriate vendor.

3. LPR camera lenses may be cleaned with glass cleaner or mild soap and water and a soft, non-abrasive cloth.

4. LPR cameras must be removed at the conclusion of the assigned unit's tour of duty, prior to the vehicle entering an automatic car wash, or on any other occasion where there is increased risk of theft or damage.

5. When the LPR system is disconnected or removed from a vehicle, it shall be placed into its protective storage case and secured to prevent theft, loss, or damage.

6. The technology and deployment methods associated with LPR systems are evolving, which may affect the mobility and transferability of units from one location or vehicle to another. Personnel will exercise all reasonable means to safeguard

the integrity and serviceability of LPR equipment, in a manner consistent with vendor and manufacturer recommendations.

G. Reporting

1. When information obtained through the use of LPR generated data results in action being taken and an event report is written, the associated LPR use will be documented in the report's narrative.

2. All operators utilizing an LPR system on a scanning mission will complete TPPD Form #700-020 and submit it to the Office of the Chief via the chain of command for use in evaluating the effectiveness of the program. Forms shall be submitted no later than the end of the operator's current shift.

3. LPR alarms that indicate a "watch list hit" will include contact instructions in the return. At the first reasonably practical opportunity following receipt of such a return the operator will:

a. Make notification, or cause notification to be made, to theTSC contact designated in the return.
b. Notify the on duty supervisor of the nature of the return.
c. Document the contact in the "Types of Actions as a Result of the ALPR Use" section on TPPD Form #700-020.

05 Limitations on Usage

A. Only officers or employees certified by a Command level officer will be permitted to access the Extract Downloads, develop hot lists, or operate the device. Any such operator will be required to possess authorization to access NCIC and MVA files via the METERS system. Security of the extract downloads will be consistent with other directives, rules, regulations, laws, and procedures applying to the use of information from those databases and will be the responsibility of the operator. Such certification will include

training on this General Order as well as technical information on the operation of the unit.

B. Scanning missions will not last any longer than the shift duration of the operator. If a successive officer takes over use of the vehicle in which the LPR scanner is mounted, or otherwise takes over use of the device, he/she will initiate a new scanning mission after development of a new hot list from the the latest extract downloads.

C. It will be a violation of this policy and procedure to download any scan file, without the expressed authorization of the Chief of Police.

D. Operators are reminded that, since the information obtained in NCIC and MVA extract downloads is not real time data from those databases, action other than following the identified vehicle is not justified until an appropriate query of the source database has been accomplished, which then provides the justification for action as described elsewhere in departmental directives.

E. Operators should also be aware that in certain cases – such as a match to an MVA record for a suspended drivers license or an NCIC record for a wanted person – the driver or occupant of the vehicle may not in fact be the person for which the tag is associated. In these instances officers should obtain independent reasons for believing the operator is likely the suspended driver or wanted person before initiating a traffic stop.

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TITLE: **Automatic License Plate Recognition Scanner**		NUMBER: 717
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AUTHORITY: **Ronald A. Ricucci, Chief of Police**	CALEA STANDARDS:	TOTAL PAGES: 2

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03 Definitions:

A. ALPR Scanner - an Automatic License Plate Recognition Scanner is a device that uses cameras and computer technology to compare digital images of license plates to lists of known plates of interest.

B. Scan File - lists or data obtained by an ALPR Scanner of license plates viewed by the device, including potentially images of the plates and vehicle on which it is displayed, and information regarding the date, time and location it was viewed by the ALPR Scanner.

C. Extract Download - "hot" lists of license plates associated with vehicles of interest from the associated database.

04 ALPR Scanner Process:

A. This device works by taking extract downloads from various sources and creating a list of potential wanted vehicles or vehicles of interest. The list is loaded into the processor of the device. The device, either mounted in a vehicle or mounted in a fixed position, then captures images of license plates that come into view and compares them to the list of vehicles of interest. The device alerts the operator of potential matches and the source database that provided the license plate for use in the device.

B. The operator, upon receiving an alert would then initiate or cause to be initiated a query to the appropriate database in order to obtain more detailed information regarding the reason that the vehicle is of interest to law enforcement.

05 Development of Vehicle License Plate Hot Lists:

A. Hot Lists will be developed by the authorized user at the beginning of the intended mission with the device, so as to use the latest available information from the extracted downloads.

B. Extract Downloads to be used in the development of the Hot Lists will be those obtained from:

1. NCIC stolen vehicle, stolen tag, temporary wanted felony vehicles, and wanted persons files only.

2. Maryland MVA records of suspended drivers or vehicles only.

3. Databases of Amber Alerts other than from NCIC, if available.

C. Operators becoming aware of additional potential sources of vehicles of interest are not authorized to use those sources to generate hot lists without the expressed authority of the Chief of Police.

06 Limitations on Usage:

A. Only officers or employees certified by a Command level officer will be permitted to access the Extract Downloads, develop hot lists, or operate the device. Any such operator will be required to possess authorization to access NCIC and MVA files via the MILES system. Security of the extract downloads will be consistent with other directives, rules, regulations, laws, and procedures applying to the use of information from those databases and will be the responsibility of the operator. Such certification will include training on this General Order as well as technical information on the operation of the unit.

B. Scanning Missions will not last any longer than the shift duration of the operator. If a successive officer takes over use of the vehicle in which the ALPR Scanner is mounted, or otherwise takes over use of the device, he/she will initiate a new scanning mission after development of a new hot list from the latest extract downloads.

C. Scan Files developed during the mission will be retained in the device for 30 days, after which they will be deleted from the device.

D. It will be a violation of this policy and procedure to download any scan file, without the expressed authorization of the Chief of Police.

E. Operators are reminded that, since the information obtained in the NCIC and MVA extract downloads are not real time data from those databases, action other than following the identified vehicle is not justified until an appropriate query of the source database has been accomplished, which then provides the justification for action as described elsewhere in agency directives.

F. Operators should also be aware that in certain cases– such as a match to an MVA record for a suspended drivers license or an NCIC record for a wanted person– the driver or occupant of the vehicle may not in fact be the person for which the tag is associated. In these instances officers should obtain independent reasons for believing the operator is likely the suspended driver or wanted person before initiating a traffic stop.

G. Use of the ALPR Scanner in conjunction with any other agency's operations will only be done with expressed authority of the Chief of Police, after verifying that the operation is a bonafide criminal investigation.

07 Program Evaluation:

A. All operators utilizing the ALPR Scanner on a scanning mission will complete Form #700-020 and submit it to the Office of the Chief for use in evaluating the effectiveness of this program. Forms shall be submitted no later than the end of the operators current shift.

B. Damage or other malfunctions to the equipment will be reported expeditiously to the Office of the Chief via the chain of command.

C. The Chief or his/her designee will prepare a report on the use, effectiveness, problems and challenges with the employment of this device, every six months following the date in which the device is put into service.

08 Other Considerations:

A. Nothing in this General Order shall restrict or prohibit an officer from taking appropriate police action based on facts or reasons obtained independently of the operation of the ALPR Scanner.

B. Although other agencies have used this device for the purpose of conducting vehicle canvasses in the vicinity of major crime scenes, this use is not recommended since the ALPR Scanner does not necessarily capture 100% of the vehicle tags that come into view.

C. Exceptions to provisions in this General Order that are granted by the Chief of Police, shall be reported by the Chief of Police to the City Manager without undue delay, unless such a report would compromise the integrity or security of an on-going investigation.