

445.17 License Plate Recognition System (LPR)

The auto theft unit will administer and oversee the License Plate Recognition (LPR) program and is responsible for training department members to operate the LPR system, maintaining records identifying approved LPR details and their results, maintaining the LPR data query log, documenting training, and ensuring appropriate documentation of significant incidents and arrests that are related to LPR usage.

Deployment of LPR equipment is intended to provide access to stolen and wanted files and for the furtherance of criminal investigations. Use is restricted to these purposes. The proactive entry of any data, except as stipulated in this directive, or the access to LPR records, must be approved by an auto theft unit supervisor, and must have a specific criminal investigative or patrol purpose. No officer may use, or authorize the use of, the equipment or database records for any other reason.

Training:

Officers are prohibited from using the LPR system until they have been properly trained in its use by auto theft unit personnel and have been instructed as to operational protocols.

Data:

The officer will receive an alert if the system reads a license plate and it matches the on-board data record.

The information received from license plates which trigger an LPR alert is dated information, [REDACTED]

Verification:

An alert from the LPR system is not probable cause to arrest, but is an indication that a Stolen Property Report, Missing Persons Report, or warrant may have been filed. Officers must verify all alerts received from the LPR system. The officer, when receiving a LPR alert must confirm that the record is accurate and up-to-date. Verification is essential prior to taking any action based solely upon the reception of an alert from the LPR on-board system.

Reporting:

LPR operators will compile a daily LPR Activity Report that must be forwarded to the auto theft unit at the end of each shift.

LPR data query log: LPR data is stored for a short time-frame on the LPR hard drive. Access to review and query stored data shall be limited to designated auto theft unit personnel who have been provided account access to conduct authorized LPR stored data queries. The officer conducting the query must make a log entry into the LPR data query log.

LPR data files are maintained for 14 days at the end of which time they are no longer retained unless the use of LPR results in an arrest for any offense as recorded on the LPR activity log. The LPR data for that date must be saved.

Amber Alert:

When an Amber Alert is activated and information is broadcast which includes a license plate number, the LPR operator will manually place the vehicle plate number into the vehicle database and proceed to patrol areas which are likely to increase the chance of encountering the vehicle. Upon receipt of updated information (plate number changes, etc.) the LPR operator must immediately update the database entry.

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