

	MILTON POLICE DEPARTMENT		500-016
	Volume 5: Operations		LICENSE PLATE READER SYSTEMS
	Distribution: All Personnel	Issue Date: November 30, 2022	Effective Date: November 30, 2022
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PURPOSE: The purpose of this policy is to provide sworn personnel with guidelines for the application and use of License Plate Readers (LPR), maintenance of LPR equipment, and management of LPR data.

POLICY: It is the policy of the Milton Police Department to utilize LPRs for official law enforcement purposes only (i.e. to detect violations of law, recover stolen property, apprehend fugitives, assist with investigations). Personnel will use LPRs in accordance with the procedures and guidelines set forth in this policy. All data captured from the LPR systems will be used properly and responsibly as defined herein.

DEFINITIONS: **Alarm (Hit)** – The term alarm or hit refers to a positive indication, by visual and/or audible signal, of a potential match between data on the hot list file and a license plate scanned by the LPR System. A hit is not conclusive confirmation that a license plate is wanted, and additional investigation is always warranted when a hit is indicated.

Fixed LPR System – LPR cameras that are permanently affixed to a structure, such as a pole or a building.

Hot List File – The term hot list file refers to a database populated with items of specific concern to law enforcement officials to include target plates from local, state, and national agencies. This list includes but is not limited to registration violations, stolen vehicles, stolen license plates, missing persons, wanted persons, sexual offenders, protection orders, Violent Gang and Terrorist Organization File (VGTOF), NCIC Warrant Checks, and local bench warrants.

License Plate Reader (LPR) System – The term license plate reader refers to an electronic system consisting of digital cameras in enclosed housings, a processor unit, a computer and computer software which are used to optically scan and interpret the characters on vehicle license plates. The data is then compared against a list of license plates bearing significance to law enforcement.

License Plate Reader (LPR) Data – The term license plate reader data refers to the data that is produced in relation to an LPR scan of a license plate.

LPR Administrator – The term LPR administrator refers to the position responsible for the assignment, inventory, maintenance, and oversight of

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LPR equipment. The LPR Administrator is also responsible for ensuring that LPR users are trained and for compiling the monthly LPR reports.

LPR Trainer – The term LPR trainer refers to a certified LPR user who has had a minimum of 30 days operational experience with the LPR equipment.

LPR User – The term LPR user refers to a sworn employee of this agency that has been trained in the operation and use of LPRs.

Mobile LPR System – An LPR system attached to a law enforcement vehicle operated by sworn personnel. The system operates continuously as the vehicle travels through the city.

National Alerts – The term national alert refers to any alarm or hit of a target license plate/vehicle that is associated with any State or National lookout as listed on GCIC/NCIC such as Amber Alerts, Levi's Call, Mattie's Call, Terrorist Watch List Alerts; etc.

Report – The term report refers to a completed Milton Police Department Incident Report or a completed Milton Police Department Impound Form in that the initial incident originated from an LPR Alarm (Hit). This definition is for LPR Activity Log purposes only.

Trailer Mounted LPR - A trailer which has a functioning LPR System attached to it. The LPR functions only when deployed and activated. The trailer may be moved to concentrate the LPR in areas of increased activity not serviced by fixed LPR systems.

I. GENERAL DESCRIPTION AND ADMINISTRATION

A. The Milton Police Department shall utilize License Plate Reader (LPR) systems for official law enforcement purposes only.

1. The purposes for use shall include but not be limited to:

- a. General patrol;
- b. Special operation details in high crime areas;
- c. Safety checkpoints;
- d. Enforcement details; and
- e. Directed criminal investigations.

2. LPR equipment will only be used by sworn personnel who have been properly

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trained as LPR users.

3. LPR data may only be accessed for a legitimate law enforcement purpose.
4. Reports of LPR defects, damage or other matters requiring maintenance of the Agency's LPR equipment will be directed to the LPR Administrator.

B. The agency's Logistics Sergeant shall be designated as the LPR Administrator and shall be responsible for the following items related to the LPR Systems:

1. Assignment, inventory, maintenance, and oversight of LPR equipment;
2. Training of all LPR users; and
3. Compilation of the monthly LPR reports.

II. PROCEDURES FOR USE OF LPR SYSTEMS

A. The use of LPR systems is restricted to legitimate law enforcement purposes only. LPR systems, associated equipment and databases are authorized for official law enforcement purposes.

B. Misuse of LPR data is a violation of state law, GCIC Council Rules, and city policy. Any person misusing LPR data is subject to civil and criminal penalties under state law in addition to termination of employment under city policy.

C. LPR users have the ability to manually enter additional information into the LPR system as needed.

1. High priority call broadcasts and lookouts (i.e. National Alerts, armed robbery suspect(s), kidnapping suspect(s), homicide suspect(s), etc.) that have full or partial license plates included in the lookout may be manually entered immediately upon receipt by the LPR user.
2. The LPR User shall include the reason for the entry in the note portion of the entry screen (i.e. Amber Alert, robbery suspect, stolen vehicle, etc.).
3. The LPR user is responsible for removing information manually added when that information becomes stale or no longer valid.

D. It is the responsibility of the LPR user, upon indication of a hit and prior to making a stop, to determine the accuracy of the hit by utilizing any available sources of information.

1. Receipt of a hit should only raise the LPR user's awareness to the level of reasonable suspicion that may justify further investigation, but it is not sufficient probable cause to warrant an arrest without additional verification.
2. Reasonable suspicion must exist prior to making any stop.

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3. The LPR user will verify that the captured plate image displayed on the LPR screen matches the plate displayed on the subject vehicle.
 4. The LPR user will confirm that the hit is still active by running the information through the Dispatch Center or through GCIC/NCIC via a mobile data terminal.
- E. Alarms or hits by the LPR leading to action requiring a report, as defined in this policy, shall be documented by adding the code "MILT-LPR UTILIZATION" (Chapter 9950-010) to the report within OSSI.

III. PROCEDURES SPECIFIC TO THE USE OF MOBILE LPR SYSTEMS

- A. All sworn personnel who are assigned a mobile LPR Unit will have the unit powered on and operational at all times when in-service. This shall include while working extra-duty details, etc.
- B. Mobile LPR users should verify that the hot list file automatically updates when logging into the LPR System.
 1. If the automatic update is not successful, the LPR user should log out and log back into the LPR System. If the hot list file still does not update, the LPR user should notify IT for assistance.
 2. The LPR user may utilize the LPR System but it will not contain the most updated information.
- C. Alarms or hits by the LPR leading to action requiring a report, as defined in this policy, shall be documented by adding the code "MILT-LPR UTILIZATION" (Chapter 9950-010) to the report within OSSI.

IV. TRAINING

- A. Prior to using the mobile LPR equipment, users must receive training administered by an LPR Trainer.
 1. Training will be documented.
 2. Training will consist of:
 - a. Agency policy regarding the use of LPR Systems;
 - b. Operational guidelines;
 - c. Maintenance procedures; and
 - d. A two (2) hour ride-along with an LPR Trainer.
- B. Upon successful completion of the training, the LPR Trainer will complete a

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License Plate Reader (LPR) Training Form, MPD Form # 32 shown on page 6 of this order, and forward as indicated below:

1. The LPR Trainer will be responsible to forward the completed form to the LPR Administrator.
 2. The LPR Administrator will be responsible to forward the form to the Training Coordinator for inclusion in the employee's training file.
- C. LPR System users will receive a familiarization of the system during Field Training by a certified Field Training Officer.
1. Training will be documented in the officer's field training file.
 2. Training will consist of:
 - a. Agency policy regarding the use of LPR Systems; and
 - b. Operational guidelines.

V. VEHICLE AND SYSTEM MAINTENANCE

- A. All maintenance and repairs of the mobile LPR equipment will be coordinated by the LPR Administrator.
1. LPR camera lenses may be cleaned with glass cleaner sprayed onto a soft cloth.
 2. All vehicles that operate a mobile LPR system will be hand-washed by the LPR user or at an approved location designated by the LPR Administrator.
- B. It is the responsibility of the mobile LPR user to notify their immediate supervisor and the LPR Administrator of any damage, repairs or issues that arise with the equipment.
- C. Mobile LPR users shall not attempt to modify or repair the LPR System equipment or software.

VI. ACCESS, SECURITY AND STORAGE REQUIREMENTS FOR LPR DATA

- A. The LPR System is managed and administered by the Milton Police Department and has the capability to store data collected during the license plate detection and identification phase of use. Data collected includes the following:
1. Date;
 2. Time; and

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3. Location of each license plate.
- B.** All data collected by the LPR System is stored on the vendor's secured server.
1. Access to the server and the information stored is limited to authorized personnel only.
 2. Information will be stored on the vendor's secure server for up to thirty (30) months. After thirty (30) months of storage, the information collected by the LPR System will be auto-deleted.
- C.** Secured logins are required to access the LPR System and data.
1. LPR users must login into the LPR System using a unique access code that is specific to each LPR-equipped vehicle.
 2. LPR users and investigators must log in with their own unique ID and password to access LPR data.
 3. When conducting a search of LPR data, a corresponding case number or other unique identifier such as outside agency case number, BOLO number, etc. must be entered per GCIC rules.

VII. REFERENCES

Directives: N/A

GACPSAP: N/A

CALEA: N/A

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August 5, 2018
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LPR SYSTEM TRAINING CHECKLIST

LPR Trainer Name: _____

	DATE	OFFICER INITIALS	TRAINER SIGN
Powering up system / Sign in			
Aiming Cameras			
Update system			
Hit Verifications			
Entering / Removing Tags			
Search Feature			
Printing Hit Returns			
Daily Log Information			
Maintenance of Equipment			
Learn System log in			
Contact Info for repairs			

COMMENTS:
