

	MILTON POLICE DEPARTMENT		500-016
	Volume 5: Operations		LICENSE PLATE READER SYSTEMS
	Distribution: All Personnel	Issue Date: October 15, 2026	Effective Date: October 15, 2026
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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.

Law Enforcement Purpose – The term law enforcement purpose refers to the investigation of an offense or activity initiated by a law enforcement agency.

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.

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LPR Administrator – The term LPR administrator refers to the position responsible for the assignment, inventory, maintenance, and oversight of 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 Field Training Officer who is qualified to teach a recruit about the LPR component of the in-car camera system.

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 – The term mobile LPR system is an LPR system that is integrated into 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.

Portable LPR System – The term portable LPR system refers to an LPR system that can be moved throughout the City that is not affixed to a particular pole or object.

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;

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- b. Special operation details in high crime areas;
 - c. Safety checkpoints;
 - d. Enforcement details;
 - e. Directed criminal investigations; and
 - f. Internal Affairs Investigation.
- 2. LPR equipment will only be used by personnel who have been properly trained as LPR users.
 - a. Usage of LPR equipment is limited to sworn personnel & Crime/Intelligence Analysts.
- 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. Compilation of the monthly LPR reports; and
 - 3. Location, movement, charging of trailer mounted LPR systems and portable LPR systems in coordination with the CID Sergeant or Traffic Sergeant.

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 dropdown box of the

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entry screen (i.e. burglary/breaking & entering, hit and run/car accident, motor vehicle theft/stolen, etc.).

3. The LPR user shall include the case number or CAD number unless exigent circumstances exist.
 - a. If exigent circumstances exist, the LPR user shall enter a brief, articulable reason for the search, such as "vehicle pursuit" or other circumstances necessitating the search. The reason shall contain sufficient information to allow the legitimacy of the search to be verified at a later time, when warranted.
 4. 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.
 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.

III. PROCEDURES SPECIFIC TO THE USE OF MOBILE LPR SYSTEMS

- A.** All sworn personnel who have vehicles equipped with an in-car camera will have their 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.

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IV. TRAINING

- A.** All LPR users will be required to review agency policy on the License Plater Reader System during the agency's annual critical task training.
- B.** 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.
- 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
 - 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

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personnel only.

2. Information will be stored on the vendor's secure server for up to three hundred and sixty-five (365) days. After three hundred and sixty-five (365) days 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, the LPR user shall include the reason for the entry in the dropdown box of the entry screen (i.e. burglary/breaking & entering, hit and run/car accident, motor vehicle theft/stolen, etc.).
4. The LPR user shall include the case number or CAD number unless exigent circumstances exist.
 - a. If exigent circumstances exist, the LPR user shall enter a brief, articulable reason for the search, such as "vehicle pursuit" or other circumstances necessitating the search. The reason shall contain sufficient information to allow the legitimacy of the search to be verified at a later time, when warranted.

VII. Audits

A. The Milton Police Department shall conduct audits of LPR System usage to ensure compliance with this policy and to verify that LPR data is accessed only for legitimate law enforcement purposes.

1. Audits shall be completed at least monthly utilizing the audit assistance tool provided within the LPR System.
2. Additional audits may be conducted at any time at the discretion of the designated audit team.
3. When a user's activity meets defined criteria for abnormal behavior, the LPR audit assistance tool will automatically suspend access pending an administrative review by the LPR audit team.
4. Every exigent search will be flagged by the LPR audit assistance tool for administrative review.

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- B.** The designated LPR audit team shall consist of three (3) members of the Department representing three (3) different ranks. The audit team shall include:
1. Deputy Chief of Police;
 2. Support Services Captain; and
 3. CID Sergeant.
- C.** Members of the audit team shall not audit their own LPR System usage. If a member of the audit team is identified or flagged during an audit conducted through the audit assistance tool, that member shall be excluded from reviewing or auditing the flagged activity. The remaining audit team members shall review the flagged activity.
- D.** All flagged LPR System usage identified through the audit assistance tool shall be reviewed and classified as either:
1. Law Enforcement Use; or
 2. Suspected Non-Law Enforcement Use.
- E.** Any LPR System usage determined to be suspected non-law enforcement use shall be reported to the Chief of Police immediately for review and appropriate action.
- F.** Audit results shall be documented and maintained in accordance with Department records retention requirements.

VIII. REFERENCES

Directives: N/A

GACPSAP: N/A

CALEA: N/A

Previous Revision Dates: August 26, 2026
July 24, 2025
November 30, 2022
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