


Atlanta Police Department Policy Manual		Standard Operating Procedure
Effective Date September 7, 2021		APD.SOP.5193 License Plate Recognition System
Applicable To: All employees		Review Due: 2025
Approval Authority: Chief Rodney Bryant		
Signature: RB		Date Signed: 9/7/2021

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1. PURPOSE

To establish procedures for Atlanta Police Department (APD) employees for the deployment, data storage, and training of the in-vehicle License Plate Recognition System (LPRS) used by the Department.

2. POLICY

The Atlanta Police Department shall use the LPRS for the identification of vehicles of interest, including stolen vehicles and others from the Georgia Crime Information Center (GCIC) and other local law enforcement hotlists. The data collected by the LPRS will also assist officers and investigators to confirm a suspect's alibi or location at a particular date and time. The collected data from the LPRS will also be used for predictive purposes, such as to record vehicular activity in high crime locations. The analysis of the data will assist officers and investigators in the discovery of unusual patterns of traffic by one or more vehicles that could result in heightened attention to the activities of the vehicle's occupants.

3. RESPONSIBILITIES

3.1 Division, Section and Unit commanders are responsible for ensuring that sworn employees under their command are in compliance with this directive.

3.2 Supervisors will be responsible for immediately initiating an investigation of suspected employee work rule violations arising out of an employee's use of the LPRS. Supervisors are also responsible for inspecting all in-vehicle LPRS assigned to their commands and taking immediate corrective action when necessary.

3.3 The LPRS administrator is responsible for the management of the LPRS program. This includes program administration, troubleshooting, and coordinating all aspects of the LPRS. (CALEA 6th ed. Standard 41.3.9)



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- 3.4 The Training Section commander is responsible for ensuring that all training meets department policies and procedures and is compliant with the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the State Law Enforcement Certification Program, regarding the training of sworn personnel in the use of the LPRS.
(CALEA 6th ed. Standard 41.3.9c)
- 4. ACTION
 - 4.1 Supervisor Duties Regarding the LPRS
 - 4.1.1 Supervisors shall monitor the use of the LPRS and ensure they are deployed properly.
 - 4.1.2 Supervisors shall ensure LPRS are being deployed during the shift by trained LPRS officer.
 - 4.1.3 The LPRS should be deployed to maximize its ability to scan as many license plates as possible.
 - 4.1.4 Supervisors will investigate any damage to the LPRS in accordance with APD.SOP.3060 "Reports and Report Writing," section 4.1.6 - number 6. Damage reports and other documentation will be forwarded to the LPRS Manager for that Zone or Unit.
 - 4.2 Duties of the LPRS Manager
 - 4.2.1 In sections using LPRS, the section commander will appoint an LPRS manager. The LPRS manager will be the rank of sergeant or below.
 - 4.2.2 The LPRS manager will determine how the LPRS will be integrated into their zone's or specialized unit's patrol function and will determine any restrictions for the use of the LPRS.
 - 4.2.3 The LPRS manager will validate training for all LPRS operators in their zone or specialized unit to ensure that the operators are properly trained before accessing LPRS data or deploying the LPRS in the field. They will also ensure proper operations in accordance with this directive.
 - 4.2.4 The LPRS manager in each zone and specialized unit will recommend policy changes, as needed, to their chain of command. These recommendations will be forwarded to the Strategy and Special Projects (SSP) Division commander and the Training Section commander for review.
 - 4.3 LPRS Procedures
(CALEA 6th Ed. Standard 41.3.9.a)
 - 4.3.1 Officers will visually inspect the exterior cameras every shift to ensure the lenses are clear and the cameras are not damaged and have not been altered.
 - 4.3.2 During each shift, officers will manually enter any license plate numbers that warrant a law enforcement related alert.
 - 4.3.3 Officers will leave the LPRS operational while on their tour of duty. The LPRS may be minimized, so it can be constantly operational even when using the vehicle Mobile Data Terminal (MDT) for other duty related uses.



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- 4.3.4 Upon receiving an alert, officers shall display information to determine the accuracy and nature of the alert, and double check with ACIC to make sure the information is accurate and valid.
- 4.3.5 Once the alert is conformed as valid, officers will take appropriate action based on the type of alert in accordance with departmental policies and procedures.
- 4.4 Maintenance procedures
(CALEA 6th Ed. Standard 41.3.9a)
 - 4.4.1 Neither the LPRS equipment nor software will be modified without authorization from the Special Projects commander.
 - 4.4.2 No LPRS unit will be connected or removed from any vehicle while the LPRS is powered up. Installation or removal of the camera unit from the LPRS when powered up will result in extensive damage to the system.
 - 4.4.3 LPRS units that are disconnected or removed from a vehicle will be stored in a protective case or in the unit's original packaging.
 - 4.4.4 LPRS camera lenses may be cleaned with glass cleaner or a solution of mild soap and water. Only use a non-abrasive cleaning cloth to clean the lenses.
 - 4.4.5 Damage to any equipment associated with the LPRS will be immediately reported to a supervisor. Procedures will be followed regarding damage to city property in accordance with APD.SOP.3060 "Reports and Report Writing," Section 4.1.6.6.
 - 4.4.6 The LPRS Manager in the officer's zone or specialized unit will be notified immediately of any LPRS equipment requiring maintenance or repair and to ensure that all maintenance and repair of LPR equipment is completed.
- 4.5 Data Storage and Retention
 - 4.5.1 All data from the LPRS will be stored on the LPRS database and will not be stored outside the control of the APD. (CALEA 6th Ed., standard 41.3.9.d)
 - 4.5.2 All LPRS data will be purged after an 12 month retention period unless the data has been identified for court or investigative purposes. All data related to an investigation may be held until the statute of limitations expires for the given crime being investigated in the case. (CALEA 6th Ed., standard 41.3.9.d)
 - 4.5.3 Officers will be responsible for notifying their immediate supervisor when the LPRS data marked for extended retention period is no longer needed. (CALEA 6th Ed., standard 41.3.9.d)
 - 4.5.4 Officers who operate the LPRS shall access the LPRS data by providing their established user name and password. This will allow for the querying of information as it pertains to vehicle license plates read by the LPRS (CALEA 6th Ed., standard 41.3.9.b). Sharing of LPRS user credentials is strictly prohibited.
 - 4.5.5 Section commanders will determine the personnel, outside their command, that will have access to the LPRS database for investigative purposes. Any request for database access, outside their command, will be made to the Section Commander of that zone or specialized unit. Requests



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will be handled on a case-by-case basis. Those granted access will be provided a user name and password for access. (CALEA 6th Ed., standard 41.3.9.b)

- 4.5.6 Data stored on the LPRS database will include a photo of the vehicle license plate, a date and time stamp of when the license plate was read, and a Global Positioning Satellite (GPS) coordinate to identify the vehicle's location at the time of the license plate reading. (CALEA 6th Ed., standard 41.3.9.d)
- 4.5.7 Use of the LPRS system is for official and legitimate law enforcement purposes only, and any misuse may result in termination or other disciplinary action. (CALEA 6th Ed., standard 41.3.9.b)
- 4.5.8 Use of the LPRS system is for official and legitimate law enforcement purposes only, and any connection made between a license plate number and Personally Identifiable Information (PII) from Department of Driver Services (DDS) or other agency sources falls under the domain of the Federal Driver's Privacy Protection Act (DPPA). (CALEA 6th Ed., standard 41.3.9.b)
- 4.5.9 Use of the LPRS system is for official and legitimate law enforcement purposes only. The LPRS database is considered For Official Use Only (FOUO) and will not be disclosed under the Freedom of Information Act (FOIA) in order to protect interests and concerns of personal privacy. (CALEA 6th Ed., standard 41.3.9.b)

5. DEFINITIONS

- 5.1 License Plate Recognition System (LPRS): A system consisting of cameras, computer hardware and software used to scan, recognize, and interpret the numbers and characters on vehicle license plates. The system can scan, recognize, and interpret over 3,000 license plates per hour. Digital images captured by the system cameras are converted into data. The data is then processed through the LPRS. The processed data is then compared against a list of license plates that have significance to incidents under investigation by the Department. If the information supplied by the LPRS alerts the officer or investigator to an incident under investigation, the vehicle may be stopped to allow for further investigation. The stored data can also be analyzed at a later date for investigative purposes.
- 5.2 LPRS Manager: A sworn employee (rank of sergeant or below) in each zone and specialized unit using the LPRS appointed by the section commander, under their command, who is responsible for the management of the LPRS program in that zone or specialized unit. This includes the programs administration, troubleshooting, and coordinating all aspects of the LPRS.
- 5.3 LPRS Generated Data: All information including Global Positioning Satellite (GPS) coordinates, date and time of a license plate reading, the optical character recognition interpreted data, and any LPRS generated digital photographic images of the license plate and vehicle generated entirely through the use of the LPRS.
- 5.4 LPRS Operator: Any sworn employee of the Atlanta Police Department (APD) properly trained in the use of the LPRS.

6. CANCELLATIONS

APD.SOP.5193 "License Plate Recognition System," effective March 15, 2018.



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7. REFERENCES

Commission on Accreditation for Law Enforcement Agencies
(CALEA) 6th Edition, Standard 41.3.9

State Law Enforcement Certification Program, 5th ed. standard 1.27

APD.SOP. 3060 "Reports and Report Writing," Section 4.1.6.6

8. SIGNIFICANT CHANGES

No changes to content were made. Only minor formatting changes were made.