

		NUMBER: 800-32
SUBJECT: License Plate Reader Operations		
EFFECTIVE DATE: Aug 30, 2013		NO. PAGES: 4

Purpose

R3, 1/18/2023

The purpose of this policy is to provide employees of the Conway Police Department with guidelines for application and use of license plate readers (LPR), management of LPR data, and maintenance of LPR equipment.

Policy

It is the policy of the Conway Police Department to use license plate readers to enhance law enforcement’s ability to detect violations of law, recover stolen property, locate missing persons, apprehend fugitives, assist in investigations, and other tasks in accordance with procedures and guidelines set forth in this policy. Additionally, data captured from LPRs will be used properly as defined herein

Definitions:

LPR: Automated license plate reader with fixed cameras

LPR System: The LPR and all associated equipment and databases

Hot List: Any database that contains lists of license plate numbers that are of interest to police personnel, such as those associated with vehicles and/or license plates that have been stolen, wanted for specific crimes, or those that are associated with, or may assist with the identification of, suspects involved in criminal activity. This will also include data held by the Office of Motor Vehicles, the Arkansas Crime Information Center including without limitation the Arkansas Crime Information Center’s Missing Persons database, the National Crime Information Center, and the Federal Bureau of Investigation Kidnaping and Missing Persons database.

LPR Data: Data obtained by an LPR from license plates that were read by the device, including potential images of the plate and the vehicle on which it is displayed, the date and time, and information regarding the location of the police vehicle in which the LPR is installed, and any other data captured by or derived from any automatic license plate reader system, and, which may be stored on the department’s computer servers

Hit: LPR read matched to a license plate that has previously been uploaded on a departmental “*Hot List*”

Procedures

A. General

1. Only authorized LPR systems owned or provided by the department shall be used.
2. LPR will be used only by members who have been trained in the operation and use of the LPR System. **(41.3.9c)**

B Equipment

1. All LPR equipment will be installed and removed by qualified personnel.
2. Any malfunctions or operational issues with the LPR system will be reported to the LPR supervisor and to the departments IT Manager.
3. Equipment operations
 - a. Download the most current data file of stolen and “of interest” vehicles containing all the current ACIC information.
 - b. Manually add any license plate numbers that are “of interest” but not included in the file downloads.
4. Permanently mounted cameras will be visually inspected monthly by the LPR Supervisor. Additional inspections can be done as needed.

C. LPR Operation

1. LPRs may be used during regular patrol duties, special operations or details such as high crime area patrols, directed patrols, assisting in criminal investigations, and other activities as approved by the Chief of Police, or his designee. **(41.3.9a)**
2. Upon receiving a “hit”, the mobile LPR operator will visually verify the displayed information matches the subject license plate (i.e. correct letters, numbers, state of issue, and any other verifiable information). **(41.3.9a)**
3. Upon receiving a “hit” on a permanent mounted camera the hit notification will be relayed to dispatch. Dispatch will then relay that information to on duty officers.
4. Due to the limited number of available licenses selected personnel will have access to the LPR system, for monitoring during patrol shifts
 - a. Upon verifying the alert is valid, any responding officer will take appropriate action based upon the type of hit in accordance with training, policy, and law. (41.3.9a)
 - b. Any officer who takes any action based on the LPR “hit” notification will be responsible for ensuring the notification is valid, prior to taking any enforcement action.

c. In the event that enforcement action is taken regarding the LPR system, the LPR supervisor will be notified via email. This will be done for statistical purposes.

D. LPR Data

1. All LPR data will be uploaded to the LPR servers periodically based upon the system parameters.

A. In accordance with State Law LPR data will be maintained no longer than 150 days on the fixed LPRs or the LPR server, and then automatically purged by the system. **(41.3.9d)**

i. Any LPR data that involves a hit, from which an enforcement action, an investigation, or a prosecution resulted, will be added to the case file and maintained therein until no longer needed.

ii. LPR data kept for the reasons in section 1 (a)(i) will be destroyed at the conclusion of an investigation that does not result in criminal charges being filed or upon completion of any criminal action undertaken in the matter involving the captured plate data.

2. The LPR supervisor, or designee, shall compile statistical data every six (6) months into a report for the general public to review.

A. The statistical report shall be kept in the Patrol Administration Office for eighteen (18) months and be accessible to the public upon request.

B. The report shall include:

i. The number of license plates scanned;

ii The names of all lists against which captured plate data were checked;

iii And, for each check of captured plate data against a list:

a. The number of confirmed matches;

b. The number of matches that upon further investigation did not correlate to an alert;

c. The number of matches that resulted in arrest and prosecution.

3. LPR data maintained on the LPR servers will be accessed for criminal justice reasons only, by those members authorized by the Chief of Police, or his designee, and who have been issued a username and password for access. **(41.3.9b)**

4. LPR Data captured by the department's LPRs may be shared with other law enforcement agencies if evidence of an offense is indicated.

APPROVED

A handwritten signature in black ink, appearing to read "William Tapley". The signature is fluid and cursive, with a prominent initial "W" and a long, sweeping underline.

William Tapley
Chief of Police
CALEA standard: 41.3.9a,b,c,d