

	STANDARD OPERATING PROCEDURE <small>State Form 39870(R/S-06)</small>	Reference Number ENF-017
	Subject License Plate Reader	
	Special Instructions Replaces ENF-017 dated March 30, 2012	Effective Date March 1, 2015

I. PURPOSE

Establish operational procedures for the use of automated license plate readers and the retention of collected data.

II. POLICY

License Plate Readers (LPRs) shall be utilized to scan, detect, and identify license plate numbers which might appear on selected databases. Only personnel trained by the Department or the authorized manufacturer shall operate the LPR; which, shall only be used for approved law enforcement purposes. All LPRs will be used and maintained in accordance with [LPR Procedures Manual](#).

III. PROCEDURE

A. When available, the LPRs shall be used during normal traffic patrol duties and targeted traffic enforcement details, such as DUI checkpoints or seat belt enforcement, etc.

B. The utilization of the LPRs in criminal investigations shall be at the discretion of the applicable area commander or the Special Investigations Commander depending on assignment of requested personnel.

C. Personnel are **prohibited** from using the LPR system until they have been properly trained and approved in its use.

D. Authorized personnel shall not permit the use of LPR equipment or access to its database records for any reason. All requests for LPR use shall be submitted in writing, through channels, to the Assistant Chief of Staff Operations. All requests for access to data collected and stored by LPR equipment shall be submitted in writing, through channels, to the Assistant Chief of Staff (AC/S) Communication and Information Systems (CIS).

E. Personnel assigned LPRs shall:

1. Be responsible to use and properly maintain LPR equipment;

2. Be responsible for completion of data logs; and

3. Shall confirm the validity of all associated LPR alarms prior to taking enforcement action.

Activation of an LPR alarm alone does not necessarily establish probable cause. Refer to the LPR Procedures manual for further instructions regarding alarm procedures.

F. All queries and access requests to LPR records shall be submitted, through channels, to the AC/S CIS. Each request requires a specific patrol or criminal investigative purpose. The LPR Supervisor shall be notified and maintain a record of all requests to review stored data.

G. Use of LPRs for special criminal investigations.

1. The utilization of the LPR's in special criminal investigations shall be at the discretion of the Special Investigations Command (SIC) Commander.

2. The SIC LPRs shall be assigned, at the discretion of the SIC Commander, in the High Intensity Drug Traffic Area (HIDTA) region.

H. Retention of LPR data.

1. All criminal investigative information collected by the LPR shall be extracted and kept with the criminal case as required by case retention schedules then purged from the LPR system.

2. All other information collected by the LPR shall be retained for 30 days before being purged from the system; unless, specifically requested in writing, through channels, to the AC/S CIS.

I. The LPR Supervisor shall:

1. Administer and oversee the LPR program;

2. Be selected by the AC/S Operations; and

3. The LPR Supervisor's responsibilities shall include, but are not limited to:

a. Maintaining an adequate number of trainers,

b. Selecting and training newly approved personnel to operate the LPR system,

c. Providing related LPR in-service training as necessary,

d. Maintaining all new and in-service training records for all approved personnel, and

e. Maintaining all operational records related to:

(1) Identifying potential LPR details and recording the results upon their completion,

(2) Documentation of significant incidents and arrests related to LPR usage, and

(3) Maintaining current user logs of reads, alarms, and other enforcement actions associated with LPR use.

J. When selecting LPR operators consideration shall be given to the officer's:

1. Driving record;

2. Past demonstration of good judgment; and

3. Excellent traffic and criminal enforcement activity.

K. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.