GENERAL ORDER

G.O. 7 – 610

SUBJECT: FIXED LICENSE PLATE READER (LPR)

DATE EFFECTIVE: 5/7/2025
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INDEX: PURPOSE, RESPOSIBILITIES, DISCUSSION, DEFINITIONS, RULES AND REGULATIONS, DATA COLLECTION AND RETENTION, ACCOUNTABILITY, RELEASING OF LPR DATA

I. PURPOSE AND RESPONSIBILITY:

A. PURPOSE:

1. The purpose of this General Order is to establish guidelines for the responsible capture, storage, and use of digital data obtained through fixed License Plate Reader (LPR) technology deployed within the Town of Monroe.

B. RESPONSIBILITIES:

1. The Support Service Lieutenant is responsible for the following:

    a. Supervising the installation, monitoring, and upkeep of fixed License Plate Recognition (LPR) equipment.

b. Developing procedures for the access, collection, storage, and retention of LPR data and related media files.

c. Managing audits of LPR data retention and access.

d. Assigning personnel to regularly inspect equipment to confirm proper functionality and camera alignment.

i. Any equipment not performing as expected must be promptly reported to LPR vendor/manufacture.

ii. Repairs to LPR systems, including hardware or software issues, will be handled by technicians from the vendor/manufacture.

II. DISCUSSION:

A. This General Order governs the use of fixed LPR systems as a crime prevention tool aimed at reducing victimization by deterring criminal behavior and aiding criminal investigations to bring justice to victims through the judicial process.

B. The fixed LPR system will serve as a tool for the Monroe Police Department, accessible only to authorized MPD personnel, to aid in detecting and apprehending vehicles or individuals traveling through Monroe with a license plate listed in the National Crime Information Center (NCIC), the Connecticut On-Line Law Enforcement Communications Teleprocessing System (COLLECT), and other police department's hot list. Additionally, MPD personnel can utilize the LPR system to generate leads that may help identify suspects involved in crimes within the Town of Monroe.

C. This general order establishes clear directives for MPD Personnel, ensuring that data retention complies with legal and privacy requirements and that access to License Plate Reader (LPR) data is restricted to uphold integrity.

III. DEFINITIONS

A. **License Plate Reader (LPR):** A fixed device that uses cameras and computer technology to compare digital images to lists of known information of interest.

B. **LPR Operator:** Trained Monroe personnel who has been authorized to utilize the LPR

System or Equipment.

C. **Fixed LPR system -** LPR cameras that are permanently affixed to a structure, such as a pole, traffic barrier, or a bridge.

D. **Hot list -** A list of license plates associated with vehicles of interest compiled from one or more databases including, but not limited to, NCIC, COLLECT, police department's internal compiled hot lists, etc.

E. **Hit -** A read matched to a plate that has previously been registered on an agency's "hot list" of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting investigation, or which has been manually registered by a user for further investigation.

F. **Alert -** A visual and/or auditory notice that is triggered when the LPR system receives a potential "hit" on a license plate.

G. **National Crime Information Center (NCIC):** A database controlled and operated by the Federal Bureau of Investigation, that provides Law Enforcement real-time access to information on warrants, criminal histories, stolen property, fugitives, missing persons and other law enforcement alerts statewide and nationwide.

H. **Connecticut On-Line Law Enforcement Communications Teleprocessing System (COLLECT):** A database controlled and operated by the State of Connecticut that provides Law Enforcement real-time access to information on warrants, criminal histories, stolen property, fugitives, missing persons, DMV and other law enforcement alerts statewide and nationwide.

IV. RULES AND REGUALTIONS

A. Monroe Personnel shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

B. LPR shall only be used for official law enforcement purpose with an associated case number.

C. LPR may be used in conjunction with any patrol or criminal investigation.

D. LPR may be used to canvass license plates around any crime scene. Partial license plates reported during major crimes should be entered into the LPR system in an attempt to identify suspect vehicles.

E. No member of this department shall operate LPR equipment or access LPR data without first completing department-approved training.

F. No LPR operator may access confidential department, state or federal data unless authorized to do so.

G. The officer shall verify LPR response through the appropriate official law enforcement database before taking enforcement action that is based solely on an LPR alert.

H. Officers shall not make a custodial arrest solely based on a LPR hit, unless verified by originating agency, following COLLECT, and departmental procedures.

I. All LPR database searches should include a valid MPD case number, when assisting other agencies with searches, agency's name and case number must be included in the reason field.

V. DATA COLLECTION AND RETENTION

A. The Support Service Lieutenant is responsible for ensuring systems and processes are in place for the proper collection and retention of LPR data.

B. The Monroe Police will be utilizing equipment and software from the vendor/manufacture. The Monroe police department's default data retention period for data collected by license plate readers (LPR) is 7 days. This means information collected by the vendor/manufacture is hard deleted on a rolling, 7-day basis. Thirty days provides strong protection for community privacy while still enabling the provision of sufficient evidence in the majority of cases.

C. Search results and alerts from LPR data that are reasonably believed to be relevant to an investigation shall be printed and included in the internal case file.

VI. ACCOUNTABILITY

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A. All LPR data will be closely safeguarded and protected by both procedural and technological means. The Monroe Police Department will observe the following safeguards regarding access to and use of stored data:

1. Only through a login/password-protected system capable of documenting all access of information by name, date and time.

2. Personnel approved to access LPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relates to a specific criminal investigation or department-related civil or administrative action.

3. LPR system audits should be conducted annually by Lieutenants in charge of each unit.

VII. RELEASING OF LPR DATA

A. The LPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using COLLECT protocols.

B. Requests for LPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided by the Freedom of Information Act.

Revisions:

6/16/2026 – Updated the maximum retention period of thirty (30) days for ALPR data to 21 days. JMB
8/24/2026 – Updated the maximim retention period of 21 days for ALPR data to 7 days. JMB