
ADMINISTRATIVE DIRECTIVE – 112.044
USE OF LICENSE PLATE RECOGNITION (LPR) SYSTEMS

EFFECTIVE DATE: September 3, 2008
AFFECTS: Sworn and PSO Personnel

REVISION DATE: July 27, 2024

I. PURPOSE

The purpose of this directive is to establish guidelines for the appropriate access to and use of License Plate Recognition (LPR) systems and any data obtained as a result. These systems are designed to assist in the location of vehicles with registration numbers that have been flagged in a national, state, or local database, and can aid law enforcement personnel in the timely recovery of stolen vehicles; location of missing or abducted children; and investigation of other major crimes within the community.

II. POLICY

It shall be the policy of the department to only use LPR technology as authorized and directed by departmental policy and state and federal law. The LPR system, equipment, and data captured by an LPR system shall be used only for legitimate law enforcement purposes.

III. DEFINITIONS

- License Plate Recognition (LPR) System – A system designed to scan, record and check license plates of vehicles against a number of databases. These databases include, but are not limited to the following:
 - TCIC and NCIC Stolen Vehicle List (published daily by the Texas Department of Public Safety)
 - Statewide Alerts (e.g., Amber, Silver, Blue, Active Shooter)
 - City of Plano Active Warrants List
 - Registered Sex Offender Vehicle List
 - Manually entered local data
- Hotlist – Registration numbers and associated information that has been extracted from law enforcement databases or entered by police department personnel, which are associated with stolen vehicles, outstanding warrants, or subjects who are otherwise being sought by a law enforcement agency (Amber/Silver Alert, missing person, known suspects, etc.). These files are typically refreshed several times a day via internet connection, in an effort to ensure only the timeliest information available is maintained within the system.
- Alert – An initial audible and/or visual signal activated upon the read of a license plate by an LPR system that has not been visually verified against the hotlist and captured image in an LPR system.
- Alarm – Signal 90 – The designated radio call signal for a confirmed hit from any LPR system that results in an immediate law enforcement response.
- Tentative Hit – An alert received from an LPR system that has been visually verified against the hotlist and captured image in the LPR system but has not been validated through a live database query or confirmed as valid and active by the originating agency.
- Validated Hit – An alert received from an LPR system that has been visually verified against the hotlist and captured image in the LPR system and validated through a live database query as active but has not yet been confirmed as valid and active by the originating agency.
- Confirmed Hit – An alert received from the LPR system that has been visually verified against the hotlist and captured image in the LPR system; validated through a live database query as active; and confirmed by PSC personnel as valid and active by the originating agency.
- VehicleManager - A secure hosted intelligence platform provided by Motorola Solutions, where hotlists and data collected through the use of LPR cameras are uploaded for comparison and access as needed by authorized investigative personnel.

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- Flock Safety Application – A cloud-based software solution provided by Flock Safety that is used collaboratively by law enforcement agencies and community organizations to manage LPR cameras and the data they capture.

IV. PROCEDURES

A. Data and Software

1. Each user of an LPR system will be assigned a unique username and password for access, which will remain confidential and are not to be shared with other users.
2. Hotlists will be automatically downloaded to fixed LPR cameras, deployable LPR cameras, and mobile computers throughout the shift from the associated databases per their designated refresh schedules.
3. If a manual hotlist or tag is entered into the system, it must be removed immediately when the information is no longer current. The officer who entered or requested entry of the data will be responsible for assuring it is promptly removed.
4. LPR data is to be used for authorized criminal justice purposes only and shall not be released to members of the general public.
5. The data collected through the use of LPR equipment and stored in the VehicleManager database is automatically purged 90 days after the date of collection. Data collected and stored in the Flock Safety database will be automatically purged after 30 days. LPR data needed for a legitimate law enforcement purpose may be retained beyond the designated period when properly stored in a case file, an investigative file, or in the department's records management system.

B. Equipment

1. The police department utilizes fixed, mobile, and deployable LPR cameras.
2. The Technical Services Unit will have primary responsibility for the acquisition, installation, and maintenance of all LPR equipment, as well as administration of the software used to manage data associated with these systems.
3. Employees must receive specialized training through the department before they can utilize the LPR systems.
4. LPR equipped vehicle(s) will generally be assigned to the Patrol Services Division, but will be accessible for use by other divisions as needed.
5. CAPP volunteers who have received TLETS CJP or higher training as well as training in the use of LPR systems may also utilize the equipment.
6. Each LPR vendor is primarily responsible for the installation and removal of their fixed LPR cameras.
7. Mobile and deployable LPR cameras will be managed by the Technical Services Unit; however, CISD personnel will generally be responsible for the selection of suitable locations and/or placement of deployable units based on active criminal investigations.
8. LPR Component Maintenance
 - a. All equipment malfunctions will be immediately reported to the Technical Services Unit, which will perform or authorize the appropriate diagnostics testing and repairs.

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- b. The Technical Services Unit will contact the vendor concerning problems that cannot be corrected within the department.
- C. Field Procedures
- 1. When assigned to an LPR-equipped vehicle, the officer will ensure that the system remains activated during their entire tour of duty and the mobile computer is logged into the wireless network for required internet access.
 - 2. Fixed, mobile, and deployable LPR cameras will provide real-time alerts that indicate the type of hotlist the registration matched against.
 - 3. Alerts Received by Officers
 - a. Upon receiving an alert from an LPR system that could warrant immediate detention or arrest (stolen vehicle, warrant, etc.), the officer will visually verify the alert information against the hotlist and captured image in the LPR system, then validate the tentative hit through a live database query as active, prior to taking any enforcement action.
 - b. While awaiting validation; the officer should broadcast the information to others and continue to follow the suspect vehicle.
- NOTE: It is very important that the officer verify and validate each tentative hit prior to taking any enforcement action, as LPR hotlists are static “snapshots” of data contained within live systems, and do not always include information about stolen vehicle recoveries or other relevant updates (fine payments, case status changes, etc.).
- 4. Alerts Received by Public Safety Communications (PSC) and/or Real Time Information Center (RTIC) Personnel
 - a. Upon receiving an alert from the LPR system that could warrant immediate action by first responders, PSC and/or RTIC personnel will:
 - (1) Attempt to visually verify the alert as quickly as possible against the hotlist and captured image in the LPR system.
 - (2) If verification is successful, broadcast the Tentative Hit to all available units as a BOLO and create a Signal 90 call for service. The call may be assigned temporarily to RTIC or a “phantom” unit as a placeholder until an on-duty unit has located the vehicle and/or is assigned to the call.
 - (3) Attempt to validate the Tentative Hit through a live database query as active, to ensure there is not an issue related to the static hotlist that the registration matched against in the system.
 - (4) If validation is successful, broadcast via radio that it is now a Validated Hit and assign the CFS to available on-duty unit(s) per current PSC protocol. If it has been determined that the hotlist entry was no longer valid or validation was otherwise unsuccessful, the on-duty units will be immediately notified to disregard the BOLO. Unless a unit has already been assigned to the call, it should be cleared N1 by PSC. If the call has already been assigned and any actions taken, the involved officer(s) will need to close it with the appropriate comments added.
 - (5) Dispatch additional units to assist and notify a supervisor if a felony traffic stop will be initiated.
 - (6) If the vehicle is successfully recovered, confirm the information with the originating agency and notify all involved units.

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(7) Notify other jurisdictions if the following units leave the City of Plano and enter their area of responsibility, if requested by the officer.

- b. Patrol Personnel will:
 - Keep PSC apprised of their location and the need for additional field units.
- 5. Vehicle Recovery
 - a. PSC Personnel will:
 - (1) Notify RTIC of the recovery as soon as it is confirmed by officers.
 - (2) Ensure other responding units are aware of the recovery.
 - b. Patrol Personnel
 - Must consider felony LPR related arrest as a high-risk apprehension and adhere to all departmental directives and procedures to help ensure safety.
 - c. Pursuit Situations
 - If a pursuit occurs, officers will follow current departmental directives regarding local and inter-jurisdictional pursuits.
- D. Administrative and Supervisory Responsibilities
 - 1. Field Supervisory Personnel
 - a. Ensure that LPR vehicles are deployed on each patrol watch unless down for service.
 - b. Ensure recovered vehicles are not released to the vehicle owner until the TCIC/NCIC entry has been cleared.
 - c. If a pursuit does occur, the responding supervisor will also serve as the controlling supervisor for the pursuit.

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Workflow for LPR Alerts (Signal 90)

