

2.442 LICENSE PLATE RECOGNITION PROGRAM (41.3.9)

2.442.02 LPR Use – Generally {Revised: 01/08/2019}

- A. The agency uses license plate recognition (LPR) technology to assist legitimate law enforcement purposes that include, but are not limited to detecting:
1. AMBER, SILVER, etc. alerts;
 2. Missing persons;
 3. Stolen vehicles or license plates;
 4. Suspended owner's licenses or tags;
 5. Wanted persons;
 6. Protection order violations;
 7. Sexual offenders;
 8. Violent gang members; and
 9. TU local listings.
- B. Locally collected, active LPR captured plate data is the property of this agency and the Maryland Coordination and Analysis Center (MCAC). The locally collected, active captured plate data is shared with MCAC and temporarily stored on a secure university server for not more than 24 hours after acquisition, after which time the data is automatically uploaded to MCAC, deleted from the university server, and becomes historical captured plate data that is under the sole control of MCAC.
- C. The commander responsible for the training function, hereafter "training commander," will ensure all officers ranked sergeant and below and PCOs receive mobile or fixed post LPR training as appropriate.
- D. METERS and NCIC alert lists automatically refresh in both mobile and fixed post systems. See also **2.442.04 Local Lists**.
- E. Employees using LPRs will:
1. Use LPR equipment and data consistent with related training and only for legitimate law enforcement purposes;
 2. Ensure that LPRs are set to alarm at least at levels determined by the CHIEF;
 3. Visually verify the accuracy of any alarm, or "hit," of a potential match between alert list information and LPR generated images;
 4. Ensure all alarms are confirmed through METERS, NCIC, or, for local alert list hits, this agency's CAD/RMS system before taking any appropriate law enforcement actions; and
 5. Care for and maintain the equipment according to manufacturer recommendations.
- F. PCOs will ensure a CAD event for "LPR Alarm" is initiated any time a verified image is researched through METERS, NCIC, or CAD/RMS and for any associated actions that follow.
- G. Logistics and Communications will include LPR equipment in their respective weekly equipment inspections and records.
- H. The OSB COMMANDER will ensure the agency submits written yearly reports STAFFED THROUGH THE CHIEF'S OFFICE required by **Public Safety (PS) § 3-509 Use of Captured License Plate Data**.

2.442.04 Queries & Local Listings

- A. Local uses of the LPR system include:
1. Running investigative queries:
 - a. On active captured plate data that is temporarily and locally stored, but has not been uploaded to the MCAC; and
 - b. Through MCAC on historical captured plate data;
 2. Uploading and storing local listings to:
 - a. Alert or "hit" on license plates related to specific local legitimate law enforcement purposes; or

- b. Ignore or “whitelist” license plates that have generated alerts, but have been verified as not being actual plates being sought;
- B. Officers assigned to the “Investigations Unit” as described in **2.300 Investigations** are the only employees who are allowed to facilitate queries through MCAC.
- C. Investigations Unit officers and officers assigned to supervise the Communications Unit are the only employees who are allowed to:
 - 1. Run investigative queries on locally collected, active LPR data; and
 - 2. Manage (e.g. upload, modify, or remove) local listings.
- D. Officers must initially notify, brief, and obtain initial permission from an on-duty supervisor or commander before proceeding with requests to run investigative queries.
- E. For requests during the duty hours of authorized employees:
 - 1. Requesting officers will:
 - a. Contact one of the authorized employees to explain the request; and
 - b. Confirm the request by sending the authorized employee an email containing information including, but not limited to:
 - (1) Case or CAD number and incident or offense type;
 - (2) License plate and state of registration;
 - (3) Justification for the requested action; and
 - (4) For local listings, specific instructions for the actions to be taken if the license plate is located; and
 - 2. Authorized employees will:
 - a. Determine whether or not the requests are appropriate;
 - b. If requests are approved:
 - (1) Perform the requested actions;
 - (2) If applicable, query the local list to ensure the action was successful;
 - (3) Send appropriate information or results by email to requesting officers and the Communications supervisor;
 - c. If requests are not approved, send emails explaining why requests were not approved to the officers, their supervisors, and commanders; and
 - d. Record required information in the Resource System’s LPR Tracking application;
- F. For requests made during the non-duty hours of authorized employees, supervisors of requesting officers will notify the Duty Officer who will determine whether or not the on-call investigator will be notified to perform requested actions and complete the applicable steps described in **D**.
- G. Details surrounding all requests and corresponding results will be described by requesting officers in related police reports.
- H. Local listings will be promptly modified or deleted as appropriate according to their specific local legitimate law enforcement purpose.
- I. The Communications Supervisor will conduct monthly inspections of all current local listings consistent with **SOP PS 02.14 Local LPR Listings**.

2.442.06 Mobile LPR Use {Revised: 01/08/2019}

- A. The commander responsible for the patrol function, hereafter “patrol commander,” is responsible for ensuring mobile LPR units are:
 - 1. Used only by LPR trained officers;
 - 2. Regularly deployed to the field during routine patrol operations, special events as appropriate, but not during events and conditions that may increase the risk of damage to LPR equipment, such as civil disturbances.
- B. Officers using mobile LPRs will:
 - 1. Inform Communications of any traffic stop or police action that was LPR related;

2. Ensure any LPR related reports have dual disposition codes of “LPR Related” in addition to the type of crime or incident;
3. Include LPR equipment condition and operational status in their regular vehicle inspections and ensure LOGISTICS is notified of any related maintenance or operational problems. See also **1.432 Resource Care & Maintenance**.

2.442.08 Fixed Post LPR Use

- A. The commander responsible for the communications function, hereafter “communications commander,” is responsible for ensuring fixed post LPR units are continuously monitored by LPR trained PCOs or other employees temporarily assigned to Communications.
- B. These confirmed alarm hits will be promptly dispatched as calls for service:
 1. AMBER, SILVER, etc. alerts;
 2. Missing persons;
 3. Stolen vehicles or license plates;
 4. Suspended owner’s licenses or tags; and
 5. Wanted persons.
- C. The on-duty patrol supervisor will be promptly notified of these confirmed alarm hits for a decision on what, if any, actions will be taken based on verification information and any instructions that accompany alarm listings:
 1. Protection order violations;
 2. Sexual offenders;
 3. Violent gang members; and
 4. TU local listings.