



LICENSE PLATE READER PROGRAM

INDEX CODE: 1834
EFFECTIVE DATE: 11-21-24

Contents:

- I. Purpose
- II. Policy
- III. Definitions
- IV. LPR Systems
- V. LPR Data
- VI. Queries & Searches of Database
- VII. Responsibilities of Mobile LPR Operators
- VIII. Responsibilities of LPR Administrator
- IX. Responsibilities of District, Platoon and Section Commanders
- X. Responsibilities of the Technology Section
- XI. Responsibilities of the Communications Section
- XII. Proponent Unit
- XIII. Cancellation

I. PURPOSE

The purpose of this directive is to provide guidelines regarding the access to and use of License Plate Reader (LPR) systems and data by members of the Department.

II. POLICY

It is the policy of the Anne Arundel County Police Department to utilize License Plate Reader (LPR) technology for legitimate law enforcement purposes only.

The Anne Arundel County Police Department has adopted this policy for the compliance with applicable law protecting privacy, civil rights, and civil liberties. This policy outlines the use, analysis, retention, destruction, sharing and disclosure of protected information received and stored within the Anne Arundel County Police Department. This policy applies to all personnel of the Department.

III. DEFINITIONS

1. **Automatic License Plate Recognition (ALPR):** Automatic License Plate Recognition (ALPR), also known as License Plate Reader (LPR), provides automated detection of license plates. The LPR system consists of a high-speed camera, mounted either at a fixed location or on a mobile vehicle, and a computer to convert data from electronic images of vehicle license plates into a readable format, and then compare the information against specified databases of license plates. LPR systems *scan and* record license plates that pass through the operational zone of cameras and record the location, date, and time of the scan.
2. **Hot List:** List of license plates associated with vehicles of interest compiled from several databases. Vehicles of interest include, but are not limited to: stolen tags or vehicles; missing, wanted persons; and vehicles flagged by the Motor Vehicle Administration. The Hot List is downloaded from the Maryland Coordination and Analysis Center (MCAC) servers through a secure connection. MCAC maintains the most current version of the Hot List on its servers. It is updated a minimum of *once* daily.

Tags may be added to the Hot List by contacting MCAC *or the Real Time Information Center (RTIC)*. Mobile LPR Operators have the ability to enter tags into their mobile system, but not directly to the MCAC system. The tags entered on their mobile system are independent of the MCAC Hot List.

3. **Mobile LPR Operator:** *Personnel who have received LPR training (4-hour course) conducted by a certified mobile LPR Trainer.*
4. **LPR Administrator:** *A member of the Technology Section serves as the License Plate Reader (LPR) Administrator for the Department as appointed by the Commander of the Technology Section.*
5. **Captured Plate Data:** The dates, times, characters appearing on a license plate, photographs, global positioning system coordinates, and any other data collected by or derived from an ALPR. Captured plate data includes both active and historical data.
6. **Historical Data:** Any data collected by an LPR system and stored for future investigative or analytical use.
7. **Active Data:** Any data collected by an LPR system that has not yet been purged or stored for future investigative or analytical use.
8. **Legitimate Law Enforcement Purposes:**
 - a. The investigation, detection or analysis of a crime(s);
 - b. The investigation of a violation of the Maryland vehicle law(s);
 - c. The investigation or location of persons known to be terrorists (Terror Watch List) or wanted;
 - d. The investigation, location and searching of missing or endangered persons (AMBER, SILVER, BLUE, etc. alerts).
9. **Maryland Coordination and Analysis Center (MCAC):** MCAC is Maryland's Fusion Center which coordinates the efforts of federal, state and local agencies to gather, analyze, and share information with law enforcement, public health, and emergency management personnel. MCAC houses the LPR Operations Center and is the central repository for captured plate data.
10. **LPR Operations Center:** MCAC houses and maintains the LPR Operations Center. The LPR Operations Center provides database, query, history tracking and reporting for the LPR program.
11. **User Access Level:** User access to LPR system is controlled by a logon name and password. Several levels of access are built into the system to allow for different roles within the system. Typical roles are: administrator, manager, operator, and user. Logon name, password and access level will be ***requested*** through the Technology Section and approved by the LPR Administrator.

IV. LPR SYSTEMS

Only properly trained Department personnel ***may*** utilize the License Plate Reader (LPR) mobile systems/equipment.

A. MOBILE SYSTEMS

The Department's Mobile LPR systems are affixed to Department vehicles and interface with Mobile Data Computers (MDC's). These systems are deployed and utilized by trained mobile LPR Operators. Mobile LPR systems are designed to operate from a moving or stationary vehicle for a variety of legitimate law enforcement purposes.

Mobile LPRs are assigned and deployed to officers by the LPR Administrator ***or by District, Platoon, and Section Commanders at the direction of the LPR Administrator.*** Any changes in assignment ***requires form submission by a supervisor to be reviewed and approved by the LPR Administrator or Fleet Coordinator.***

B. FIXED LOCATION

Fixed LPR systems are non-vehicle mounted systems. They may be portable, but are designed to monitor a specified public location or roadway.

Select fixed LPR systems, identified by the LPR Administrator, will be monitored regularly by the Communications Section ***and Real Time Information Center***, who will receive appropriate training and access level to ***manage alerts*** generated by overt Fixed LPR systems. ***Validated alerts*** will be verified against a live database (see LPR DATA below). If verified, a call for service or BOLO will be generated and dispatched. Communications Section SOPs will be used to determine priority level and unit assignment.

V. LPR DATA

Access to and use of LPR active or historical data is restricted to legitimate law enforcement purposes.

All LPR systems, ***depending on vendor and available integrations***, will transmit data to/from MCAC via an encrypted Virtual Private Network (VPN) as prescribed by the MCAC Standard Operating Procedure manual.

The LPR Hot List data is generated by the LPR Operations Center. It is not real time and may contain erroneous, flawed, or incorrect data. Any information received from captured plate data that ***causes an alert based upon*** the Hot

List, must be verified before any action is taken. Verification will be conducted through a live database such as MVA, METERS, and/or NCIC.

All captured plate and historical data read or stored by the Department ALPR/LPR systems are jointly the property of Anne Arundel County Police Department and the Maryland Coordination and Analysis Center (MCAC). The Anne Arundel County Police Department will store historical data for investigative or analytical purposes on an Anne Arundel County Police owned computer server for a period not to exceed **30 days**. MCAC will maintain historical data according to parameters of MCAC standard operating procedures. Data that exceeds its retention period or not otherwise allowed to be retained under provision of law will be purged from the system.

All LPR Data will be held in accordance with Maryland Coordination and Analysis Center policies and state law. All requests for data will be in accordance with Department and MCAC policies, rules, and procedures

Historical data maintained on Anne Arundel County Police computer servers may only be accessed by authorized agency personnel and authorized MCAC members. Only trained personnel may access system data on the Anne Arundel County computer server. Training is provided through the **LPR Administrator by an approved state LPR trainer**. Access to the system is issued through user name, password and access level control as granted by the LPR Administrator via the Technology Section. Access levels determine if personnel can add tags, conduct queries and/or run audit reports. Activity of all users is tracked and logged for audit purposes.

Active or historical data may only be used for a legitimate law enforcement purpose. The License Plate Readers and Captured Plate Data Law (House Bill 1081 and Senate Bill 840) became law on October 1, 2024 and assesses a maximum penalty of imprisonment for one year and/or a fine of \$10,000 for anyone violating its provisions.

Information gathered by LPR systems is precluded from disclosure under the Maryland Public Information Act.

The policy set forth herein is not intended to create or confer any rights, privileges, or benefits in any matter, case, or proceeding (see *United States v. Caceres*, 440 U.S. 741 (1979)) and does not have the force of law.

VI. QUERIES & SEARCHES OF DATABASE

Historical LPR data is stored locally and on MCAC servers for **a** specified period of time. Queries of historical data may be performed for legitimate law enforcement purposes. All queries will be sufficiently documented. Queries will be classified as exigent, non-exigent or Crime Analysis.

A. EXIGENT CIRCUMSTANCES

Exigent queries – those queries that of an immediate need may be performed on Anne Arundel County server historical data by a person of sufficient access level.

Locally stored data is limited to data collected only by LPR systems owned and operated by Anne Arundel County. The LPR software will require a **justification** be entered before any system query may be made. All queries of this sort will be documented by completing a **RTIC request form**. The **request form** will specifically detail reason for the search, the name of user performing the search, the information inputted for the search, and whether the search resulted in “no information obtained” or “information was obtained”. If obtained information is disseminated to another person, the officer who searched the LPR database is responsible for also documenting this in the supplement.

B. NON-EXIGENT CIRCUMSTANCES

When no immediate need exists, requests for LPR data should be submitted directly to the MCAC - LPR Operations Center **and the Real Time Information Center**. The MCAC - LPR Operations Center contains data from numerous LPR systems operated around the state **and the Real Time Information Center manages requests to Anne Arundel County's LPR database**. Simply complete the MCAC request form and forward to MCAC. Requests of this nature will be noted in the officer's report or supplemental report. Copies of the MCAC request form should be held in the officer's case file. **Requests to the Real Time Information Center should be submitted to rtic@aaacounty.org.**

C. CRIME ANALYSIS

The Crime Analysis Unit may utilize locally stored data for law enforcement purposes. (i.e., analysis of crime) All queries shall be documented and will include the reason for the search, the name of user performing the search, the information inputted for the search, and whether the search resulted in “no information obtained” or “information was obtained”. A file or log of all queries must be maintained in the Crime Analysis Unit for auditing and tracking purposes. Crime Analysis Unit personnel will not be required to enter a case number for a local query when conducting queries for the analysis of crime.

VII. RESPONSIBILITIES OF MOBILE LPR OPERATORS

1. LPR Operators will immediately report any malfunction of or damage to LPR equipment to the LPR Administrator.
2. Mobile LPR Operators will contact the ***LPR Administrator*** for any issues with the interface between the MDC and the LPR equipment or any other technical issues.
3. Mobile LPR Operators will report any notable hits/recoveries/action taken as a result of the LPRs to the LPR Administrator.
4. Mobile LPR Operators must receive the required four (4) hour training prior to using the Mobile LPR System/equipment. The training will be conducted by a MCAC certified LPR Trainer. Mobile LPR Operators must maintain METERS CN2 certification.

VIII. RESPONSIBILITIES OF LPR ADMINISTRATOR

The LPR Administrator will serve as a liaison between the Department and the system manufacturers, the Maryland State Police, and the Maryland Coordination and Analysis Center (MCAC), and any other law enforcement or compliance agency regarding License Plate Readers and LPR data. The Administrator has the ability to generate reports, audits logs and authorized user lists for administrative purposes, for the Office of Professional Standards or the Chief of Police as requested or required. The Administrator will be responsible for coordinating or facilitating training for all authorized users of the LPR System or LPR computer server(s). The Administrator will control access of the LPR system through user names, permission levels and scope of access. Permission levels and scope of access will be determined by the LPR Administrator. ***The LPR Administrator will coordinate planning and deployment of new fixed LPR locations.***

IX. RESPONSIBILITIES OF DISTRICT, PLATOON AND/OR SECTION COMMANDERS

District, Platoon and Section Commanders will ensure that LPR systems are inspected on a regular basis and that personnel under their command are utilizing the systems lawfully and within policy. They will also ensure that only trained, certified and authorized personnel are assigned to operate any Mobile LPR system ***They are also responsible for assigning mobile LPR systems upon request to the LPR administrator.***

X. RESPONSIBILITIES OF THE TECHNOLOGY SECTION

The Technology Section will ensure that the interface between LPR equipment, Department Mobile Data Computers (MDC's) and the Maryland Coordination and Analysis Center (MCAC) is maintained. Qualified members of the ***department*** may serve as trainers upon request of the Administrator.

XI. RESPONSIBILITIES OF THE COMMUNICATIONS SECTION

The Communications Section will monitor Fixed LPR site activity and respond to notifications on the system according to established Communications Section SOPs.

XII. PROPONENT UNIT: Community Relations Division.

XIII. CANCELLATION: This directive cancels Index Code 1834, dated ***07-12-16***