

2.1300 AUTOMATED LICENSE PLATE RECOGNITION

2.1300.10 Policy

- A. The use of Automated License Plate Recognition (ALPR) equipment is intended to provide law enforcement personnel with an automated method of identifying vehicles and license plates. Locating vehicles identified as having a specific interest to law enforcement is consistent with the University of Maryland Department of Public Safety's (UMDPS) goal to provide the greatest measure of safety and highest level of service to our community members and visitors.
- B. The identification of stolen vehicles, stolen license plates, and wanted and missing persons is the primary focus of the UMDPS ALPR Program. The ALPR system additionally is used to track sex offenders.
- C. The Support Services Bureau (SSB) Commander, or designee, will determine the appropriate locations for deployment of fixed ALPR systems.
- D. The SSB Commander, or designee, will coordinate the deployment of fixed ALPR systems and ensure they are properly maintained.
- E. The use of ALPR equipment will be for official law enforcement purposes only. All ALPR equipment and software will be utilized solely in a manner consistent with the manufacturer's recommendations and this policy.
- F. UMDPS currently utilizes fixed and mobile ALPR systems.
- G. Although UMDPS may be able to access and retrieve data from ALPR systems manufactured by more than one company; the only ALPR systems actively monitored by UMDPS are those manufactured by ELSAG North America.

2.1300.20 Definitions

- A. Automated License Plate Recognition (ALPR) System
Equipment consisting of cameras, a computer, and computer software used to recognize and automatically interpret the characters on vehicle license plates. This data is then compared against a "Hot List".
- B. "Hot List"—A database populated with information of specific concern to the investigative and/or enforcement interests of UMDPS. Information contained in a "hot list" may include, but is not limited to, Terrorist Screening Center watch lists, stolen/wanted vehicles and license plates, wanted and missing persons, and license plates associated with Amber, Silver, and Blue Alerts, etc.
- C. "Hit"—An indication, by visual and/or audible signal, of a potential match between data on the "hot list" and a license plate scanned by the ALPR system. All "hits" must be confirmed via Meters/NCIC before any law enforcement action may be taken, unless an officer has an independent legal justification for taking such action, e.g., a driver commits a traffic violation in the officer's presence.

2.1300.30 Procedures

- A. This procedure establishes basic guidelines to be used in the deployment of ALPR equipment and software by agency personnel;
- B. All employees that will utilize ALPR systems will receive training prior to using the ALPR system(s)
- C. Personnel in the UMDPS Information Systems Unit are responsible for downloading or arranging for the automated downloading of the current "hot list" from the Maryland Department of Public Safety and Correctional Services (DPSCS). An updated "hot list" will be downloaded at least twice daily.
- D. SOC Personnel are responsible for the day-to-day monitoring of

ALPR systems. The SOC Commander, or designee, will designate at least one SOC monitoring station on which ALPR monitoring will be conducted.

- E. When an alarm is received, the employee assigned to the designated monitoring station will visually verify that the subject tag and the actual read on the ALPR screen are the same (i.e., from the same state, etc.).
- F. Once visually verified, the SOC employee receiving a positive "hit" (alarm) will notify the UMDPS ECC of the "hit." Unless otherwise directed by supervisory personnel, verified ALPR "hit" information will be broadcast by the SOC to the ECC over the PDISP radio talk group. Minimally, the following information will be broadcast:
 - 1. Reason for the alert, e.g., "possible stolen vehicle." SOC will always include the word "possible" before providing the reason. It is not necessary, unless requested, to broadcast VINs, title numbers, etc.;
 - 2. Location of the "hit," e.g., North Gate, West Gate, etc.;
 - 3. License plate number;
 - 4. License plate state;
 - 5. Vehicle description (to the extent it can be determined);
 - 6. Number of occupants (to the extent it can be determined); and
 - 7. Last known direction of travel (to the extent it can be determined).
- G. A "hit" alone does not establish probable cause for a stop. All "hits" must be confirmed via MILES/NCIC before any law enforcement action may be taken, unless an officer has an independent legal justification for taking such action, e.g., a driver commits a traffic violation in the officer's presence.
- H. ECC personnel will run the license plate information through Meters/NCIC to confirm the "hit".
- I. ECC personnel will broadcast the results of the query.
- J. If the Meters/NCIC query confirms a reason for initiating a traffic stop on the suspect vehicle, ECC personnel will dispatch officers to attempt to locate the suspect vehicle, consistent with standard dispatching protocol;
- K. If the ECC confirms the "hit," SOC personnel will activate the "Accept" alarm key on the ALPR monitoring software; and
- L. If the ECC does not confirm the "hit," SOC personnel will activate the "Reject" alarm key and select the most appropriate reason for rejecting the alarm on the ALPR monitoring software.

2.1300.35 ELSAG Manual ALPR Entries

- A. During the course of normal law enforcement operations, certain situations may arise that may warrant the manual entry of license plate information into the local hotlist of the ELSAG ALPR system.
- B. The ELSAG ALPR system is capable of having license plate information manually entered into the local hotlist.
- C. When a license plate has been entered into the local hotlist and the vehicle to which the plate is attached is recorded by an ELSAG ALPR camera, an alert with instructions determined by the ALPR Coordinator will appear in the SOC.
- D. Manual ALPR entries may be requested by officers when there is a critical need to know when a specific vehicle(s) has(have) entered the campus.
- E. In order to have a vehicle manually entered into the ALPR system, requesting officers will send an email to the ALPR Coordinator that includes the following information:
 - 1. Incident/Offense;
 - 2. Case Number;
 - 3. Justification for requesting the entry;

4. License plate number of the vehicle for which a manual entry is being requested;
 5. License plate state of the vehicle for which a manual entry is being requested; and
 6. Specific requested/recommended instructions that the SOC will read via radio or by phone to the ECC when there is a hit.
- F. The ALPR Coordinator will review and approve all requests to manually enter a license plate into the ELSAG ALPR system.
- G. Once approved, the ALPR Coordinator will enter all required information. The following information must be entered for each vehicle that is added to the local hotlist:
1. License plate;
 2. License plate state;
 3. Alarm class (alarm class for manual entries is “9—Other;” and;
 4. Notes (the specific wording/instructions that the SOC will read via radio or by phone to the ECC if there is a hit on the license plate.)
- H. Once entered, the ALPR Coordinator will conduct a hotlist query to confirm that the license plate information has been properly registered in the system.
- I. Once the ALPR Coordinator conducts a manual entry and confirms that all of the information is present in the local hotlist, an email will be sent to the requesting officer that will include the following information:
1. The date and time the license plate was entered into the system;
 2. The exact wording/instructions entered by the ALPR coordinator in the “Notes” section; and
 3. The ALPR Coordinator additionally will notify appropriate personnel regarding case-specific information that may not “fit” in the “Notes” section of the manual entry.
- J. When there ceases to be a valid reason for retaining a manual ALPR entry in the local hotlist, the vehicle will be removed from the system as soon as possible.
1. As soon as the requesting officer learns that there is no longer a justified reason for retaining the manually entered vehicle in the system, the officer will immediately notify the ALPR Coordinator via email that the license plate needs to be removed from the local hotlist; and
 2. The ALPR Coordinator will routinely review manually entered ALPR records to determine whether entries continue to be valid. When manual entries that should no longer remain in the system are identified, the ALPR Coordinator will remove them.
 3. The ALPR Coordinator will document all manual entries and removals.
- K. Once removed, the ALPR Coordinator will send an email notification to the requesting officer that includes the date and time the license plate was removed from the local hotlist.
- L. When notified by the ALPR Coordinator that a license plate has been removed from the local hotlist, the requesting officer will update the report and include the date and time the license plate was removed from the local hotlist.

2.1300.40 Investigative Queries and Data Retention

- A. The UMDPS ALPR system records and stores records of data and images of license plates that are read by the ALPR systems.
- B. Officers conducting investigations may submit requests for investigative queries to the SOC consistent with established procedures.
- C. Data and images recorded on UMDPS ALPR systems will not be routinely retained for greater than 90 days without

- specific authorization from the SSB Commander, or designee.
- D. All video/data recorded on UMDPS ELSAG ALPRs is funneled routinely to the Maryland Coordination and Analysis Center (MCAC,) the Maryland State fusion center.
 - E. Currently, MCAC retains video images and associated data for one year. Therefore, once images and data are overwritten and no longer available on the local UMDPS ALPR server, that information will be available for an additional period of time from MCAC, consistent with MCAC’s then current policies and retention schedule.
 - F. Requests for video images and associated data that are no longer available on the UMDPS ALPR server should be forwarded directly to MCAC for appropriate review and processing.

2.1300.50 Maintenance

- A. The BSS Unit is generally responsible for the service and maintenance of all ALPR systems. Personnel from the BSS Unit will coordinate, as needed, with personnel in the Information Systems Unit to have service conducted on software and related ALPR technology.
- B. The only personnel authorized to modify or repair ALPR equipment or software are employees of the BSS Unit, the Information Systems Unit, and contractors and other personnel authorized by the BSS Unit or the Information Systems Unit;
- C. Personnel outside of the BSS and Information Systems Units may be authorized by the SSB Commander, or designee, to modify ALPR system settings.
- D. Damage to ALPR equipment will immediately be reported to the BSS Unit.
- E. In accordance with established procedures, designated BSS Unit personnel will document and, as warranted, attempt to determine the cause of damage to ALPR equipment.