

2.1500 Mobile License Plate Recognition

2.1500.10 PURPOSE

The purpose of this policy is to outline the procedures for training and use of mobile license plate scanning technology.

2.1500.20 POLICY

It is the policy of the Department to utilize technology in the furtherance of efforts to locate and apprehend criminal suspects and enforce the laws. It is further the policy of the Department to ensure that the use of technology devices such as the Mobile License Plate Reader should not, intentionally or otherwise, compromise legitimate privacy concerns of law-abiding citizens.

2.1500.30 DEFINITIONS

- A. ALPR, a License Plate Reader, is a device that uses cameras and computer technology to compare digital images of license plates to lists of known plates of interest.
- B. ALPR data – data obtained by an ALPR including images of the license plates and vehicles on which they were displayed and information regarding the date, time and location they were viewed by the ALPR.
- C. Hot list – list of license plates associated with vehicles of interest compiled from several databases.
- D. ALPR operator – sworn member of the Department trained and approved in the use of vehicle mounted ALPR equipment.

2.1500.40 ALPR PROCESS

- A. The device works by downloading hot lists and creating a list of potential wanted vehicles or vehicles of interest. The list is loaded into the processor of the device. The device, either mounted in a vehicle or mounted in a fixed position captures images of license plates that come into view and compares them to the list of vehicles of interest. The device alerts the operator of potential matches and the source database that provided the license plate for use in the device.
- B. The ALPR operator, upon receiving an alert, initiate a query to the appropriate database in order to obtain more detailed information regarding the reason the vehicle is of interest to law enforcement.

2.1500.50 ALPR COORDINATOR

- A. The Chief of Police will designate an ALPR Coordinator. The ALPR Coordinator will:
 - 1. Train personnel in the proper setup and use of ALPR equipment.
 - 2. Maintain a list of personnel authorized to operate the ALPR.
 - 3. Serve as a liaison with partner agencies including the Maryland State Police Mobile Systems Unit, Maryland Coordination and Analysis Center, Council of Government (COG), and ALPR equipment vendors.
 - 4. Coordinate all required updates and maintenance of ALPR equipment.

2.1500.60 OPERATOR RESPONSIBILITIES

- A. ALPR operators are responsible for the physical security of ALPR equipment. ALPR equipment will not be left in the passenger area or mounted to the exterior of a vehicle when the vehicle is unattended for a long period of time.
- B. ALPR operators will not make any modifications to the hardware or software of the ALPR system.
- C. ALPR operators will not contact ALPR equipment vendors or the Maryland State Police Mobile Systems Unit regarding ALPR equipment without the approval of the ALPR Coordinator.

- D. ALPR Operators will notify the ALPR Coordinator of any ALPR equipment maintenance needs.
- E. In the event an ALPR alert directly leads to an arrest, the ALPR operator will perform a manual export of the ALPR data from the alert. That ALPR data printout will be inserted into the Records file.

2.1500.70 DEVELOPMENT OF VEHICLE LICENSE PLATE HOT LISTS

- A. Prior to each use, the operator will ensure that the ALPR unit is properly networked with the Maryland State Police server and that the most recent hot list has been installed.
- B. If an automatic hot list download cannot be obtained, the ALPR operator will obtain the most recent hot list via a manual FTP download from the Maryland State Police server.
- C. Hot Lists will contain data obtained from:
 - 1. NCIC stolen vehicle, stolen tag, temporary wanted felony vehicles, wanted person files, terror watch list, and the sexual offender registry.
 - 2. Maryland MVA records of suspended drivers, suspended registration, license plate confiscation orders, and possible wanted persons.
 - 3. Any additional data deemed of interest to law enforcement and included in the hot list compiled by Maryland State Police, to include, but not limited to: AMBER, Silver, and Blue alerts.
- D. At no time will ALPR equipment be used with an installed hot list that is greater than 24 hours old.
- E. Local hot list entries with a legitimate law enforcement purpose may be made by individual ALPR operators. The ALPR operator is responsible for the clearance of local hot lists on a daily basis by the end of the operator's shift.

2.1500.80 APPROVED USES

- A. ALPR equipment can be deployed by ALPR operators for the following purposes:
 - 1. Enforcement of Maryland Vehicle Law
 - 2. Enforcement of municipal parking ordinances.
 - 3. Canvass of areas in which a felony in progress and/or crime of violence has just occurred, to include the immediate area as well as likely routes of escape from that area.
 - 4. Proactive patrols of areas likely to identify information valuable to criminal investigations and/or threats to homeland security, to include, but not limited to University of Maryland properties and the concurrent jurisdiction.
 - 5. With supervisory approval, special operations including, but not limited to: sobriety checkpoints, special security operations and targeted enforcement details.
 - 6. Any additional circumstance deemed appropriate by the Chief of Police to enhance public safety or perform law enforcement duties.

2.1500.85 LIMITATION ON USAGE

- A. The following are limitations on an ALPR operator's usage:
 - 1. Only officers that received the training will be permitted to operate ALPR equipment. Any such operator will be required to possess authorization to access NCIC and MVA files via the METERS system.
 - 2. Security of the hot list will be consistent with other directives, rules, regulations, laws, and procedures applying to the use of information from those databases and will be the responsibility of the operator.
 - 3. The hot list does not contain real time data thus any alerts received from the system will be confirmed through a live METERS terminal prior to taking any law enforcement action.

4. Any covert deployment of ALPR units must be specifically approved by the Chief of Police.

2.1500.90 ALPR DATA SEARCHES

- A. ALPR data may be accessed for law enforcement investigative or homeland security purposes only.
- B. A request for ALPR data made within ninety (90) days of that data's acquisition must be made to the ALPR Coordinator using a ALPR Request Form. This request must include a case number for which the request is being made and must be approved by the requestor's supervisor.
- C. Requests for ALPR data made greater than ninety (90) days after that data's acquisition must be made through the ALPR Coordinator to Maryland Coordination and Analysis Center in conformance with their established policies.
- D. Tracking of, and enforcement actions taken against, ALPR target vehicles will be:
 1. Consistent with jurisdictional authority and limitations; and
 2. During the conduct of routine patrol activities or other *bona fide* duties as specifically directed.
- E. Agency officers are permitted to track and attempt to locate ALPR target vehicles only within our jurisdiction (primary and/or concurrent) unless:
 1. Otherwise authorized by supervisory or administratively ranked officers; or
 2. There is reasonable belief that other felonious activities are involved.

2.1500.91 DATA RETENTION AND OWNERSHIP

- A. All ALPR data is to be used for official law enforcement and homeland security purposes only.
- B. All ALPR data remains the property of University of Maryland Department of Public Safety and the Maryland Coordination and Analysis Center for ninety (90) days after acquisition.
- C. After ninety (90) days of acquisition, all ALPR data stored locally will be purged and that data becomes the sole property, and falls under the sole control of, the Maryland Coordination and Analysis Center.

2.1500.92 AMBER, SILVER, and BLUE ALERTS

- A. Upon notification of the issuance of an AMBER, Silver, or Blue Alert by the Maryland State Police, it is the responsibility of each ALPR operator to perform the following:
 1. Immediately enter the license plate associated with the issued alert into his/her ALPR to determine the presence of a previous read of that license plate. If the operator determines that the ALPR has previously read that license plate, the location of that previous read plate will be obtained and transmitted to Communications for the dispatch of officers to that location.
 2. Proceed to a heavily travelled area, such as US Route 1 and Route 193, and perform either stationary or mobile patrols to increase the likelihood of encountering the vehicle associated with the issued alerts for our area.