
PATROL

LICENSE PLATE READER (LPR)

Purpose: The purpose of this policy is to provide employees of the North Little Rock Police Department with guidelines for application and use of license plate readers (LPR), management of LPR data, and maintenance of LPR equipment.

Policy Statement: It is the policy of the North Little Rock Police Department to use license plate readers to enhance law enforcement's ability to detect violations of law, recover stolen property, locate missing persons, apprehend fugitives, assist in investigations, and other tasks in accordance with procedures and guidelines set forth in this policy. Additionally, data captured from LPRs will be used properly as defined herein.

Summary of Changes: New format.

Definitions:

LPR: Automated license plate reader with mobile or fixed cameras.

LPR System: The LPR and all associated equipment and databases.

Hot List: Any database that contains lists of license plate numbers that are of interest to police personnel, such as those associated with vehicles and/or license plates that have been stolen, wanted for specific crimes, or those that are associated with, or may assist with the identification of, suspects involved in criminal activity. This will also include data held by the Office of Motor Vehicles, the Arkansas Crime Information Center including without limitation the Arkansas Crime Information Center's Missing Persons database, the National Crime Information Center, and the Federal Bureau of Investigation Kidnaping and Missing Persons database.

LPR Data: Data obtained by an LPR from license plates that were read by the device, including potential images of the plate and the vehicle on which it is displayed, the date and time, and information regarding the location of the police vehicle in which the LPR is installed, and any other data captured by or derived from any automatic license plate reader system, and, which may be stored on the Department's computer servers

Hit: LPR read matched to a license plate that has previously been uploaded on a Departmental "Hot List".

Procedure

1 General

- 1.1 Only authorized LPR systems owned or provided by the Department will be used.
- 1.2 LPR will be used only by members who have been trained in the operation and use of the LPR system.
[CALEA 41.3.9c]
- 1.3 Mobile LPRs will be assigned to the Patrol Division, but will be available upon request to provide assistance to other divisions.

2 Equipment

- 2.1 All LPR equipment will be installed and removed, by a manufacturer-approved service center.
- 2.2 Any malfunctions or operational issues with the LPR system will be reported to a supervisor and to the Information Technology (IT) Unit.
- 2.3 Daily equipment operations:
 - 2.3.1 Visual inspection of mobile exterior cameras for cleanliness, damage, or unauthorized alterations.
 - 2.3.2 Download the most current data file of stolen and "of interest" vehicles containing all of the current ACIC information.
 - 2.3.3 Manually add any license plate numbers that are "of interest" but not included in the file downloads.

3 LPR Operation

- 3.1 LPRs may be used during regular patrol duties, special operations or details such as high crime area patrols, STEP activities, directed patrols, assisting in criminal investigations, and other activities as approved by the Chief of Police, or his designee. [CALEA 41.3.9a]
- 3.2 Upon receiving a "hit", the mobile LPR operator will visually verify the displayed information matches the subject license plate (i.e. correct letters, numbers, state of issue, and any other verifiable information).
[CALEA 41.3.9c]

3.2.1 Upon verifying the alert is valid, the mobile LPR operator will take appropriate action based upon the type of hit in accordance with training, policy, and law. [CALEA 41.3.9c]

4 LPR Data

4.1 All LPR data will be uploaded to the LPR servers periodically based upon the system parameters.

4.1.1 LPR data will be maintained no longer than 150 days on the mobile LPRs, fixed LPRs, or the LPR server, and then automatically purged by the system. [CALEA 41.3.9d]

4.1.1.1 Any LPR data that involves a hit, from which an enforcement action, an investigation, or a prosecution resulted, will be added to the case file and maintained therein until no longer needed.

4.1.1.2 LPR data kept for the reasons in section 4.1.1.1 will be destroyed at the conclusion of an investigation that does not result in criminal charges being filed or upon completion of any criminal action undertaken in the matter involving the captured plate data.

4.2 The Patrol Commander, or designee, will compile statistical data every six (6) months into a report for the general public to review.

4.2.1 The statistical report will be kept in the Patrol Administration Office for eighteen (18) months and will be accessible to the public upon request.

4.2.2 The report will include:

4.2.2.1 The number of license plates scanned;

4.2.2.2 The names of all lists against which captured plate data were checked;

4.2.2.3 And, for each check of captured plate data against a list:

4.2.2.3.1 The number of confirmed matches;

4.2.2.3.2 The number of matches that upon further investigation did not correlate to an alert; and

4.2.2.3.3 The number of matches that resulted in arrest and prosecution.

4.3 LPR data maintained on the LPR servers will be accessed for criminal justice reasons only, by those users authorized by the Chief of Police, or his designee, and who have been issued a username and password for access. [CALEA 41.3.9b]

4.4 LPR Data captured by the Department's LPRs may be shared with other law enforcement agencies if evidence of an offense is indicated.

Mike Davis
Chief of Police