City of Johns Creek Police Department

Subject:	License Plate Recognition Systems	*Number:*	02-54
Reference:		*Amends:*	
Effective: 06/17 *Revised*:		*Review Date:* Annually	*# of Pages:* 5

PURPOSE

The purpose of this policy is to provide officers with guidelines on the proper use of license plate recognition (LPR) systems.

POLICY: (02-54)

The availability and use of LPR systems have provided many opportunities for the enhancement of productivity, effectiveness, and officer safety. It is the policy of this agency that all authorized employees abide by the guidelines set forth herein when using LPR systems.

DEFINITIONS:

Alert: A visual and/or auditory notice that is triggered when the LPR system receives a potential "hit" on a license plate.

Detection Metadata: A license plate or other identification number that is recognized by the LPR system. This data includes license plate numbers, photographs of license plates, the date, time, and location a detection was made; and the vehicle or trailer in use at the time of the detection.

Hit: A detection matched to a plate that has previously been registered on a "hot list" of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting investigation, or which has been manually registered by a user for further investigation.

Hot List: License plate numbers of stolen cars, vehicles owned by persons of interest, and vehicles associated with AMBER Alerts that are regularly added to "hot lists" circulated among law enforcement agencies. Hot list information can come from a variety of sources,

including stolen vehicle information from the National Insurance Crime Bureau and the National Crime Information Center (NCIC), as well as national AMBER Alerts and Department of Homeland Security watch lists. Departments of motor vehicles can provide lists of expired registration tags, and law enforcement agencies can interface their own, locally compiled hot lists to the LPR system. In addition to agency supported hot lists, users may also manually add license plate numbers to hot lists in order to be alerted if and when a vehicle license plate of interest is detected by the LPR system.

LEARN: Law Enforcement Archival and Reporting Network

LPR: License Plate Recognition/License Plate Reader

OCR: Optical Character Recognition

READ: Digital images of license plates and vehicles and associated metadata (e.g., date, time, and geographic coordinates associated with the vehicle image capture) that are captured by the LPR system.

TAS (Target Alerting Software): Software designed to allow trained personnel to monitor hits generated from Trailer Mounted Systems.

Trailer LPR system: LPR cameras that are permanently affixed to mobile departmental message sign/speed trailers. These trailers are to be deployed at various locations in the city as needed and at the discretion of command.

Vehicle LPR system: LPR cameras that are permanently affixed (via magnet or bracket mounting) to marked patrol vehicles.

PROCEDURES:

General (02-54-01)

LPR systems and associated equipment and databases are authorized for official public safety purposes only. Misuse of this equipment and associated databases, or data, may be subject to disciplinary actions up to and including termination. LPR systems and LPR data are the property of this agency and intended for use in conducting official business.

License Plate Recognition System Usage (02-54-02)

LPR operation and access to LPR collected data shall only be used to support law enforcement activities and homeland security operations in accordance with local, state and federal law. Acceptable uses include, but shall not be limited to: Interdiction of revoked/suspended driver's licenses; recovery of stolen property; enforcement of stay-away-orders; apprehension of individuals pursuant to an outstanding arrest warrant; and interdiction of criminal and/or terrorism suspects. [41.3.9a]

A.   Only officers who have been properly trained in the use and operational protocols of the LPR system shall be permitted to use it.

   1. The Uniform Patrol Commander or designee shall be responsible for ensuring approved operators receive the appropriate training;

   2. Lesson plans shall be based on manufacturer's recommendations, regulations and legal mandates governing the use of GCIC/NCIC systems and controlling law. Training criteria shall be reviewed and revised as needed;

   3. Approved Operators will receive training from the LPR vendor upon assignment. Training shall be documented.

   4. All records of training and attendance shall be forwarded to the Training Officer;

B. At the start of each shift, users shall:

   1. Login to the Policeware Plate Check and Vigilant Mobile LPR software programs.

   2. Ensure that the LPR System is working properly by visually verifying the Cam-1, Cam-2, Cam-3, LEARN, and System icons are green and that there are no other obvious problems with the system equipment. Malfunctioning equipment shall be repaired by the vendor in cooperation with the City Information Technology Department. Malfunctioning LPRs shall not be deployed.

C. LPR Alerts/Hits:

   Prior to initiation of a traffic stop based on an Alert:

   1. Visually verify that the vehicle plate number matches the plate number recognized by the LPR system, including both alphanumeric characters of the license plate and the state of issuance.

      • Operators will disregard the Alert, and indicate "Incorrect Hit" if the image is not the same as the license plate examined visually.

   2. When circumstances allow, users should verify the current status of the plate by one of three ways:

      a. By clicking on the "Validate Hit" icon on the alert vehicle detail screen.

      b. Through GCIC/NCIC via OSSI software on the MDT.

c. Through dispatch/communications via the radio.

- **Failure to validate the hit will not invalidate an otherwise proper traffic stop based on articulable reasonable suspicion. Users should expect occasional false positive alerts and/or hits and treat them accordingly.**

D. Target Alerting Software:

Any officer that has received instruction on use of the TAS Program, may use the software to monitor hits generated by the Trailer LPR Systems. If an Alert is received via the officer's MDT, the officer will be responsible for verifying the current status of the plate.

Prior to initiation of a traffic stop based on an Alert:

1. Visually verify that the vehicle plate number matches the plate number recognized by the LPR system, including both alphanumeric characters of the license plate and the state of issuance.

- Operators will disregard the Alert, and indicate "Incorrect Hit" if the image is not the same as the license plate examined visually

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Data Security, Access, Storage, And Retention: (02-54-03)

The Johns Creek Police Department utilizes the LEARN Database for data security, access, storage, and retention with regards to LPR detections.

A. Data Security and Access:

1. The agency LEARN account manager shall:

   a. Grant access to authorized law enforcement personnel; and

   b. Conduct user account audits, to ensure only active, authorized personnel have access to the system.

2. Use of the LEARN database is restricted to authorized law enforcement personnel only.

3. Users are only granted access after receipt of approved training on the use of the system.

4. JCPD authorized users share Detections Metadata and have access to data generated by other agencies, through use of the LEARN Database.

B. Data Storage and Retention:

1. The Vigilant Solutions LEARN Database serves as a host server for storage of all detection data submitted by client agencies.

2. LEARN Database retains Detections Metadata for a period of three (3) years.

41.3.9

61.1.6c

61.1.7b