DUBLIN POLICE DEPARTMENT

**STANDARD OPERATING PROCEDURE**

**SECTION: M-018 LICENSE PLATE READERS**

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STANDARD COVERED *CHIEF KEITH MOON*

**I. PURPOSE**

This directive establishes guidelines for the training and use of License Plate Reader (LPR) systems by Dublin Police Department (DPD) employees.

**II. POLICY**

It is the policy of the Dublin Police Department to become a leader in the use of security technology and utilizing the latest technologies for crime prevention and apprehension of criminals.

**III.** **DEFINITIONS**

License Plate Reader (LPR):

LPRs utilize technology to scan, detect, and identify license plate numbers, which appear on selected Hotlists.

Hotlist:

A list that includes, but is not limited to, stolen plates, vehicles, and persons entered into the National Crime Information Center (NCIC) database and the Georgia Crime Information Center (GCIC) database as well as a list generated by the Georgia Department of Revenue which includes suspended/expired registration, vehicles with no or suspended insurance and other registration/insurance violations.

Delta updates:

 An update, which only downloads changes, not the entire list.

**IV. RESPONSIBILITIES**

A. Officers will adhere to this directive and manufacturer instructions when operating the LPR. Only DPD officers trained in the use of the LPR will operate the LPR equipment.

B. DPD’s System Support (SSI as an authorized agent for Vigilant Software) is responsible for training, maintenance, and issues with the LPR system. LPRs will be maintained in accordance with manufacturer recommendations and this directive.

C. Traffic Supervisor(s) will monitor the deployment and use of the LPR.

**IV. ACTION**

A. TRAINING

1. DPD System Support will be responsible for training Traffic/HEAT officers. Training will include:

1. Setup and maintenance procedures;
2. Proper use guidelines;
3. Procedures to ensure hot lists are updated

2. Only officers who have completed the initial training with System Support will have their usernames and passwords activated for the LPR system. The LPR system is restricted to official law enforcement activities only.

B. GUIDELINES FOR USE

1. At the beginning of each shift, users must ensure that the LPR system is up-to-date with the most current hot lists available. The Vigilant software automatically downloads delta updates to the hot list as long as there is a connection to the Vigilant servers, as indicated by status indicators in the user interface.

2. Officers must ensure that the LPR cameras are properly positioned on the trunk of the vehicle. If cameras are not properly aimed/positioned, contact DPD System Support. Do not attempt to re-position or re-aim the cameras.

3. During operation, LPR “hits” are indicated by an audio and visual alarm. An LPR “hit” will NOT be used as the sole reason for a traffic stop. Prior to initiation of a traffic stop:

1. Visually verify that the vehicle plate number matches the plate number run by the LPR system, including both alphanumeric characters of the license plate and the state of issuance, and
2. All high-priority “hits” must be verified through the GCIC terminal in 911 Communications.
3. Medium priority “hits” will be verified through 911 communications or the officer’s mobile data terminal (MDT).

4. License plates may be manually entered into the Vigilant software by officers for the following reasons including, but not limited to:

1. Be On Look Out (BOLO);
2. Attempt to Locate;
3. AMBER Alerts;
4. Child Abduction;
5. Wanted Person; and
6. Missing Persons.
7. Gang Leaders

License plates may be sent to all departmentally owned LPR units.

5. License Plates that are manually entered into the LPR must be set to expire within 30 days by the officer making the entry. Stale or expired data will be removed, prior to 30 days by the officer who made the entry.

C. DATA SECURITY AND USE

1. Data gathered by the LRP will be used for official law enforcement purposes only. Only trained users will have access to the Vigilant LPR system.

2. Information sharing with other law enforcement agencies, via the Vigilant Video - Law Enforcement Archival Reporting Network (LEARN) web portal is allowed with other agencies that have reciprocally shared their data.

3. Data obtained through the Vigilant LEARN web portal will be limited to authorized users of the LPR system.

D. DATA RETENTION AND DISSEMINATION

1. Data gathered by the LPR system is automatically uploaded to our LEARN database, hosted by Vigilant Video. To enhance investigative usefulness, data is stored indefinitely.

2. Outside requests for LPR data must be made through an Open Records Request.

E MAINTENANCE

 Requests for maintenance or repair to the LPR system will be made through System Support.