

## Licenses Plate Reader (LPR)

### 610.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of License Plate Reader (LPR) technology located in public areas.

### 610.2 POLICY

The policy of the Ripon Police Department is to utilize LPR technology that only capture vehicle data. They do not collect personal information, facial recognition, or anything tied to individuals. The utilized technology does not provide any personal identifying information, but connected to NCIC data base to provide any alerts of the vehicle / licenses plate. All data and images gathered by the LPR are for the official use of this department, such data may contain confidential information, and it is not open to public view.

### 610.3 ADMINISTRATION

The LPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Ripon Police Department to provide data like images associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery. All installation and maintenance of LPR equipment, as well as LPR data retention and access, shall be managed by the Captain of Police and/or his/her designee. The Captain of Police will assign members under his/her command to administer the day-to-day operation of the LPR equipment and data.

### 610.4 OPERATIONS

Use of an LPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- (a) An LPR shall only be used for official law enforcement business.
- (b) An LPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an LPR.
- (c) The LPR may be used in an attempt to identify suspect vehicles during investigative functions or other major incidents. Partial License Plates may be entered in the LPR system to try and identify suspect vehicles for investigative purposes only.
- (d) No member of this department shall operate LPR equipment or access LPR data without first completing department-approved training.
- (e) No LPR user may access confidential department, state or federal data unless authorized to do so.

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(f) If practicable, the officer shall verify an LPR response through the appropriate official law enforcement database before taking enforcement action that is based solely on an LPR alert.

(g) All searches should include a valid case number and or a detailed reason in the "Reason Field" when a case number is not issued.

#### **610.5 DATA COLLECTION AND RETENTION**

The Captain of Police and/or his/her designee is responsible for ensuring systems and processes are in place for the proper collection and retention of LPR data. All stored LPR data should be retained in accordance with the established records retention schedule (30 days). Thereafter, LPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances, the applicable data should be downloaded onto portable media and booked into evidence.

#### **610.6 ACCOUNTABILITY**

All data will be closely safeguarded and protected by both procedural and technological means. The Ripon Police Department will observe the following safeguards regarding access to and use of stored data:

(a) All LPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.

(b) Members approved to access LPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.

(c) Random LPR system audits will be conducted by the Chief of Police or their designee to verify proper use and maintain policy integrity.

#### **610.7 RELEASING LPR DATA**

The LPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

(a) The agency makes a written request for the LPR data that includes:

- (1) The name of the agency.
- (2) The name of the person requesting.
- (3) The intended purpose of obtaining the information.

(b) The request is reviewed by the Chief of Police or the authorized designee and approved before the request is fulfilled.

(c) The approved request is retained on file.

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(d) Agencies that have signed an MOU with the approved LPR vendor and requested access through that vendor.

(e) Requests for LPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Open Records Maintenance and Release Policy.