


<b>JOPLIN POLICE DEPARTMENT</b>	<b>8-05 STANDARD OPERATING GUIDELINE</b>
<b>SUBJECT: Mobile License Plate Recognition</b>	<b>REVIEW DATE: Annually - August</b>
<b>EFFECTIVE DATE: May 23,2013</b>	<b>ACTION DATE:</b>
<b>AMENDS/SUPERSEDES:</b>	<b>AMEND DATE:</b>
<b>ACCREDITATION INDEX: 41.3.9 A, B, C, D</b>	<b>APPROVED:</b>  <b>Chief of Police</b>

**I. POLICY**

The use of License Plate Recognition Equipment is intended to provide law enforcement personnel with an effective method of identifying vehicles by capturing license plate information through a camera(s) and software database that is either mounted to a patrol car, or secured to a fixed location.

**II. PURPOSE**

To establish guidelines for the proper use of license plate recognition equipment and software.

**III. DEFINITIONS**

- A. LPR –License Plate Recognition.
- B. CDMS – Car Detector Mobile LPR System - Trade mark name of LPR system from vendor Vigilant Video
- C. LEARN – Vigilant Video’s Law Enforcement Archival and Reporting Network server application which retains data collected from the CDMS.
- D. DSP – Digital Signal Processor. The Condor DPS is located in the patrol vehicle and processes images captured by the LPR cameras mounted on the patrol vehicle.
- E. Hot List - A database populated with items of specific concern to the investigative and/or enforcement interests of law enforcement.
- F. Download – Wireless transfer of data from a secure server to the CDMS of a patrol unit.
- G. Alert – A visual and/or auditory notice that is triggered when the LPR system receives a potential hit on a license plate that matches with a record on the Hot List.

**IV. PROCEDURES**

- A. Deployment and Use (41.3.9.A)
  - 1. When assigned to a vehicle equipped with CDMS equipment, officers will ensure that the equipment is turned on during their entire shift.
  - 2. Officers must receive specialized training provided by the department before being assigned to a vehicle equipped with CDMS equipment. (41.3.9.C)

3. CDMS equipped vehicle(s) will be assigned to the Uniformed Operations Bureau, but will be accessible for use by other bureaus.
  4. Downloading Data into the CDMS
    - a. Officers must download data from NCIC/MULES at the beginning of their shift.
    - b. If local data is entered into the system, it must be removed immediately when the data is no longer current.
  5. Alerts
    - a. When receiving an alert, the officer shall verify the vehicle plate number matches the plate number captured by the CDMS, including both alphanumeric characters and the state of issuance.
    - b. Before initiating any enforcement action the officer should verify the current status of the information provided by the alert through dispatch or MDT.
- B. Equipment Maintenance
1. The vendor of the CDMS equipment is responsible for the installation of their equipment.
  2. All equipment issues will be immediately reported to the Information Systems Department and the supervisor of the officer assigned to the CDMS vehicle.
    - a. If the system issues cannot be resolved by Information Systems personnel, the vendor of the CDMS will be contacted for appropriate diagnosis and resolution.
  3. A vehicle equipped with a CDMS shall not be driven into any automatic car wash.
  4. The LPR Cameras are attached to the vehicle via magnets and are rated for a speed of 120 mph. Any vehicle that is equipped with the LPR Cameras shall not exceed speeds of 120 mph.
  5. The cameras shall only be adjusted or removed by someone within the City of Joplin IS Department or the Radio Communications Department.
- C. Data Sharing and Dissemination (41.3.9 B)
1. Both active CDMS data and archived CDMS data should be considered for official use only and can be shared for legitimate law enforcement purposes.
  2. When CDMS data is disseminated outside the department, it should be documented in a secondary dissemination log.
  3. Information sharing among agencies should be in accordance with M.O.U.'s or established departmental policies.
- D. Data Retention (41.3.9 D)
1. The CDMS equipment has the capability to retain data that is collected during the license plate recognition and identification phase of use.
  2. Data collected on the CDMS is uploaded automatically to the LEARN system

- a. Authorized users with a valid user ID and password may access archived records from the LEARN system (41.3.9 B)
  - b. Data is retained on the vehicle CDMS for 14 days once the data is uploaded to the LEARN server.
3. Any data collected that pertains to a criminal case shall be retained as part of the incident report.

## **V. COMPLIANCE**

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules or the Joplin Police Department's Rules and Regulations and General Orders. Employees of the Joplin Police Department, while assigned to or assisting other agencies, shall comply with this policy.

## **VI. APPLICATION**

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only form a basis of a complaint by this department, and then only in a non-judicial administrative setting.