



TALLAHASSEE POLICE DEPARTMENT

GENERAL ORDERS

 Proudly Policing Since 1841	SUBJECT License Plate Recognition Systems		 Nationally Accredited 1986
	CHIEF OF POLICE <i>Signature on file</i>		
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This document contains information regarding technical and operational protocols that are protected under Public Records Laws. Seek guidance from the Legal Advisor prior to any release.

AUTHORITY/RELATED REFERENCES

FS Chapter 119, Public Records
FS 316.0777, Automated License Plate Recognition Systems; ... Records Exemption
FS 316.0778, Automated License Plate Recognition Systems; Records Retention
General Records Schedule GS2 For Law Enforcement
General Order 12, Radio Communications
General Order 17, Records Management
General Order 76, Traffic and Parking Enforcement
General Order 77, Computer, Cellular Telephone and Data Utilization

ACCREDITATION REFERENCES

CALEA Chapter 41

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POLICY

The Department is responsible for establishing protocols for the utilization of License

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Plate Recognition technology to enhance operational and investigative capabilities of users in crime prevention and the apprehension of criminals. Users shall adhere to established protocols in utilizing License Plate Recognition technology.

DEFINITIONS

Confirmed Hit: A hit confirmed as valid and active by the original entering agency through FCIC/NCIC teletype.

Criminal Intelligence: Information collected by a criminal justice agency relating to an identifiable person, group of persons, vehicle, location, or business in an effort to anticipate, prevent, or monitor possible criminal activity when such information has been evaluated and determined to: 1) be relevant to the identification of criminal activity engaged in by an individual or organization reasonably suspected of involvement in criminal activity, and 2) meet criminal intelligence system submission criteria of the Department.

Hit: A visual and/or auditory alert triggered when the LPR Systems receives a potential positive recognition of a license plate.

[REDACTED]

License Plate Recognition (LPR) Systems: The Department-approved systems designed to scan/read, store, and analyze license plate data, to include the camera, any [REDACTED] and the Vehicle Intelligence Server and Communications Engine (the database containing data/images).

Tentative Hit: A hit which has been visually verified by the user against the [REDACTED] and photograph, but has not yet been confirmed as valid and active.

Vehicle Intelligence Server and Communications Engine (VISCE): A database containing data received from the LPR Systems.

PROCEDURES

I. GENERAL INFORMATION AND SYSTEMS DESCRIPTION

A. Data and images gathered by the License Plate Recognition (LPR) Systems are for official Department use only and are considered active criminal intelligence.

B. [REDACTED]

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B. [REDACTED]

B. [REDACTED]

- C. The LPR Systems will be utilized and maintained in accordance with manufacturer recommendations.
- D. Only authorized members are permitted to utilize LPR Systems hardware (e.g., LPR camera equipped vehicle).

IV. CONFIRMING HITS

- A. A tentative hit alone is not authority to make contact with an occupied motor vehicle (i.e., traffic stop or parked vehicle). A confirmed hit may not always provide authority to take enforcement action (i.e., confirming a vehicle hit is associated with a person of interest). Such instances will require independent facts or circumstances providing for authority.
- B. Upon receipt of a hit, users shall contemporaneously visually compare the license plate information obtained by the LPR Systems against the actual license plate displayed on the target motor vehicle to ensure they match.
- C. The user shall confirm the tentative hit with FCIC/NCIC via the CRRGCC, MDC or the CDA.
- D. When a tentative hit is the only known reason to make contact with an occupied motor vehicle (i.e., traffic stop or parked vehicle), officers shall not, except as noted in subsection E below, make the contact until the hit is a confirmed hit.
- E. Exigent circumstances and officer safety factors may necessitate action prior to hit confirmation.

V. DATA SECURITY AND ACCESS

- A. Users are responsible for the security of LPR Systems data and shall only access, use, release, and/or disseminate such data for active criminal intelligence or investigation purposes.
- B. Access to the LPR Systems database shall be secured and controlled by the use of specific user login and password credentials capable of capturing and storing user access by date and time.
- C. The High-Risk Offender Bureau Commander or designee shall ensure an annual audit of the LPR Systems are completed to ensure the systems are utilized in an appropriate, legal manner in accordance with Department policy.

The audit shall include reviews of:

1. Equipment deployments,
2. User access,
3. Searches, and
4. Purging of data and hot lists.

VI. MEMBER TRAINING

- A. Before members are granted LPR Systems access they shall complete Department-approved LPR Systems training.
- B. The documented LPR Systems training will include a policy review and may be provided via classroom or electronic presentation (e.g., e-mail, Power DMS).

VII. DATA STORAGE AND RETENTION

- A. Public records requests for LPR Systems data shall be handled in compliance with General Order 17 (Records Management) and FS Chapter 119 (Public Records).
- B. The following protocols are applicable to the retention and disposal of all LPR Systems data downloaded to the server:
 1. Data shall be retained for a minimum of 30 days.
 2. Data shall be retained and disposed of in accordance with the *General Records Schedule GS2 For Law Enforcement*, Item #217 (License Plate Recognition Records) which includes a maximum retention period of three (3) years of the anniversary of the record creation unless required to be retained for some other reason (e.g., the data has become, or it is reasonable to believe it will become evidence in a criminal or civil action, or it is subject to a lawful action to produce records).
 3. In circumstances where the data needs to be retained as explained in subsection 2 above, the applicable data shall be downloaded from the VISCE server or LPR database onto portable media and impounded as evidence.

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