
LICENSE PLATE READERS (LPR)

1. Purpose

The purpose of this policy is to provide guidelines for the proper use of license plate readers (LPR), management of LPR data, and maintenance of LPR equipment.

2. Policy

License plate readers provide opportunities for enhanced productivity, effectiveness, and officer safety. Members who have access will use LPRs, and data captured from LPRs in accordance with the procedures and guidelines set forth herein.

3. Definitions

A. Hot List – License plate numbers of stolen cars, vehicles owned by persons of interest, and vehicles associated with AMBER Alerts, MORGAN NICK Alerts, SILVER Alerts, and similar alerts that are regularly added to “hot lists” circulated among law enforcement agencies. Information can come from a variety of sources, including the National Crime Information Center (NCIC) database and the Arkansas Crime Information Center (ACIC) database. In addition to lists provided by other sources, users may enter license plate numbers into hot lists in order to be alerted if and when a vehicle license plate of interest is read by the LPR system.

B. LPR - License Plate Reader or License Plate Recognition System.

C. Member - Sworn law enforcement officers of the department(s).

D. Alert – A visual and/or auditory notice that is triggered when the LPR system receives a potential “hit” on a license plate.

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

F. Hit – A read matched to a plate that has previously been registered on an agency’s “hot list” of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting investigation, or which has been manually entered by a user for further investigation.



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G. Fixed LPR system – LPR cameras that are permanently affixed to a structure, such as a pole, a traffic barrier, a building, or a bridge.

H. Mobile LPR system – LPR cameras that are affixed, either permanently or temporarily to a law enforcement vehicle for mobile deployment.

I. Portable LPR system – LPR cameras that are transportable and can be moved and deployed in a variety of venues as needed.

J. LPR Data Query Logs – A record of a search or query of LPR data from the server.

K. ASP – Arkansas State Police

L. ARDOT – Arkansas Department of Transportation

4. Procedures

A. General

1. The use of LPR systems is restricted to legitimate law enforcement purposes.
2. LPR systems, associated equipment, and databases are authorized for official law enforcement purposes.
3. Members who misuse LPR systems, equipment, databases, or data will be subject to disciplinary action (DPS 112-Disciplinary Matters Policy). Misuse of the LPR Systems that result in Arkansas Crime Information Center data being released or disclosed to an unauthorized person is punishable under Arkansas Code Annotated 12-12-212 (A-Misdemeanor/D-Felony).
4. ASP LPR systems, associated equipment, databases, and data are the property of the Arkansas State Police and intended for use in conducting official business.

B. Administration

1. The Criminal Interdiction Unit (CIU) Commander shall serve as the ASP LPR Administrator. The LPR Administrator may designate, in writing, an Assistant LPR Administrator to assist with the day-to-day operations of the system. The LPR



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Administrator shall have responsibility for oversight for DPS LPR system deployment and operations and:

- a. Shall establish and maintain protocols to document LPR usage and results, including appropriate documentation of all incidents, arrests, and property recoveries related to LPR usage in accordance with Arkansas code 12-12-1803(b). LPR usage reports and their results shall be provided to the Arkansas Legislative Council on a quarterly basis by the ASP for their review.
- b. Shall authorize non-traditional requests for LPR system use or data access according to the policies and guidelines of the Department.

C. ASP LPR Usage

1. LPR operation and access to LPR collected data shall be for law enforcement purposes only.
2. Only members who have been trained shall be permitted to use the LPR.
3. At the beginning of each shift, the member utilizing a mobile or portable LPR system should verify that the LPR system is functioning properly, and that the system has been updated with the most current hot lists available.
4. All LPR data transmissions must be made utilizing an encrypted Virtual Private Network (VPN).
5. LPR Alerts/Hits: Prior to the initiation of a traffic stop based on LPR alert, the member must:
 - a. 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
 - b. Verify the status of the plate through the communications center or MDT query.
 - c. Make reasonable efforts to verify that the driver and/or occupants physically match the description of any wanted person(s).

5. Installation

A. The ASP will be responsible for overseeing the installation, implementation, and maintenance of the LPR. In the event the LPR needs repair, the member shall coordinate with the LPR Administrator or designee.



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B. LPR systems shall be installed, maintained, and repaired in accordance to the current Memorandum of Understanding between ASP and ARDOT.

6. Care of Mobile Equipment

A. All LPRs must be properly maintained in accordance with the manufacturer's recommendations as detailed in the training provided prior to use.

B. Department members on leave should remove magnetically mounted external LPR equipment and secure it within the trunk of their patrol vehicle or within their residence.

C. The LPR camera lenses should be cleaned at the beginning and ending of the member's shift. Any damage observed shall be immediately reported to the LPR Administrator.

D. Magnetically mounted LPR cameras shall be removed prior to a department member utilizing an automated car wash system. Vehicles equipped with permanent LPR camera mounts shall not utilize an automated car wash system.

7. Training

A. The LPR Administrator shall establish authorized user-level training to be provided to each LPR user. The Assistant LPR Administrator shall coordinate training.

8. Data Sharing and Dissemination

1. LPR data shall be considered FOR LAW ENFORCEMENT PURPOSES ONLY and can be shared with other law enforcement agencies only as outlined in this policy.

A. When ASP LPR data is disseminated to another law enforcement agency, it should be documented on a dissemination log that is maintained by the LPR Administrator.

B. Information sharing among agencies shall be documented in a written Memorandum of Understanding or agreement signed by the Director.

9. Record Retention (should this also designate storage location example Houston HIDTA)

A. All ASP LPR system data will be stored on the designated LPR system server for a period not to exceed 150 days.



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B. If the LPR Administrator, or designee, determines that data should be retained based upon the above criteria in Paragraph B. The LPR Administrator will authorize the transfer of the applicable data from the LPR server to a form of digital storage media (CD, DVD, etc.) or other portable storage device.

