



# LICENSE PLATE READER PROGRAM

**INDEX CODE: 1834**  
**EFFECTIVE DATE: 08-15-11**

---

Contents:

- I. Purpose
- II. Policy
- III. Definitions
- IV. Mobile LPR Systems
- V. LPR Data
- VI. Responsibilities of LPR Operator
- VII. Responsibilities of LPR Coordinator
- VIII. Responsibilities of Platoon and Section Commanders
- IX. Responsibilities of Technology and Property Section
- X. Proponent Unit
- XI. Cancellation

## **I. PURPOSE**

The purpose of this directive is to provide guidelines regarding the use of License Plate Reader (LPR) systems utilized by members of the Department.

## **II. POLICY**

It is the policy of the Anne Arundel County Police Department to utilize License Plate Reader (LPR) technology in the furtherance of law enforcement efforts to locate and apprehend violators of laws, as well as to locate wanted and missing persons that might otherwise be overlooked. The policy also ensures that the use of LPR technology will not intentionally compromise the legitimate privacy concerns of law-abiding citizens.

## **III. DEFINITIONS**

### **A. LPR**

A License Plate Reader (LPR) is a device that uses cameras and computer technology to compare digital images of license plates to a "hot list" of plates of interest. LPR systems also record every license plate that passes in front of operational cameras and may record the location, date and time of the scan or "read".

### **B. Hot List**

List of license plates associated with vehicles of interest compiled from several databases. Vehicles of interest include, but are not limited to: stolen tags or vehicles; missing, wanted persons; and vehicles flagged by the Motor Vehicle Administration.

### **C. LPR Operator**

Only properly trained Department personnel will utilize the License Plate Reader (LPR) system. LPR operators may be assigned to any position within the Department.

### **D. LPR Coordinator**

The supervisor of Criminal Investigation Division Property Crimes Unit, Auto Theft Squad serves as the License Plate Reader (LPR) Coordinator for the Department.

**IV. MOBILE LPR SYSTEMS**

The Department currently operates two types of LPR systems both of which interface with Mobile Data Computers (MDC's). These systems are deployed as directed by the Chief of Police or his designee and utilized by LPR Operators. LPR equipped vehicles can be utilized in critical situations in an effort to maximize the coverage area to search for any identified suspect vehicle.

Any Mobile LPR system cameras not permanently mounted on a patrol vehicle will be secured with brackets in addition to magnets. LPR system cameras that are not permanently affixed will be removed and placed in a secure area such as the trunk when the LPR Operator is on regular days off (RDO's) or leave for more than one day unless the vehicle is being stored at a secure facility.

**V. LPR DATA**

The LPR Hot List Data is not real time and with any database may contain some errors. Any information received from a license plate that is recognized as a positive "hit" must be verified through MILES and NCIC before action is taken. LPR Data is not to be released to the public and may only be utilized for official law enforcement purposes. All LPR Data will be held in accordance with Maryland State Police and Maryland Coordination and Analysis Center policies.

**VI. RESPONSIBILITIES OF LPR OPERATORS**

- A. LPR Operators will immediately report any malfunction of or damage to LPR equipment to the LPR Coordinator.
- B. LPR Operators will contact the Technology and Property Section for any issues with the interface between the MDC and the LPR equipment.
- C. At the end of each month, LPR Operators will report any notable hits/recoveries/action taken as a result of the LPR's to the LPR Coordinator.

**VII. RESPONSIBILITIES OF LPR COORDINATOR**

The LPR Coordinator will serve as a liaison between the system manufacturers and the Department as well as the Maryland State Police and Maryland Coordination and Analysis Center (MCAC) and the Department with respect to the LPR's.

**VIII. RESPONSIBILITIES OF PLATOON AND SECTION COMMANDERS**

Platoon and Section Commanders will ensure that LPR systems are inspected on a regular basis and that personnel under their command are utilizing the systems within policy.

**IX. RESONSIBILITIES OF THE TECHNOLOGY AND PROPERTY SECTION**

The Technology and Property Section will ensure that the interface between LPR equipment, Department Mobile Data Computers (MDC's) and the Maryland Coordination and Analysis Center (MCAC) is maintained.

**X. PROPONENT UNIT:** Criminal Investigation Division, Property Crimes Unit.

**XI. CANCELLATION:** None.