



# TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS

 Proudly Policing Since 1841	<b>SUBJECT</b>  License Plate Recognition System	 Nationally Accredited 1986	
	<b>CHIEF OF POLICE</b>  <i>Signature on file</i>		
<b>NUMBER</b> 56	<b>ORIGINAL ISSUE</b> 05/12/2020	<b>CURRENT REVISION</b> N/A	<b>TOTAL PAGES</b> 5

**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

## **KEY WORD INDEX**

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## POLICY

The Department is responsible for establishing protocols for the utilization of License Plate Recognition technology to enhance operational and investigative capabilities of officers in crime prevention and the apprehension of criminals. Officers 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.

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

**Hot List:** A database list of license plates associated with motor vehicles and persons of interest as described in section II below.

**License Plate Recognition (LPR) System:** The Department-approved system designed to scan/read, store, and analyze license plate data, to include the camera, any Hot Lists and the Vehicle Intelligence Server and Communications Engine (the database containing data/images).

**Tentative Hit:** A hit which has been visually verified by the officer against the Hot List 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 System.

## PROCEDURES

### I. GENERAL INFORMATION AND SYSTEM DESCRIPTION

- A. Data and images gathered by the License Plate Recognition (LPR) System are for official Department use only and are considered active criminal intelligence.
- B. The LPR System passively captures and stores a digital photograph of every motor vehicle, focused on the license plate, entering its field of view and compares the scanned license plate data to the Hot List (see section II below for query types) for matching information.
- C. The LPR System is not connected to FCIC/NCIC.

**II. QUERY TYPES**

- A. The Hot List query types include, but are not necessarily limited to the following:
  - 1. Stolen motor vehicles,
  - 2. Stolen license plates,
  - 3. Suspended driver licenses,
  - 4. AMBER Alerts,
  - 5. Silver Alerts,
  - 6. Vehicle or license plate of interest in criminal investigations, and
  - 7. U.S. Department of Homeland Security Watchlists.
  
- B. Officer-created Hot Lists are authorized solely for active criminal intelligence or investigation purposes. Examples include, but are not limited to, vehicles or license plates associated with:
  - 1. Habitual traffic offenders,
  - 2. Persons of interest or wanted persons in criminal investigations,
  - 3. Missing persons not meeting AMBER or Silver Alert criteria,
  - 4. Be On the Lookout (BOLO) notices,
  - 5. Attempt to locate persons (e.g., overdue motorist), and
  - 6. Registered sexual predators.

**III. GUIDELINES FOR USE**

- A. The only authorized utilization of the LPR System is for active criminal intelligence or investigation purposes.
  
- B. The LPR System camera is commonly mounted to City of Tallahassee owned infrastructure or mobile equipment.
  
- C. The LPR System will be utilized and maintained in accordance with manufacturer recommendations.

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- D. Only authorized members are permitted to utilize LPR System 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, officers shall contemporaneously visually compare the license plate information obtained by the LPR System against the actual license plate displayed on the target motor vehicle to ensure they match.
- C. The officer shall confirm the tentative hit with FCIC/NCIC via the 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. Officers are responsible for the security of LPR System data and shall only access, use, release, and/or disseminate such data for active criminal intelligence or investigation purposes.
- B. Access to the LPR System database shall be secured and controlled by the use of specific officer 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 System is completed to ensure the system is utilized in an appropriate, legal manner in accordance with Department policy. The audit shall include reviews of:
  - 1. Equipment deployments,

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

### VI. MEMBER TRAINING

- A. Before members are granted LPR System access they shall complete Department-approved LPR System training.
- B. The documented LPR System 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 System 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 System 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 onto portable media and impounded as evidence.