



Fishers Police Department



General Order 71

License Plate Recognition System (LPR)

CALEA Standards None

PURPOSE

To ensure proper use of the License Plate Reader (LPR) system which encompasses both the analytical and reactive aspects about data security and access, data storage and retention, operator training, and guidelines for use. It is the policy of the Fishers Police Department that the LPR system will be used only by authorized personnel and within the guidelines of this policy.

POLICY

License Plate Reader (LPR) technology provides automated detection of license plates. The LPR is used to convert data associated with vehicle license plates and use it for official law enforcement purposes. This policy establishes the procedures for use of these systems by department personnel which includes webpage access, the LPR camera head detection system, and mobile application.

Administration

A. Data security and Access

1. LPR data should be considered "For Official Use Only;" is exempt from mandatory release to the public under Indiana law and can be shared for legitimate law enforcement purposes only.
2. LPR data will be stored securely and accessed through software that requires a unique username and password.
3. Manual license plate inquiries made through the LPR software will only be authorized for official law enforcement purposes where reasonable suspicion of a criminal act serves as the minimum standard. Software requirements listing a "reason" for the search shall be used for tracking purposes of each search conducted within the software.
4. LPR software will contain access log and audit capabilities to track inquiry activities.
5. An annual spot check audit of the LPR system will be conducted by the Investigations Commander or his/her designee to verify LPR system integrity is maintained. Upon request, the audit will include a report forwarded to the Chief of Police. Spot check auditing will verify case number submission and usage levels.

B. Data storage and retention

1. Data obtained by the LPR will be stored by the LPR vendor on their internal servers. Data retention is set by the LPR vendor.
2. All data shall be stored and retained in accordance with Indiana law.
3. All LPR data pertaining to a criminal case should be downloaded and stored per FPD digital evidence procedures.

Operations

A. Operator Training

1. The Fishers Police Department Training Unit will ensure and document that all officers receive LPR system training prior to using it.

B. Guidelines for LPR use

1. The agency uses LPR technology to assist in criminal law enforcement and public safety activities that include automated criteria created by the Fishers Police Department. The following criteria will generally be followed:
 - a. Stolen vehicles or licenses plates
 - b. Vehicles associated with:
 - i. Wanted persons
 - ii. AMBER and SILVER alerts
 - iii. Federal law enforcement information
 - iv. Criminal investigations
 - v. Officer safety bulletins
2. Individual users will be responsible for setting automated criteria for these lists with recommendations for the individual officers to have at a minimum those listed above.
3. Individual officers will be responsible for verifying any notification received by LPR software that:
 - i. The vehicle observed matches the description of the vehicle of the notification
 - ii. The license plate observed matches the plate provided in the NCIC/IDACs hit if applicable
 - iii. Any notification received from LPR software is lead information only and not reasonable suspicion or probable cause. Separate verification of the information using the Hamilton County Public Safety Communication Center and/or the officers Mobile Data Terminal verifying the hit is valid and current is required when no infraction or other form of reasonable suspicion or probable cause exists to conduct a traffic stop.
4. LPR will be used only for official law enforcement purposes and consistent with related training.