



**Maryland-National Capital Park Police
Prince George's County Division**



DIVISION DIRECTIVE

TITLE LICENSE PLATE RECOGNITION SYSTEM			PROCEDURE NUMBER PG1718.0
SECTION Uniform and Equipment	DISTRIBUTION A	EFFECTIVE DATE 11/20/09	REVIEW DATE 05/01/21
REPLACES N/A			
RELATED DIRECTIVES	REFERENCES CALEA 17, 61	AUTHORITY <i>S.R. Johnson</i> Chief Stanley R. Johnson	

I. PURPOSE

The purpose of this directive is to establish guidelines and procedures for the use of the License Plate Recognition System (LPRS). The effective use of the License Plate Recognition System will help to reduce auto thefts, assist in recovering stolen vehicles, and reduce criminal activity related to the use of stolen vehicles.

II. POLICY

It is the policy of the Maryland-National Capital Park Police, Prince George's County Division to prevent, detect, and deter criminal activity within the jurisdiction Maryland-National Capital Park and Planning Commission (M-NCPPC) through the use of high visibility patrols, community relations and other crime prevention methods.

III. PROCEDURES

The License Plate Recognition System (LPRS) is a tool that automatically reads and records license plates. The LPRS has uses beyond simple auto theft prevention and detection. The device has the capability to record all license plate numbers in a given area, and it may be programmed to search out a particular license plate.

The device can be used for the following purposes:

- Detecting stolen license plates or potentially stolen motor vehicles

- Tracking the movements of vehicle operators (gang members, drug traffickers, sexual predators, and other targets of criminal investigations)
- Searching for vehicles involved in criminal activity (homicides, robberies, shootings, and other serious crimes)
- Photographing and documenting the location (geo-tagging) of vehicles for later investigative purposes
- To record all vehicle and license plate numbers on and around major crime scenes.
- Collect evidence in cases involving protective orders
- Supporting homeland security interests

A. Usage

Only authorized personnel trained in the use of the LPRS are to operate the system. Deployment of the LPRS must be approved by the officer's immediate supervisor or designee, prior to use. The following describes the procedures to be followed when utilizing the LPRS in the field:

- 1) Written documentation for using the LPRS will include, at a minimum, the date and time the LPRS is used; the location and duration the LPRS is used; the name and ID of the Officer using the LPRS; daily inspection information (noting any damage or deficiencies); and informational notes, if any, while the LPRS is in use.
- 2) Only personnel with current CJIS logon IDs will be permitted to utilize and/ or view data from the LPRS.
- 3) Only personnel specifically trained to install the LPRS will be permitted to place the device onto a vehicle, or other observation point.
- 4) The daily CJIS "Hot Sheet" listing all stolen/felony/missing person related to vehicles will be downloaded and installed into the LPRS prior to each usage. Only personnel with CJIS logon IDs will be permitted to download and install the Hot Sheet.
- 5) Prior to any use of the LPRS, Officers will be required to review Divisional Directive PG420.0 "Fresh Pursuit / Vehicular Pursuit" fully and adhere to what is written. In situations involving more serious violations of the law, the Shift Supervisor or Operations Duty Officer (ODO) will be required to review all information to determine whether the pursuit should be continued or terminated. Under no circumstances will any Officer act in a manner that violates any rules, regulations, or guidelines of the Maryland National Capital Park Police, Prince George's County Division, regardless of a decision that is made to pursue or not to pursue.
- 6) Any hit for a stolen vehicle made by the LPRS will be confirmed through Park Police Communications prior to any enforcement action taking place.

- 7) Every time the LPRS is used a statistical sheet will be completed with the following information: Total number of license plates read, number of license plates read by each camera (right and left), description of all hits (license plate – vehicle – verified – not verified), and specifics of any arrests made).
- 8) The statistical information that is required will be kept in a log book in the Sergeant's Office with the LPRS. The forms are titled "License Plate Recognition System Sign Out / In Log", "License Plate Recognition System Inspection Log", and "License Plate Recognition Statistical Information Log". These forms are located in the Appendix. The logs are required to be filled out daily when the LPRS is being used.

B. Storage and Maintenance

- 1) When not affixed to a vehicle or fixed object, the LPRS will be stored in the Patrol Sergeant's Office located at Park Police Headquarters. The LPRS should be returned to the office after deployment or by the end of shift
- 2) The LPRS is weather resistant but NOT weather proof and should not be used during periods of heavy rain or snow. The LPRS should be stored indoors whenever possible.
- 3) The LPRS includes a camera head, power supply and main computer unit, and laptop computer. These components are rugged, but not indestructible. Personnel should use due caution when using the LPRS, with special attention given to protecting the LPRS from moisture and/or excessive heat.
- 4) Any modification of the operating systems and/or programs of the computers associated with the LPRS, other than the addition of Hot Sheet updates, is strictly forbidden. Should a problem arise with the operating system on the LPRS, the device is to be shut down and immediately returned for maintenance.

C. Inspections

- 1) The LPRS shall be inspected for defects and damage by the operator prior to use.

Appendices

Divisional Directive PG420.0 Fresh Pursuit / Vehicular Pursuit
License Plate Recognition System Sign Out / In Log
License Plate Recognition System Inspection Log
License Plate Recognition System Statistical Information Log

License Plate Recognition System Sign Out / In Log

Date **Time Out** **Unit** **Location Used** **Time In**

<u>Date</u>	<u>Time Out</u>	<u>Unit</u>	<u>Location Used</u>	<u>Time In</u>

License Plate Recognition System Inspection Log

Inspection Date / time **Unit** **Inspected by Name/ ID no.** **Condition/Comments**

<u>Inspection Date / time</u>	<u>Unit</u>	<u>Inspected by Name/ ID no.</u>	<u>Condition/Comments</u>

License Plate Recognition System Statistical Information Log

Date -

Time -

Unit -

Location -

Total number of license plates read by left camera -

Total number of license plates read by right camera -

Number of License plate hits **Verified** _____ **Not verified** _____

Log Completed by -