


# FLORIDA HIGHWAY PATROL POLICY MANUAL

	<b>SUBJECT</b> AUTOMATED LICENSE PLATE READERS	<b>POLICY NUMBER</b> 17.25
		<b>ISSUE DATE</b> 10/14/11
		<b>REVISION DATE</b> 07/09/14
		<b>TOTAL PAGES</b> 6

## 17.25.01 PURPOSE

To provide guidelines for the issuance, training and use of Division owned Automated License Plate Readers (ALPRs).

## 17.25.02 POLICY

It is the policy of the Florida Highway Patrol to enhance patrol capabilities by utilizing the latest technologies for crime prevention and apprehension of criminals. ALPRs utilize such technology to scan, detect, and identify license plate numbers, which appear on selected Hot Lists. Members shall receive the appropriate training prior to being authorized to use this device. **Such use shall be for law enforcement purposes only.** All ALPRs shall be used and maintained in accordance with manufacturer recommendations and this policy.

## 17.25.03 DEFINITIONS

- A. **AUTOMATED LICENSE PLATE READER (ALPR)** – A specialized system consisting of equipment designed to read, store and check license plates. The ALPR is commonly mounted to a patrol vehicle and connected to a computer within the vehicle. However, there are other device configurations available (Hand-held, Stationary/Fixed).
- B. **CASES OF INTEREST** – Those cases that may generate media interest, improper use or legality issues, or serve as a suitable training example to be used by the agency.
- C. **HOT LIST DOWNLOAD** – The method by which the Hot List data is transferred to a computer within the patrol vehicle.
- D. **HOT LISTS** – A list of stolen plates and vehicles entered into the National Crime Information Center (NCIC) database and the Florida Crime Information Center (FCIC) database, Driver and Vehicle Information Database (DAVID) as well as any information that is entered manually by the operating member.

## 17.25.04 RESPONSIBILITIES

- A. Authority to issue or approve ALPR devices to members shall be vested in the Director or designee.

- B. Only devices authorized by the Director or designee will be approved for use by members.
- C. The Chief Training Officer and/or the Chief Technology Officer will be responsible for overseeing the development and administration of the training process for assuring proficiency of instructors and operators with the ALPR. This will include, but not be limited to:
  - 1. Ensuring lesson plans and any necessary forms are developed based on manufacturer's recommendations, FCIC/NCIC regulations and appropriate legal mandates.
  - 2. Maintaining training records:
    - a. Ensuring that proficiency training is received by each user and;
    - b. Training is documented and forwarded to the Training Academy when conducted in the field.
  - 3. Reviewing and revising all applicable training criteria on an as needed basis.
- D. Troop Training Coordinators shall ensure that each member provided an ALPR device receives required training in the field and that:
  - 1. The original rosters and/or certificates are sent to the Chief Training Officer at the Florida Highway Patrol Training Academy.
  - 2. A copy of the training rosters and/or certificates is placed in the member's troop training file.
- E. Troop Commanders shall ensure that supervisory personnel who manage members equipped with an ALPR :
  - 1. Follow established guidelines and procedures for the use and maintenance of the ALPR.
  - 2. Repairs and replacement of damaged or non-functional ALPRs are documented and performed as directed by the Chief Technology Officer.
  - 3. Reporting requirements:
    - a. All statistical reporting requirements are being completed as required to ensure adequate program evaluation.
    - b. On a monthly basis, reports involving cases in which the ALPR played an integral part in making an arrest shall be forwarded through the chain of command to the Office of Strategic Services.
- F. The Office of Strategic Services will be responsible for maintaining a system of

tracking all cases, which are sent from the field involving the ALPR device. Cases of interest are ones in which the ALPR device enabled the member to make an arrest based on the ALPR alert and not solely the running of a tag through FCIC/NCIC.

- G. The Chief Technology Officer or designee shall be responsible for overseeing the technology portion of the ALPR Program.
  - 1. All ALPR devices purchased by the Department will be approved, inspected and installed as determined by the Chief Technology Officer.
  - 2. ALPR devices in need of repair or replacement shall be reported to the Chief Technology Officer through the chain of command.
- H. ALPR data shall be stored on a Division-owned server residing under the control of the agency or in a state-approved data center.
  - 1. The following information held by the Florida Highway Patrol (FHP) is confidential and exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution:
    - a. Images and data containing or providing personal identifying information obtained through the use of an ALPR.
    - b. Personal identifying information of an individual in data generated or resulting from images obtained through the use of an ALPR.
    - c. Such information may be disclosed as follows:
      - (1) Any such information may be disclosed by or to a criminal justice agency in the performance of the criminal justice agency's official duties.
      - (2) Any such information relating to a license plate registered to an individual may be disclosed to the individual, unless such information constitutes active criminal intelligence information or active criminal investigative information.
      - (3) Any other use of this data is strictly prohibited.
  - 2. The Chief Technology Officer shall determine the personnel to have access to the database for investigative queries and reports. Any requests for database access shall be handled on a case-by-case basis in compliance with all applicable laws and policy.
  - 3. Data retention periods of all data uploaded to the ALPR back-end server and storage systems will be retained based on public records retention schedules defined by the Department of State.

## **17.25.05 PROCEDURES**

### **A. Issuance of the ALPR**

1. An ALPR device will be issued only to members who have successfully completed training on the operation of the device. Training will include considerations and requirements for use of the device under various circumstances.
2. All ALPR devices must be properly maintained in accordance with the manufacturer's recommendations as detailed in the training provided prior to use.

### **B. Training**

1. Prior to using an ALPR device for law enforcement purposes, members will complete a Department approved ALPR course and demonstrate proficiency on the device's capabilities.
2. Training will be based on manufacturer's recommendations and suggestions from the FHP Chief Training Officer.
3. Training will include at a minimum:
  - a. Setup and maintenance procedures;
  - b. Proper use guidelines;
  - c. Legal issues involved with the use of the ALPR device;
  - d. Reporting requirements; and
  - e. Other issues as deemed necessary and established by the FHP Chief Training Officer.

### **C. Guidelines for Use**

1. The ALPR device passively reads the license plates of moving or parked motor vehicles using ALPR optical character recognition technology and compares them against a Hot List.
  - a. A Hot List Download will be performed on a daily basis with the most current wanted vehicle information available from NCIC/FCIC/DAVID.
  - b. Manual additions to the Hot List can also be made to the system as they are received via Regional Communication Centers (RCC) or as a result of the member or agency's legitimate investigative needs. Examples of possible scenarios where manual entry of a license plate number include, but are not limited to:

- (1) Be On Look Out (BOLO);
- (2) Attempt to Locate;
- (3) Motorist overdue to destination;
- (4) AMBER/SILVER Alert;
- (5) Child Abduction;
- (6) Wanted Person;
- (7) Missing Person;
- (8) Registered Sexual Predators; and
- (9) Blue Alert

2. During operation, ALPR “hits” are indicated by an audible and visual alarm. An ALPR “hit” shall not be used as the sole reason for a traffic stop or enforcement contact until all provisions contained in this section have been satisfied.

- a. The member receiving the notification must verify that the Hot List entry matches the digital image displayed by the ALPR. If, for any reason it does not match, the “hit” will be rejected. If, however, it does match, the “hit” will be accepted and the member will verify the “hit” through NCIC/FCIC/DAVID.
- b. When verifying the “hit”, the member will notify the RCC that the verification request is the result of an ALPR “hit”.
- c. After verifying the “hit” through the RCC, the member will then attempt to stop the vehicle. The stop should be treated cautiously with the member exercising all officer safety protocols.

#### D. Maintenance

1. The Chief Technology Officer will be responsible for overseeing the installation, implementation, and maintenance of the ALPR. In the event the ALPR needs repair, the member shall immediately contact the Technical Assistance Center (TAC) and make arrangements for repair.
2. The ALPR will not be disconnected for repairs by anyone, except a technician authorized by the Chief Technology Officer.
3. Members on leave shall remove external ALPR equipment and secure it within the trunk of their patrol vehicle or within their residence if the equipment is not fix-mounted.
4. The ALPR camera lenses should be cleaned as recommended in

training, at the beginning and end of the member's shift. Any damage observed shall be immediately reported to a supervisor.