
	Florida State University Police Department	
License Plate Reader System		
Effective Date: 04/25/2012	General Order 1110	Attachments: None
Rescinds/Amends: 12-71 (04/25/12)	Distribution: Department-Wide	CFA Reference: none
	Pages: 4	

Policy - License Plate Reader System

It is the policy of Florida State University Police Department to enhance patrol capabilities by utilizing the latest technologies for crime prevention and apprehension of criminals. License Plate Reader system (LPRs) utilize such technology to scan, detect, and identify license plate numbers which appear on selected Hot Lists. **Members will receive the appropriate training prior to being authorized to use the device for law enforcement purposes.** The License Plate Reader system will be used and maintained in accordance with manufacturer recommendations and this policy.

Procedure

A. Guidelines for Use

1. The LPR Device passively reads the license plates of moving or parked motor vehicles using LPR optical character reader 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.
 - b. Manual additions to the Hot List can also be made to the system as they are received by supervisors, investigators and sworn command staff as a result of the members or agencies 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; and
 - 8) Registered Sexual Predators

2. During operation, LPR "hits" are indicated by an audible and visual alarm. An LPR "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. Contact with the vehicle and its occupants will only be made after the "hit" is confirmed, unless the officer has independent probable cause to make a stop.
 - a. The member receiving the notification must first visually verify that the Hot List entry matches the digital image displayed by the LPR. 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.
 - b. After verifying the "hit" through communications, the member will then attempt to stop the vehicle. The stop should be treated cautiously with the member exercising all officer safety protocols.
3. Should an officer encounter a motorist who flees or refuses to stop upon verification of a hit confirmation, the officer will strictly adhere to general order titled "Motor Vehicle Pursuits".

B. ADDITIONAL FEATURES OF THE SYSTEM

1. Searches
 - a. The LPR system allows for searches to be run by tag, and/or time frame.
 - b. Authorized personnel within the Department will be trained to conduct searches of the LPR database.
2. Flagged vehicles
 - a. Supervisor(s), investigator(s) or sworn command staff member(s) will be responsible for entering the license plate(s) of a vehicle(s) of interest into the LPR system to alert when the plate is detected.
 - b. Officers requesting a vehicle to be flagged in the LPR system must provide the following information:
 - 1) date of entry;
 - 2) license plate number and state;
 - 3) vehicle description;
 - 4) requesting officer's name and ID;
 - 5) approving supervisor's name and ID;
 - 6) case number;
 - 7) reason for entry; and

8) action to be taken.

- a) stop and interview driver,
- b) notify specific officer,
- c) do not stop, monitor only, etc. specific

C. **Maintenance**

1. Any necessary repairs shall be brought to the attention of the Captain of Operations or designee who is responsible for the maintenance.
2. The LPR camera lenses should be cleaned as recommended in training, at the beginning and ending of the members shift. Any damage observed shall be immediately reported to the member's supervisor.

D. **LPR RECORDS RETENTION**

All information collected from the LPR system is considered either active criminal intelligence information or criminal investigative information. In accordance with Florida statutes relating to records retention, unless specific LPR information is saved for an active case, all information collected shall be deleted from LPR computer servers following 90 days from date of information capture.

Glossary.

LPR – License Plate Reader

Alert – An alert of a tag by the LPR system that has NOT BEEN VISUALLY VERIFIED by communications against the photo in the LPR system.

Tentative Hit – An alert by the LPR system that HAS BEEN VISUALLY VERIFIED against the LPR hotlist and photo but HAS NOT BEEN QUERIED in FCIC/NCIC by communications or an officer as a live query transaction OR CONFIRMED AS VALID with the original entering agency.

Live Query Transaction – A hit by the LPR system that HAS BEEN QUERIED as active in the FCIC/NCIC system but HAS NOT BEEN CONFIRMED as valid by the entering agency.

Confirmation (Confirmed Hit) – A hit by the LPR system that HAS BEEN CONFIRMED as valid and active by the original entering agency through FCIC/NCIC teletype by communications

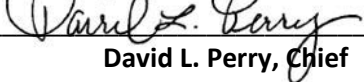
Indexing.

Alert
Confirmation
FCIC
Hit Notifications
NCIC
License Plate Reader

Attachment. None

MTC 09/05/17 Filed: General Order 1110

Title: **License Plate Reader System**

Approved: 
David L. Perry, Chief

Effective Date: 09/05/17