

 City of Norfolk	Operational General Order - 492		LPR System
	Department of Police General Order		
	CALEA:	none	
VLEPSC:	none		
LEGAL REVIEW DATE:	<i>3/22/12</i>	PRESCRIBED DATE:	<i>5-31-12</i>
City Attorney:	<i>Martha P. McGinnis</i>	City Manager/Director of Public Safety:	<i>Mark D...</i>
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>Sharon L. Chen...</i>	

Office of Preparation: Strategic Management (ks/acb)

Purpose

To provide guidelines for the issuance, training and use of Department owned License Plate Readers (LPR).

Policy

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

Supersedes:

Any previously issued directive conflicting with this order

Order Contents:

- I. Responsibilities
- II. Procedures

I. Responsibilities

- A. Authority to approve use of LPR Devices by officers shall be vested in the Chief of Police or designee.
- B. Only devices authorized by the Department will be approved for use by officers.
- C. The Sergeant-In-Charge or designee of the appropriate Detective Division section will be responsible for overseeing the development and administration of the training process for assuring proficiency of operators with the LPR. This will include but not be limited to:
 - 1. Ensuring the Standard Operating Procedure (SOP) and the Operational General Order and any necessary forms are developed based on manufacturer's recommendations, VCIN/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.
 - 3. Reviewing and revising all applicable training criteria on an as needed basis.
- D. Precinct Supervisors of Sergeant or above, will ensure that personnel who operate vehicles equipped with License Plate Readers will follow established guidelines and procedures for the use and maintenance of the LPR.
- E. The Sergeant-In-Charge or designee of the appropriate Detective Division section will be responsible for maintaining a system of tracking all cases which are sent from the field involving the LPR Device. Cases of interest, for example, are ones in which the LPR Device enabled the member to make an arrest based on the LPR alert and not solely the running of a tag through VCIN/NCIC.
- F. The Commanding Officer or designee in charge of the appropriate Central Records section shall be responsible for overseeing the technology (software) portion of the LPR Program.
 - 1. All LPR Devices purchased by the Department will be approved, inspected and installed as determined by the Sergeant in charge of the Auto Theft Unit or designee.
 - 2. LPR Devices in need of repair or replacement will be brought to the attention, via the chain of command, to the Sergeant in charge of the Auto Theft Unit or designee.

II. Procedures

- A. Issuance of the LPR:
 - 1. An LPR Device will be operated only by members who have had training on the operation of the device. Training will include considerations and requirements for use of the device under various circumstances.
 - 2. All LPR 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 LPR Device for law enforcement purposes, officers will complete a Department approved LPR course and demonstrate proficiency on the device's capabilities.
2. Training will be based on manufacturer's recommendations and suggestions from the Sergeant-In-Charge or designee of the appropriate Detective Division section.
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 LPR Device;
 - d. Reporting requirements; and
 - e. Other issues as deemed necessary and established by the Chief of Police or his designee.

C. Guidelines for Use

1. The LPR Device passively reads the license plates of moving or parked motor vehicles using LPR optical character recognition technology and compares them against a Hot List.
 - a. The Sergeant-In-Charge or designee of the appropriate Detective Division section will be responsible for downloading a Hot List on a daily basis with the most current wanted vehicle information available from NCIC/VCIN.
 - b. Manual additions to the Hot List can also be made to the system as they are received via the Emergency Operations Center (EOC) or as a result of the officers' or agencies' legitimate investigative needs. Examples of possible scenarios where manual entry of a license plate number include, but are not limited to:
 - I. Be On Look Out (BOLO);
 - II. Attempt to Locate;
 - III. Motorist overdue to destination;

- IV. AMBER/SILVER Alert;
- V. Child Abduction;
- VI. Wanted Person; and
- VII. Missing Person.

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.

- 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/VCIN.
- b. When verifying the “hit”, the member will notify the EOC that the verification request is the result of an LPR “hit”. This serves two primary purposes:
 - (1) Allows for a thorough “hit” verification check through the EOC; and
 - (2) Initiates a Computer Aided Dispatch (CAD) documentation process and notifies the EOC of the potential request for assistance by other nearby units.
- c. After verifying the “hit” through the EOC, the member will then attempt to stop the vehicle. The stop should be treated cautiously with the member exercising all officer safety protocols.

3. Use during inclement weather:

In accordance with OPR-710, Operation of Police Vehicles, officers are expected to exercise good judgment as to the necessity and justification for operating their vehicles under emergency conditions.

4. Target Vehicles that travel out of the Jurisdiction of the City of Norfolk;
- a. If a target vehicle leaves Norfolk’s jurisdiction, the EOC shall notify the telecommunicator for that jurisdiction and provide details on what the target vehicle is wanted for, a description of the vehicle, its occupants and its direction of travel.
 - b. In the event that the target vehicle is stopped in another

jurisdiction, the Norfolk police officer effecting the stop, or arriving at the scene of the stop, shall/may, as circumstances dictate, take the subjects into custody and/or seize evidence as authorized in G.O. ADM-410: *Property and Evidence*, and shall coordinate such action with an officer of the other jurisdiction.

D. Maintenance:

1. The Sergeant-In-Charge or designee of the appropriate Detective Division section will be responsible for overseeing the installation, implementation, and maintenance of the LPR. In the event the LPR needs repair, the officer should immediately contact the Sergeant of the Auto Theft Unit or designee and make arrangements for repair.
2. The LPR will not be disconnected for repairs by anyone, except a technician authorized by the Sergeant in charge or designee.
3. The LPR camera lenses can, as needed, be cleaned as recommended in training. Any damage observed shall be immediately reported to a supervisor.
4. LPR equipped vehicles will be taken to the contract car wash service and hand washed in accordance with manufacturer's recommendations to ensure cameras are not damaged or misaligned.

E. Extraction of data collection:

1. The Sergeant in charge or designee will be responsible for overseeing the extraction of the LPR data collection.
2. Commands assigned the LPR equipped vehicles will ensure the vehicles are brought to the Detective Division every Sunday during midnight shift to have the data extracted from the system by the Detective Division Investigator assigned.
3. The downloaded data, not identified as having evidentiary value will be held for at least 30 days, then will be erased according to the manufacturer's specifications. Data identified as having evidentiary value, will be held by the assigned investigator for the maximum period associated with such record.
4. All requests to hold data containing evidentiary value will be submitted within 10 days of the initial recorded data to the Sergeant-In-Charge or designee of the appropriate Detective Division section.

Definitions

Cases of Interest: Those cases which may not necessarily fall into the category of a vehicle that would be placed into VCIN/NCIC files for a stolen or felony vehicle but still would require some investigative interest to the Department.

Hot Lists: A list of stolen plates and vehicles entered into the National Crime Information Center (NCIC) database and the Virginia Crime Information Network (VCIN) database, as well as any information that is entered manually by the operating member.

Hot List Download: The method by which the Hot List data is transferred to a computer within the patrol vehicle.

License Plate Reader (LPR): A specialized system consisting of equipment designed to read, store and check license plates. The LPR 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)

Target Vehicle: A vehicle that has alerted/alarmed the LPR for any of the following reasons (Stolen Vehicle, Wanted/Missing Person, Stolen License Plate, Suspended or Revoked License or Scofflaw or Other Violator).

Related Documents:

1. OPR-710 Operation of Police Vehicles