

PALM BEACH GARDENS POLICE DEPARTMENT		
LICENSE PLATE RECOGNITION SYSTEMS		
POLICY AND PROCEDURE 4.2.1.36		
<b>Effective Date :</b> 08/01/2013	<b>Accreditation Standards:</b> CALEA 41.3.9 CFA	<b>Review Date:</b> 08/01/2015

## CONTENTS

1. Officer's Guidelines for Use
2. Volunteer's Guidelines for Use
3. Training
4. Storage and Retention
5. Glossary

**PURPOSE:** To provide guidelines for the issuance, training and use of Department owned License Plate Readers (LPRs).

**SCOPE:** This policy and procedure applies to all members who are authorized to use any of the Department's LPRs.

**REVIEW RESPONSIBILITY:** Patrol Operations Bureau Major

**POLICY:** It is the policy of the Palm Beach Gardens Police Department to enhance patrol capabilities by utilizing the latest technologies for crime prevention and apprehension of criminals. License Plate Readers make use of 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.** All License Plate Readers will be used and maintained in accordance with manufacturer recommendations and this policy.

### 1. OFFICER'S GUIDELINES FOR USE

- a. 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.
- b. An LPR will only be operated by officers 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.
- c. A Hot List Download will be performed on a daily basis with the most current wanted vehicle information available from NCIC/FCIC/DAVID.
- d. Manual additions to the Hot List can also be made to the system as they are received via Communication Centers or as a result of the officer's 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;
- vii. Missing Person;
- viii. Registered Sexual Predators; and
- ix. Blue Alert.
- x. Suspended or Revoked Drivers License (Driver is registered owner)
- e. During operation, LPR “hits” are indicated by an audible and visual alarm. A 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.
  - i. The officer receiving the notification must 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 officer will verify the “hit” through NCIC/FCIC/DAVID.
  - ii. When verifying the “hit” through Communications, the officer will notify the Dispatcher that the verification request is the result of a LPR “hit”.
  - iii. After verifying the “hit”, the officer will then attempt to stop the vehicle. The stop should be treated cautiously with the officer exercising all safety protocols.
    - 1. Should the motorist flee or refuse to stop, policy 4.2.1.3 – Pursuit Driving and Forcible Stopping will be strictly adhered to.

## **2. VOLUNTEER’S GUIDELINES FOR USE**

- a. Volunteers conducting patrol activities may utilize the LPR installed in the CMP vehicle.
- b. The LPR is installed and operated in a manner that prevents direct access to NCIC/FCIC/DAVID and volunteers shall have no such direct access.
- c. Any usage of the LPR shall be in accordance with the training provided and this policy and procedure.
- d. The following procedure shall be followed when a CMP volunteer receives a “hit” from the LPR:
  - i. Compare the alert obtained by the LPR system against the actual tag displayed on the LPR photo, and verify it is the same tag number and state.
  - ii. After confirming the tag via the photo, immediately contact Dispatch via radio and advise them, e.g., “CMP3, LPR Alert.”
  - iii. When dispatch responds, provide the following information (if known):
    - 1. Current location
    - 2. Nature of the alert
    - 3. Whether the suspect vehicle is parked or moving
    - 4. Vehicle description
    - 5. Tag number and state
    - 6. Location last seen and direction of travel of the vehicle if moving
    - 7. Any other relevant information
  - iv. Dispatch will assign officers to respond to look for the vehicle.
  - v. Dispatch will also run an NCIC/FCIC/DAVID check of the vehicle tag to confirm the information and relay that information to responding officers.
  - vi. Under no circumstances will CMP volunteers attempt to make contact with any occupants of the vehicle or in any way detain the vehicle.
  - vii. If the vehicle is parked, CMP volunteers, if able to do so safely, may continue to observe the vehicle from a safe distance until the arrival of officers.
  - viii. If the vehicle is mobile, CMP volunteers will make no attempt to follow the vehicle. In such case, they should advise Dispatch of the last location of the vehicle and last known direction of travel.

**3. TRAINING**

- a. Prior to using a LPR device for law enforcement purposes, members will complete a Department approved LPR course and demonstrate proficiency on the device's capabilities.
- b. Training will be based on manufacturer's recommendations and suggestions received by the Training Officer and deemed appropriate for effective use of the device.
  - i. Lesson plans, training aids and materials must be approved prior to use.
- c. Training will include at a minimum:
  - i. Setup and maintenance procedures;
  - ii. Proper use guidelines;
  - iii. Legal issues involved with use of LPRs;
  - iv. Reporting requirements;
  - v. Other issues as deemed necessary by the Chief of Police, Command Staff, or Training Officer.

**4. STORAGE AND RETENTION**

- a. LPR data is for official use only.
- b. Sharing of LPR information may only be done in accordance with Federal, State and/or this Department's investigation information sharing directives for law enforcement.

**5. GLOSSARY**

- a. 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.
- b. 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).

---

**INDEX AS:**

- LICENSE PLATE RECOGNITION SYSTEMS
- LICENSE PLATE READERS
- LPR

**RESPONSIBILITY INDEX:**

- OFFICERS
- CMP VOLUNTEERS
- DISPATCHERS
- TRAINING

DRAFTED: SD 06-20-2013 FILED: 4.2.1.36.pdf

---

**APPROVED:**

Stephen J. Stepp  
Chief of Police

08/15/2013  
Date