

Powell Police Department



General Order 41.3 - Equipment

41.3.9 – *License Plate Recognition Systems*

41.3.9 License Plate Recognition Systems

- A. Use of an automated license plate reader (LPR) is restricted to the purposes outlined below:
 - 1. No department employee shall operate the LPR equipment or access LPR data without first completing department approved training.
 - 2. Department members shall not use or allow others to use the equipment or database records for any unauthorized purpose.
 - 3. An LPR shall only be used for official law enforcement business.
 - 4. An LPR may be used in conjunction with any routine patrol operation or criminal investigation; reasonable suspicion or probable cause is not required before using an LPR.
 - 5. Partial license plates and unique vehicle descriptions reported during major crimes should be entered into the LPR system to identify suspect vehicles.
 - 6. An officer should verify an LPR response through NCIC before taking enforcement action that is based solely on an LPR Alert.

- B. Data Security and Access
 - 1. All users granted access will be required to have individual credentials for access and use of the systems and data, which can be fully audited.
 - 2. The Chief or designee will perform a system audit on a quarterly basis. This audit will look at the randomly selected browsing inquiries conducted by department employees to ensure the inquiry meets department policy.

- C. Operator Training
 - 1. All employees must complete department authorized training prior to having access to the LPR system and/or data.

- D. Data storage and retention:
 - 1. All LPR data downloaded to the server shall be stored in accordance with the City of Powell Records Retention Schedule.
 - 2. The LPR vendor, Flock Safety, will store the data and ensure proper maintenance and security of data stored in their data towers. Flock safety will purge their data at the end of 30 days of storage.

3. LPR data will only be released in accordance with appropriate public records laws and departmental retention policies.