

**Classification** : Operational Procedure  
**Subject** : License Plate Reader (LPR) System  
**Date Issued** : April 11, 2019  
**Effective Date** : April 11, 2019  
**Issued By** : Director T. Hayden

---

**Purpose:**

To establish guidelines for the proper use, training, and data storage of license plate reading (LPR) devices deployed by the Addison Police Department.

**Policy:**

It is the policy of the Addison Police Department to utilize LPR devices for crime control, investigations and traffic safety. The LPR devices may also be used to gather information related to homeland security, electronic surveillance, suspect interdiction, wanted / missing persons, drivers and vehicles with suspended / revoked registration / licenses, and stolen property recovery, or other legitimate law enforcement purposes.

**Procedure:**

**A. Deployment and Operations**

1. The LPR will be affixed to designated police vehicles.
2. The Investigations Supervisor will be responsible for ensuring that the “hot files” are downloaded from the State of Illinois System.
3. The Investigations Supervisor will be notified of any system repairs (hardware or software) or maintenance / equipment issues for the LPR system via an equipment repair request.
4. Officers assigned to a police vehicle with an LPR system will ensure that the system is activated during their tour of duty.
5. Upon receiving an “alert”, officers will use the displayed information to determine the nature and accuracy of the alert. The officer will visually verify that the subject plate and the actual alert are the same.
6. An alert relating to an NCIC hit or LEADS hot file hit must be verified by dispatch or on the MDC prior to taking enforcement action.
7. Investigative alerts provided by the Addison Police Detective Division can be added to the system with the approval of an Investigations Supervisor. Each internal alert shall contain specific instructions on the expected enforcement action. Those will include, but not limited to:
  - a. Report the presence of the vehicle to investigations but do not make contact with the occupants or driver.

- b. Conduct a field stop to identify vehicle occupants.
- c. Place an investigative detention on the occupants of the vehicle and notify the on-call detective.

**B. Training**

- 1. All LPR operators must have successfully completed approved Law Enforcement Agencies Data System (LEADS) training prior to operating LPR equipment or accessing LPR data.
- 2. Officers assigned to a LPR vehicle must complete an in-house training program on the proper care and use of the system prior to its use.

**C. Records Maintenance and Access**

- 1. The LPR system shall only be used for official law enforcement purposes.
- 2. The ability to access the database and conduct queries will be provided to detectives, traffic officers and supervisors. Access shall be accessible only through a login/password protected system.
- 3. Persons approved to access LPR data under these guidelines are permitted to access the data when there is an articulable suspicion that the data relates to an investigation in a specific criminal or Department related civil or administrative action.
- 4. The LPR system, software, associated databases and data are solely the property of the Department and can be shared for official law enforcement purposes only.
- 5. Dissemination of information obtained from the LPR system, software, associated databases, and data shall not be disseminated to the public except as authorized or required by law.

**D. Data Storage and Retention**

- 1. Collection and retention of LPR data is subject to the following guidelines:
  - a. Files will be transferred from field units to Department servers in accordance with the current Department file storage procedures.
  - b. All LPR data downloaded to the Department server, and ultimately stored on the vendor's server, shall be stored for a specific time period and thereafter shall be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action, or is subject to a lawful action to produce records. In such circumstances the applicable data shall be downloaded from the server onto portable media and placed into evidence.

- 1)** The time period for retention of both Reads and Hits shall comply with the Local Government Records Act (50 ILCS 205/).
- c.** All transmission and storage of LPR data shall meet LEADS requirements for network and computer security.

Revised:

CALEA 41.3.9