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1789

LICENSE PLATE READER SYSTEMS
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PURPOSE: The purpose of this policy is to provide guidelines and procedures for the proper use of the Mobile License Plate Reader (LPR) Systems.

POLICY: It is the policy of the Albany Police Department to comply with all applicable laws and regulations as they pertain to the collection, use, and dissemination of data obtained through the license plate reader program and to deploy License Plate Readers (LPR) based on the best constitutional practices.

DEFINITIONS: **License Plate Reader (LPR) System** – License Plate Reader (LPR) System means an investigative tool that is capable of capturing digital photos and analyzing the information from license plates attached to vehicles. The license plate information is compared to a file that contains information regarding stolen vehicles, stolen plates, suspended or revoked registrations, AMBER Alerts, Wanted Person(s), and other data provided by the Integrated Justice (IJ) Portal.

Elsag North America Mobile Plate Hunter 900 – Elsag North America Mobile Plate Hunter 900 means the unit currently used for license plate reading in City of Albany Police Department vehicles and stationary utility poles within the City of Albany.

Hot List – Hot List means an index of items specific to the concern of law enforcement officials tied to a motor vehicle registration from local, state and national agencies. The list includes, but is not limited to registration violations, stolen vehicles, wanted persons, violent gang and terrorist organization files (VGTOF), sexual offenders, local bench warrants and Albany Police Parking Scofflaw.

Operational Center – Operational Center means the web site interface using to manage the LPRs and investigate collected data.

LPR Reporting Officer – LPR Reporting Officer means an officer/detective assigned to report LPR statistics to NYS DCJS.

LPR Technicians – LPR Technicians means members of the Computer and Technology Unit assigned to monitor and maintain the LPR equipment.

LPR Supervisor – LPR Supervisor means a supervisor designated to authorize and control all matters concerning the Operational Center Website. The Information Coordination Unit supervisor will act in this capacity.

LPR Administrators – LPR administrators mean sworn personnel assigned to access, monitor, and manage the data contained within the Operational Center Website.

I. AUTHORIZED USE OF THE ELSAG NORTH AMERICA MOBILE PLATE READER 900

A. Authorized Access:

1. Elsag North America Mobile LPR Units:

- a.** The Elsag North America Mobile LPR units are currently installed in the City of Albany Police Department patrol units. Sworn personnel are the only personnel who shall be authorized to use the LPR units.
- b.** No employee of this department shall use an LPR unit until they have received training on its operation, policy, and maintenance requirements. Training is acquired through PowerDMS. Personnel must sign off on their participation before utilizing a LPR unit.

2. Elsag North America Operational Center Website:

- a.** Access to the Elsag North America Operational Center Website shall be granted to sworn personnel and to non-sworn personnel assigned to the Albany Crime Analysis Center by the LPR Supervisor.
 - i.** The Elsag North America LPR Supervisor shall designate Elsag North America LPR Administrators; All Elsag North America LPR Administrators shall be required to complete a Confidentiality of Information course and have signed a Confidentiality of Information personal acknowledgement and have been trained in use of the same.
 - ii.** The Albany Crime Analysis Center, under the direction of the ICU Supervisor, will be responsible for entering or removing license plate information into and out of the LPRs and Operational Center Website. A detailed log must be kept of entries and removals.
- b.** Access to the Elsag North America LPR Operational Center Website is governed by the Albany Police Department Network Access Policy Form.

B. Authorized Use:

1. The LPR equipment and stored data is for official use only. No employee shall use, or authorize the use of the LPR equipment or stored data, for any other reason. Authorized use includes, but is not limited to the following:
 - a. General patrol;
 - b. Special operations and enforcement details;
 - c. Safety checkpoints; and
 - d. Directed criminal investigations.
 2. All data stored by the LPR equipment or website is considered *Confidential and for Official Police Use Only*.
 3. Only authorized administrators have access to all LPR functions and can make changes, fulfill requests, etc.
- C. Any request from outside agencies or non-sworn personnel regarding LPR data or website stored data must have prior approval by the LPR Supervisor.

II. GENERAL ADMINISTRATION OF THE ELSAG NORTH AMERICA MOBILE LPR

- A. All personnel shall perform a routine function check when entering a patrol unit equipped with an LPR at the beginning of their tour of duty.
1. Personnel shall follow the startup procedures, listed herein, and document the presence and condition of the LPR equipment on their Daily Unit Inspection Sheet; and
 - a. A copy of the startup procedures shall be kept with the LPR equipment and shall be available on the Albany Police Department Website and on PowerDMS through the [LPR Users Guide](#).
 2. Personnel shall verify the position of the License Plate Reader cameras and make any necessary adjustments to ensure the highest efficiency of the unit.
- B. Reports of LPR defects, damage or other matters requiring maintenance of the Department's LPR equipment shall be:
1. Reported to the officer's immediate supervisor and members of the Computer Technology Unit;
 2. Documented on the Daily Unit Inspection Sheet;
 3. Entered in the station blotter; and
 4. If the LPR unit, or any portion thereof, is visibly damaged, the officer shall also complete an Intra-Departmental Correspondence (IDC) detailing the damage and any other pertinent facts.
- C. Routine maintenance shall be completed by the Computer Technology Unit (CTU) on a monthly basis. Inspection shall include, but not be limited to the following:
1. Performing an angle check on the License Plate Reader cameras;

2. Cleaning the License Plate Reader lenses; and
 3. Maintaining proper communication between the LPR and the Mobile Data Terminal installed in the patrol vehicle.
- D. Personnel whom have completed the LPR training through PowerDMS and are assigned to a patrol vehicle equipped with an LPR shall manually log in, keep the program active during daily activities/routine patrol and shall not logout until the end of their tour of duty.

III. PROPER USE AND PROCEDURES OF THE ELSAG NORTH AMERICA MOBILE LPR

A. Manual Procedures:

1. Indicator Lights Check;
2. Global Positioning System (GPS) Check;
3. "Hot List" Date Verification; and
4. Alarms Turned On.

B. Personnel utilizing an LPR shall verify that the "Hot List" file automatically updates when logging into the LPR system. If the automatic update is not successful, the LPR operator should log out and log back into the LPR system.

1. If the "Hot List" still does not update, the LPR operator shall notify personnel of the Albany Police Department's CTU for assistance. The LPR operator may utilize the system; however it will not contain the most updated information.

C. Traffic Stops:

1. The LPR provides an audible alarm and displays a picture on the laptop screen of a suspect plate that it has read and compared to its database.
 - a. The LPR software will display the reason for the alarm (e.g., stolen, suspended/revoked, wanted, etc.).
 - b. Prior to initiating any traffic stop or detainment, personnel shall verify any information received on the LPR.
 - c. Verification is obtained through the telecommunications specialists. There are no exceptions allowed.
2. All traffic stops conducted based on a "hit" received by the LPR, shall be made in accordance with the New York State Vehicle and Traffic Law, New York State Criminal Procedure Law, and Albany Police Department's Policies and Procedures.
3. Arrests resulting from an LPR "hit" shall be documented on a [License Plate Reader Case Log Report](#), APD Form # 332 shown on page 6 of this order.
 - a. Officers shall make a copy of the LPR Case Log Report to be submitted with the investigation/arrest file.
 - b. Officers shall direct the original LPR Case Log File to the Albany Police Department's Central Records.

D. Transporting Property:

1. Sworn personnel assigned to patrol units with an LPR installed shall not transport property in the trunk of the vehicle which prevents the trunk from closing and being properly secured.

E. Securing the Elsas North America Mobile LPR 900:

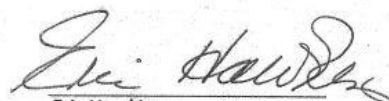
1. Personnel are required to "Logout" at the end of their tour of duty.
2. Personnel shall not authorize any other person to use their login.

IV. REPAIR AND SERVICING THE ELSAG NORTH AMERICA MOBILE LICENSE PLATE READER 900:

- A. LPR camera lenses shall be cleaned, when necessary, with a glass cleaner sprayed on a cloth.
- B. LPR units shall be repaired and serviced by personnel of CTU or other designated contracted technicians. Network Administrators or designated technicians will remove the LPR cameras and processors from the vehicle.
- C. Software or hardware issues that need to be turned over to CTU for repair shall be documented via IDC to the Chief of Police. A copy of the IDC shall be submitted with the LPR and turned over to CTU.
- D. Damage sustained to any LPR shall be documented via an IDC.
- E. Any attempts to service or repair LPR equipment, connections, or components by anyone other than a Network Administrator or designated contract technician are prohibited.

V. DATA STORAGE AND RETENTION FOR THE ELSAG NORTH AMERICA LICENSE PLATE READERS

- A. LPR data records generated by or relating to LPR systems will be available for search for five (5) years, after which time it will be archived. Any request to access archived data must be approved by the Albany County District Attorney's Office.
- B. LPR data associated with an arrest or criminal investigation must be included with the case file associated with the investigation and must be retained for the maximum period of time associated with such record.
- C. Freedom of Information Law (FOIL) requests for LPR related information shall be in compliance with the policies and procedures outlined in [General Order 4.2.00 – Records Administration](#).


Eric Hawkins
Chief of Police



Albany Police Department

LICENSE PLATE READER CASE LOG REPORT

Elsag North America Mobil Plate Hunter 900



LPR Operator:	Operator ID:	Incident Number:
Date:	Unit No.:	Assignment:

Officer's Notes

Type of Alarm (e.g. Stolen Vehicle, Warrant, etc.):		Time of Alarm:		
Location of Alarm Activity (if different than traffic Stop):				
Registration:		Officers Activity Prior to Alarm: (Check one)		
Make:	Model:	<i>Patrol Stationary</i>	<i>Patrol Moving</i>	<i>Check Point</i>
Style:	Color:	<i>Toll Booth</i>	<i>Accident</i>	<i>Other</i>
Confirmation: _____ Yes _____ No		Confirmation made by:		
Pursuit Involved: _____ Yes _____ No		Supervisor Notified:		

Defendant(s) Information

Driver Name:	AKA:	DOB:	Age:	Race:
Address:		Charges:		
Passenger Name:	AKA:	DOB:	Age:	Race:
Address:		Position Inside Vehicle:	Charges:	
Passenger Name:	AKA:	DOB:	Age:	Race:
Address:		Position Inside Vehicle:	Charges:	
Passenger Name:	AKA:	DOB:	Age:	Race:
Address:		Position Inside Vehicle:	Charges:	