



TITLE/SUBJECT: License Plate Recognition (LPR) Systems		NUMBER: 0625	 DAVENPORT POLICE DEPARTMENT
CALEA STANDARDS: 41.3.9	DPD FORM(S):		
APPROVED BY: Jeffery E. Bladel, Chief of Police 		EFFECTIVE DATE: 07/15/2024	CANCELS: None

1. PURPOSE

To implement practices for the proper use, maintenance, and deployment of the department's license plate recognition (LPR) system and software.

2. POLICY

It is the policy of the Davenport Police Department to leverage license plate recognition (LPR) systems to enhance the capabilities of the department with regards to preventing crime, solving crime, increasing productivity and effectiveness, and enhancing officer safety. LPR systems may be used to aid with detection, investigation, and enforcement duties of officers performing official investigations into traffic or criminal violations.

3. DEFINITIONS

For the purpose of this policy, the following definitions will apply:

- 3.1. "Automated License Plate Reader (ALPR) or License Plate Reader (LPR)" – a device using photo and computer technology to compare digital images of vehicles and tags to lists of known information of interest related to official police investigations. ALPR / LPR devices are not enforcement devices (such as automated traffic enforcement devices), nor are they designed to identify drivers or occupants of a vehicle.
- 3.2. "ALPR / LPR Operator" – any trained DPD personnel who is authorized to utilize ALPR / LPR system or equipment.
- 3.3. "ALPR / LPR Administrator" – the individual(s) designated by the Chief of Police to serve as the administrator for the DPD ALPR / LPR program.
- 3.4. "Department Hotlist" – a list of license plates associated with vehicles of interest compiled from one or more databases including, but not limited to, National Crime Information Center (NCIC), Iowa DOT, local BOLO's, etc.
- 3.5. "Vehicles of Interest" – includes, but is not limited to, vehicles which are reported stolen, display stolen license plates or tags, vehicles linked to missing and/or wanted persons and vehicles flagged by the Department of Motor Vehicles or law enforcement agencies.
- 3.6. "Detection" – refers to data obtained by an ALPR / LPR of an image (i.e., license plate) within public view read by the device, including potential images (such as license plate and

description of vehicle for which the tag was displayed), and information regarding the location of the ALPR / LPR system at the time data was ready by the system.

- 3.7. “Alert” or “Hit” – an alert from the ALPR / LPR system indicating a scanned license plate number may be entered into NCIC or other law enforcement database for a specific reason including, but not limited to, being related to a stolen vehicle, wanted person, missing person or terrorist related activity.

4. PROCEDURE

4.1. Use and Administration

- 4.1.1. The ALPR / LPR system utilized by the department is a series of stationary license plate reading cameras positioned at strategic locations throughout the City of Davenport and programmed to capture images of vehicle license plates and limited vehicle information that may include make, model, color, and other physical descriptors as they travel on public roadways.
- 4.1.2. The ALPR / LPR system uses NCIC information and law enforcement agency information for official use only and shall be considered confidential and law enforcement sensitive. Any misuse of the LPR system shall result in disciplinary action.
- 4.1.3. Hits or alerts on the ALPR / LPR system **do not** independently constitute reasonable suspicion or probable cause for enforcement action. Hits or alerts will not be acted upon without confirmation or development of reasonable suspicion or probable cause.
- 4.1.3.1. The ALPR / LPR Operator will verify any information from an alert to ensure the information matches the vehicle in question.
- 4.1.3.2. All alerts from the ALPR / LPR associated with NCIC information will be confirmed through dispatch or by use of the mobile data computer.
- 4.1.3.3. Upon receiving an alert from the ALPR / LPR, officers shall establish reasonable suspicion or probable cause prior to initiating contact or taking any enforcement action.
- 4.1.3.4. Vehicle occupants may not be the subject(s) associated with a specific crime or criminal activity prompting the alert in the ALPR / LPR system. Officers must develop reasonable suspicion or probable cause prior to initiating a traffic stop or any type of detainment.
- 4.1.3.5. If an officer takes enforcement action as a result of an ALPR / LPR alert or information, the officer will document the alert or information received as part of the case report or in the notes of the citation issued.

- 4.1.4. Vehicle license plate information may be entered in the system for inclusion on a Department Hotlist. A Department Hotlist contains agency entered license plate and vehicle information associated with person(s) that are or may be involved or associated with criminal activity. The following will apply to all license plate information entered into the system by the department on a hotlist:
- 4.1.4.1. The ALPR / LPR Administrator is responsible for and actively manages the Department Hotlist. The Department Hotlist entries must be associated with an active criminal or traffic investigation.
 - 4.1.4.2. If vehicle license plate information is entered into NCIC for association to a criminal violation, amber alert, etc., it will not be included in the Department Hotlist.
 - 4.1.4.3. When appropriate to the investigation, supervisors may be allowed to enter vehicle plate information on the Department Hotlist for forcible felonies and exigent circumstances (i.e., incidents where public safety is critical). All other entries on the Department Hotlist will be reviewed and entered by the ALPR / LPR Administrator or designee.
 - 4.1.4.4. All supervisors have the authority and responsibility to remove a Department Hotlist entry when determining they are no longer needed or valid.
 - 4.1.4.5. Upon receiving an ALPR / LPR alert from a Department Hotlist entry, officers shall establish reasonable suspicion or probable cause prior to initiating contact or taking any enforcement action.
 - 4.1.4.6. Vehicle occupants may not be the subject(s) associated with a specific crime or criminal activity. Officers must develop reasonable suspicion or probable cause prior to initiating a traffic stop or detaining the vehicle or occupants.
 - 4.1.4.7. Once contact is made with a vehicle or associated person(s) with Department Hotlist entry, the supervisor of the officer(s) making contact should evaluate if the vehicle license plate information needs to be immediately removed or kept in the Department Hotlist. If determined the vehicle is no longer needed in the Department Hotlist, the supervisor will remove the information immediately from the Department Hotlist.
 - 4.1.4.8. As removal of Department Hotlist alerts will be critical to lawful use of the ALPR / LPR system, officers will notify a supervisor when contacting a vehicle or person(s) associated with the Department Hotlist.
 - 4.1.4.9. The ALPR / LPR Administrator or designee should audit the Department Hotlists monthly to ensure any vehicle plate information entered is still active and appropriate based on the incident or investigation prompting the hotlist entry.

- 4.1.5. An analysis or search of ALPR / LPR system data for specific license plate information will only be conducted pursuant to a criminal or traffic investigation.
- 4.1.6. Successful use of the information obtained from the ALPR / LPR system will be documented by the appropriate division commander and forwarded to the ALPR / LPR Administrator.
- 4.1.7. The ALPR / LPR Administrator or designee will track statistical data on the system, including system use and reliability, successes, and failures.

4.2. Data Security and Access

- 4.2.1. Data and images from the ALPR / LPR system are for official use only. Only authorized department personnel utilizing secure log-in credentials will have access to the ALPR / LPR system.
- 4.2.2. Only department personnel certified to access NCIC information and who have been trained in the proper operational procedures and interpretation of information from the ALPR / LPR system will be granted access to the system. This may include all sworn officers, as well as civilian support personnel who receive authorization from a Division Commander or the Chief of Police.
- 4.2.3. Data and images copied or downloaded from the ALPR / LPR system are considered property of the Davenport Police Department and should be considered evidence. Accessing, copying, or releasing files or portions thereof for any reason other than official law enforcement purposes is strictly prohibited.
- 4.2.4. Data sharing with other law enforcement agencies is restricted to official law enforcement purposes only. Any request for data sharing from an outside agency must include:
 - 4.2.4.1. The name of the agency making the request,
 - 4.2.4.2. The name of the person making the request,
 - 4.2.4.3. The intended purpose of obtaining the information.
- 4.2.5. The ALPR / LPR Administrator or designee will perform quarterly audits of ALPR / LPR inquiries to ensure compliance with this policy and ensure appropriate use of these systems.

4.3. Prohibited Use

- 4.3.1. ALPR / LPR data, searches, and hotlists are to be used in official traffic and criminal investigations only. The system shall not be used for administrative inquiries, internal

affairs investigations, political or personal reasons. Personnel who misuse the ALPR / LPR system are subject to disciplinary action and revocation of ALPR / LPR access.

- 4.3.2. It is a violation of this policy to use the ALPR / LPR system or associated data to harass and/or intimidate any individual or group.
- 4.3.3. It is a violation of this policy to use the ALPR / LPR system or associated data based on a person or group's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, or any other classification protected by law.
- 4.3.4. It is a violation of this policy to use ALPR / LPR system or associated data for any personal purpose.

4.4. Training

4.4.1. Training on the ALPR / LPR system should include the following:

- 4.4.1.1. Secure access and data restrictions.
- 4.4.1.2. Alert notifications and verification requirements.
- 4.4.1.3. Department Hotlist use and requirements.
- 4.4.1.4. Procedures to download and transfer data and images to evidence.
- 4.4.1.5. Search capabilities.
- 4.4.1.6. Regional sharing functionality.
- 4.4.1.7. Other system features as needed.

4.5. Data Storage and Retention

- 4.5.1. All images and data captured by the ALPR / LPR system will be stored within the LPR system for no longer than 30 days. After 30 days, images and data will be automatically deleted from the LPR system. Data and images deleted from the system are not recoverable.
- 4.5.2. Data and images used as evidence in any criminal or traffic violation will be downloaded and stored in accordance with DPD evidence policies and procedures. Retention will follow normal department evidence and record retention schedules.
- 4.5.3. Only data and images associated with an incident, traffic investigation, or criminal investigation will be downloaded and saved from the ALPR / LPR system.