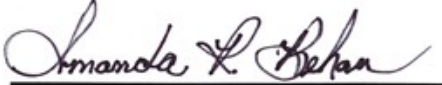




WINCHESTER POLICE DEPARTMENT OPERATION ORDER

NOTE: This policy is for internal use only and does not enlarge an employee’s civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Number 2-79		Effective Date March 8, 2024	Review Date March 5, 2024	Reviewing Division Administration
Subject License Plate Readers (LPR)	References VLEPSC CALEA	<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Amends <input type="checkbox"/> Replaces:		This policy shall apply to personnel assigned to the following divisions: <input checked="" type="checkbox"/> All Personnel <input type="checkbox"/> Patrol Division <input type="checkbox"/> Administration Division <input type="checkbox"/> Investigation Division
 _____ Chief of Police or Designee				_____ March 8, 2024 Date

I. PURPOSE

The purpose of this policy is to establish guidelines and procedures for the Winchester Police Department’s License Plate Reader System (LPR).

II. POLICY

The Winchester Police Department may utilize a License Plate Reader System to enhance the public safety services provided to the Winchester community as well as improve officer safety. All data and images captured by the LPR system are for official law enforcement purposes only.

III. DEFINITIONS

A. Alert

A visual and/or auditory notice that is sent out when the License Plate Reader System (LPR) receives a potential “hit” on a license plate.

B. Hit

Information that matches previously entered data in NCIC, VCIN, or similar database. This data may include but is not limited to stolen vehicles, wanted persons, AMBER Alerts, or other law enforcement information which has been entered by an agency to facilitate further investigation.

C. License Plate Reader (LPR)

Cameras that read license plates affixed to vehicles traveling on public roadways and recognize potential “hits.”

IV. PROCEDURE

A. General

1. The use of the LPR system is restricted to official law enforcement purposes in accordance with the law.
2. Misuse of the LPR system or the data obtained from this system may result in disciplinary action.
3. LPR systems and the data associated with the system are intended for use in conducting official law enforcement business.

B. Administration

1. The agency should designate an employee(s) with administrative oversight for the LPR system. These responsibilities include the following:
 - a. Establishing protocols for access, collection, storage, and retention of LPR data in accordance with the law.
 - b. Establishing protocols to preserve and document LPR data that is associated with investigations or prosecutions.
 - c. Serve as liaison between the department and LPR servicer for repairs or updates as needed.
 - d. Keep apprised of any outages or other LPR equipment issues.

C. License Plate Reader System Usage

1. Only officers and emergency communication specialists who have been properly trained in the LPR system’s operation shall be permitted to access the system and receive alerts.
2. LPR Alerts/Hits:
 - a. Prior to making a traffic stop, officers shall visually verify that the plate number in the alert matches that of the vehicle to include the characters and state of issuance.
 - b. Officers should also verify the status of the hit when practicable to ensure the information is valid.
 - c. Officers may utilize reasonable suspicion to stop a vehicle in reference to a LPR “hit.”

3. Searches of historical LPR data may be done in accordance with the law.
4. Officers may request a specific license plate be entered in the LPR system for investigative purposes.
5. Officers shall not use their mobile phones to review alerts while in operation of their vehicle.

D. LPR Data Sharing and Dissemination

1. LPR data is for official law enforcement use only and thus may only be shared with other law enforcement or prosecutorial agencies.
 - a. Requests for LPR data should state the name of the requesting agency, the requesting member of that agency, and the purpose of the request.
 - b. All requests for LPR data should be reviewed by the Captain of Administration or his/her designee.
 - c. Requests made by non-law enforcement or non-prosecutorial agencies will be addressed in accordance with the Freedom of Information Act.
 - d. Records should be retained regarding requests for LPR data.

E. Retention

1. The Captain of Administration should ensure that all LPR data retention practices are done in accordance with the law.