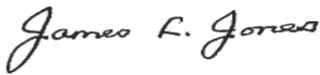




**GENERAL ORDER 08.07**  
**HENDERSONVILLE POLICE DEPARTMENT**  
Hendersonville, Tennessee

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LICENSE PLATE RECOGNITION SYSTEM			RESCINDS OR AMENDS: New
ORIGINAL CREATED: 12-06-2019	LAST REVISED: 07-26-2021	PUBLISHED ON: 10-01-2024	TAKES EFFECT: 10-01-2024
CHIEF OF POLICE: James L. Jones			STANDARD(s):

**08.07.1**                      **PURPOSE:**

The purpose of this policy is to establish a standard operating procedure for deployment, utilization, maintenance and training associated with the use of the License Plate Recognition System (LPRS)

**08.07.2**                      **DEFINITIONS:**

Hardware: Automatic License Plate Recognition systems include a camera or set of cameras that capture images of license plates. These cameras are typically affixed to the outside of the operational License Plate Recognition (LPR) vehicle or mounted to fixtures in other locations. This system also includes a separate computer processor which processes the camera images against the "Hot List"

Hit: The notification that a scanned motor vehicle license plate matches one that has been entered into a "Hot List".

Hot List: Data files that are provided through the Tennessee Bureau of Investigation /National Crime Information Center (TBI/NCIC) extracted from the law enforcement databases which contain a listing of stolen license plates, stolen vehicles, wanted persons, and other vehicles and/or persons actively being sought by a law enforcement agency. Hot Lists are also created by authorized personnel with sufficient evidence.

License Plate Recognition (LPR) System: A complete system by which advanced camera technology and software captures images of vehicle license plates and instantaneously compares them with a large file of records (Hot Lists) to identify vehicles of interest. The LPR merely accomplishes, more efficiently, the same task a police officer may accomplish by reading a license plate and manually entering the number into a database for comparison.

LPR Administrator: The Information Technology Manager or his/her designee, who administers the overall LPR program.

OCR: Optical character recognition.

TAS: Targeted Alert Service.

**08.07.3**                      **TRAINING:**

1. Prior to the use of mobile LPR equipment, officers must complete department approved training.

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2. The LPR Administrator will ensure that any changes in hardware, software or applicable laws are relayed to the Training Division, who will disseminate relevant training to the department.

**08.07.4      MOBILE LPR SYSTEMS:**

1. Prior to operating a vehicle with an LPR device, officers will perform an inspection of the equipment. The inspection will include, but not be limited to, ensuring the cameras are positioned properly and securely, the system is working properly, and there is no damage to components.
  - a. If damage is discovered or a system malfunction is evident, a supervisor will be notified.
  - b. Only authorized personnel may conduct repairs to LPR systems.
2. To prevent damage to the LPR cameras, no vehicle equipped with same should be taken through an automated car wash.
3. Personnel will ensure they are logged into the LPR system under the username assigned to them.
4. Officers shall ensure their vehicle is properly secured when not in use.

**08.07.5      RESPONSE TO LPR ALERTS:**

1. Officers shall investigate all LPR alerts to include, but not limited to stolen vehicles, wanted subjects, or other suspected criminals to determine the validity of the alert.
2. The officer will visually verify that the scanned plate matches the alert information with regard to plate letters, numbers and issuing state.
3. Once the state and all characters have been verified as accurate, the following information should be utilized by an officer in determining whether or not reasonable suspicion exists:
  - a. **Expired Tags, Other Suspensions:** Officers should verify the status of the tag on NCIC to establish reasonable suspicion.
  - b. **Stolen Vehicles and Stolen License Plates:** Officer should verify the status through NCIC, or other local government system or database.
  - c. **Wanted Person:** A wanted person alert may be utilized when obtaining reasonable suspicion, unless the officer has information the subject is not in the vehicle, when added to personally observed or known information.
  - d. **BOLO Only:** This alert is information only for officers. The narrative of the alert will assist officers in obtaining reasonable suspicion.
  - e. **Officer Safety, Suspected Gang Member, Sexual Offender, Past Offender, Associate Only, and Information Only or Other Non-Specified Alerts:** These alerts are "information only" for officers. Reasonable suspicion must be obtained in order to detain.
4. Due to the increased potential for a vehicle pursuit involving a LPR alert, officers shall communicate with their supervisors. Officers shall use good judgement when planning

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contact and interception of the alert vehicle. They shall also use extreme caution and good judgement when staging and deploying pursuit termination devices as set out in G.O. 02.03.8.

5. Alerts leading to pursuits or arrests shall be saved as a PDF and attached to the incident report.

**08.07.6      LOCAL DATA ENTRY/ HOT LIST CREATION:**

1. In order to enter a tag into a Local Hotlist, an officer should have reasonable suspicion to believe the car is directly associated with the person sought (owner, regular driver, regular passenger, driver or passenger involved in previous criminal activity in said vehicle, etc.), based on officer information or recent criminal activity.
  - a. Once the officer has sufficient evidence based on the above, an entry into the Local Hotlist may be made through the management function of the LPR. If a tag has been, or will be entered into NCIC, it may be entered into the Local Hotlist for a period of seven days only.
  - b. Only complete tag numbers will be entered into the system.
  - c. A complaint number will be entered if created and associated with the entered tag.
  - d. Officers should set a reasonable expiration for tags entered into the Hotlist. Reasonableness is based upon articulable facts and the totality of the circumstances.
  - e. Once the entering officer is made aware that the alert is no longer valid, he/she should immediately remove the tag from the system.
  - f. Any officer, who is made aware of an alert that is no longer valid, should immediately notify the entering officer, and all potentially affected persons.

**08.07.7      DATA SECURITY AND ACCESS:**

1. Personnel who are granted access to LPR devices and/or databases will be issued a username and password specific to each individual by the System Administrator.
2. All operators of the LPR System will be responsible for maintaining a secure login and password. This password will not be shared with anyone else.
3. The database may be accessed for law enforcement purposes only.
4. When conducting investigative queries into the installed lookup tool, a requestor, case number (if applicable) and reason will be entered and associated with the search.
5. Personnel will not release any information obtained by the LPR devices to non-law enforcement personnel unless required by law.

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6. Sample audits will be conducted at least annually to ensure the removal of appropriate data is completed as required by TCA 55-10-302.
7. All investigative queries into collected LPR data by personnel are logged and available for auditing and review by the Agency. Any perceived policy violation or other misuse of the system will result in further investigation and appropriate disciplinary action if warranted.

**08.07.8      DATA STORAGE, RETENTION & SHARING:**

1. Data gathered by the LPR System is automatically uploaded to a third-party database, hosted by Flock Safety.
2. Release of data gathered by the LPR system is restricted in the same manner as CJIS information and unauthorized to non-law enforcement personnel.
3. License Plate reads may only be stored for a maximum period of ninety days as per TCA 55-10-302, unless the data is retained or stored as part of an ongoing investigation, and in that case, the data shall be destroyed at the conclusion of either:
  - a. An investigation that does not result in any criminal charges being filed; or
  - b. Any criminal action undertaken in the matter involving the captured plate data.
  - c. Flock Safety's storage default is 30 days and will be purged at expiration.
4. Personnel shall not disclose physical locations of the LPR's or any captured data to the general public without the approval of the Chief of Police or his designee.
5. The collected LPR data contains no Personally Identifiable Information that may be used to connect license plate detection to an individual. It is only with permissible purpose that an investigator may make this connection (using other systems).

I have read this General Order and understand its contents.