

	ELGIN POLICE DEPARTMENT 151 Douglas Avenue Elgin, Illinois 60120	
Effective Date: 11/26/13	STANDARD OPERATING PROCEDURE	Revised Date: 00/00/00
Chief of Police: 	Law Enforcement Data Systems, 41.7	
Cross Reference: City of Elgin Employee Manual, Section 6.15, Computer Policy	Policy Sections: 41.7.1 Mobile Data/Information Systems 41.7.2 Automated License Plate Recognition Systems	

PURPOSE

The purpose of this policy is to establish guidelines for the use of law enforcement data systems.

POLICY STATEMENT

It is the policy of the Elgin Police Department to utilize law enforcement data systems to provide information and investigative resources to employees. The access and use of such systems and information shall be for law enforcement purposes only and in compliance with all applicable training, laws and department/city policies, rules and regulations.

DEFINITIONS

Mobile Data Computer: Any device or computer used for the purpose of exchanging information from a police vehicle to a data network.

License Plate Recognition System (LPR) - Equipment consisting of cameras, computer, and computer software used to automatically recognize and interpret the characters on vehicle license plates. Digital images captured by the cameras are converted into data which is processed through the LPR system.

PROCEDURES

41.7.1 MOBILE DATA/INFORMATION SYSTEMS

- A. The mobile data information systems are administered by the public safety systems specialists. Employees shall not introduce software programs or make alterations to the system. Any such changes to the system shall be directed to the public safety systems specialists.
- B. All marked police vehicles, designated for general patrol use, shall be equipped with a mobile data computer capable of sending and receiving important data such as LEADS information, NCIC information, dispatch information, arrest/booking information, car to car messages, car to station messages.
- C. Mobile data computers shall only be used for law enforcement related activities.
- D. Due to the confidential and regulated nature of the information that may be exchanged using mobile data computers, employees shall be issued a unique user identification and self assigned pass code.
- E. Employees shall not share their pass code with any other person.
- F. Employees assigned to the Patrol Division shall log onto the mobile data computers in their assigned squad and log into the mobile messaging/field reporting system at the beginning of their shift. During the course of their shift, employees shall not shut down their mobile computers, log out of the mobile messaging/mobile field reporting system or disable GPS functions unless it is for a legitimate department need.

- G. Information received and sent from mobile data computers shall only be used for official police business. Dissemination of information obtained from mobile data computers shall be in compliance with LEADS, NCIC, ALERTS, and city of Elgin rules and regulations.
- H. Employees shall log off their mobile data computers and any connection to data systems upon completion of their tour of duty.
- I. Employees using mobile data computers shall receive training prior to their use. Training shall be in accordance with the city's computer policy, located in the city of Elgin Employee Manual, as well as the guidelines set forth by LEADS, Live Scan, and NCIC.

41.7.2 AUTOMATED LICENSE PLATE RECOGNITION SYSTEMS

A. General System Use and Administration

1. The department may utilize mobile and fixed license plate recognition systems. These systems collect license plate data, vehicle photos, dates/times and GPS coordinates of each vehicle captured by the system.
2. The Technical Services Division is responsible for maintenance and administration of the LPR systems. This includes training of personnel on use of the in-car and archived data retrieval system.
3. LEADS, SOS and local records management hot lists are downloaded daily into the system. The daily downloads are managed by the Technical Services Division.
4. Whenever possible, all vehicles equipped with LPR systems shall be deployed on each shift and make tours through areas with a high probability of criminal activity.
5. Supervisors shall routinely conduct checks of the LPR system to ensure officers are actively utilizing the system.
6. The collected LPR data shall be archived for 6 months.
7. LPR systems and archived LPR data shall only be used for legitimate law enforcement purposes and in compliance with the city of Elgin's Employee Manual, Section 6.15, Computer Policy.

B. Officer Responsibilities

1. Officers assigned to vehicles with LPR systems shall sign onto the system at the beginning of each shift and keep the system operational through the entire shift. Officers shall sign off the LPR system at the end of each shift.
2. At the beginning of an officer's shift, the LPR cameras shall be inspected for proper positioning and any damage. Any issues with the system shall be reported to the Technical Services Division.
3. Officers shall be cognizant of the fact that hit data is downloaded to the system on a daily basis and is not updated as frequently as SOS, LEADS and records management data. Any alerts or hits generated by LPR systems shall be verified and confirmed in accordance with NCIC and LEADS training.