



# Policy Guidelines Discussion

Data Obtained through License Plate Recognition  
and Optical Cameras

1

## Introduction

- To build and maintain trust within the community we serve, it is essential the Town develop a set of guiding principles to protect and govern the use of the data derived from the License Plate Recognition (LPR) and optical camera systems
- These principles will act as policy guidelines for the police department as they develop and implement their standard operating procedures.
- Transparency and accountability for these systems is incredibly important and at the forefront of all our decision-making processes.



2

# Introduction

- Cooperation between law enforcement and the community it serves is the key to any programs success.
- These policy guidelines serve that purpose. Giving clear direction and boundaries, from the community, regarding how the police department will manage data collected via license plate recognition and optical cameras.



3

# Guiding Principles

1. LPR systems should be used by the police department only for *legitimate law enforcement purposes* investigating hits and other circumstances in which law enforcement officers reasonably believe that the plate data are relevant to an ongoing criminal investigation.
  - A “HIT” means a plate that was previously entered by a law enforcement agency; i.e. stolen vehicle, vehicle associated with a criminal offense or wanted person.
  - Legitimate law enforcement purposes only? What circumstance would not be a legitimate law enforcement purpose?



4

## Guiding Principles

2. The Town should not store data about innocent people for any lengthy period. Unless plate data has been flagged, retention periods should be measured in days or weeks, not months and years.
  - Staff recommendation is 45 days
  - Flagged vs. non-flagged data: How they are retained differently?
  - Process regarding data management.

---

A blue circular logo with the word "ADDISON" in white capital letters.

5

## Guiding Principles

3. Citizens should be able to find out if plate data of vehicles registered to them are contained in the data base used by the police department.
  - Citizens may conduct a request for statistics through police records for their information.

---

A blue circular logo with the word "ADDISON" in white capital letters.

6

## Guiding Principles

4. The Town will not share plate data with non-law enforcement, third-parties. The Town will also not share data with other law enforcement agencies that do not follow proper retention and access policies or do not have clear policies in place to ensure such practices are followed.
  - The police department will have an Memorandum of Understanding in place for each agency prior to sharing any of our data. We control the process.

---

A blue circular logo with the word "ADDISON" in white capital letters.

7

## Guiding Principles

5. The police department will report our data usage publicly and on an annual basis.
  - The police department will include this information in the annual report presented to council.

---

A blue circular logo with the word "ADDISON" in white capital letters.

8

## Guiding Principles

6. The Town will not collect personally identifiable information.



9

## Discussion



10