



**CHEVY CHASE  
VILLAGE  
POLICE  
DEPARTMENT**

  
*Police Chief: John Fitzgerald*

**GENERAL ORDER: 5-19.1; AUTOMATED LICENSE PLATE  
RECOGNITION**

DATE: 12/30/2020    Pages: 2    ◇    New    ◆    Amended

DISTRIBUTION:    Sworn Personnel

**I. POLICY**

- A. The use of Automated License Plate Recognition (ALPR) is intended to provide law enforcement personnel with an automated method of identifying vehicles and license plates. Locating vehicles identified as having specific interest to law enforcement is consistent with the mission of the Chevy Chase Village Police Department in delivering the greatest measure of safety and the highest level of service to the community and visitors to the Village.
- B. The ALPR scans license plates and compares them to the data provided by the Maryland State Police (MSP) and Maryland Motor Vehicle Administration (MVA). The ALPR software runs on the MDT and automatically alerts the operator to potentially stolen vehicles or license plates, suspended driver's licenses, tags or VEIP, SILVER and AMBER Alerts, and Terrorist Watch List hits. The ALPR maintains the date, time, and location of each license plate scanned.
- C. Assignment of ALPR equipment within the agency is made by the Lieutenant, who is the ALPR Coordinator, and is based upon the needs of the department.
- D. The use of ALPR equipment is for law enforcement purposes only and done in a manner consistent with the manufacturer's recommendations and this general order.

**II. DEFINITIONS**

- 1. ALPR – Automated License Plate Recognition – equipment consisting of a camera(s) computer, and computer software used to automatically recognize and interpret the characters on vehicle license plates. This data is then compared with a list of license plates bearing some significance to law enforcement.
- 2. Hot List – also known as “hit list.” A database populated with items of specific concern to the investigative and/or enforcement interests of law enforcement. This may include, but is not limited to, Terrorist Screening Center Watch List, stolen/wanted vehicles and license plates, wanted and missing persons, cautions, and license plates associated with AMBER Alerts or

various watch lists provided for law enforcement purposes.

- 3. Download – transfer of data from the Maryland State Police and MVA database consisting of license plate associated data.
- 4. Alarm – aka “Hit” – a positive indication, by visual and/or audible signal, of a potential match between data on the “hot list” and a license plate scanned by the ALPR system. A hit is **NOT** conclusive confirmation that a license plate is wanted and additional investigation is always warranted when a hit is indicated.
- 5. ALPR Generated Data – all information, including location, date and time of a license plate encounter and any ALPR generated digital photographic image(s) of the license plate and vehicle generated entirely through the use of, and by, the ALPR equipment.

**III. PROCEDURE**

This general order established basic guidelines for use in the deployment of ALPR equipment by agency personnel. It applies to use by personnel throughout the department regardless of assignment. Supervisors may provide additional specific instructions in concert with this policy.

- A. All operators shall receive training prior to using the ALPR system.
- B. Whenever a trained operator is using an ALPR-equipped car for patrol functions, the ALPR must be utilized (turned on and functioning) unless the unit is malfunctioning for a reason beyond the operator's control.
- C. It is the responsibility of each ALPR user to download the current “hot list” from the MSP and MVA secure website prior to the deployment of the ALPR equipment.
- D. Upon receiving an alarm, the ALPR operator should utilize whatever information is available to determine the accuracy of the “hit.” The ALPR operator will visually verify the particular tag and the actual read on the ALPR screen are the same, i.e. from the same State, etc. The operator will confirm the “hit” is still active by running the information

through NCIC/VCIN via MDC or through ECC/CCV Communications Center. Receipt of an ALPR alarm is **NOT** sufficient probable cause to warrant an arrest without additional verification.

- E. Upon receipt of an alarm, the ALPR operator will use established procedures in taking enforcement action based on the seriousness of the offense.
- F. Additional information may be entered into the ALPR system at anytime. Broadcast information received following the initial download should be manually entered immediately upon receipt by the ALPR operator. The reason for the entry shall be included in the “note” portion of the entry screen, i.e. stolen vehicle, missing person, abduction, Amber Alert, robbery suspect, etc.
- G. Upon completing the manual entry, the operator should query the ALPR data to determine if the license plate was scanned previously.

#### **IV. DEPLOYMENT**

- A. ALPR equipped vehicles may be used in a routine patrol capacity of for special operations. They should **NOT**, however be intentionally used in a manner or location that will increase the risk of damage to or by ALPR equipment, such as, civil disturbance situations.
- B. Operation of ALPR equipped vehicles shall be in accordance with the agency’s policies regarding the operation of police vehicles.
- C. Supervisors should make every effort to deploy ALPR equipped vehicles on a regular basis.

#### **V. DATA RETENTION, DISSEMINATION, AND QUERIES**

- A. The Department’s ALPRs will not retain any data. All data will automatically be sent to the Maryland Coordination and Analysis Center and CCVPD will not keep or store any of the data in any manner.
- B. CCVPD will not possess or store any ALPR data, therefore it will not be possible for the Department to disseminate such data to anyone for any reason.
- C. If an officer has a need to query the ALPR database for a legitimate investigative purpose, the officer must contact MCAC directly at 443-436-8800. MCAC will verify the caller’s identity and will be responsible for logging the query and any dissemination to our officer.

#### **VI. MAINTENANCE**

- A. Under no conditions should a ALPR operator attempt to modify the ALPR equipment or software operating system without permission from the ALPR coordinator (Lieutenant).

- B. ALPR camera lenses may be cleaned with glass cleaner or mild soap and water and a soft, non-abrasive cloth.
- C. ALPR cameras must first be removed from the vehicle prior to entering an automatic car washing facility.
- D. Damage to ALPR equipment shall be immediately reported to a supervisor. The supervisor shall document and investigate if necessary, the damage in accordance with established policies on agency owned equipment.
- E. The ALPR coordinator (Lieutenant) for the agency shall be notified of any ALPR equipment needing maintenance or repair. This information should be submitted on the agency’s equipment repair order request. The Lieutenant will coordinate all maintenance and repair with the appropriate ALPR vendor. The vehicle does not need to be removed from service once the damaged or malfunctioning ALPR is secured or removed from the vehicle.
- F. Anytime the ALPR unit is disconnected, un-mounted or removed from the vehicle, it shall be placed in the protective storage case and secured to prevent further damage.

This directive voids the previous version dated 11/20/2014.