

	TOWN OF DOUGLAS POLICE DEPARTMENT	
DEPARTMENT POLICY AND PROCEDURES		
Policy: Flock Traffic Cameras (LPR)		Policy Number 1.22
Drafted: 10-14-2024 Issue Date: 10-23-2024 Effective Date: 11-01-2024 Revisions:	SIGNATURE REDACTED Nick L. Miglionico Chief of Police	Massachusetts Police Accreditation Standards Referenced: 41.3.9,

1. PURPOSE.

The purpose of this policy is to provide Douglas Police Department employees guidance on the application and use of license plate readers (LPR), management of LPR data, and maintenance of LPR equipment.

2. POLICY.

License plate readers have enhanced law enforcement's ability to detect violations of law, recover stolen property, apprehend fugitives and assist in investigations. DPD Employees will use LPR's in accordance with the procedures and guidelines set forth. Data captured from LPR's will be used properly and responsibly as defined herein.

3. PROCEDURES.

A. LPR's will only be used by DPD Employees who have been properly trained in the use of the LPR & only accessed for legitimate law enforcement purpose.

B. LPR Hot Lists and data gathered by DPD LPR's will be maintained securely. Requests for searches/inquiries may be made by any employees subject to the provisions of this policy.

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C. All database searches shall include a legitimate law enforcement purpose in the 'Reason' search box. When the associated police case number is available, officers shall use the case number in the 'Reason' search box. If a case number is not available at the time of search, officers shall validate their search by entering the type of crime and location in the 'Reason' search box.

D. Requests for LPR data by outside agencies shall be directed to the shift supervisor or OIC who will take into consideration the exigency and totality of each request.

4. DATA STORAGE.

A. LPR case data will be stored with the DPD for no longer than three (3) years. System/server FLOCK LPR data will be stored for 30 days except in the following circumstances:

B. LPR records associated with an ongoing criminal or administrative investigation will be maintained until a final disposition has been reached in the particular case.

C. LPR alerts associated with an arrest will be maintained in the criminal case file and retained for the maximum period of time associated with such record.

D. LPR alerts associated with felony investigations will be maintained in the criminal case file and retained for the maximum period associated with such record.

E. LPR audit logs will be maintained and stored by The Douglas Police Department and FLOCK indefinitely. All access to the system will be logged and FLOCK will maintain an audit trail of requested and accessed information, including the purpose of the query. Periodic, random audits will be conducted by LPR Administrators to ensure and evaluate compliance with system requirements and with the provisions of this policy and applicable law.

F. Whenever directed by a supervisor, the LPR Administrator will ensure any changes in hardware, software or law are the subject of continued in-service training, email announcements, or interwatch items.

5. OPERATIONS.

A. Prior to a tour of duty, members using a mobile LPR will ensure an upload of current Hot List data has been performed for the day.

B. When crimes occur, the DPD may solicit assistance from other agencies with LPR-equipped cars for assistance in identifying a vehicle or to gather license plate data in a particular area. Requests for assistance from outside agencies shall be approved by a supervisor. Similarly, other departments may request assistance from the DPD.

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6. LPR DATA.

- A. Direct access to LPR data shall be granted by the LPR Administrator and limited to all other employees.
- B. Employees entering data into a Hot List on behalf of another DPD employee or an outside agency must make a notation in the notes section regarding the requestor's name and agency name if applicable along with other pertinent details of the request.
- C. Officers shall not disclose their FLOCK password or share account access with anyone. Doing so may result in disciplinary action and/or revocation of access to LPR data and equipment.
- D. The DPD does not share LPR data with any contracted, commercial, or private entity other than for the purpose of storing and securely maintaining such data in compliance with accepted data security standards.

7. RESTRICTIONS.

- A. LPR data collected or retained by the DPD will not be:
 - 1. Sold, published, exchanged, or disclosed for commercial purposes.
 - 2. Disclosed or published without authorization.
 - 3. Disseminated to persons not authorized to access or use the information.
- B. The DPD shall not confirm the existence or non-existence of information to any person or agency not eligible to receive the information unless otherwise required by law.
- C. LPR Data shall not be used for any non-work-related purpose, and all uses shall take into consideration the privacy, civil rights, and civil liberties of individuals.

8. FIELD PROTOCOLS.

- A. LPR-equipped vehicles should be used as often as possible. When not in use, LPR-equipped vehicles should be parked in a reasonably secure location and periodically monitored.
- B. When the LPR indicates an alert, prior to making a stop or taking enforcement action, officers shall:
 - 1. Verify the captured plate image matches the plate number of the vehicle and verify the captured plate matches the Hot List state entry.
 - 2. Confirm the alert is accurate through dispatch or CAD.
- C. An officer may not stop or detain an individual solely based on an alert from the LPR system unless specified to do so as part of the alert by an authorizing supervisor. Each incident should be weighed according to the totality of circumstances presented

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therein. The following are general guidelines only, but should assist an officer in determining when reasonable suspicion exists concerning various types of LPR alerts.

1. Stolen Vehicles and Stolen License Plates – Requires confirmation.
2. Wanted Persons – Must have a reasonable belief the person sought is in the vehicle and the warrant or pick-up is valid.
3. BOLO Only – This alert is information only for officers, and reasonable suspicion may or may not exist based on the alert alone. The narrative of the alert will assist officers in determining the level of reasonable suspicion. Independent reasonable suspicion may or may not be required in order to detain.
4. Officer Safety, Suspected Gang Member, Sexual Offender, Past Offender, Associate Only, and Information Only – These alerts are information only for officers. Reasonable suspicion should be obtained in order to detain.

D. The proactive entry of data or access to LPR records must be for a legitimate law enforcement purpose by authorized personnel. This applies to data uploaded prior to the deployment of the LPR as well as data, which may be uploaded by a supervisor or OIC during a tour of duty. Dispatch reports of crimes, BOLOs, alerts in which a license plate number is part of the broadcast or any of the following; Gang members/associates, Sex offenders, Crime suspects, Fugitives and or Search warrant targets.

- E. In order to enter a license plate into the FLOCK Hotlist, a supervisor should have reasonable suspicion to believe the vehicle is directly associated with:
1. The person sought (owner, regular driver, or regular passenger) or;
 2. Criminal activity.

- F. All Hotlist entries shall be limited to a maximum of 7 days upon initial entry. If necessary, these entries may be renewed for an additional 7 day period.

- G. As soon as practicable, when the entering supervisor or OIC is made aware the alert is no longer valid, the supervisor should immediately remove the alert from the system.

- H. Proactive/manual entry into a LPR Hot List in the field is required for AMBER Alerts, Silver Alerts or Missing Child bulletins. Additionally, officers must query their LPR to ascertain if there is a prior read of the license plate which is the subject of the alert.

- I. Employees shall make a dispatched entry whenever a LPR alert results in an investigatory stop, citation, or arrest.

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- J. For tracking purposes, only one entry needs to be made per incident. If a stop involves an arrest and a citation the log entry should reflect that.
- K. In the notes sections of the call Log, officers should provide a short summary of the stop to include the location of the alert, any charges, types and amounts of illegal drugs located, firearms seized, warrants cleared, and any other significant information. Officers will ensure entries are timely and complete.

e. When enforcement action, an investigation or prosecution results from an LPR alert, officers shall preserve the alert via exportation to a PDF document and submission into attachment section under the appropriate case number.

9. LPR MAINTENANCE.

- A. At the beginning of each tour of duty, mobile LPR Officers should verify the aim of the LPR camera(s) to ensure they are reading the correct lanes of traffic.
- B. Mobile LPR camera lenses may be cleaned with glass cleaner sprayed on a soft cloth. Any damage shall be reported immediately to a supervisor who shall in turn contact the LPR Administrator.

4. Any hardware or software issues related to LPR's can be reported to the Helpdesk by any trained employee, 24 hours a day by calling (866) 967-4900. Any hardware or software issues related to FLOCK LPR's can be directed to the LPR Administrator or an e-mail may be sent to support@flocksafety.com