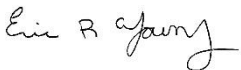


**OGDEN CITY POLICE**  
**Office of the Chief**

**Policy No: 65**

Subject	Effective Date
License Plate Reader Program	Nov 3, 2022
Department	Replaces Policy Dated January 26, 2021
Police	
Division	Review Date
All Police Personnel	December 2024
Authorized Signature 	

**NOTE: This rule or regulation is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this agency, and then only in a non-judicial administrative setting.**

**I. PURPOSE**

The purpose of this policy is to establish guidelines for the use of license plate readers by the Ogden Police Department, including procedures for the retention of data collected by the cameras.

**II. POLICY**

It is the policy of the Ogden Police Department that all employees will use proper procedure and follow all applicable state laws that apply to the retention, access, and distribution of license plate reader (LPR) data. LPR data is only to be used for the purpose of protecting public safety, conducting criminal investigations, or ensuring compliance with local, state, and federal laws.

**III. DEFINITIONS**

A. "Automatic license plate reader system" (LPR) means a system of one or more mobile or fixed automated high-speed cameras used in combination with computer algorithms to convert an image of a license plate into computer-readable data.

B. "Captured plate data" means global positioning system coordinates, date and time, photograph, license plate number, and any other data captured by or derived from an automatic license plate reader system.

#### IV. PROCEDURE

A. Retention- LPR data shall be retained no longer than 9 months unless Ogden Police Department receives a preservation request, disclosure order, or a warrant issued under Utah Rules of Criminal Procedure or an equivalent federal warrant. All officers needing captured plate data preserved longer than 9 months for an investigation or criminal trial must obtain an order. All officers shall take all necessary steps to preserve captured plate data in their possession for 14 days after the date the data is captured pending the issuance of a court order requiring the disclosure of the captured plate data if a governmental entity or defendant in a criminal case requesting the captured plate data submits a written statement to the person or governmental entity using an automatic license plate reader system.

B. Use of LPR data from a private system- In accordance with Utah law officers will only obtain information from a private LPR system pursuant to a search warrant or court order if the private LPR system retains captured plate data for 30 days or fewer.

C. Management of data- The Area Tactical Analysis Center in conjunction with contracted vendors is responsible for the retention of LPR data. All LPR data is a protected record and subject to GRAMA request and all requests will be handled in accordance with Ogden Police Policy 18.

D. Request for data- Sworn Officers, Parking Enforcement and Animal Services Officers may request LPR data through a Request For Information to facilitate and assist with an investigation. RFI's for LPR data must be approved by a sergeant or a lieutenant. The requester must include an active CAD call number or case number with the request.

E. Alerts for wanted vehicles such as stolen vehicles, amber alerts and fugitives may be uploaded to the system at any time through an RFI to the Area Tactical Analysis Center.

F. Alert Notifications – Wanted and stolen vehicle alerts can be made directly to officers in the field through their MDT. These alerts will come directly from the LPR system and have not been vetted to confirm whether the vehicle is still wanted or stolen. When an alert is received, the officer shall confirm that the vehicle is still wanted or stolen prior to acting. Confirmation can be made via radio communication with Weber Dispatch, or querying UCJIS.