

Policy Number: 02-027 Reviewed: 8/19/26 Effective Date: 8/19/26 Rescinds: Lexipol 424	Lucas County Sheriff's Office Policy and Procedure Approved by Sheriff: <i>Michael J. Navarre</i> 	
	DATE FOR REVIEW: SECTION: ROAD PATROL	Pages: 3
LICENSE PLATE READERS (ALPR)		

I. POLICY

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. Flock Safety ALPR cameras are used by the Lucas County Sheriff's Office to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates, and missing persons. The ALPR may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction, and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Law Enforcement Major. The Law Enforcement Major will assign personnel under their command to administer the day-to-day operation of the ALPR equipment and data.

II. DEFINITIONS

Automated License Plate Readers (ALPR) – ALPRs capture and store digital images of license plates and vehicles and uses character recognition to identify and store plate characters. The system creates a searchable computerized database. The ALPR system data includes license plate numbers, vehicle images, and vehicle characteristics as well as the date, time, and location when the image was collected.

III. ALPR OPERATION

Use of an ALPR is restricted to the purposes outlined below. LCSO personnel shall not use or allow others to use the equipment or database records for any unauthorized purpose.

1. An ALPR shall only be used for official and legitimate law enforcement business.
2. An ALPR may be used in conjunction with any patrol operation or official agency investigation. Reasonable suspicion or probable cause is not necessary before using the ALPR.
3. While an ALPR may be used to canvass license plates around any crime scene, particular consideration will be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
4. No member of this agency shall operate ALPR equipment or access ALPR data without first completing agency-approved training.
5. If practical, the deputy shall verify an ALPR response through LEADS before taking

- enforcement action that is based solely upon an ALPR alert.
6. No ALPR operator may access Ohio Law Enforcement Automated Data System (LEADS) data unless authorized to do so.

IV. ALPR DATA COLLECTION AND RETENTION

All data and images gathered by an ALPR are for the official use of the Lucas County Sheriff's Office. Because such data may contain confidential information, LEADS data is not open to public review. ALPR information gathered and retained by this agency may be used and shared with prosecutors or others only as permitted by law.

All ALPR data will be purged after 30 days unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a lawful action to produce records. In those circumstances the applicable data shall be downloaded from the server onto portable media and booked into evidence. Currently, data storage capacity does not allow data to be kept longer than 30 days unless an identified need exists for a specific plate.

V. ACCOUNTABILITY AND SAFEGUARDS

A. SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The Lucas County Sheriff's Office will observe the following safeguards regarding access to and use of stored data:

1. All outside law enforcement requests for access to stored ALPR data shall be referred to the Field Operations Lieutenant and processed in accordance with applicable law.
2. All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, and time.
3. People approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relates to a specific criminal investigation or agency-related civil or administrative action.
4. Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.
5. ALPR system audits shall be conducted on a regular basis to ensure that the data collected is used as intended in this policy, and that no unauthorized person has accessed the data.

B. PROHIBITED USES

The following uses of the ALPR hardware or Flock Safety software are strictly prohibited:

1. Invasion of Privacy – Except when done pursuant to a court order or search warrant, it is a violation of this policy to utilize the ALPR to record license plates except those of vehicles that are exposed to public view. Vehicles exposed to public view include vehicles on a public road or street, or that are on private property which is visible from a public road, street, or a place where the general public has access, such as parking lots of publicly accessible businesses.
2. Harassment or Intimidation – It is a violation of this policy to use the ALPR system to harass and/or intimidate any individual or group.

3. Use Based on a Protected Characteristic – It is a violation of this policy to use the ALPR system, associated files, or hot lists, solely because of a person's or group's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, veteran status, or other classification protected by law.
4. Personal Use – It is a violation of this policy to use the ALPR system, associated files, or hot lists for any personal purpose.
5. Constitutional Rights – It is a violation of this policy to use the ALPR system, associated files, or hot lists for the purpose of known effect of infringing upon a person's First Amendment rights, or any other Constitutionally guaranteed rights.

VI. TRANSPARENCY AND PUBLIC REPORTING

Information about the Flock Safety cameras used within the jurisdiction of the Lucas County Sheriff's Office will be posted on the Office's website at least every 90 days. This information may include, but is not limited to the:

1. Locations of cameras
2. Number of vehicles detected during the posting cycle
3. Number of hits during the posting cycle
4. Number of searches during the posting cycle
5. Number of system errors

VII. CITIZEN OVERSIGHT

The use of video technology is intended to enhance the efforts of law enforcement to locate missing persons and solve crimes. The Sheriff's Office welcomes the input of community members to ensure that our objectives are met. All ALPR contracts will be submitted for review to any community group upon request. The Sheriff and or designee will meet with members of the group and carefully consider any suggestions made.