

## GENERAL ORDER



**Effective:** September 28, 2009

**Number:** 09-30-019

**Subject:** LICENSE PLATE READERS (LPR)

**Reference:**

**Special  
Instructions:**

**Distribution:** A,B,C

### I. POLICY

It is the policy of the Minnesota State Patrol to utilize automatic license plate readers (LPR) as an alert aid to enhance detection, investigation, and enforcement duties of Troopers. Any alerts generated from the license plate readers do not constitute reasonable suspicion or probable cause and the information must be confirmed by Troopers prior to initiating a traffic stop.



### II. DEFINITIONS

#### A. Automated License Plate Reader (LPR)

A device that uses infrared cameras to scan license plate data of moving and stationary vehicles. This data is then compared to a downloaded "hotlist" to identify license plates associated with certain unlawful acts.

#### B. Hotlist

A downloadable list of stolen vehicles and license plates, suspended or revoked licenses and registrations, as well as any other unlawful activity information. This information is provided by the Minnesota Department of Public Safety's Driver and Vehicle Services (DVS) Division, National Crime Information Center (NCIC), and the Bureau of Criminal Apprehension (BCA).

#### C. Alert

An alert is generated when the Automated License Plate Reader identifies license plates that have the possibility of matching information on the hotlist.

### III. OVERVIEW

#### A. General

1. LPR will be primarily used to identify possible stolen plates and vehicles, suspended or revoked license holders and vehicle registrations; however, license plate information may be entered in manually in situations such as violent felonies, attempt to locate information, and Amber Alerts. A supervisor must be notified of any manual entry and the reason manual entry was done.
2. An alert, in and of itself, does not constitute probable cause or reasonable suspicion to initiate a traffic stop. All alerts must be confirmed by the Trooper and reasonable suspicion or probable cause must be established prior to conducting a traffic stop.
3. Use of the LPR is restricted to the purposes identified in this General Order. No Troopers may use, or authorize the use of, the equipment or hotlist data for any other reason.
4. Troopers may only utilize the LPR system if they have been properly trained in its use.

RESPECT ♦ INTEGRITY ♦ COURAGE ♦ HONOR

#### **B. Limitations of the LPR**

1. Because the LPR is not connected to a “real-time” database, but rather a downloaded file, the data on the LPR may be outdated. As such, it is imperative for Troopers to independently confirm all alerts prior to initiating a traffic stop.
  - a. The hotlist is a scheduled task on the LPR, set up on the server to load twice daily. Troopers should upload the latest hotlist prior to use of the device.
2. The LPR may generate a false-positive alert in certain instances, such as if another state’s license plate number matches the numbers of a Minnesota license plate on the hotlist.

### **IV. PROCEDURES**

#### **A. Receiving an Alert**

1. When the LPR detects a hotlist entry, an audible alert and visual notification will be generated.
2. An alert shall not be used on its own as reasonable suspicion or probable cause for a traffic stop or enforcement contact. Contact with the vehicle and occupants may only be made after the alert is confirmed by matching both vehicle and driver/occupant information with the hotlist description and verifying information through appropriate means such as dispatch, MDC, CJIS, originating agency, etc.

#### **B. Reporting Requirements**

1. CAD Entry  
When a stop is made after the LPR alert goes off, start a field event and in the Comments Field, type “LPR ALERT, LPR ARREST.” Also include the applicable circumstances and any enforcement action taken.
2. Daily Use Log  
Complete a LPR Daily Use Log to detail the number of plate reads, alerts, stops, arrests, and citations issued as a result of LPR. Also delineate any equipment problems or significant arrests generated from an LPR in the notes section. Attach the Daily Use Log to the regular Weekly Report and submit to the District/Section Commander.

### **V. DATA**

#### **A. Scanned Data**

1. The LPR scans the license plate and vehicle. It does not take pictures of the driver or occupants of the vehicle.
2. Alert data is not included in drivers’ license or vehicle registration databases maintained by Driver and Vehicle Services.
3. Data associated with the license plates and vehicles scanned must be deleted within 48 hours after the end of a shift unless extenuating circumstances exist.



**Approved:**

**Signed 09/28/2009**

**Colonel Mark A. Dunaski, Chief  
Minnesota State Patrol**



## License Plate Reader - Daily Use Log

**DATE:**

**TOTAL PLATE READS:**

**TOTAL ALERTS:**

**TOTAL VEHICLE STOPS:**

**TOTAL CITATIONS:**

**TOTAL ARRESTS:**

**DAILY USE NOTES:**

**TRP.  
DISTRICT  
STATE UNIT**

**RESPECT ♦ INTEGRITY ♦ COURAGE ♦ HONOR**