DIRECTIVE 401.33	TOLEDO POLICE DEPARTMENT STANDARD OPERATING GUIDELINES	
EFFECTIVE June 9, 2022	CHIEF OF POLICE: Michael C. Troendle	
REVISED October 13, 2026	PART: ADMINISTRATION CHAPTER: ADMINISTRATIVE SUPPORT	PAGES 3
RESCINDS June 9, 2022	**LICENSE PLATE READERS (LPR)**	

I POLICY

The policy of the Toledo Police Department is to utilize LPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public. All data and images gathered by the LPR system are for the official use of the Department. Because the data may contain confidential information, it shall not be released except as permitted by law. Only properly trained sworn officers and authorized Department personnel are allowed access to the LPR system and are authorized to collect LPR information.

The purpose of this policy is to provide guidance for the capture, storage, and use of digital data obtained through the use of license plate reader (LPR) technology.

II DEFINITION

LICENSE PLATE READER (LPR): A device that uses cameras and computer technology to compare digital images to lists of known information of interest.

LPR OPERATOR: Trained Department members who may utilize the LPR system/equipment. LPR operators may be assigned to any position within the Department, and the LPR Administrator may order the deployment of the LPR systems for use in various efforts.

HOT LIST: A list of license plates associated with vehicles of interest compiled from one or more databases, including, but not limited to, NCIC, DMV, local BOLOs, and other law enforcement databases.

DETECTION: Data obtained by an LPR from an image (such as a license plate) within public view that was read by the device, including potential images and information regarding the location of the LPR system at the time of the LPR read.

HIT: An alert from the LPR system that a scanned license plate number may be associated with information contained in a law enforcement database.

III PROCEDURES

1. ADMINISTRATION

The LPR technology allows for the automated detection of license plates and associated vehicle identifiers through the Toledo Police Department's LPR system and the vendor's vehicle identification technology. The technology is used to collect and process data associated with vehicle license plates and vehicle descriptions for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates, and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction, and stolen property recovery.

2. **LPR ADMINISTRATOR**

The LPR Administrator shall:

2.1 Ensure that training requirements are completed for authorized users.

2.2 Monitor the LPR system to ensure the security of the information and compliance with applicable privacy laws.

2.3 Ensure that procedures are followed by system operators and that records of access are maintained.

3. **OPERATION OF LPR SYSTEM**

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

3.1 An LPR shall only be used for official law enforcement business.

3.2 An LPR may be used in conjunction with patrol operations or criminal investigations. Reasonable suspicion or probable cause is not required to use an LPR.

3.3 Partial license plates and vehicle descriptors reported during major crimes may be entered into the LPR system in an attempt to identify suspect vehicles.

3.4 If practicable, the officer shall verify an LPR response before taking enforcement action based solely on an LPR alert. Because the LPR alert may relate to a vehicle and may not relate to the person operating the vehicle, officers are reminded that they must have the appropriate legal justification, including reasonable suspicion and/or probable cause to stop any vehicle or person.

3.5 Occasionally, there may be errors in the LPR system's read of a license plate. Therefore, an alert alone shall not be the sole basis for police action, other than following the vehicle/person of interest while attempting to verify the alert and establish appropriate legal justification for further action.

4. **HOT LISTS**

Hot lists shall be obtained or compiled from sources consistent with the purposes of the LPR system set forth in this policy.

4.1 License plate and suspect information entered into the LPR system shall contain the

following information:

- Department member's name
- Related case number
- Short synopsis describing the reason for the entry

4.2 Prior to a stop based on an alert, Department members shall undertake the following:

- **Verify the status on a Hot List.** An officer must receive confirmation that the license plate is still stolen, wanted, or otherwise of interest before proceeding (absent exigent circumstances).

- **Visually verify license plate number.** Officers shall visually verify that the license plate of interest matches the license plate number and state captured by the LPR.

5. LOG-IN/LOG-OUT PROCEDURE

All users shall be required to have individual credentials to access the system.

6. PERMITTED USE

It is a violation of this policy to use the LPR system or associated scan files or hot lists for any personal or other unauthorized use. Anyone who engages in an impermissible use of the LPR system or associated scan files or hot lists may be subject to:

- Criminal prosecution;
- Civil liability; and/or
- Administrative sanctions, up to and including termination, pursuant to and consistent with Department policies.
- All applicable provisions of DM 305.2, Physical and Electronic Media Security, shall be followed.

7. LPR AUDITS

The Criminal Intelligence Section will audit a sampling of LPR system utilization from the prior 12-month period to verify proper use in accordance with the authorized uses set forth in this policy.

8. RELEASING LPR DATA

LPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law.