



MARYLAND COORDINATION AND ANALYSIS CENTER

1-800-492-TIPS (8477) — www.mcac.maryland.gov

DATE: March 1, 2018

TO: The Honorable Thomas V. Mike Miller, Jr., President
The Honorable Michael E. Busch, Speaker
The Honorable Robert A. Zirkin, Chairman
The Honorable Joseph F. Vallario, Jr., Chairman

FROM: David A. Engel
Executive Director - Maryland Coordination & Analysis Center

SUBJECT: License Plate Reader Program Report per Public Safety Article
3-509, MSAR 10139

Dear Mr. Chairmen,

In accordance with 2-1246 of the State Government Article, the Maryland Coordination and Analysis Center is reporting the following information regarding License Plate Reader data for 2017:

- 1. The total number of automatic license plate reader units being operated in the state by law enforcement agencies and the number of units submitting data to the center:**

MCAC has defined an LPR System as cameras, trunk box/system box and a computer. Mobile systems typically have (2) cameras each and fixed sites can be configured with multiple camera configurations.

Currently, MCAC is aware of 325 License Plate Reader Systems being operated in Maryland. 287 License Plate Reader Systems are networked to the MCAC.

- 2. The number of automatic license plate reader readings made by a law enforcement agency that maintains an automatic license plate reader database and the number of readings submitted to the center:**

As of December 31, 2017, 12 law enforcement agencies are known to operate their own license Plate Reader storage servers. Agencies with their own server are submitting individual audit reports as required by law and will report the number of readings originating from their own agency. Below are the 12 agencies submissions to the Maryland Coordination and Analysis Center database as of December 31, 2017.

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Agency	Reads MCAC Received	
	Fixed	Mobile
Annapolis City PD	0	0
Anne Arundel County	31,950,554	2,166,872
Baltimore County	5,521,323	14,255,754
Charles County	0	2,017,551
Howard County	0	3,450,965
MD National Capital Park Police	0	0
MD Transportation Authority Police	102,322,489	1,758,295
Montgomery County Police Department	0	0
Prince Georges County PD	35,163,047	6,152,366
Towson State University	2,578,533	0
University of MD College Park PD	7,574,824	323,924
Ocean City Police Department	6,111,266	0

3. The number of automatic license plate reader readings being retained on the automatic license plate reader database:

As of December 31, 2017, the total reads retained by the Maryland Coordination and Analysis Center database: 305, 254, 211

4. The number of requests made to the Center and each law enforcement agency that maintains an automatic license plate reader database for automatic license plate reader data, including specific numbers for:

During calendar year 2017, 3077 requests for License Plate Reader data were submitted to the Maryland Coordination and Analysis Center by law enforcement agencies for a documented and specific law enforcement purpose as required by the MCACs LPR Model Policy. Those requests contained a total of 3814 uniquely identified tags.

- i. The number of requests that resulted in a release of information:

Out of the 3814 uniquely identified tags, there were 2087 tags released.

- ii. The number of out of state requests:

In 2017, 262 requests were from out of state law enforcement agencies.

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iii. The number of federal requests:

In 2017, 560 requests were from federal law enforcement agencies.

iv. The number of out of state requests that resulted in a release of information:

In 2017, 136 requests from out of state law enforcement agencies with a specific, documented law enforcement purpose resulted in a release of data for 337 tags.

v. The number of federal requests that resulted in a release of information.

In 2017, 442 requests from federal law enforcement agencies with a specific documented law enforcement purpose resulted in a release of data for 937 tags.

5. Any data breach or unauthorized use of the automatic license plate reader database.

In 2017, there were no known data breaches or unauthorized uses of the License Plate Reader database.

6. A list of audits that were completed by the center or a law enforcement agency.

Pursuant to 2-1246 of the State Government Article, the Maryland Coordination and Analysis Center conducted an audit for calendar year 2017 queries of the database.

- A total of 6869 queries were made of the system**
- Pursuant to the License Plate Reader Model Policy submitted to the House Judiciary Committee, Senate Judicial Proceedings Committee, and Legislative Policy Committee in August of 2016, a random selection of 10 queries of the total queries per month was conducted.**
- Records from each month randomly selected (10* 12 months = 120 records audited)**
- Out of the 120 records audited; the 120 audited files were accurate and complete.**

7. The Department of State Police and any law enforcement agency using an automatic license plate reader system shall adopt procedures relating to the operation and use of the system. The procedures shall include:

- i. **Which personnel in the Center or a law enforcement agency are authorized to query captured plate data gathered by an automatic license plate reader system.**

Currently there are 54 Maryland Coordination and Analysis Center employees that are authorized to query the database. Each of those employees has passed a thorough background security clearance investigation by either the Federal Bureau of Investigation or the Department of Homeland Security.

- ii. **An audit process to ensure that information obtained through the use of an automatic license plate reader system is used only for legitimate law enforcement purposes, including audits of requests made by individual law enforcement agencies or an individual law enforcement officer.**

The Maryland Coordination and Analysis Center developed and implemented a Model Audit Policy in August 2015. The policy was disseminated to all Maryland law enforcement agencies on October 1, 2015. In calendar year 2017, the MCAC reminded all agencies of this Policy. The audit process is explained above in question #6. See attached supporting documentation concerning this audit.

- iii. **Procedures and safeguards to ensure that Center staff with access to the automatic license plate reader database are adequately screened and trained.**

The MCAC has a training curriculum which consists of the following:

- **28CFR Part 23**
- **Maryland Coordination and Analysis Center License Plate Reader Standard Operating Procedures**
- **An eight hour License Plate Reader practical training which is certified via MPCTC Course ID #P28587. The course provides users with the knowledge and skills to efficiently operate the LPR system. The course provides eight hours of in-service training.**
- **All Maryland Coordination and Analysis Center employees have a background clearance completed by the Department of Homeland Security and/or Federal Bureau of Investigation.**

Respectfully,



David Engel

CC: Ms. Sarah Albert, Legislative Services Library

Audit Questions (Step 1)

Goal	Question	Answer	Comments
1	Have procedures been adopted relating to the operation and use of the LPR system? [Cite policy number	<input checked="" type="radio"/> YES <input type="radio"/> NO	MODEL POLICY FOR LPR ADOPTED BY ATAC
2	Are staff with access to the Automatic License Plate Reader database adequately screened and trained in the proper use of the system and all privacy policies relating thereto?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
3	Does the agency maintain training records for each user?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
4	Is the training curriculum maintained?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
5	Are training records annually reviewed for relevancy and effectiveness?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
6	Does the agency accept law enforcement requests for license plate data collected by an LPR system?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
7	If historical data is accessed, does the agency have an audit trail?	<input checked="" type="radio"/> YES <input type="radio"/> NO	LPR RECORDS ARE MAINTAINED FOR ONE YEAR
8	Is the audit trail maintained for at least 3 years?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
9	Have audit procedures been adopted to ensure that information obtained through the use of an LPR system is used only for legitimate law enforcement purposes?	<input checked="" type="radio"/> YES <input type="radio"/> NO	
AGENCY: MARYLAND COORDINATION & ANALYSIS CENTER (MCAC)		SCOPE OF AUDIT: 10 RECORDS	MONTH
COMPLETED BY: SGT PAUL T. BURTON / POLICIA EDMONDSON		DATE COMPLETED: 2/6/18	
REVIEWED BY: SGT. BICARNEY #1587		DATE REVIEWED: 2/6/18	

Record #	Question # 1 Report/Incident Number	Question # 2 Is the date and time of request documented?	Question # 3 Is the purpose of the request documented?	Question # 4 Does the request include the identity of the agency requesting the query?	Question # 5 Has the request been validated through the requesters agency?	Results Findings shall be listed as: Accurate, Inaccurate, Unable to locate or Incomplete
1	f6751c65-4138-4d74-a432-4af270b03888	yes	yes	yes	yes	Accurate
2	f8775490-6079-4663-85c9-5b60950a351c	yes	yes	yes	yes	Accurate
3	1b736416-d2ac-460e-8d7a-e61bf14c22ad	yes	yes	yes	yes	Accurate
4	40d7f973-0878-41f2-8161-aedeca1d4ad6	yes	yes	yes	yes	Accurate
5	a6f38d36-f071-4354-bd00-a593ca57cf27	yes	yes	yes	yes	Accurate
6	136f6dca-60e0-49d9-a8b9-ab9c1d5faa2a	yes	yes	yes	yes	Accurate
7	75960d6e-16f3-4a9d-aa73-7af4c8a0bc45	yes	yes	yes	yes	Accurate
8	cd9746e2-f65a-4e73-8fb3-1d36c7e64b81	yes	yes	yes	yes	Accurate
9	93e277f4-c9ac-46ed-b269-ed8da347ae8a	yes	yes	yes	yes	Accurate
10	e62eed9-8c46-4a4a-9572-abf9cf56d576	yes	yes	yes	yes	Accurate
11	5588240d-4bbd-4dc0-aaab-cd7727b1c7d7	yes	yes	yes	yes	Accurate
12	bb84f4bf-7e55-4af9-a2bb-0646bfef9895	yes	yes	yes	yes	Accurate
13	3039bffd-6a08-4465-b40b-d9c820fa6b1b	yes	yes	yes	yes	Accurate
14	77d7a8c3-bc33-4b45-8777-d44b7fff735d	yes	yes	yes	yes	Accurate
15	4de4efdc-0654-45f5-9cac-b79a1832291f	yes	yes	yes	yes	Accurate
16	2af3f083-8047-4c54-81b3-68aa8ea43f48	yes	yes	yes	yes	Accurate
17	692b5f30-0b94-4727-8728-e21e86aa9259	yes	yes	yes	yes	Accurate
18	54830c67-bf89-479b-85a8-b594a623cb8c	yes	yes	yes	yes	Accurate
19	6ad7c579-0a7f-43af-a5ad-91ebfd61cff1	yes	yes	yes	yes	Accurate
20	39ee34e0-793f-4493-95c8-806da749312e	yes	yes	yes	yes	Accurate
21	2e4feca8-1bd4-4238-bc24-eccd08f0f974	yes	yes	yes	yes	Accurate
22	f6176c4d-1023-4add-8c6c-614c49d15277	yes	yes	yes	yes	Accurate
23	ef06d820-65bf-48c1-9d7e-bdb194856f77	yes	yes	yes	yes	Accurate
24	63176614-b2fb-46de-852e-e27becd1ebe0	yes	yes	yes	yes	Accurate
25	e4b210d8-a8c7-437f-ac59-6a200bc0ac51	yes	yes	yes	yes	Accurate
26	8849f490-aeb3-4903-b54f-66a0c6e8aca7	yes	yes	yes	yes	Accurate
27	44015740-a107-44df-9f8c-06557ae33cbe	yes	yes	yes	yes	Accurate
28	d8afb71f-df6f-4a1d-a0ff-8970813e1f50	yes	yes	yes	yes	Accurate
29	2866765c-6fb4-4a64-9185-57fa113c390d	yes	yes	yes	yes	Accurate
30	72e5b46b-9042-4c76-b282-0f143b5f345d	yes	yes	yes	yes	Accurate
31	f3d0a659-023c-4282-99bc-ed044c7ca7a4	yes	yes	yes	yes	Accurate
32	395e4efc-c867-4da8-af8a-4d90bc2af22e	yes	yes	yes	yes	Accurate
33	dd1a4b7c-2b5c-4ad9-a150-27cfe8067281	yes	yes	yes	yes	Accurate
34	88641f45-5841-46f1-a764-d8c5c1d3b209	yes	yes	yes	yes	Accurate
35	3ccb3619-393f-4190-b2c1-3929ef52aa57	yes	yes	yes	yes	Accurate

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36	58cadbbd-a96d-4dcd-a848-72c5baff5851	yes	yes	yes	yes	Accurate
37	145587ea-a202-4baf-b6ab-15aada59b420	yes	yes	yes	yes	Accurate
38	4d65f01a-4561-4396-be39-bd152ed2ca29	yes	yes	yes	yes	Accurate
39	fc67a4ae-e1bb-4f0a-ba6a-9b57ac2d9c15	yes	yes	yes	yes	Accurate
40	6453c480-397f-4f3f-983f-c761d415fab5	yes	yes	yes	yes	Accurate
41	0523d28a-934b-479e-bbf2-f6504a9963ad	yes	yes	yes	yes	Accurate
42	9432bff9-2308-480a-835a-e33acee7b284	yes	yes	yes	yes	Accurate
43	a1183996-a24b-4d0c-b064-52660a824e72	yes	yes	yes	yes	Accurate
44	5a3b720b-6d90-4724-83ca-ae5343e832b4	yes	yes	yes	yes	Accurate
45	6bd83a70-e4fd-4cd9-93ea-5f1150a969af	yes	yes	yes	yes	Accurate
46	5c5ef722-3f14-44bc-a0dc-1a51312bf39c	yes	yes	yes	yes	Accurate
47	70a5105d-d40a-4e47-a511-c1aa70722613	yes	yes	yes	yes	Accurate
48	ba713216-038a-4e4b-a7e5-a8480c9bcd89	yes	yes	yes	yes	Accurate
49	422b4574-7352-46a7-9440-c4b47adf5b35	yes	yes	yes	yes	Accurate
50	e3135c5e-9e9b-415f-9f5e-3c2b7a872238	yes	yes	yes	yes	Accurate
51	16b9bc2a-0058-45b9-a506-7f2639bc7c6c	yes	yes	yes	yes	Accurate
52	5045ecd0-4d6f-4a14-b309-b8d0166282a7	yes	yes	yes	yes	Accurate
53	a7fe36a3-9848-4dbc-aeac-99c54477bd94	yes	yes	yes	yes	Accurate
54	ffb3764b-5900-4059-ac0e-57d7804ace07	yes	yes	yes	yes	Accurate
55	b8540706-fc5b-4b53-b09c-7b50c97ee99c	yes	yes	yes	yes	Accurate
56	daa1122e-96f7-4431-a487-86f70a324cd3	yes	yes	yes	yes	Accurate
57	fca2754c-b653-4f84-a324-375ad46f1fcb	yes	yes	yes	yes	Accurate
58	7358afcd-070e-487c-9c4b-81d9e88c5579	yes	yes	yes	yes	Accurate
59	6809063e-32b1-45b4-9074-c3d4c45d515d	yes	yes	yes	yes	Accurate
60	7d2b3841-7d21-40f6-a504-7d91e64ae84d	yes	yes	yes	yes	Accurate
61	a4981345-ce08-4ec0-a7c1-c1ff6b6fdac	yes	yes	yes	yes	Accurate
62	b0f3e795-154f-4fb1-8b39-db9ec344026d	yes	yes	yes	yes	Accurate
63	8e02ae6e-111c-4364-9aa4-b365b99e2b8d	yes	yes	yes	yes	Accurate
64	3e0f358b-b5e6-41f0-be5b-ffce1c5f4c92	yes	yes	yes	yes	Accurate
65	a47b6be8-fa19-4d21-b749-cfcb2cfa0491	yes	yes	yes	yes	Accurate
66	af4dfcb4-380e-4b34-a162-9769462f2eaf	yes	yes	yes	yes	Accurate
67	45225c3e-e055-4bdc-97bd-d0b1b7d9afd4	yes	yes	yes	yes	Accurate
68	8ac6ca09-bc68-4620-9379-e475391718e5	yes	yes	yes	yes	Accurate
69	4f829ead-339a-4525-8ae4-db6409d099f	yes	yes	yes	yes	Accurate
70	50fffd4c-7c13-48e9-8f4c-0980fddd15	yes	yes	yes	yes	Accurate
71	4779cea9-1734-4140-a529-741039376521	yes	yes	yes	yes	Accurate
72	4ad2bca2-9b3b-4d5d-867b-b93d997e029d	yes	yes	yes	yes	Accurate
73	00f8598d-d373-4cc7-81df-ea4eae42afe	yes	yes	yes	yes	Accurate
74	1cd40061-3b58-458c-a4b2-56dee0eb6215	yes	yes	yes	yes	Accurate
75	f833217c-ab9d-43ff-b3fb-c9b639d89c1c	yes	yes	yes	yes	Accurate
76	b21c64d2-b3f2-4504-8a1b-261659e9a5be	yes	yes	yes	yes	Accurate

77	c0936a68-320a-471b-b46f-134027ed649f	yes	yes	yes	yes	Accurate
78	8120d3a3-692a-4c0b-a011-661a289a2d78	yes	yes	yes	yes	Accurate
79	7ae53029-0c12-4e5d-b6d8-042291edb761	yes	yes	yes	yes	Accurate
80	a24583f9-9c3e-4a73-97da-9fb994be8791	yes	yes	yes	yes	Accurate
81	2e898a71-83fc-499d-8fdb-243098ab1171	yes	yes	yes	yes	Accurate
82	3a8eeee3-83df-42d6-b2e6-c7e5bd452009	yes	yes	yes	yes	Accurate
83	05c0bb59-34a0-4ae8-926f-1ac8e2b6d12f	yes	yes	yes	yes	Accurate
84	22c974bf-0ff9-4c75-8bf0-7d3ffb8acb29	yes	yes	yes	yes	Accurate
85	388a5c6a-b7cd-496f-8d83-35d089d51045	yes	yes	yes	yes	Accurate
86	623c77dd-f28d-4d2f-95e8-978146f58541	yes	yes	yes	yes	Accurate
87	89424897-b6d5-42b0-ab44-87311bdce800	yes	yes	yes	yes	Accurate
88	bcc0975b-47e5-4504-b60c-ef4f74ba07b3	yes	yes	yes	yes	Accurate
89	c80ba41e-575d-4e3c-a96a-6bcf0bcdd4ca	yes	yes	yes	yes	Accurate
90	c4529ce2-bd31-4e14-a91d-4ce1ef6bbde1	yes	yes	yes	yes	Accurate
91	96ea49e3-06c6-4b0e-911e-61c0b356f877	yes	yes	yes	yes	Accurate
92	e8046dd9-bd81-48f8-a140-310387128aab	yes	yes	yes	yes	Accurate
93	ba774c48-b3ae-4d1a-91b9-61d6f0523787	yes	yes	yes	yes	Accurate
94	efd1048a-a85c-478a-bc94-e8baad847ab7	yes	yes	yes	yes	Accurate
95	f4087267-b703-4d4d-8dc1-dd01621c6624	yes	yes	yes	yes	Accurate
96	98962d34-84cc-4ed2-bcc5-3777f3d1e340	yes	yes	yes	yes	Accurate
97	291d0884-1ca3-4e86-a49d-525fae92dac2	yes	yes	yes	yes	Accurate
98	04d10c18-6916-44b2-9a72-6e680e02b140	yes	yes	yes	yes	Accurate
99	aa35d2ef-f4bd-426d-a21c-e998c0c14abb	yes	yes	yes	yes	Accurate
100	e82ab4e8-07f5-4f6e-a45b-a547a3a7b6d5	yes	yes	yes	yes	Accurate
101	d5e481b6-97f0-4967-9feb-cf1d634548c3	yes	yes	yes	yes	Accurate
102	914cfacc-0f4b-495b-a5d8-1abba2f22260	yes	yes	yes	yes	Accurate
103	d029b8ba-d2c0-4ef8-9b50-1f85feea08dc	yes	yes	yes	yes	Accurate
104	f6ecc1aa-b6a3-4ee7-a6d3-37fde4e736f2	yes	yes	yes	yes	Accurate
105	c1e03984-0922-46f9-9b81-f4080b593df3	yes	yes	yes	yes	Accurate
106	9550c3f8-51f8-430e-a509-6cc637e1061b	yes	yes	yes	yes	Accurate
107	18d48464-8f13-42f8-9c1f-cdfaa6d79ace	yes	yes	yes	yes	Accurate
108	b66f3254-90dd-4230-bd03-4a85b67538bf	yes	yes	yes	yes	Accurate
109	f680147d-2b47-44bc-91e9-faa2f62ecb89	yes	yes	yes	yes	Accurate
110	8029ec21-6809-4749-8083-a604a5786c77	yes	yes	yes	yes	Accurate
111	2191e76f-c7d4-45cf-81a2-c8c18a3058b5	yes	yes	yes	yes	Accurate
112	b203ccefc-723-4112-bb8b-d56e65507e70	yes	yes	yes	yes	Accurate
113	b8e44f92-c010-4a6a-85b5-f1313d7dd8fd	yes	yes	yes	yes	Accurate
114	dd1fa24d-bea1-4e9e-8155-7e069c55286d	yes	yes	yes	yes	Accurate
115	e1bbcefc-b255-4100-8f55-b4b9a38a1cef	yes	yes	yes	yes	Accurate
116	331179b4-0b57-49c2-82a4-2d77cc8109ca	yes	yes	yes	yes	Accurate
117	1fb35ca2-c51f-419a-a5f5-4960decac6d9	yes	yes	yes	yes	Accurate

118	5ca9c43d-c536-4bd5-90d1-a6800b650eb9	yes	yes	yes	yes	Account
119	1879edd3-3955-4d65-a32e-62973a5c4f63	yes	yes	yes	yes	Account
120	7bd542b1-839c-46d6-ad75-eeb63d28bcc2	yes	yes	yes	yes	Account

SGT.  #1587
BRIAN CARNEY
2/6/18

	Question # 1	Question #2	Question # 3	Question # 4	Question #5	Results
Record #	Report/Incident Number	Is the date and time of request documented?	Is the purpose of the request documented?	Does the request include the identity of the agency requesting the query?	Has the request been validated through the requesters agency?	Findings shall be listed as: Accurate, Inaccurate, Unable to locate or Incomplete
1	f6751c65-4138-4d74-a432-4af270b03888	YES	YES	YES	YES	ACCURATE
2	f8775490-6079-4663-85c9-5b60950a351c	YES	YES	YES	YES	ACCURATE
3	1b736416-d2ac-460e-8d7a-e61bf14c22ad	YES	YES	YES	YES	ACCURATE
4	40d7f973-0878-41f2-8161-aedeca1d4ad6	YES	YES	YES	YES	ACCURATE
5	a6f38d36-f071-4354-bd00-a593ca57cf27	YES	YES	YES	YES	ACCURATE
6	136f6dca-60e0-49d9-a8b9-ab9c1d5faa2a	YES	YES	YES	YES	ACCURATE
7	75960d6e-16f3-4a9d-aa73-7af4c8a0bc45	YES	YES	YES	YES	ACCURATE
8	cd9746e2-f65a-4e73-8fb3-1d36c7e64b81	YES	YES	YES	YES	ACCURATE
9	93e277f4-c9ac-46ed-b269-ed8da347ae8a	YES	YES	YES	YES	ACCURATE
10	e62eed9-8c46-4a4a-9572-abf9cf56d576	YES	YES	YES	YES	ACCURATE
11	5588240d-4bbd-4dc0-aaab-cd7727b1c7d7	YES	YES	YES	YES	ACCURATE
12	bb844bf-7e55-4af9-a2bb-0646bfeb9895	YES	YES	YES	YES	ACCURATE
13	3039bff-d-6a08-4465-b40b-d9c820fa6b1b	YES	YES	YES	YES	ACCURATE
14	77d7a8c3-bc33-4b45-8777-d44b7fff735d	YES	YES	YES	YES	ACCURATE
15	4de4efdc-0654-45f5-9cac-b79a1832291f	YES	YES	YES	YES	ACCURATE
16	2af3f083-8047-4c54-81b3-68aa8ea43f48	YES	YES	YES	YES	ACCURATE
17	692b5f30-0b94-4727-8728-e21e86aa9259	YES	YES	YES	YES	ACCURATE
18	54830c67-bf89-479b-85a8-b594a623cb8c	YES	YES	YES	YES	ACCURATE
19	6ad7c579-0a7f-43af-a5ad-91ebfd61cff1	YES	YES	YES	YES	ACCURATE
20	39ee34e0-793f-4493-95c8-806da749312e	YES	YES	YES	YES	ACCURATE
21	2e4fece8-1bd4-4238-bc24-eccd08f0f974	YES	YES	YES	YES	ACCURATE
22	f6176c4d-1023-4add-8c6c-614c49d15277	YES	YES	YES	YES	ACCURATE
23	ef06d820-65bf-48c1-9d7e-bdb194856f77	YES	YES	YES	YES	ACCURATE
24	63176614-b2fb-46de-852e-e27becd1ebe0	YES	YES	YES	YES	ACCURATE
25	e4b210d8-a8c7-437f-ac59-6a200bc0ac51	YES	YES	YES	YES	ACCURATE
26	8849f490-aeb3-4903-b54f-66a0c6e8aca7	YES	YES	YES	YES	ACCURATE
27	44015740-a107-44df-9f8c-06557ae33cbe	YES	YES	YES	YES	ACCURATE
28	d8afb71f-df6f-4a1d-a0ff-8970813e1f50	YES	YES	YES	YES	ACCURATE
29	2866765c-6fb4-4a64-9185-57fa113c390d	YES	YES	YES	YES	ACCURATE
30	72e5b46b-9042-4c76-b282-0f143b5f345d	YES	YES	YES	YES	ACCURATE
31	f3d0a659-023c-4282-99bc-ed044c7ca7a4	YES	YES	YES	YES	ACCURATE
32	395e4efc-c867-4da8-af8a-4d90bc2af22e	YES	YES	YES	YES	ACCURATE
33	dd1a4b7c-2b5c-4ad9-a150-27cfe8067281	YES	YES	YES	YES	ACCURATE
34	88641f45-5841-46f1-a764-d8c5c1d3b209	YES	YES	YES	YES	ACCURATE
35	3ccb3619-393f-4190-b2c1-3929ef52aa57	YES	YES	YES	YES	ACCURATE

36	58caddbd-a96d-4dcd-a848-72c5bafb5851	YES	YES	YES	YES	ACCURATE
37	145587ea-a202-4baf-b6ab-15aada59b420	YES	YES	YES	YES	ACCURATE
38	4d65f01a-4561-4396-be39-bd152ed2ca29	YES	YES	YES	YES	ACCURATE
39	fc67a4ae-e1bb-4f0a-ba6a-9b57ac2d9c15	YES	YES	YES	YES	ACCURATE
40	6453c480-397f-4f3f-983f-c761d415fab5	YES	YES	YES	YES	ACCURATE
41	0523d28a-934b-479e-bbf2-f6504a9963ad	YES	YES	YES	YES	ACCURATE
42	9432bff9-2308-480a-835a-e33acee7b284	YES	YES	YES	YES	ACCURATE
43	a1183996-a24b-4d0c-b064-52660a824e72	YES	YES	YES	YES	ACCURATE
44	5a3b720b-6d90-4724-83ca-ae5343e832b4	YES	YES	YES	YES	ACCURATE
45	6bd83a70-e4fd-4cd9-93ea-5f1150a969af	YES	YES	YES	YES	ACCURATE
46	5c5ef722-3f14-44bc-a0dc-1a51312bf39c	YES	YES	YES	YES	ACCURATE
47	70a5105d-d40a-4e47-a511-c1aa70722613	YES	YES	YES	YES	ACCURATE
48	ba713216-038a-4e4b-a7e5-a8480c9bcd9	YES	YES	YES	YES	ACCURATE
49	422b4574-7352-46a7-9440-c4b47adf5b35	YES	YES	YES	YES	ACCURATE
50	e3135c5e-9e9b-415f-9f5e-3c2b7a872238	YES	YES	YES	YES	ACCURATE
51	16b9bc2a-0058-45b9-a506-7f2639bc7c6c	YES	YES	YES	YES	ACCURATE
52	5045ecd0-4d6f-4a14-b309-b8d0166282a7	YES	YES	YES	YES	ACCURATE
53	a7fe36a3-9848-4dbc-aeac-99c54477bd94	YES	YES	YES	YES	ACCURATE
54	ffb3764b-5900-4059-ac0e-57d7804ace07	YES	YES	YES	YES	ACCURATE
55	b8540706-fc5b-4b53-b09c-7b50c97ee99c	YES	YES	YES	YES	ACCURATE
56	daa1122e-96f7-4431-a487-86f70a324cd3	YES	YES	YES	YES	ACCURATE
57	fca2754c-b653-4f84-a324-375ad46f1fcb	YES	YES	YES	YES	ACCURATE
58	7358afcd-070e-487c-9c4b-81d9e88c5579	YES	YES	YES	YES	ACCURATE
59	6809063e-32b1-45b4-9074-c3d4c45d515d	YES	YES	YES	YES	ACCURATE
60	7d2b3841-7d21-40f6-a504-7d91e64ae84d	YES	YES	YES	YES	ACCURATE
61	a4981345-ce08-4ec0-a7c1-c1ff6b64fdac	YES	YES	YES	YES	ACCURATE
62	b0f3e795-154f-4fb1-8b39-db9ec344026d	YES	YES	YES	YES	ACCURATE
63	8e02ae6e-111c-4364-9aa4-b365b99e2b8d	YES	YES	YES	YES	ACCURATE
64	3e0f358b-b5e6-41f0-be5b-ffce1c5f4c92	YES	YES	YES	YES	ACCURATE
65	a47b6be8-fa19-4d21-b749-cfcb2cfa0491	YES	YES	YES	YES	ACCURATE
66	af4dfcb4-380e-4b34-a162-9769462f2eaf	YES	YES	YES	YES	ACCURATE
67	45225c3e-e055-4bdc-97bd-d0b1b7d9afd4	YES	YES	YES	YES	ACCURATE
68	8ac6ca09-bc68-4620-9379-e475391718e5	YES	YES	YES	YES	ACCURATE
69	4f829ead-339a-4525-8ae4-db64090d099f	YES	YES	YES	YES	ACCURATE
70	50fffd4c-7c13-48e9-8f4c-0980fddded15	YES	YES	YES	YES	ACCURATE
71	4779cea9-1734-4140-a529-741039376521	YES	YES	YES	YES	ACCURATE
72	4ad2bca2-9b3b-4d5d-867b-b93d997e029d	YES	YES	YES	YES	ACCURATE
73	00f8598d-d373-4cc7-81df-ea4eae42afe	YES	YES	YES	YES	ACCURATE
74	1cd40061-3b58-458c-a4b2-56dee0eb6215	YES	YES	YES	YES	ACCURATE
75	f833217c-ab9d-43ff-b3fb-c9b639d89c1c	YES	YES	YES	YES	ACCURATE
76	b21c64d2-b3f2-4504-8a1b-261659e9a5be	YES	YES	YES	YES	ACCURATE

76	b21c64d2-b3f2-4504-8a1b-261659e9a5be	YES	YES	YES	YES	ACCURATE
77	c0936a68-320a-471b-b46f-134027ed649f	YES	YES	YES	YES	ACCURATE
78	8120d3a3-692a-4c0b-a011-661a289a2d78	YES	YES	YES	YES	ACCURATE
79	7ae53029-0c12-4e5d-b6d8-042291edb761	YES	YES	YES	YES	ACCURATE
80	a24583f9-9c3e-4a73-97da-9fb994be8791	YES	YES	YES	YES	ACCURATE
81	2e898a71-83fc-499d-8fdb-243098ab1171	YES	YES	YES	YES	ACCURATE
82	3a8eeee3-83df-42d6-b2e6-c7e5bd452009	YES	YES	YES	YES	ACCURATE
83	05c0bb59-34a0-4ae8-926f-1ac8e2b6d12f	YES	YES	YES	YES	ACCURATE
84	22c974bf-0ff9-4c75-8bf0-7d3ffb8acb29	YES	YES	YES	YES	ACCURATE
85	388a5c6a-b7cd-496f-8d83-35d089d51045	YES	YES	YES	YES	ACCURATE
86	623c77dd-f28d-4d2f-95e8-978146f58541	YES	YES	YES	YES	ACCURATE
87	89424897-b6d5-42b0-ab44-87311bdce800	YES	YES	YES	YES	ACCURATE
88	bcc0975b-47e5-4504-b60c-ef4f74ba07b3	YES	YES	YES	YES	ACCURATE
89	c80ba41e-575d-4e3c-a96a-6bcf0bccdd4ca	YES	YES	YES	YES	ACCURATE
90	c4529ce2-bd31-4e14-a91d-4ce1ef6bbde1	YES	YES	YES	YES	ACCURATE
91	96ea49e3-06c6-4b0e-911e-61c0b356f877	YES	YES	YES	YES	ACCURATE
92	e8046dd9-bd81-48f8-a140-310387128aac	YES	YES	YES	YES	ACCURATE
93	ba774c48-b3ae-4d1a-91b9-61d6f0523787	YES	YES	YES	YES	ACCURATE
94	efd1048a-a85c-478a-bc94-e8baad847ab7	YES	YES	YES	YES	ACCURATE
95	f4087267-b703-4d4d-8dc1-dd01621c6624	YES	YES	YES	YES	ACCURATE
96	98962d34-84cc-4ed2-bcc5-3777f3d1e340	YES	YES	YES	YES	ACCURATE
97	291d0884-1ca3-4e86-a49d-525fae92dac2	YES	YES	YES	YES	ACCURATE
98	04d10c18-6916-44b2-9a72-6e680e02b140	YES	YES	YES	YES	ACCURATE
99	aa35d2ef-f4bd-426d-a21c-e998c0c14abb	YES	YES	YES	YES	ACCURATE
100	e82ab4e8-07f5-4f6e-a45b-a547a3a7b6d5	YES	YES	YES	YES	ACCURATE
101	d5e481b6-97f0-4967-9feb-cf1d634548c3	YES	YES	YES	YES	ACCURATE
102	914cfacc-0f4b-495b-a5d8-1abba2f22260	YES	YES	YES	YES	ACCURATE
103	d029b8ba-d2c0-4ef8-9b50-1f85f6ea08dc	YES	YES	YES	YES	ACCURATE
104	f6ecc1aa-b6a3-4ee7-a6d3-37fde4e736f2	YES	YES	YES	YES	ACCURATE
105	c1e03984-0922-46f9-9b81-f4080b593df3	YES	YES	YES	YES	ACCURATE
106	9550c3f8-51f8-430e-a509-6cc637e1061b	YES	YES	YES	YES	ACCURATE
107	18d48464-8f13-42f8-9c1f-cdfaa6d79ace	YES	YES	YES	YES	ACCURATE
108	b66f3254-90dd-4230-bd03-4a85b67538bf	YES	YES	YES	YES	ACCURATE
109	f680147d-2b47-44bc-91e9-faa2f62ecb89	YES	YES	YES	YES	ACCURATE
110	8029ec21-6809-4749-8083-a604a5786c77	YES	YES	YES	YES	ACCURATE
111	2191e76f-c7d4-45cf-81a2-c8c18a3058b5	YES	YES	YES	YES	ACCURATE
112	b203ccef-c723-4112-bb8b-d56e65507e70	YES	YES	YES	YES	ACCURATE
113	b8e44f92-c010-4a6a-85b5-f1313d7dd8fd	YES	YES	YES	YES	ACCURATE
114	dd1fa24d-bea1-4e9e-8155-7e069c55286d	YES	YES	YES	YES	ACCURATE
115	e1bbcefc-b255-4100-8f55-b4b9a38a1cef	YES	YES	YES	YES	ACCURATE
116	331179b4-0b57-49c2-82a4-2d77cc8109ca	YES	YES	YES	YES	ACCURATE

117	1fb35ca2-c51f-419a-a5f5-4960decac6d9	YES	YES	YES	YES	ACCURATE
118	5ca9c43d-c536-4bd5-90d1-a6800b650eb9	YES	YES	YES	YES	ACCURATE
119	1879edd3-3955-4d65-a32e-62973a5c4f63	YES	YES	YES	YES	ACCURATE
120	7bd542b1-839c-46d6-ad75-eeb63d28bcc2	YES	YES	YES	YES	ACCURATE

SGT. *[Signature]* #1587
BRIAN CARNEY
2/6/18



**Maryland
Transportation
Authority**

Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Pete K. Rahn
Chairman

Katherine Bays Armstrong
Peter J. Basso
Dontae Carroll
William H. Cox, Jr.
William C. Ensor, III
W. Lee Gaines, Jr.
Mario J. Gangemi, P.E.
John von Paris

Kevin C. Reigrot
Executive Director

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E-mail:
mdta@mdta.maryland.gov

Website:
www.mdta.maryland.gov



February 16, 2018

TO: House Judiciary Committee, Senate Judicial Proceedings Committee,
& Legislative Policy Committee

FROM: Colonel Woodrow W. Jones 
Chief, Maryland Transportation Authority Police

SUBJECT: License Plate Reader (LPR) Program Annual Report to the Maryland

Maryland House Judiciary Committee:
The Honorable Joseph F. Vallario, Jr., Chairman
House Office Building, Room 101
6 Bladen Street, Annapolis, MD 21401

Maryland Senate Judicial Proceedings Committee:
The Honorable Robert A. Zirkin, Chairman
Miller Senate Office Building, 2 East Wing
11 Bladen Street, Annapolis, MD 21401

Maryland Legislative Policy Committee:
The Honorable Thomas V. Mike Miller Jr., Co-Chairman
The Honorable Michael E. Busch, Co-Chairman
c/o Department of Legislative Services
Legislative Services Building, Room 200B, 90 State Circle, Annapolis, MD 21401

Honorable Chairman,

In accordance with Maryland State Government Article 2-1246, the Maryland Transportation Authority Police (MDTAP) submits this report on its use of License Plate Readers for 2017.

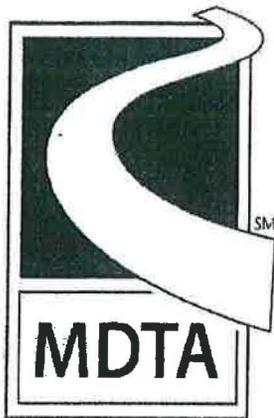
Currently the MDTAP uses a deployment of LPR technology at locations throughout Maryland. This deployment consists of four (4) fixed locations and fifteen (17) mobile units. The four fixed locations have a total of 32 cameras and the seventeen mobile systems have a total of 34 cameras for a total of 66 cameras in deployment. All cameras are networked to the Maryland Coordination and Analysis Center (MCAC). All reads pass through the MDTA server and then onto MCAC.

In Calendar year 2017, the MDTAP LPR deployments yielded 108,508,046 reads from the fixed and mobile systems. All reads were submitted to MCAC. No reads remain on the MDTA server past fourteen (14) days.

In 2017 the MDTAP queried the LPR database a total of 53 times. All requests for the release of information from the MDTAP are directed to the MCAC as they are the central repository for LPR data. No request for information was granted directly by the MDTAP.

In 2017 the database was not accessed without proper documentation.

At this time there have been neither known data breaches nor any unauthorized access to the LPR database. Attached is a list of audits conducted by the MDTA.



Maryland
Transportation
Authority

Audit Report

License Plate Reader (LPR) Compliance Audit
Maryland Transportation Authority Police
Review Period: January 1, 2017 through December
31, 2017

A handwritten signature in black ink, appearing to read 'Kevin Reigrut', is written over a horizontal line.

Kevin Reigrut, Executive Director and Certifying
Official

Date (February 13, 2018)

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Executive Summary

License Plate Reader Compliance Audit
Period: January 1, 2017 through December 31, 2017

The Maryland Transportation Authority (MDTA) Office of Audits has completed its audit to determine if adequate controls for compliance with State law have been established over access and use of the License Plate Reader (LPR) system and captured plate data. In 2014, Maryland Legislators replaced language in Maryland Annotated Code, Sections 3-509 and 4-326 to address authorized uses of Automatic License Plate Readers and captured plate data. A requirement was added for the Maryland Coordination and Analysis Center (MCAC) to develop a model audit policy for access to and use of automatic license plate reader data. MCAC established its policy dated August 27, 2014 requiring that controls over access and use be audited and the audit results are due to the State Judicial Proceedings Committee, the House Judiciary Committee, and the Legislative Policy Committee, based on data from the previous year, on or before March 1 of each year beginning in 2016.

MCAC is the central server to upload and store, read and alarm LPR data from law enforcement agencies across the state of Maryland. In addition, MDTA Police retains LPR data on its server which can be accessed for 14 days before the information is purged.

Based on our review, adequate controls for compliance with State law have been established over access and use of the License Plate Reader (LPR) system and captured plate data. The audit did not disclose any findings that warrant inclusion in the report.

Background Information

Introduction

License Plate Reader (LPR) systems, provide automated detection and image capture of license plate information. The LPR system consists of high-speed cameras, mounted either at a fixed location or on a mobile patrol vehicle, and a computer to convert data from electronic images of vehicle license plates into an electronically readable format, which then compares the information against specified databases of license plates. If a match is detected, an audible sound occurs and a visual alarm shows the license plate image with the linked information. The system attaches camera identification, date, time, and location information, to include GPS coordinates to the digital image. The image is then maintained electronically in a central location.

The Maryland Coordination and Analysis Center (MCAC) operates a central server to upload and store, read and alarm LPR data from law enforcement agencies across the state of Maryland. Additionally, Maryland Transportation Authority (MDTA) Police retain LPR data on its own server for 14 days before the data is purged. After the 14 day period, information is only available from the MCAC server.

In 2014, Maryland Legislators replaced language in Maryland Annotated Code, Sections 3-509 and 4-326 to address authorized uses of Automatic License Plate Readers and captured plate data. As a result, Maryland law enforcement agencies and the MCAC must implement certain procedures and regulations. This law went into effect October 1, 2014. MCAC established a model audit policy dated August 27, 2014 requiring that controls over access and use be audited and the audit results are due to the State Judicial Proceedings Committee, the House Judiciary Committee, and the Legislative Policy Committee, based on data from the previous year, on or before March 1 of each year beginning in 2016.

Scope and Methodology

The Office of Audits conducted an audit of LPR Compliance for the period January 1, 2017 through December 31, 2017. The objective of this audit determine if adequate controls for compliance with State law have been established over access and use of the LPRs and captured plate data. Our audit procedures included inquiries of appropriate personnel, inspections of documents and records, and observations of operations related to the controls over access and use of the LPR systems. We also tested transactions and performed other auditing procedures that we considered necessary to achieve our objectives. We believe that the evidence obtained provides a reasonable basis for our findings and recommendations.

MDTA management is responsible for establishing and maintaining effective internal controls. Internal control is a process designed to provide reasonable, but not absolute, assurance that objectives pertaining to the reliability of records and the effectiveness and efficiency of operations, including safeguarding of assets and compliance with applicable laws, rules and regulations, are achieved. Because of inherent limitations in internal control, errors or fraud may nevertheless occur and not be detected.

The Office of Audits acknowledges and appreciates the courtesy and cooperation extended by MDTA Police during the audit.

Based on our review, adequate controls for compliance with State law have been established over access and use of the License Plate Reader (LPR) system and captured plate data. The audit did not disclose any findings that warrant inclusion in the report.

Key Statistics

The Agency LPR Coordinator provided the following LPR counts for the year ended December 31, 2017:

Fixed LPR 106,549,552

Mobile LPR 1,958,494

Total Reads 108,508,046

The Agency LPR Coordinator provided the following data for Police enforcement activities involving use of the LPR system:

Year Totals	Reads	Warrant Arrest	Stolen Veh Arrest	Stolen Plate Arrest	Traffic Arrest	Traffic Stops
2017	108,508,046	160	60	7	8	2584

ANNAPOLIS POLICE DEPARTMENT



199 Taylor Av.
Annapolis, MD 21401

DATE: 29 February, 2018

TO: House Judiciary Committee, Senate Judiciary Committee, & Legislative Policy Committee

FROM: Chief Scott S. Baker
Annapolis Police Department

SUBJECT: License Plate Reader Program Report Per Public Safety Article 3-509, MSAR 10139

Maryland House Judiciary Committee:

Chair – The Honorable Joseph F. Vallario, Jr.
House Officer Building, Room 101
6 Bladen St.
Annapolis, MD 21401

Maryland Senate Judicial Proceedings Committee:

Chair – The Honorable Robert A. Zirkin
Miller Senate Officer Building, 2 East Wing
11 Bladen St.
Annapolis, MD 21401-1991

Maryland Legislative Police Committee:

Co-Chair – The Honorable Thomas V. Mike Miller, Jr.
Co-Chair – The Honorable Michael E. Busch
c/o Department of Legislative Services, cc Ms. Sarah Albert (5 Copies)
Legislative Services Building, Room 200B
90 State Circle
Annapolis, MD 21401

Honorable Chairmen,

In accordance with Maryland State Government Article 2-1246 of the State Government Article, the Annapolis City Police Department is reporting the following information regarding License Plate Reader data for 2017 as follows:

1. The total number of license plate readers maintained by Annapolis Police Department:

The Annapolis Police Department maintains six mobile license plate readers: two are mobile and four are fixed.

2. The total number of license plate readings:

There were 1,887,703 license plate readings entered into the database during calendar year 2017.

3. The number of LPR reads maintained by Annapolis Police Department:

The Annapolis Police Department has a total of 2,588,330 reads in the LPR database as of 2/25/2018.

4. The total number of queries performed by Annapolis Police Department personnel:

For the calendar year 2017 the Annapolis Police Department queried the LSAGI database a total of 589 times.

- I. Number of requests that resulted in a release of information: 21.
- II. Number of out-of-state requests: 0.
- III. Number of federal requests: 21.
- IV. Number of out-of-state requests resulting in information release: 0.
- V. Number of federal requests resulting in information release: 21.

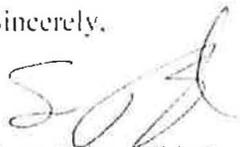
5. Any data breaches or unauthorized access to the LPR database.

In 2017 there were no known data breaches nor any unauthorized access to the LPR database.

6. A summary of audits conducted by Annapolis Police.

- Pursuant to Senate Bill 699, the Annapolis Police Department conducted an audit for calendar year 2017 of the LPR database maintained by Annapolis Police Department.
- A total of 589 queries were conducted by Annapolis Police personnel in calendar year 2017.
- A 10% sample was randomly selected from these 589 records. This resulted in 59 records randomly selected for audit.

Sincerely,



Scott Baker, Chief
Annapolis Police Department

Goal	Question	Answer	Comments
1	Have procedures been adopted relating to the operation and use of the LPR system?	Y	
2	Are staff with access to the Automatic License Plate Reader database adequately screened and trained?	Y	
3	Does the agency maintain training records for each user?	Y	
4	Is the training curricula maintained?	Y	
5	Are training records annually reviewed for relevancy and effectiveness?	Y	
6	Does the agency accept law enforcement requests for historical plate data, collected by an LPR system?	Y	
7	If historical data is accessed, does the agency have an audit trail?	Y	
8	Is the audit trail maintained for 2 years?	Y	
9	Have audit procedures been adopted to ensure that information obtain through the use of an LPR system is used for legitimate law enforcement purposes?	Y	
AGENCY		Annapolis Police Dept.	

License Plate Reader Audit
For Calendar Year 2017



Annapolis Police Department

Date: 2/26/2018

Method: Random selection of 10% of the 589 Queries performed by Annapolis Police Personnel

Record#	Reason Given/Case#	Date and time of the request documented?	Is the Purpose of the request documented?	Request include the identity of the agency requesting the query?	Request validated through the requestors agency?	Accurate. Inaccurate. Unable to locate, Incomplete	Remarks	Case# (not in log)
1	17-5459	Y	Y	Y	Y	Accurate		
2	Administrative Test	Y	Y	Y	Y	Accurate	Note 1	
3	Administrative Test	Y	Y	Y	Y	Accurate	Note 1	
4	Administrative Test	Y	Y	Y	Y	Accurate	Note 1	
5	17-5231	Y	Y	Y	Y	Accurate		
6	Administrative Test	Y	Y	Y	Y	Accurate	Note 1	
7	Administrative Test	Y	Y	Y	Y	Accurate	Note 1	
8	Administrative Test	Y	Y	Y	Y	Accurate	Note 1	
9	17-5121	Y	Y	Y	Y	Accurate		
10	17-5921	Y	Y	Y	Y	Accurate		
11	Administrative Test	Y	Y	Y	Y	Accurate	Note 1	
12	AACO 17-743180	Y	Y	Y	Y	Accurate	Note 3	
13	AACO 17-743180	Y	Y	Y	Y	Accurate	Note 3	
14	AACO 17-743180	Y	Y	Y	Y	Accurate	Note 3	
15	AACO 17-743180	Y	Y	Y	Y	Accurate	Note 3	
16	AACO 17-743180	Y	Y	Y	Y	Accurate	Note 3	
17	Investigation	Y	N	Y	Y	Incomplete	Note 2	
18	17-0229	Y	Y	Y	Y	Accurate		
19	17-4229	Y	Y	Y	Y	Accurate		
20	17-4229	Y	Y	Y	Y	Accurate		
21	17-4229	Y	Y	Y	Y	Accurate		
22	17-4229	Y	Y	Y	Y	Accurate		
23	Administrative Test	Y	Y	Y	Y	Accurate	Note 1	
24	Administrative Test	Y	Y	Y	Y	Accurate	Note 1	
25	Administrative Test	Y	Y	Y	Y	Accurate	Note 1	

26	17-3997	Y	Y	Y	Y	Accurate		
27	17-3587	Y	Y	Y	Y	Accurate		
28	Investigation	Y	N	Y	Y	Incomplete	Note 2	
29	17-3587	Y	Y	Y	Y	Accurate		
30	Investigation	Y	N	Y	Y	Incomplete	Note 2	
31	17-3587	Y	Y	Y	Y	Accurate		
32	17-3587	Y	Y	Y	Y	Accurate		
33	17-3587	Y	Y	Y	Y	Accurate		
34	17-3587	Y	Y	Y	Y	Accurate		
35	17-3587	Y	Y	Y	Y	Accurate		
36	Administrative Test	Y	Y	Y	Y	Accurate	Note 1	
37	17-3399	Y	Y	Y	Y	Accurate		
38	Investigation	Y	N	Y	Y	Incomplete	Note 2	
39	17-3234	Y	Y	Y	Y	Accurate		
40	Carjacking 1901 West St.	Y	Y	Y	Y	Accurate		
41	Investigation	Y	N	Y	Y	Incomplete	Note 2	
42	Administrative Test	Y	Y	Y	Y	Accurate	Note 1	
43	Administrative Test	Y	Y	Y	Y	Accurate	Note 1	
44	Administrative Test	Y	Y	Y	Y	Accurate	Note 1	
45	Administrative Test	Y	Y	Y	Y	Accurate	Note 1	
46	Administrative Test	Y	Y	Y	Y	Accurate	Note 1	
47	Administrative Test	Y	Y	Y	Y	Accurate	Note 1	
48	Domestic Greenbrier Ln	Y	Y	Y	Y	Accurate		
49	Administrative Test	Y	Y	Y	Y	Accurate	Note 1	
50	17-3022	Y	Y	Y	Y	Accurate		
51	Administrative Test	Y	Y	Y	Y	Accurate	Note 1	
52	17-2469	Y	Y	Y	Y	Accurate		
53	Investigation	Y	N	Y	Y	Incomplete	Note 2	
54	Investigation	Y	N	Y	Y	Incomplete	Note 2	
55	Investigation	Y	N	Y	Y	Incomplete	Note 2	
56	Investigation	Y	N	Y	Y	Incomplete	Note 2	
57	Investigation	Y	N	Y	Y	Incomplete	Note 2	
58	17-2136	Y	Y	Y	Y	Accurate		
59	17-2136	Y	Y	Y	Y	Accurate		

Note 1: Admin log is used for non-investigatory, administrative purposes (such as verifying upgraded software)

Note 2: Case number is missing from log and querying Officer cannot reproduce it, but certifies that all queries were for legitimate purposes.

Note 3: Case number missing due to request originating with external law enforcement agency.



Anne Arundel County Police Department
8495 Veterans Highway Millersville, Maryland 21108
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www.aacounty.org/police



Timothy J. Altomare
Chief of Police

DATE: February 28, 2018
TO: House Judiciary Committee, Senate Judiciary Proceedings
Committee & Legislative Policy Committee
FROM: Anne Arundel County Police Department
SUBJECT: License Plate Reader Program Report Per Public Safety Article 3-509
MSAR 10139

Maryland House Judiciary Committee:

Chair – The Honorable Joseph F. Vallario Jr.

House Office Building, Room 101

6 Bladen St., Annapolis, MD 21401

Maryland Senate Judicial Proceedings Committee:

Chair – The Honorable Robert A. Zirkin

Miller Senate Office Building, 2 East Wing

11 Bladen St., Annapolis, MD 21401 - 1991

Maryland Legislative Policy Committee:

Co-Chair – The Honorable Thomas V. Mike Miller Jr.

Co-Chair – The Honorable Michael E. Busch

C/o Department of Legislative Services, cc Ms. Sarah Albert (5 Copies)

Legislative Services Building, Room 200B, 90 State Circle, Annapolis, MD 21401

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Timothy J. Altomare
Chief of Police

Honorable Chairmen,

In accordance with 2-1246 of the State Government Article, The Anne Arundel County Police Department and Analysis Center is reporting the following information regarding License Plate Reader data for 2017:

1. The total number of automatic license plate reader units being operated in the state by law enforcement agencies and the number of units submitting data to the Maryland Coordination and Analysis Center:

The Anne Arundel County Police Department has a total of 7 fixed LPR sites (32 individual cameras) and 14 mobile units (28 individual cameras operated in pairs). All units operated by the Anne Arundel County Police department submit data to the Maryland Coordination and Analysis Center.

2. The number of automatic license plate reader readings made by a law enforcement agency that maintains an automatic license plate reader database and the number of readings submitted to the Maryland Coordination and Analysis Center.

In 2017, the Anne Arundel County Police Department conducted 31,950,554 fixed site readings and 2,166,872 mobile unit readings. Barring and technological issues, every reading was submitted to the Maryland Coordination and Analysis Center.

3. The number of automatic license plate reader readings being retained on the automatic license plate reader database.

No license plate readings or data from the calendar year 2017 are being retained in the local Anne Arundel County license plate reader database. The Anne Arundel County Police Department submits all plate reader readings to the Maryland Coordination and Analysis Center and only maintains 24 hours (1 day) of historical readings from its fixed sites, on its local automatic license plate reader database. All LPR readings older than 24 hours (1-day) are automatically purged from the database. The Anne Arundel County Police Department has "zero" retention of LPR reading obtained from mobile LPR units.



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Timothy J. Altomare
Chief of Police

4. The number of requests made to the law enforcement agency that maintains an automatic license plate reader database for automatic license plate reader data, including specific numbers for:

a. The number of requests that resulted in a release of information.

Zero. (There were no requests from another agency to access the Anne Arundel County database.)

b. The number of out of state requests.

Zero. (There were no requests from another agency to access the Anne Arundel County database.)

c. The number of federal requests.

Zero. (There were no requests from another agency to access the Anne Arundel County database.)

d. The number of out of state requests that resulted in a release of information.

Zero. (There were no requests from another agency to access the Anne Arundel County database.)

e. The number of federal requests that resulted in a release of information.

Zero. (There were no requests from another agency to access the Anne Arundel County database.)

5. Any data breaches or unauthorized uses of the automatic license plate reader database.

There were no data breaches or unauthorized use of the automatic license plate reader database.

6. A list of audits that were completed by the law enforcement agency.

The Anne Arundel County Police Department conducted nine queries/audits on the automatic license plate reader database for calendar year 2017 queries. All queries were conducted as tests to ensure system functionality.



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Timothy J. Altomare
Chief of Police

The Department of State Police and any law enforcement agency using an automatic license plate reader system shall adopt procedures relating to the operation and use of the system. The procedures shall include:

1. Which personnel in the law enforcement agency are authorized to query captured plate data gathered by an automatic license plate reader system.

Anne Arundel County Police Index Code 1834 states:

“Historical data maintained on Anne Arundel County Police computer servers may only be accessed by authorized agency personnel and authorized MCAC members. Only trained personnel may access system data on the Anne Arundel County computer server. Training is provided through the Technology Section. Access to the system is issued through user name, password and access level control as granted by the LPR Administrator via the Technology Section. Accessibility levels determine if personnel can add tags, conduct queries and/or run audit reports. Activity of all users is tracked and logged for audit purposes”....

Currently there are 10 users authorized to query the database.

2. An audit process to ensure that information obtained through the use of an automatic license plate reader system is used only for legitimate law enforcement purposes, including audits of requests made by individual law enforcement agencies or an individual law enforcement officer.

The Anne Arundel County Police Department’s Staff Inspections Unit is charged with conducting and/or reviewing audits to ensure compliance with rules and regulations pertaining to the legitimate use of LPR data. The Anne Arundel County Police Department received the model policy from the Maryland Coordination and Analysis Center and has adopted its recommended audit method.

3. Procedures and safeguards to ensure that department staff with access to the automatic license plate reader database are adequately screened and trained.

Users of the Anne Arundel County Police LPR system are limited and are required to log onto the LPR software via issued county credentials. Activity within the system is logged. Access and scope of access is regulated by the department’s LPR Administrator and is based on job position, job duties or assignment. Only properly trained individuals are permitted to conduct



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Timothy J. Altomare
Chief of Police

queries on the Anne Arundel County Police license plate reader database. All users (with database query abilities) must successfully complete a 4-hour training class. All users have had undergone background screening by virtue of their employment with the police department.

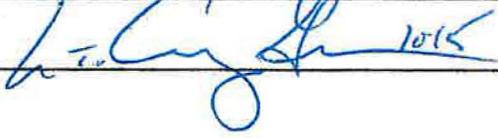
Audit Questions (Step 1)

Goal	Question	Answer	Comments
1	Have procedures been adopted relating to the operation and use of the LPR system? [Cite policy number	<u>YES</u> NO	Anne Arundel County Police Department - Index Code 1834 License Plate Reader Program (LPR)
2	Are staff with access to the Automatic License Plate Reader database adequately screened and trained in the proper use of the system and all privacy policies relating thereto?	<u>YES</u> NO	Only LPR administrators and sworn police officers who operate a mobile LPR system are granted access to the local database. All these officers are trained in the proper use and policies governing the use of data.
3	Does the agency maintain training records for each user?	<u>YES</u> NO	
4	Is the training curricula maintained?	<u>YES</u> NO	
5	Are training records annually reviewed for relevancy and effectiveness?	<u>YES</u> NO	
6	Does the agency accept law enforcement requests for license plate data collected by an LPR system?	YES <u>NO</u>	The Anne Arundel County Police Department does not accept outside requests. All outside agency requests are referred to MCAC.
7	If historical data is accessed, does the agency have an audit trail?	<u>YES</u> NO	NO historical data is maintained, however previously, when it was, access required a reason to be logged within the software used to access the historical data. All activity is logged by the LPR software.
8	Is the audit trail maintained for at least 3 years?	<u>YES</u> NO	
9	Have audit procedures been adopted to ensure that information obtained through the use of an LPR system is used only for legitimate law enforcement purposes?	<u>YES</u> NO	The Staff Inspections Unit of the Anne Arundel County Police Department is tasked with ensuring proper use of the LPR system.
AGENCY: Anne Arundel County Police Dept.		SCOPE OF AUDIT: Review of logs/documents	
COMPLETED BY: Capt. Fred Plitt/Community Relations		DATE COMPLETED: February 28, 2018	
REVIEWED BY: Sgt. Travis Ott/Staff Inspections		DATE REVIEWED: February 28, 2018	

Record #	Question # 1 Report/Incident Number	Question #2 Is the date and time of request documented?	Question # 3 Is the purpose of the request documented?	Question # 4 Does the request include the identity of the agency requesting the query?	Question #5 Has the request been validated through the requesters agency?	Results Findings shall be listed as: Accurate, Inaccurate, Unable to locate or Incomplete
3/27/2017	Administrative	yes	yes	yes	yes	Accurate
6/7/2017	Administrative	yes	yes	yes	yes	Accurate
6/27/2017	Administrative	yes	yes	yes	yes	Accurate
6/27/2017	Administrative	yes	yes	yes	yes	Accurate
7/11/2017	Administrative	yes	yes	yes	yes	Accurate
9/1/2017	Administrative	yes	yes	yes	yes	Accurate
9/11/2017	Administrative	yes	yes	yes	yes	Accurate
10/2/2017	Administrative	yes	yes	yes	yes	Accurate
11/10/2017	Administrative	yes	yes	yes	yes	Accurate
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Certifying Officer: Lieutenant Anthony Grover #1045

Date: 02/28/2018

Signature: 

2017 LPR Audit of Fixed Site (Historical) Data

Note - searches of Fixed Site LPR Data is from "Historical" data, subject to audit. There is a 24 hours retention of this data.

7/11/2017 4:07:28 PM UTC-04:00	Searched data for Plate: "1CA0901"	AACO\pruser2	System Test	Fixed-AM Circle @ AM Blvd.
6/27/2017 10:29:24 AM UTC-04:00	Searched data for Plate: "6CP7835"	AACO\pruser2	System Test	Fixed-AM Circle @ AM Blvd.
6/27/2017 10:28:12 AM UTC-04:00	Searched data for Plate: "1BMY52"	AACO\pruser2	SystemTest	Fixed-AM Circle @ AM Blvd.
3/27/2017 3:40:06 PM UTC-04:00	Searched data for Plate: "JYF492"	AACO\pruser2	System Test	Fixed-AM Circle @ AM Blvd.
9/11/2017 2:02:05 PM UTC-04:00	Searched data for Plate: "2CWDS9"	AACO\pruser1	System Test	Fixed-Arundel Way
10/2/2017 5:57:30 PM UTC-04:00	Searched data for Plate: "7CJ0249"	AACO\pruser4	System Test	Fixed-BassPro Dr
11/10/2017 10:28:06 AM UTC-05:00	Searched data for Plate: "50A985"	AACO\pruser3	System Test	Fixed-Mills Dr.-AACo
9/1/2017 2:01:50 PM UTC-04:00	Searched data for Plate: "[00D]F1[00C	AACO\pruser3	System Test	Fixed-Mills Dr.-AACo
6/7/2017 1:58:14 PM UTC-04:00	Searched data for Plate: "8592"	AACO\pruser3	System Test	Fixed-Mills Dr.-AACo

TERRENCE B. SHERIDAN
Chief of Police



"INTEGRITY...FAIRNESS...SERVICE"

BALTIMORE COUNTY POLICE

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DATE: February 21, 2018

TO: House Judiciary Committee, Senate Judicial Proceedings Committee, & Legislative Policy Committee

FROM: Major Jay Landsman Jr.
License Plate Reader Program Certifying Official
Baltimore County Police Department

SUBJECT: License Plate Reader (LPR) Program Report Per Public Safety Article 3-509, MSAR 10139

Maryland House Judiciary Committee:

Chair— The Honorable Joseph F. Vallario Jr
House Office Building, Room 101
6 Bladen St, Annapolis, MD 21401

Maryland Senate Judicial Proceedings Committee:

Chair— The Honorable Robert A. Zirkin
Miller Senate Office Building, 2 East Wing
11 Bladen St, Annapolis, MD 21404-1991

Maryland Legislative Policy Committee:

Co-Chair— The Honorable Thomas V. Mike Miller Jr.
Co-Chair— The Honorable Michael E. Busch
c/o Department of Legislative Services, cc Ms. Sarah Albert
Legislative Services Building Room 200B, 90 State Circle, Annapolis, MD 21401

Honorable Chairmen,

In accordance with 2-1246 of the State Government Article, the Baltimore County Police Department is reporting the following information regarding License Plate Reader (LPR) data for 2017:

- 1. The total number of automatic license plate reader units being operated in the State by law enforcement agencies and the number of units submitting data to the Center:**

Currently there are 44 License Plate Readers operated by the Baltimore County Police Department. These License Plate Readers are networked to our own server and then routed to MCAC.

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2. The number of automatic license plate reader readings made by a law enforcement agency that maintains an automatic license plate reader database and the number of readings submitted to the Center:

For the 2017 calendar year, License Plate Readers operated by the Baltimore County Police Department made 20,799,582 reads with mobile License Plate Readers.

3. The number of automatic license plate reader readings being retained on the automatic license plate reader database:

As of December 31, 2017, the total reads retained was 20,799,582. This number changes daily since all reads are stored for one year and then replaced by the current year data.

4. The number of requests made to the center by each law enforcement agency that maintains an automatic license plate reader database for automatic license plate reader data, including specific numbers for:

During the 2017 calendar year, Baltimore County Police Department members made 5203 inquiries into the Operations Center requesting License Plate Reader data.

i. The number of requests that resulted in a release of information:

None.

ii. The number of out-of-state requests:

None.

iii. The number of federal requests:

None.

iv. The number of out of state requests that resulted in a release of information:

None.

v. The number of federal requests that resulted in a release of information:

None.

5. Any data breaches or unauthorized uses of the automatic license plate reader database:

In 2017, there were no known breaches or unauthorized uses of the License Plate Reader database.

6. A list of audits that were completed by the center or a law enforcement agency:

Pursuant to 2-1246 of the State governments Article, the Baltimore County Police Department conducted an audit for the calendar year 2015 of the queries of the database.

- A total of 5203 queries were made of the system
- Pursuant to the License Plate Reader Model Policy submitted to the House Judiciary Committee, Senate Judicial Proceedings Committee, and Legislative Police Committee in August of 2015, a random selection of 50 queries were selected for audit. The random selections were taken from all twelve months.

The Department of State Police and any law enforcement agency using an automatic license plate reader system shall adopt procedures relating to the operation and use of the system. The procedures shall include:

- i. Which personnel in the Center or a law enforcement agency are authorized to query captured plate data gathered by an automatic license plate reader system.**

Currently there are 324 persons who are authorized to query the database. These personnel consist of sworn and non-sworn technical staff as well as sworn personnel from various investigative and patrol units within the Baltimore County Police Department. All personnel with access to the License Plate Reader database are screened by and approved by the Technology & Communications Section Commander and the License Plate Reader Program Coordinator. In addition, all Department personnel must pass a background check prior to employment and undergo routine education and training on physical, computer, and on-line security procedures.

- ii. An audit process to ensure that information obtained through the use of an automatic license plate reader system is used only for legitimate law enforcement purposes, including audits of requests made by individual law enforcement agencies or an individual law enforcement officer.**

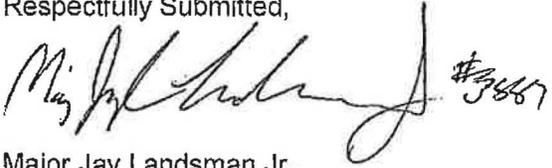
The Baltimore County Police Department conducts a quarterly audit of the form that is completed when a user of the LPR database conducts a query. The audit is conducted quarterly by the Technology and Communications Section.

- iii. Procedures and safeguards to ensure that Center staff with access to the automatic license plate reader database are adequately screened and trained.**

The Baltimore County Police Department currently has a training curriculum that is maintained on the Baltimore County Police Department intranet site. The training curriculum and the training records are reviewed annually for relevancy and effectiveness. As stated above, all personnel requesting access to the License Plate Reader database must be screened by and approved by the Technology & Communications Section Commander.



Respectfully Submitted,



Major Jay Landsman Jr.
Baltimore County Police Department

Baltimore County Police Automatic License Plate Reader (ALPR) Questionnaire

Goal	Question	Answer	Comments
1	Have procedures been adopted relating to the operation and use of the LPR system?	Yes	Procedures have been drafted
2	Are staff with access to the ALPR dabase screened and trained?	Yes	Screened by the Technology & Communications Section Commander and Program Coordinator
3	Does the agency maintain traning records for each user?	Yes	
4	Is the training curricula maintained?	Yes	On the agency intranet website
5	Are training records annually reviewed for relevancy and effectiveness?	Yes	
6	Is there an audit trail?	Yes	This is maintained on the server.
7	Is the audit tail maintained and how long?	Yes	1 year
8	Have audit procedures been adopted to ensure that infomration obained from the ALPR database is used legitimately?	Yes	Audited by the Mobile Support Team supervisor in the Technology & Communications Section
AGENCY:	Baltimore County Police Department		
COMPLETED BY:	<i>CP. J. Galt</i> #5505	Date Completed:	2/23/18
REVIEWED BY:	<i>J. J. Slattery</i> #4068	Date Reviewed:	2/23/18

ALLAN H. KITTLEMAN
County Executive



GARY L. GARDNER
Chief of Police

HOWARD COUNTY DEPARTMENT OF POLICE
3410 Court House Drive, Ellicott City, Maryland 21043

January 15, 2018

To: House Judiciary Committee, Senate Judiciary Proceedings Committee, & Legislative Policy Committee

From: Chief Gary Gardner – Howard County Department of Police

Subject: License Plate Reader Program Report Per Public Safety Article 3-509, MSAR 10139

Maryland House Judiciary Committee:

Chair – The Honorable Joseph F. Vallario Jr.
House Office Building, Room 101
6 Bladen St., Annapolis, MD 21401

Maryland Senate Judicial Proceedings Committee:

Chair – The Honorable Robert A. Zirkin
Miller Senate Office Building, 2 East Wing
11 Bladen St., Annapolis, MD 21401 - 1991

Maryland Legislative Policy Committee:

Co-Chair – The Honorable Thomas V. Mike Miller Jr.
Co-Chair – The Honorable Michael E. Busch
c/o Department of Legislative Services cc Ms. Sarah Albert (5 copies)
Legislative Services Building, Room 200B, 90 State Circle, Annapolis, MD 21401

REF: 2-1246, Howard County Police Department License Plate Reader data 2017

In accordance with 2-1246 of the State Government Article, the Howard County Police Department is reporting the following information based on License Plate Reader (LPR) data from the previous year:

- 1. The total number of automatic license plate reader units being operated in the state by law enforcement agencies and the number of units submitting data to the center.**

In 2017 the Howard County Police maintained seven (7) automatic license plate reader units on marked police vehicles, and three (3) on unmarked police vehicles.

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ALLAN H. KITTLEMAN
County Executive



GARY L. GARDNER
Chief of Police

HOWARD COUNTY DEPARTMENT OF POLICE

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- 2. The number of automatic license plate reader readings made by a law enforcement agency that maintains an automatic license plate reader database and the number of readings submitted to the center.**

In 2017, the Howard County Police Department had 3,450,965 readings. HCPD began electronically sending its reads to MCAC in the Spring of 2016. HCPD staff will continue to maintain this partnership with MCAC.

- 3. The number of automatic license plate reader readings being retained on the automatic license plate server.**

In 2017, the Howard County Police Department had 3,450,965 readings. HCPD maintains tag read data for a period of one year. After one year, it is purged unless it is determined to have evidentiary value in a criminal investigation, necessary for the prosecution of a criminal case or a security matter.

- 4. The number of requests made to the center and each law enforcement agency that maintains an automatic license plate reader database for automatic license plate reader data, including specific numbers for:**

There were 1,405 queries of the Howard County LPR reads in 2017. This LPR data is accessible to officers and detectives of the Howard County Police Department who are trained in the use of the LPR camera systems and the EOC (Enterprise Operations Center), which is the camera system/LPR data interface program. The LPR data is only to be accessed and searched for a legitimate law enforcement purpose. Officers who wish to operate one of the LPR vehicles or have access to the Howard County Police LPR data for investigative purposes, receive a two-hour block of instruction on the policies governing the access, use and dissemination of LPR data and in the EOC, so that they may use the information quickly to solve crimes.

- 5. The number of out of state requests.**

HCPD had no out of state requests and no requests from other jurisdictions within the state of Maryland.

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County Executive



GARY L. GARDNER
Chief of Police

HOWARD COUNTY DEPARTMENT OF POLICE

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6. The number of federal requests.

HCPD had no requests from federal agencies.

7. The number of out of state requests that resulted in a release of information.

There were no requests from out of state agencies.

8. The number of federal requests that resulted in a release of information.

There were no requests from federal agencies.

9. Any data breaches or unauthorized uses of the automatic license plate reader database.

None

10. A list of audits that were completed by the center or a law enforcement agency.

The Howard County Police Department's LPR Coordinator conducted monthly audits of the LPR queries. Sixty of the 1,405 queries were selected at random (greater than the required 1%) and an audit was conducted, resulting in a 100% rate of compliance. HCPD's Audit process consisted of the following:

When queries of LPR data are conducted, officers and detectives are required to provide a police agency case number and nature of call before they can proceed. The LPR Coordinator selects queries at random, and checks the case number and nature of call against the police department's records management database to confirm the case number exists and is for a legitimate law enforcement purpose.

See attached documents for further details.

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County Executive



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HOWARD COUNTY DEPARTMENT OF POLICE

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The Department of State Police and any law enforcement agency using an automatic license plate reader system shall adopt procedures relating to the operation and use of the system. The procedures shall include:

- 1. Which personnel in the Center or a law enforcement agency are authorized to query captured plate data gathered by an automatic license plate reader system.**

Trained personnel identified in HCPD Special Order 2011-03 License Plate Recognition Program.

- 2. An audit process to ensure that information obtained through the use of an automatic license plate reader system is used only for legitimate law enforcement purposes, including audits of requests made by individual law enforcement agencies or an individual law enforcement officer.**

HCPD follows MCAC's audit process which is explained in their Model Audit Policy which we received in October 2015.

- 3. Procedures and safeguards to ensure that center staff with access to the automatic license plate reader database are adequately screened and trained.**

HCPD has a training curriculum which consists of the following:

- Sworn HCPD law enforcement officers selected
- 2 hour LPR practical training
- Review of Special Order 2011-03 License Plate Recognition Program

Sincerely,

Gary L. Gardner
Chief of Police

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Audit Questions (Step 1)

Goal	Question	Answer	Comments
1	Have procedures been adopted relating to the operation and use of the LPR system? [Cite policy number	YES	Howard County Police Special Order 2011-03 License Plate Recognition Program
2	Are staff with access to the Automatic License Plate Reader database adequately screened and trained in the proper use of the system and all privacy policies relating thereto?	YES	
3	Does the agency maintain training records for each user?	YES	
4	Is the training curricula maintained?	YES	
5	Are training records annually reviewed for relevancy and effectiveness?	YES	
6	Does the agency accept law enforcement requests for license plate data collected by an LPR system?	YES	
7	If historical data is accessed, does the agency have an audit trail?	YES	
8	Is the audit trail maintained for at least 3 years?	YES	
9	Have audit procedures been adopted to ensure that information obtained through the use of an LPR system is used only for legitimate law enforcement purposes?	YES	
AGENCY: Howard County Police Dept.		SCOPE OF AUDIT: January 2017 – December 2017	
COMPLETED BY: Cpl. Andrew Kalocai		DATE COMPLETED: January 16, 2018	
REVIEWED BY: <i>St Janya Diffe</i>		DATE REVIEWED: <i>January 18, 2018</i>	



Howard County Police Department

2017 LPR Audit Log

Record #	Date Req.	Req. Agency	Requestor	Control #	Reason	Auditor	Audit Date
1	1/2/2017	HCPD	C. Kim	16-126334	Robbery	A. Kalocai	4/4/2017
2	1/3/2017	HCPD	J. Campbell	17-681	Burglary	A. Kalocai	4/4/2017
3	1/5/2017	HCPD	J. Abrashoff	17-1445	Solicitor-Complaint	A. Kalocai	4/4/2017
4	1/12/2017	HCPD	D. Chesno	17-2253	Burglary	A. Kalocai	4/4/2017
5	1/25/2017	HCPD	P. Jastrzebski	17-6463	Burglary	A. Kalocai	4/4/2017
6	2/2/2017	HCPD	B. Lesniewicz	17-8801	Robbery	A. Kalocai	4/4/2017
7	2/18/2017	HCPD	G. Kershner	17-16707	Traffic Collision	A. Kalocai	4/4/2017
8	2/21/2017	HCPD	S. Woctchou	17-4708	Burglary	A. Kalocai	4/4/2017
9	2/21/2017	HCPD	J. Campbell	17-4708	Burglary	A. Kalocai	4/4/2017
10	2/23/2017	HCPD	J. Poehlman	17-17635	Burglary	A. Kalocai	4/4/2017
11	3/1/2017	HCPD	W. Hurtt	17-15180	Robbery	A. Kalocai	4/5/2017
12	3/4/2017	HCPD	C. Kim	17-16175	Robbery	A. Kalocai	4/5/2017
13	3/8/2017	HCPD	D. Baylor	FCSO Bulletin 2017-07	Theft From Vehicle	A. Kalocai	4/5/2017
14	3/15/2017	HCPD	S. Heaster	17-23861	Arson	A. Kalocai	4/5/2017
15	3/28/2017	HCPD	E. Upton	17-27380	Shooting Investigation	A. Kalocai	4/5/2017
16	4/1/2017	HCPD	G. Kershner	17-30783	Shooting Investigation	A. Kalocai	7/6/2017
17	4/2/2017	HCPD	M. Ambrose	17-31344	Carjacking	A. Kalocai	7/6/2017
18	4/6/2017	HCPD	S. Heaster	17-28090	Vehicle Theft	A. Kalocai	7/6/2017
19	4/7/2017	HCPD	J. Abrashoff	17-33008	Theft	A. Kalocai	7/6/2017
20	4/27/2017	HCPD	J. Lentscher	17-37822	Destruction of Property	A. Kalocai	7/6/2017
21	5/1/2017	HCPD	W. Hurtt	17-39336	Theft	A. Kalocai	7/6/2017
22	5/7/2017	HCPD	M. Brady	17-43898	Vehicle Theft	A. Kalocai	7/6/2017
23	5/9/2017	HCPD	D. Ramsdell	17-43089	Robbery	A. Kalocai	7/6/2017
24	5/13/2017	HCPD	C. Weir	17-46095	Wanted Subject	A. Kalocai	7/6/2017
25	5/22/2017	HCPD	B. Lesniewicz	17-46695	Burglary	A. Kalocai	7/6/2017
26	6/6/2017	HCPD	T. Yoon	17-41837	Burglary	A. Kalocai	7/6/2017
27	6/10/2017	HCPD	C. Weir	17-56455	Vehicle Theft	A. Kalocai	7/6/2017
28	6/16/2017	HCPD	J. Bowers	17-37822	Destruction of Property	A. Kalocai	7/6/2017

29	6/21/2017	HCPD	J. Campbell	17-56117	Theft	A. Kalocai	7/6/2017
30	6/29/2017	HCPD	R. DiAngelo	17-62848	Vehicle Theft	A. Kalocai	7/6/2017
31	7/1/2017	HCPD	Z. Perchinski	17-64131	Vehicle Theft	A. Kalocai	11/10/2017
32	7/7/2017	HCPD	R. Gregory	17-66199	Missing Person	A. Kalocai	11/10/2017
33	7/9/2017	HCPD	W. Hurtt	17-62800	Burglary	A. Kalocai	11/10/2017
34	7/14/2017	HCPD	C. Calcaterra	17-66102	Fraud Investigation	A. Kalocai	11/10/2017
35	7/16/2017	HCPD	A. Saffran	17-69831	Animal Complaint	A. Kalocai	11/10/2017
36	8/1/2017	HCPD	O. Burgos	17-75736	Check On Welfare	A. Kalocai	11/10/2017
37	8/11/2017	HCPD	J. Abrashoff	17-79431	Police Information	A. Kalocai	11/10/2017
38	8/15/2017	HCPD	J. Bowers	17-601045	Theft Investigation	A. Kalocai	11/10/2017
39	8/22/2017	HCPD	J. Poehlman	17-80052	Burglary	A. Kalocai	11/10/2017
40	8/22/2017	HCPD	K. Tibbs	17-68383	Sex Offense	A. Kalocai	11/10/2017
41	9/3/2017	HCPD	R. DiAngelo	17-83028	Unauthorized Use of Vehicle	A. Kalocai	11/10/2017
42	9/7/2017	HCPD	C. Weir	17-89410	Recovered Property	A. Kalocai	11/10/2017
43	9/19/2017	HCPD	S. Wocotchou	17-94007	Burglary	A. Kalocai	11/10/2017
44	9/26/2017	HCPD	J. Byer	17-92267	Malcious Burning	A. Kalocai	11/10/2017
45	9/29/2017	HCPD	J. Marichal	17-97426	Robbery	A. Kalocai	11/10/2017
46	10/2/2017	HCPD	S. Heaster	17-94819	Theft From Vehicle	A. Kalocai	11/10/2017
47	10/10/2017	HCPD	K. Drummond	17-101189	Robbery	A. Kalocai	11/10/2017
48	10/11/2017	HCPD	J. Abrashoff	17-102646	Theft	A. Kalocai	11/10/2017
49	10/19/2017	HCPD	W. Weaver	17-89622	Theft	A. Kalocai	11/10/2017
50	10/30/2017	HCPD	M. Dahlin	17-108132	Vehicle Theft	A. Kalocai	11/10/2017
51	11/2/2017	HCPD	C. Weir	17-111010	Assault	A. Kalocai	1/8/2018
52	11/6/2017	HCPD	W. Weaver	17-111522	Burglary	A. Kalocai	1/8/2017
53	11/8/2017	HCPD	J. Weber	17-108354	Theft From Vehicle	A. Kalocai	1/8/2017
54	11/13/2017	HCPD	W. Weaver	17-114730	Burglary	A. Kalocai	1/8/2017
55	11/21/2017	HCPD	J. Marichal	17-113952	Robbery	A. Kalocai	1/8/2017
56	12/3/2017	HCPD	M. Brady	17-121764	Missing Person	A. Kalocai	1/10/2018
57	12/6/2017	HCPD	W. Hurtt	17-117463	Theft Investigation	A. Kalocai	1/10/2018
58	12/7/2017	HCPD	R. Gregory	17-115398	Police Assist	A. Kalocai	1/10/2018
59	12/27/2017	HCPD	C. Kim	17-129674	Homicide	A. Kalocai	1/10/2018
60	12/28/2017	HCPD	R. DiAngelo	17-130285	CDS Violation	A. Kalocai	1/10/2018



HOWARD COUNTY DEPARTMENT OF POLICE

SPECIAL ORDER 2011-03 LICENSE PLATE RECOGNITION PROGRAM

EFFECTIVE DECEMBER 5, 2011

This Special Order contains the following numbered sections:

- I. **POLICY**
- II. **OVERVIEW**
- III. **RESPONSIBILITIES**
- IV. **EQUIPMENT**
- V. **DATA COLLECTION, RETENTION AND DISSEMINATION**

I. POLICY

It is the policy of the Howard County Department of Police (HCPD) to increase the detection of stolen vehicles, vehicles with revoked or suspended registrations, uninsured vehicles, vehicles operated by drivers with suspended or revoked licenses, wanted and missing persons, and other vehicle related crimes that impact the safety of citizens. The License Plate Recognition (LPR) program shall be used to increase the safety on roadways while reducing the impact of economic losses caused by auto theft and other vehicle-related crimes. The program shall also be used to enhance security at designated locations by supplementing existing security measures.

II. OVERVIEW

- A. LPR technology shall be used to quickly capture large numbers of license plate photographs and compare them to a list of plates of interest. LPR systems shall be used to record every license plate they come in contact with and record the location, date, and time of each license plate read. This technology is available in mobile systems mounted on police vehicles and fixed camera systems that can be mounted on poles or on the roadside.
- B. The Operation Center Server (OC) shall act as a secure intranet site, allowing only personnel with password protected access to some or all of the license plate data collected.¹ The OC shall receive all scanned tag data collected by HCPD LPR systems and organize the data into a central database. Authorized HCPD and Maryland Coordination and Analysis Center (MCAC) personnel shall have the ability to:
 - 1. Look for a license plate or partial license plate in the history and view the image and location of matches;
 - 2. View maps with the location of plate reads and alarms;
 - 3. View statistical reports on reads and alarms; and
 - 4. View reads and alarms for a specific geographic area and time frame.

III. RESPONSIBILITIES

A. LPR Coordinator (LPRC)

The LPR Program will be maintained and supervised by the LPR Coordinator (LPRC). The LPRC will be trained and proficient with all aspects of the LPR system. This includes, but is not limited to:

- 1. Maintaining the detailed inventory record of all LPR system equipment and update the Technology Equipment Inventory within PowerDMS.
- 2. Ensuring that all LPR equipment is inspected each month and documented. Any deficiencies will be immediately brought to the attention of the LPR Administrator or designee.

¹ CALEA 82.1.1a

SPECIAL ORDER 2011-03
DECEMBER 5, 2011

3. Conducting an annual physical inventory of all LPR system equipment and reconciling it with their detailed inventory record.
4. Pre-approving & overseeing the installation or transfer of any LPR system.
5. Installing and maintaining the OC server, mobile and fixed LPR computer systems, and all related hardware and software.
6. Reporting any damaged LPR system in accordance with established HCPD policy and procedures related to the loss of or damage to HCPD equipment.
7. Establishing and maintaining close working relationships with the LPR manufacturer, the Computer Operations Section, Maryland State Police and the Maryland Coordination and Analysis Center (MCAC).
8. Providing initial and periodic training to all members involved in the program, including sworn and civilian personnel that will use and have access to the system.
9. Ensuring all "hot lists" are updated in the OC at the beginning of each shift and transmitted to the fixed and mobile LPR systems wirelessly. The LPR system will automatically purge all prior "hot list" data on the Mobile Data Computer (MDC) upon completion of the data transfers.
10. Ensuring all required LPR program logs and records are properly maintained according to policy.
11. Ensuring stored data is purged from the LPR OC as specified, unless it has evidentiary value as described in Section V on Data Collection, Retention, and Dissemination.
12. For requests from outside of the HCPD, the Custodian of Records will authorize as legally permissible, the release of data collected on the OC server and request that data from the LPRC. The LPRC will then forward it to the Custodian of Records for release per Section V of this Special Order.
13. The LPRC will report to the LPR Program Administrator only for issues related to the LPR Program.

B. LPR Program Administrator

1. The Chief of Police will designate the LPR Program Administrator.
2. The LPRC will report to the LPR Program Administrator only for issues related to the LPR Program.
3. LPR Program Administrator will be responsible for general oversight of the LPR Program.
4. LPR Program Administrator will complete an annual review of the LPR policies to ensure they properly meet the mission at that time.
5. LPR Program Administrator will provide support, as needed, to the LPRC.
6. The LPR Program Administrator will coordinate with allied agencies on issues related to the regional use of LPR and OC Data.

C. Commanders

Commanders shall be responsible for overseeing the LPR systems assigned to personnel under their command and ensuring compliance with HCPD policy, including;

1. Selecting the appropriate personnel to utilize LPR systems.
2. Verifying they are properly deployed and maintained.

3. Ensuring all personnel assigned, utilizing, or maintaining mobile LPR systems are properly trained prior to using the system.
4. Ensuring all significant incidents and arrests that are related to LPR usage are properly documented and this information is forwarded to the LPR Coordinator (LPRC@howardcountymd.gov).

D. Communications

1. When deployed a Communications Division Supervisor will assign personnel to the video monitoring terminal at the 911 Center to monitor data scanned by the fixed LPR system and take appropriate action when an alarm is activated.
2. The Communications Division Commander will ensure all personnel assigned to the video monitoring system have received the appropriate training and that the training is properly documented.
3. The video monitoring system shall become activated when assigned 911 personnel log into the Department's LPR System website. This allows them to monitor data scanned by the fixed LPR system and respond to selected LPR system alarms.
4. A Communications Division Supervisor or designee will be responsible for the following:
 - a. To ensure system use is consistent with policy and training.
 - b. The LPR database can be "customized" by manually entering information. This option should only be utilized in cases where crimes have recently been reported (e.g. recent stolen vehicles, AMBER alerts, critical radio item broadcasts, etc.).
 - c. Custom manual inputs must have a specific law enforcement purpose.
 - d. Custom manual inputs must be approved by a sergeant or above.
 - e. Ensure that all data required is recorded on each entry as well as entered into the Daily LPR Activity Log.
 - f. Manual plate checks (search of HCPD LPR system) shall be documented on the Daily LPR Activity log and serve a specific law enforcement purpose.
 - g. All Daily LPR Activity Logs will be forwarded to the LPRC by the 15th of each month.
 - h. Inform the LPRC immediately of any problems with the LPR system via email at LPRC@howardcountymd.gov.

E. Personnel Assigned Mobile Units

Personnel assigned mobile LPR systems will be responsible for the following:

1. Only using the systems as outlined in training and this Special Order.
2. Starting the installed CarSystem software on their assigned MDC to activate the system and receive updated "hot lists" at the beginning of each shift.
3. Ensuring a positive "hit" on a scanned license plate by comparing the digital image of the license plate to the NCIC information to verify the "hit." **(The LPR system does not interface with real time METERS and NCIC data, data may be up to 24 hours old.)**
4. For officer safety prior to taking enforcement action, providing information by radio to Communications for any stolen or wanted alarms so Communications Division personnel may immediately attempt to confirm the hit.

5. Confirming a positive "hit" according to established policy prior to any enforcement action being taken.
6. Ensuring that all custom MDC manual inputs have a specific criminal investigative or patrol purpose.
7. Ensuring that relevant data is recorded daily on a Daily Plate Reader Activity Log and that the user(s) forward the log sheets by the 15th of each month to the LPRC.
8. Informing the LPRC immediately of any problems with the LPR system via email at LPRC@howardcountymd.gov.

IV. EQUIPMENT

1. Fixed LPR systems will be installed at stationary positions throughout the County as determined by the Chief of Police, or his designee.
2. Mobile LPR systems will be installed in HCPD vehicles as determined by the Chief of Police, or his designee.
3. LPR equipment shall be cleaned and maintained according to the manufacturer's recommendations.
4. The LPRC (LPRC@howardcountymd.gov) is to be notified by County Facilities of vehicles that will be going to a third party (i.e. body/paint shop, dealer) for service. The LPRC will secure the trunk cameras prior to the vehicle leaving the Ridge Road facility.

V. DATA COLLECTION, RETENTION AND DISSEMINATION

A. Data Collection

1. All LPR system data collected by the Department's LPR program will be maintained on the Operations Center server and shared with the MCAC server.
2. Only trained personnel, approved by the LPR Program Administrator, may access HCPD LPR system data outside of the e-mail system described in this directive.

B. Data Retention

1. All scanned data on MDCs will be stored for thirty (30) days. After 30 days, the LPR system will begin purging the data by automatically overwriting the data.
2. All LPR system data downloaded to the Operations Center will be stored no longer than 365 days prior to purging unless it has become, or it is reasonable to believe that it will become, evidence in a specific criminal or civil action. Evidentiary value in a criminal case, includes evidence that tends to inculcate or exculpate a suspect. To the extent that any data constitutes exculpatory evidence, also known as "Brady material" (*Brady v. Maryland*, 373 U.S. 83 (1963)), it must be preserved and made known to the prosecutor.
3. In circumstances when data is identified as having evidentiary value, the LPRC will download the applicable data from the LPR OC server onto a portable storage device and forward it to the Custodian of Records.

C. Data Dissemination

1. All inter-departmental requests for searches of data stored on the OC servers will be made via email to MCAC at mdwatch@leo.gov as well as LPRC@howardcountymd.gov.
2. All requests for data stored on the OC servers must serve an official law enforcement purpose.
3. Include the following in the email request:
 1. Case #
 2. Crime(s) involved
 3. Tag or partial tag (state if known)
 4. Vehicle type & color (if known)
 5. Areas of the State to search (ex. Specific county(s), tunnels, Bay Bridge, etc)
 6. Date & time span to search

AUTHORITY:

William J. McMahon
Chief of Police



UNIVERSITY OF MARYLAND

DEPARTMENT OF PUBLIC SAFETY

Internationally Accredited

David B. Mitchell

Chief of Police/Director of Public Safety

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College Park, Maryland 20742-6011
301.405.5726 TEL 301.314.9549 FAX
www.umdps.umd.edu

January 9, 2017

TO: House Judiciary Committee, Senate Judicial Proceedings Committee, &
Legislative Policy Committee

FROM: David B. Mitchell, Chief of Police/Director of Public Safety

SUBJECT: License Plate Reader (LPR) Program Annual Report to the Maryland General
Assembly; 2017

Maryland House Judiciary Committee:
The Honorable Joseph F. Vallario Jr., Chairman
House Office Building, Room 101
6 Bladen St., Annapolis, MD 21401

Maryland Senate Judicial Proceedings Committee:
The Honorable Robert A. Zirkin, Chairman
Miller Senate Office Building, 2 East Wing
11 Bladen St., Annapolis, MD 21401

Maryland Legislative Police Committee:
The Honorable Thomas V. Mike Miller Jr., Co- Chairman
The Honorable Michael E. Busch, Co- Chairman
c/o Department of Legislative Services
Legislative Services Building, Room 200B, 90 State Circle, Annapolis, MD 211401

Honorable Chairmen,

In accordance with §3-509 (e) of the Public Safety Article, Annotated Code of Maryland, the University of Maryland at College Park, Department of Public Safety, is reporting the following information regarding License Plate Reader data for 2017:

1. The total number of automatic license plate readers units being operated in the State by law enforcement agencies and the number of units submitted data to the Center:

The University of Maryland at College Park, Department of Public Safety has eight (8) fixed automatic license plate readers located at six (6) entrances to Campus, and two automatic license plate readers mounted to a single vehicle that is non-recording.

2. The number of automatic license plate reader readings made by a law enforcement agency that maintains an automatic license plate reader database and the number of readings submitted to the Center:

In 2017, the University of Maryland at College Park, Department of Public Safety had 8,455,276 automatic license plate reads.

All reads were submitted to the Maryland Coordination and Analysis Center.

3. The number of automatic license plate reader readings being retained on the automatic license plate database:

The University of Maryland at College Park, Department of Public Safety retains a temporary automatic license plate reader database. Individual license plate information is stored for period of ninety (90) days after initial read. After that time, the data is automatically purged from the server. The University of Maryland at College Park, Department of Public Safety does not maintain a permanent database of automatic license plate reads.

4. The number of requests made to the Center and each law enforcement agency that maintains an automatic license plate reader database for automatic license plate reader data, including specific numbers for:
 - i. The number of requests that resulted in the release of information: 3
 - ii. The number of out-of-state requests: 0
 - iii. The number of federal requests: 0
 - iv. The number of out-of-state requests that resulted in a release of information: 0
 - v. The number of federal requests that resulted in the release of information: 0

5. Any data breaches or unauthorized uses of the automatic license plate reader database:

In 2017, there were no known data breaches or unauthorized uses of the automatic license plate reader database.

6. List of audits that were completed by the center or a law enforcement agency.

During this period, 590 queries were made of the system. Pursuant to the License Plate Reader Model Policy submitted to the House Judiciary Committee, Senate Judiciary Proceedings Committee, and Legislative Policy Committee, the University of Maryland at College Park, Department of Public Safety was below 1% margin of queries for the calendar year. Thus, 50 records were randomly selected based on total number queries made into the system. Of the 50 records audited, all 50 records were accurate and complete.

The Department of State Police and any law enforcement agency using an automatic license plate reader system shall adopt procedures relating to the operation and use of the system. The procedures shall include:

- i. Which personnel the Center or law enforcement agency are authorized to query captured plate data gathered by an automatic license plate reader system.

The University of Maryland at College Park, Department of Public Safety restricts access to its automatic license plate reader system based on assignment.

The Security Operations Center currently has one sworn Captain, a full-time Manager, two full-time Supervisors, one full-time Monitor, and three part-time lead Monitors that can query historical automatic license plate reader information in conjunction with their duties in conducting historical CCTV video reviews as part of the Security Operations Review Team.

Additionally, the Patrol Commander, and eight (8) Criminal Investigators can query historical automatic license plate reader information as part of their duties.

- ii. An audit process to ensure that the information obtained through the use of an automatic license plate reader system is used only for legitimate law enforcement purposes, including audits of requests made by individual law enforcement agencies or an individual law enforcement officer.

The University of Maryland at College Park, Department of Public Safety has adopted the Model Audit Policy for Access to and Use of Automatic License Plate Reader Data as published by the Maryland Coordination and Analysis Center.

- iii. Procedures and safeguards to ensure that Center staff with access to the automatic license plate reader database are adequately screened and trained.

All members of the Security Operations Center Video Review Team receive training in the use of the Automatic License Plate Reader Enterprise Operations Center Software as part of their training in becoming part of the Review Team. Full-time Security Operations Center employees undergo a complete background investigation during their initial hire. Part-time employees undergo a basic criminal history background check during their initial hire as required by NCIC. All Security Operations Center employees complete an Information Technology Security Awareness Course as required by NCIC as part of their training.

All sworn employees (SOC Commander, Patrol Commander and Criminal Investigators) receive training on the use of the Automatic License Plate Reader Enterprise Operations Center software as part of their assignment. All sworn employees undergo a complete background investigation as part of their initial hire as Law Enforcement Officers. Sworn users have also received training on Information Technology Security Awareness as part of their NCIC certification.



MARYLAND-NATIONAL CAPITAL PARK POLICE

MONTGOMERY COUNTY DIVISION
12751 LAYHILL ROAD
SILVER SPRING, MD 20906



DATE: February 23, 2017

TO: House Judiciary Committee
Senate Judicial Proceedings Committee
Senate Legislative Policy Committee

FROM: Maryland-National Capital Park Police

Subject: License Plate Reader Program Report Per Public Safety Article 3-509, MSAR 10139

Maryland House Judiciary Committee:
Chair – The Honorable Joseph F. Vallario Jr.
House Office Building, Room 101
6 Bladen St., Annapolis, MD 21401

Maryland Senate Judicial Proceedings Committee:
Chair – The Honorable Robert A. Zirkin
Miller Senate Office Building, 2 East Wing
11 Bladen St., Annapolis, MD 21401 – 1991

Maryland Legislative Policy Committee:
Co-Chair – The Honorable Thomas V. Mike Miller Jr.
Co-Chair – The Honorable Michael E. Busch
C/o Department of Legislative Services, cc Ms. Sarah Albert (5 Copies)
Legislative Services Building, Room 200B, 90 State Circle, Annapolis, MD 21401

In accordance with 2-1246 of the State Government Article, the Maryland-National Capital Park Police is reporting the following information regarding License Plate Reader data for 2017:

1. The total number of automatic license plate reader units being operated by M-NCPP:

19

2. The number of automatic license plate reader readings made by the system:

2,706,501

3. The number of automatic license plate reader readings being retained on the system:

2,706,501 as of 12/31/17. The reads are retained for one year so all reads from 2017 were on the server at the end of 2017.

4. The number of requests made to the agency:

There were 11 total queries into the LPR database in 2017 from based on five requests. That includes two queries for a specific tag related to one M-NCPP investigation, and one search for a specific tag related to an external request. There were six queries based on three requests for all reads from a specific reader over a specific time period. There were two queries done for system testing that were not related to a request.

5. The number of requests that resulted in a release of information

1 request resulted in release of information to M-NCPP investigators (internal) and one to PGPD investigators (external).

6. The number of out of state requests:

1

7. The number of federal requests:

0

8. The number of out of state requests that resulted in a release of information:

0

9. The number of federal requests that resulted in a release of information:

0

10. Any data breaches or unauthorized uses of the automatic license plate reader database:

None.

11. A list of audits that were completed by the agency:

2017 Annual audit completed on February 20, 2018. All queries into the system were reviewed and a summary of the results is attached.

Record #	Request #	Administrative	External	Data Released	Date/Time	Description
1	1		N	N	10/5/2017 12:33:31 PM UTC-04:00	Viewed Reads/Alarms [R4A: 17001490 / PGPARK - Detective T. Williams / looking for Larceny suspect vehicle]
2	N/A	Y	N/A	N/A	9/22/2017 11:30:02 AM UTC-04:00	Viewed Reads/Alarms [R4A: Testing after admin account password change.]
3	2		N	N	7/3/2017 7:28:29 PM UTC-04:00	Viewed Reads/Alarms [R4A: possible child abduction reported MNCPPC park Police dispatch]
4	3		N	N	6/30/2017 3:52:59 PM UTC-04:00	Viewed Reads/Alarms. The plate search was: 8171% [R4A: Request from Lt. Evans / suspicious vehicle / Via email Lt. Coe]
5	3		6/30/2017 3:50:12 PM UTC-04:00	Viewed Reads/Alarms. The plate search was: %8171% [R4A: Request from Lt. Evans / suspicious vehicle / Via email Lt. Coe]
6	N/A	Y	N/A	N/A	5/30/2017 9:31:34 AM UTC-04:00	Viewed Reads/Alarms [R4A: Testing system - last query from Baysox location was missing images from almost all reads.]
7	4		Y	Y	5/30/2017 9:26:02 AM UTC-04:00	Viewed Reads/Alarms [R4A: PGPD - Armed Robbery - Case 17-0044839 - Det. Shaniece Singh - SCSingh@co.pg.md.us]
8	4		5/30/2017 9:25:20 AM UTC-04:00	Viewed Reads/Alarms [R4A: PGPD - Armed Robbery - Case 17-0044839 - Det. Shaniece Singh - SCSingh@co.pg.md.us]
9	4		5/30/2017 9:25:14 AM UTC-04:00	Viewed Reads/Alarms [R4A: PGPD - Armed Robbery - Case 17-0044839 - Det. Shaniece Singh - SCSingh@co.pg.md.us]
10	4		5/30/2017 9:25:02 AM UTC-04:00	Viewed Reads/Alarms [R4A: PGPD - Armed Robbery - Case 17-0044839 - Det. Shaniece Singh - SCSingh@co.pg.md.us]
11	5		Y	N	1/10/2017 8:51:16 AM UTC-05:00	Viewed Reads/Alarms. The plate search was: VBA4219 [R4A: Loudoun County SO missing person case #SO170000474 via email Sgt. A.B. Johnson #2533]



TOWN OF OCEAN CITY

The White Marlin Capital of the World

Ocean City Police Department
Office of the Chief of Police
6501 Coastal Highway
Ocean City, Maryland 21842
Telephone: 410-723-5318
FAX: 410-723-4010

February 15, 2018

TO: House Judiciary Committee, Senate Judiciary Proceedings
Committee, & Legislative Policy Committee

FROM: Ross Buzzuro, Chief of Police

SUBJECT: License Plate Reader Program Report Per Public Safety Article
3-509, MSAR 10139

Maryland House Judiciary Committee:

Chair – The Honorable Joseph F. Vallario Jr.

House Office Building, Room 101 6 Bladen St., Annapolis, MD 21401

(410) 841-3488, (301) 858-3488; 1-800-492-7122, ext. 3488 (toll free) fax: (410) 841-3850,
(301) 858-3850

Maryland Senate Judicial Proceedings Committee:

Chair – The Honorable Robert A. Zirkin

Miller Senate Office Building, 2 East Wing 11 Bladen St., Annapolis, MD 21401 – 1991

(410) 841-3623, (301) 858-3623 1-800-492-7122, ext. 3623 (toll free) fax: (410) 841-3850, (301)
858-3850

Maryland Legislative Policy Committee:

Co-Chair – The Honorable Thomas V. Mike Miller Jr.

Co-Chair – The Honorable Michael E. Busch

c/o Department of Legislative Services, cc Ms. Sarah Albert (5 Copies)

Legislative Services Building, Room 200B, 90 State Circle, Annapolis, MD 21401

(410) 946-5200, (301) 970-5200

Honorable Chairmen,

In accordance with 2-1246 of the State Government Article, the Maryland Coordination and
Analysis Center is reporting the following information regarding License Plate Reader data for
2017:

MAYOR

RICHARD W. MEEHAN

CITY COUNCIL

LLOYD MARTIN
President

MARY P. KNIGHT
Secretary

DENNIS W. DARE
TONY DELUCA
JOHN F. GEHRIG, JR.
WAYNE A. HARTMAN
MATTHEW M. JAMES

CITY MANAGER

DOUGLAS R. MILLER

CITY CLERK

DIANA L. CHAVIS

1. The total number of automatic license plate reader units being operated by the Ocean City Police Department.

Mobile Units – 2 Camera Systems

Fixed Sites:

Route 50 – 2 Cameras

Route 90 – 2 Cameras

140th Street – 3 Cameras

2. The number of automatic license plate reader readings made by the Ocean City Police Department.

Mobile Units – 13,332

Fixed Sites – 6,111,334

3. The number of automatic license plate reader readings being retained on the automatic license plate reader database.

Reads are retained for a 60 day period then deleted.

4. The number of requests made to the Ocean City Police Department.

Two (2)

5. The number of requests that resulted in a release of information.

Two (2)

6. The number of out of state requests.

Zero (0)

7. The number of federal requests.

Zero (0)

8. The number of out of state requests that resulted in a release of information.

Zero (0)

www.oceancitymd.gov

9. The number of federal requests that resulted in a release of information.

Zero (0)

10. Any data breaches or unauthorized uses of the automatic license plate reader database.

There have been no unauthorized uses or data breaches.

11. A list of audits that were completed by the Ocean City Police Department.

See attached.

Any law enforcement agency using an automatic license plate reader system shall adopt procedures relating to the operation and use of the system. The procedures shall include:

1. Which personnel in the Ocean City Police Department are authorized to query captured plate data gathered by an automatic license plate reader system.

See attached Standard Operating Procedure.

2. An audit process to ensure that information obtained through the use of an automatic license plate reader system is used only for legitimate law

See attached request form / audit.

For additional information, please contact the Ocean City Police Department License Plate Reader Administrator Lt. Scott Harner at 410-520-5318 or at sharner@oceancitymd.gov.



Ross Buzzuro
Chief of Police

Audit Questions (Step 1)

Goal	Question	Answer	Comments
1	Have procedures been adopted relating to the operation and use of the LPR system? [Cite policy number	YES	Standard Operating Procedure OPS-012
2	Are staff with access to the Automatic License Plate Reader database adequately screened and trained in the proper use of the system and all privacy policies relating thereto?	YES	All License Plate Reader users must receive training prior to being given access to the viewer software.
3	Does the agency maintain training records for each user?	YES	
4	Is the training curricula maintained?	YES	
5	Are training records annually reviewed for relevancy and effectiveness?	YES	
6	Does the agency accept law enforcement requests for license plate data collected by an LPR system?	YES	
7	If historical data is accessed, does the agency have an audit trail?	YES	
8	Is the audit trail maintained for at least 3 years?	YES	
9	Have audit procedures been adopted to ensure that information obtained through the use of an LPR system is used only for legitimate law enforcement purposes?	YES	See attached request form.
AGENCY: Ocean City Police Department		SCOPE OF AUDIT: Compliance with SB 699	
COMPLETED BY: Lt. Scott Harner		DATE COMPLETED: February 15, 2018	
REVIEWED BY: Lt. Scott Harner		DATE REVIEWED: February 15, 2018	

	Question # 1	Question #2	Question # 3	Question # 4	Question #5	Results
Record #	Report/Incident Number	Is the date and time of request documented?	Is the purpose of the request documented?	Does the request include the identity of the agency requesting the query?	Has the request been validated through the requesters agency?	Findings shall be listed as: Accurate, Inaccurate, Unable to locate or Incomplete
1	2017-004058	Yes	Yes	Yes	Yes	Accurate
2	2017-005969	Yes	Yes	Yes	Yes	Accurate
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16						

Certifying Official: Lt. SCOTT HARNER

Date: 2/13/18

Signature: 



BOSS3

2/13/2018 9:17:58 AM

Reads Statistics Report



Scott Harner

Year	Month	Day	Total Score	Valid Reads	Misses	Hits
		6	46	46	0	86
		7	105	105	0	175
		8	44	44	0	89
		9	67	67	0	87
		12	17	17	0	29
		13	105	105	0	157
		14	82	82	0	128
		15	86	86	0	135
		16	170	170	0	256
		20	44	44	0	87
		27	42	42	0	79
		28	75	75	0	120
December's Totals:			883	883	0	1394
2017's Totals:			13332	13332	0	19534

Begin Date >= 1/1/2017 12:00 AM AND End Date <= 12/31/2017 11:59 PM

III. Policy:

A.L.P.R. systems are primarily used for the identification of stolen vehicles, stolen license plates, and wanted and missing persons. It is the policy of the Department that A.L.P.R. systems will be utilized only by sworn employees or by authorized administrators who are trained in the use of A.L.P.R. systems.

IV. Procedures:

A. General

1. The use of A.L.P.R. systems and access to its database records is restricted and shall be used in accordance with the manufacturer's recommendations and this policy
2. No employee shall use or authorize the use of A.L.P.R. database records for reasons that are not legitimate law enforcement purposes. Misuse of this equipment and associated databases, or data, may result in disciplinary action.
3. A.L.P.R. systems and A.L.P.R. database records and any associated media are the property of the Department and are intended for law enforcement purposes.

B. Administration

1. The Department shall designate an employee(s) with administrative oversight for A.L.P.R. system deployment and operations who is (are) responsible for the following:
 - a. Establishing protocols for access, collection, storage, and retention of A.L.P.R. databases and associated data.
 - b. Establishing protocols to preserve and document A.L.P.R. reads and "alerts" or "hits" that are acted on in the field or associated with investigations or prosecutions.
 - c. Establishing protocols to ensure the security and integrity of data captured, stored, and/or retained by the A.L.P.R. system.
 - d. Ensuring compliance with the terms of any M.O.U. (memoranda of understanding) associated with A.L.P.R. systems.
2. Designated, trained personnel shall check equipment on a regular basis to ensure functionality and camera alignment. Equipment that falls outside expected functionality shall not be used and shall be removed from service until the A.L.P.R. system is tested and repaired if necessary.
3. A.L.P.R. systems diagnostics and repairs, hardware or software, shall be made by Department authorized sources.



C. A.L.P.R. Deployment and Use

1. At the start of each shift operators shall ensure that the A.L.P.R. system has been updated with the most current hot lists available.
2. Operators can obtain the current hot list at <https://sftp.mdot.state.md.us/> Operators shall then enter their user name and password and obtain the file.
3. Upon receiving an alert, prior to initiating a stop, the A.L.P.R. operator shall utilize whatever information is available to determine the accuracy of the hit by;
 - a. Visually verifying that the vehicle plate number matches the plate number captured by the A.L.P.R. system, including both alphanumeric characters of the license plate and the state of issuance.
 - b. Verify the current status of the information provided by the hit through the Communications Section or MCT query. Receipt of a hit is not sufficient probable cause to initiate a stop without verification. Verification of the information is essential before initiating a stop, furthering the investigation or taking any enforcement action.
4. If an operator verifies a hit as being accurate, the operator shall take appropriate action in accordance with Department policy and procedure.
5. In each case in which a hit is received, the operator should record the disposition of the hit into the A.L.P.R. system by selecting either "Accept" or "Misread"
6. Administrators and operators may manually enter information into the A.L.P.R. system database. Whenever information is manually entered into the database;
 - a. It must be for legitimate law enforcement purposes.
 - b. It is the responsibility of the person entering the information to remove the information once it no longer serves a legitimate law enforcement purpose.
7. Searches of historical A.L.P.R. data within the A.L.P.R. system database shall be conducted in accordance with established departmental policies and procedures.

D A.L.P.R. Data Sharing and Dissemination

Both active A.L.P.R. data and historical A.L.P.R. data should be considered "for official use only" and can be shared for legitimate law enforcement purposes:



1. When A.L.P.R. data is disseminated outside the Department, it should be documented in a secondary dissemination log.
2. Information sharing among agencies should be dictated in accordance with M.O.U.s or established Departmental policies.

E. Maintenance

1. A.L.P.R. operators shall not attempt to modify the A.L.P.R. system equipment or software
2. A vehicle equipped with an A.L.P.R. system shall not be driven into any automatic car wash
3. A.L.P.R. camera lenses may be cleaned in accordance with the manufacturers' recommendations
4. A.L.P.R. operators shall notify a supervisor and the A.L.P.R. Administrators via official channels of any A.L.P.R. equipment needing maintenance or repair.

Reference(s): I.A.C.P. Model Policy – License Plate Readers
M.S.P. Model Policy – License Plate Recognition Program

Supersedes:

Legal Review and Approval: 05/20/2011

Distribution Date: 07/27/2011 **Distribution Type:** A **Chief of Police:** *Bernadette A. DiPino*





Requestor Name:

ID#

Date:

Requestor E-Mail:

Requestor Phone:

Case #

Type of Investigation:

Known search values:

Suspect Witness Victim Other (*explain*):

Vehicle Tag #

Name:

Address:

DOB:

OLN:

Sex: Male Female

SID #

Race:

FBI #

What does the requestor want to know?



Subject: Automated License Plate Recognition

Table of Contents

- I. Purpose:**
- II. Definitions:**
 - A. **A.L.P.R.**
 - B. **Read**
 - C. **Alert**
 - D. **Hit**
 - E. **Hot List**
 - F. **A.L.P.R. System**
 - G. **Active A.L.P.R. Data**
 - H. **Historical A.L.P.R. Data**
- III. Policy:**
- IV. Procedures:**
 - A. **General**
 - B. **Administration**
 - C. **A.L.P.R. Deployment and Use**
 - D. **A.L.P.R. Data Sharing and Dissemination**
 - E. **Maintenance**

I. Purpose:

The purpose of this policy is to provide employees with guidelines on the proper use of automated license plate recognition (A.L.P.R.) systems.

II. Definitions:

- A. **A.L.P.R.** Automated License Plate Recognition.
- B. **Read:** Digital images of license plates and vehicles and associated metadata (date, time, and geographic coordinates associated with the vehicle image capture) that are captured by the A.L.P.R. system database.
- C. **Alert:** A visual and/or auditory notice that is triggered when the A.L.P.R. system receives a potential "hit" on a license plate.
- D. **Hit:** A read matched to a plate that has previously been registered on an agency's "hot list" of vehicle plates related to stolen vehicles, wanted vehicles, or other factors supporting investigation, or which has been manually registered by a operator for further investigation. A hit is not conclusive confirmation of a match.
- E. **Hot list:** A database of license plate numbers of stolen cars, vehicles owned by persons of interest, and vehicles associated with AMBER Alerts that are regularly added to "hot lists" circulated among law enforcement agencies. Hot list information can come from a variety of sources, including stolen vehicle information from the National Insurance Crime Bureau and the National Crime Information Center (NCIC), AMBER Alerts, Department of Homeland Security watch lists, Maryland Motor Vehicle Administration lists, as well as Departmental lists. These lists serve an officer safety function as well as an investigatory purpose. In addition to agency supported hot lists, operators may also manually add information to hot lists in order to be alerted if and when a vehicle license plate of interest is "read" by the A.L.P.R. system.
- F. **A.L.P.R. System:** A.L.P.R. cameras and/or computers and software that are affixed, either permanently or temporarily to a law enforcement vehicle or to a fixed object.
- G. **Active A.L.P.R. Data:** Information provided to an A.L.P.R. operator in real-time in the form of alerts that a license plate number contained in the hot list is near an A.L.P.R. unit. This includes A.L.P.R. data recorded during a patrol shift that is contained in the ALPR and has not been transferred to the historical database server.
- H. **Historical A.L.P.R. Data:** A database containing the dates, times, and locations of individually identifiable motor vehicles that is stored for future use





PRINCE GEORGE'S COUNTY POLICE DEPARTMENT

DATE: February 20, 2018

TO: House Judiciary Committee, Senate Judicial Proceedings Committee, & Legislative Policy Committee

FROM: Prince George's County Police Department

SUBJECT: License Plate Reader (LPR) Program required information per Public Safety Article 3-509

Maryland House Judiciary Committee:

Chair – The Honorable Joseph F. Vallario Jr.
House Office Building, Room 101
6 Bladen St., Annapolis, MD 21401

Maryland Senate Judicial Proceedings Committee:

Chair – The Honorable Robert A. Zirkin
Miller Senate Office Building, 2 East Wing
11 Bladen St., Annapolis, MD 21401 - 1991

Maryland Legislative Policy Committee:

Co-Chair – The Honorable Thomas V. Mike Miller Jr.
Co-Chair – The Honorable Michael E. Busch
C/o Department of Legislative Services, cc Ms. Sarah Albert (5 Copies)
Legislative Services Building, Room 200B, 90 State Circle, Annapolis, MD 21401

Honorable Chairmen,

In accordance with 2-1246 of the State Government Article, the Prince George's County Police Department is reporting the following information regarding License Plate Reader data for 2017:

- 1. The total number of automatic license plate reader units being operated in the state by law enforcement agencies and the number of units submitting data to the center: 57 mobile units and 8 Fixed sites, 53 ALPR units send data to our server.**

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2. The number of automatic license plate reader readings made by a law enforcement agency that maintains an automatic license plate reader database and the number of readings submitted to the center: **46,939,338 reads captured and sent to center.**

3. The number of automatic license plate reader readings being retained on the automatic license plate reader database: **46,939,338 reads**

4. The number of requests made to the center and each law enforcement agency that maintains an automatic license plate reader database for automatic license plate reader data, including specific numbers for:
We do not query the data on our server. All requests for data release are sent to MCAC. MCAC will provide all information on the release of data through their report.
 - i. The number of requests that resulted in a release of information: **0**

 - ii. The number of out of state requests: **0**

 - iii. The number of federal requests: **0**

 - iv. The number of out of state requests that resulted in a release of information: **0**

 - v. The number of federal requests that resulted in a release of information. **0**

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5. Any data breaches or unauthorized uses of the automatic license plate reader database. **None**

6. A list of audits that were completed by the center or a law enforcement agency.
1 audit was done. We do not query the data on our server. All requests for data release are sent to MCAC. MCAC will provide all information on the release of data through their report.

The Department of State Police and any law enforcement agency using an automatic license plate reader system shall adopt procedures relating to the operation and use of the system. The procedures shall include:

- i. Which personnel in the Center or a law enforcement agency are authorized to query captured plate data gathered by an automatic license plate reader system.

- ii. An audit process to ensure that information obtained through the use of an automatic license plate reader system is used only for legitimate law enforcement purposes, including audits of requests made by individual law enforcement agencies or an individual law enforcement officer.

- iii. Procedures and safeguards to ensure that Center staff with access to the automatic license plate reader database are adequately screened and trained.



PRINCE GEORGE'S COUNTY POLICE DEPARTMENT



		Question #2	Question # 3	Question # 4	Question #5	Results
Record #	Report/Incident Number	Is the date and time of request documented?	Is the purpose of the request documented?	Does the request include the identity of the agency requesting the query?	Has the request been validated through the requesters agency?	Findings shall be listed as: Accurate, Inaccurate, Unable to locate or Incomplete
1	We do not query the data on our server. All requests for data release are sent to MCAC. MCAC will provide all information on the release.					
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Certifying Official:					Date:	
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Signature:						

PRINCE GEORGE'S COUNTY POLICE DEPARTMENT



Audit Questions (Step 1)

Goal	Question	Answer	Comments
1	Have procedures been adopted relating to the operation and use of the LPR system?	YES NO	YES
2	Are staff with access to the Automatic License Plate Reader database adequately screened and trained in the proper use of the system and all privacy policies relating thereto?	YES NO	YES
3	Does the agency maintain training records for each user?	YES NO	YES
4	Is the training curricula maintained?	YES NO	YES
5	Are training records annually reviewed for relevancy and effectiveness?	YES NO	YES
6	Does the agency accept law enforcement requests for license plate data collected by an LPR system?	YES NO	NO
7	If historical data is accessed, does the agency have an audit trail?	YES NO	YES
8	Is the audit trail maintained for at least 3 years?	YES NO	YES
9	Have audit procedures been adopted to ensure that information obtained through the use of an LPR system is used only for legitimate law enforcement purposes?	YES NO	YES
AGENCY: Prince Georges County Police Department		SCOPE OF AUDIT: N/A (See answer to Question 6)	
COMPLETED BY: Cpl. J. Robeson #2386		DATE COMPLETED: 2/20/2018	
REVIEWED BY: Cpl. R. Mason #3275		DATE REVIEWED: 2/20/2018	



Integrity • Fairness • Service

Towson University Police Department

Date: February 26, 2018

To: House Judiciary Committee, Senate Judiciary Proceedings Committee & Legislative Policy Committee

From: Towson University Police Department

Subject: License Plate Reader Program Report Per Public Safety Article 3-509, MSAR 10139

Maryland House Judiciary Committee:

Chair – The Honorable Joseph F. Vallario Jr.
House Office Building, Room 101
6 Bladen St., Annapolis, MD 21401

Maryland Senate Judicial Proceedings Committee:

Chair – The Honorable Robert A. Zirkin
Miller Senate Office Building, 2 East Wing
11 Bladen St., Annapolis, MD 21401 - 1991

Maryland Legislative Policy Committee:

Co-Chair – The Honorable Thomas V. Mike Miller Jr.
Co-Chair – The Honorable Michael E. Busch
C/o Department of Legislative Services, cc Ms. Sarah Albert (5 Copies)
Legislative Services Building, Room 200B, 90 State Circle, Annapolis, MD 21401

Honorable Chairmen,

In accordance with 2-1246 of the State Government Article, the Towson University Police Department is reporting the following information regarding License Plate Reader data for 2017:

1. The total number of automatic license plate reader units being operated in the state by law enforcement agencies and the number of units submitting data to the Maryland Coordination and Analysis Center:

The Towson University Police Department has a total of:

**6 fixed LPR sites (10 individual cameras) and
1 mobile units (2 individual cameras operated in pairs).**

All units operated by the Towson University Police department submit data to the Maryland Coordination and Analysis Center.

2. The number of automatic license plate reader readings made by a law enforcement agency that maintains an automatic license plate reader database and the number of readings submitted to the Maryland Coordination and Analysis Center.

In 2017, the Towson University Police Department conducted 3,366,211 fixed site readings. Due to a technical problem, mobile units did not report any readings. This issue is currently being worked on and we anticipate it being resolved during 2018. Barring any technological issues, every reading was submitted to the Maryland Coordination and Analysis Center.

3. The number of automatic license plate reader readings being retained on the automatic license plate reader database.

No license plate readings from the calendar year 2017 are being retained in the local Towson University Police license plate reader database. Readings are only retained for a period of 24 hours before being purged.

The Towson University Police Department submits all plate reader readings to the Maryland Coordination and Analysis Center and only maintains the past twenty four (24) hours of readings on its local automatic license plate reader database. The number of readings in the database varies from day-to-day due to fluctuating traffic patterns. The below twenty four (24) hour period is offered as a reference for the capacity of the Towson University automatic license plate reader database.

As of January 3rd, 2017 at 1:15 p.m., the total number of automatic license plate reader readings being retained on the Towson University Police automatic license plate reader database was 6,738. These readings were captured during the time of January 2nd through January 3rd 2018.

4. The number of requests made to the law enforcement agency that maintains an automatic license plate reader database for automatic license plate reader data, including specific numbers for:

Note: The Towson University Police does not accept requests from outside law enforcement agencies for automatic plate reader data.

- a. The number of requests that resulted in a release of information.

Zero. (There were no requests from another agency to access the Towson University Police database.)

- b. The number of out of state requests.

Zero. (There were no out of state requests to access the Towson University Police database.)

- c. The number of federal requests.

Zero. (There were no requests from federal agencies to access the Towson University Police database.)

- d. The number of out of state requests that resulted in a release of information.

Zero. (There were no requests from another agency to access the Towson University Police database.)

- e. The number of federal requests that resulted in a release of information.

Zero. (There were no requests from federal agencies to access the Towson University Police database.)

5. Any data breaches or unauthorized uses of the automatic license plate reader database.

There were no data breaches or unauthorized use of the automatic license plate reader database.

6. A list of audits that were completed by the law enforcement agency.

The Towson University Police Department conducted an audit on the automatic license plate reader database for calendar years 2015, 2016 and 2017 queries.

Members of the Towson University Police Department, for investigative or administrative tasks, queried the Towson University Police database 54 times in calendar 2017. 54 queries were selected for audit as a specified minimum. The audit findings are attached to this letter.

The Department of State Police and any law enforcement agency using an automatic license plate reader system shall adopt procedures relating to the operation and use of the system. The procedures shall include:

- I. Which personnel in the law enforcement agency are authorized to query captured plate data gathered by an automatic license plate reader system.

Towson University Police General Directive 2.442.04 states:

“Investigations Unit Officers and Officers assigned to supervise the Communications Unit are the Only Employees who are allowed to:

- 1. Run Investigative Queries on Locally Collected, Active LPR Data;**
And
- 2. Manage (e.g. Upload, Modify, or remove) local listings.”**

Currently there are 4 users authorized to query the database.

- II. An audit process to ensure that information obtained through the use of an automatic license plate reader system is used only for legitimate law enforcement purposes, including audits of requests made by individual law enforcement agencies or an individual law enforcement officer.

The Towson University Police Department’s Communications Unit is charged with conducting and/or reviewing audits to ensure compliance with rules and regulations pertaining to the legitimate use of LPR data. The Towson University Police Department received the model policy from the Maryland Coordination and Analysis Center.

- III. Procedures and safeguards to ensure that department staff with access to the automatic license plate reader database are adequately screened and trained.

Users of the Towson University Police LPR system are limited and are required to log onto the LPR software via issued departmental credentials. Activity within the system is logged. Access and scope of access is regulated by the department’s LPR Administrator and is based on job position, job duties or assignment. Only properly trained individuals are permitted to conduct queries on the Towson University Police license plate reader database.

All users (with database query abilities) have attended a training class. All users have had undergone background screening by virtue of their employment with the police department.

Respectfully Submitted,

John A. Ross

John A. Ross
Acting Captain, Operations Support Bureau
Towson University Police

	Question # 1	Question #2	Question # 3	Question # 4	Question #5	Results
Record #	Purpose of Query OR Incident Number of Query	Is the date and time of request documented?	Is the purpose of the request documented?	Does the request include the identity of the agency requesting the query?	Has the request been validated through the requesters agency?	Findings shall be listed as: Accurate, Inaccurate, Unable to locate or Incomplete
1	MAINTENANCE	Y	Y	Y	Y	ACCURATE
2	MAINTENANCE	Y	Y	Y	Y	ACCURATE
3	MAINTENANCE	Y	Y	Y	Y	ACCURATE
4	MAINTENANCE	Y	Y	Y	Y	ACCURATE
5	INVESTIGATION/ 17-00211	Y	Y	Y	Y	ACCURATE
6	INVESTIGATION/ 17-00205	Y	Y	Y	Y	ACCURATE
7	INVESTIGATION/ 17-00205	Y	Y	Y	Y	ACCURATE
8	INVESTIGATION/ 17-00205	Y	Y	Y	Y	ACCURATE
9	INVESTIGATION/ 17-00205	Y	Y	Y	Y	ACCURATE
10	INVESTIGATION/ 17-00205	Y	Y	Y	Y	ACCURATE
11	INVESTIGATION/ 17-00205	Y	Y	Y	Y	ACCURATE
12	INVESTIGATION/ 17-00205	Y	Y	Y	Y	ACCURATE
13	INVESTIGATION/ 17-00205	Y	Y	Y	Y	ACCURATE
14	INVESTIGATION/ 17-00337	Y	Y	Y	Y	ACCURATE
15	INVESTIGATION/ 17-00337	Y	Y	Y	Y	ACCURATE
16	INVESTIGATION/ 17-05-11-023055	Y	Y	Y	Y	ACCURATE

17	INVESTIGATION/ 17-05-11-023055	Y	Y	Y	Y	ACCURATE
18	INVESTIGATION/TAG ENTRY 17-00487	Y	Y	Y	Y	ACCURATE
19	INVESTIGATION/ TAG ENTRY 17-00487	Y	Y	Y	Y	ACCURATE
20	INVESTIGATION/TAG ENTRY 17-00487	Y	Y	Y	Y	ACCURATE
21	INVESTIGATION/TAG VERIFICATION 17-00487	Y	Y	Y	Y	ACCURATE
22	INVESTIGATION/TAG VERIFICATION 17-00487	Y	Y	Y	Y	ACCURATE
23	INVESTIGATION/TAG MOD 17-00487	Y	Y	Y	Y	ACCURATE
24	INVESTIGATION/TAG MOD 17-00487	Y	Y	Y	Y	ACCURATE
25	INVESTIGATION/MOD VERIF 17-00487	Y	Y	Y	Y	ACCURATE
26	INVESTIGATION/MOD VERIF 17-00487	Y	Y	Y	Y	ACCURATE
27	INVESTIGATION/MOD VERIF 17-00487	Y	Y	Y	Y	ACCURATE
28	INVESTIGATION/MOD VERIF 17-00487	Y	Y	Y	Y	ACCURATE
29	INVESTIGATION/TAG MOD 17-00487	Y	Y	Y	Y	ACCURATE
30	INVESTIGATION/TAG MOD 17-00487	Y	Y	Y	Y	ACCURATE
31	INVESTIGATION/MOD VERIF 17-00487	Y	Y	Y	Y	ACCURATE
32	INVESTIGATION/MOD VERIF 17-00487	Y	Y	Y	Y	ACCURATE

33	INVESTIGATION/MOD VERIF 17-00487	Y	Y	Y	Y	ACCURATE
34	INVESTIGATION/MOD VERIF 17-00487	Y	Y	Y	Y	ACCURATE
35	INVESTIGATION/ 17- 00622	Y	Y	Y	Y	ACCURATE
36	INVESTIGATION/TAG ENTRY 17-00622	Y	Y	Y	Y	ACCURATE
37	INVESTIGATION/ 17- 00655	Y	Y	Y	Y	ACCURATE
38	INVESTIGATION/TAG ENTRY 17-00655	Y	Y	Y	Y	ACCURATE
39	INVESTIGATION/ TAG ENTRY 17-00655	Y	Y	Y	Y	ACCURATE
40	INVESTIGATION/TAG MOD 17-00655	Y	Y	Y	Y	ACCURATE
41	INVESTIGATION/ 17- 00869	Y	Y	Y	Y	ACCURATE
42	INVESTIGATION/ 17- 00869	Y	Y	Y	Y	ACCURATE
43	INVESTIGATION/ 17- 00869	Y	Y	Y	Y	ACCURATE
44	INVESTIGATION/ 17- 00869	Y	Y	Y	Y	ACCURATE
45	INVESTIGATION/ 17- 00869	Y	Y	Y	Y	ACCURATE
46	INVESTIGATION/ 17- 00869	Y	Y	Y	Y	ACCURATE
47	INVESTIGATION/ 17- 00944	Y	Y	Y	Y	ACCURATE
48	INVESTIGATION/ 17- 00944	Y	Y	Y	Y	ACCURATE
49	INVESTIGATION/ 17- 00944	Y	Y	Y	Y	ACCURATE

50	ADMINISTRATIVE/TAG REMOVAL 17-00487	Y	Y	Y	Y	ACCURATE
51	ADMINISTRATIVE/TAG REMOVAL 17-00487	Y	Y	Y	Y	ACCURATE
52	ADMINISTRATIVE/TAG REMOVAL 17-00487	Y	Y	Y	Y	ACCURATE
53	ADMINISTRATIVE/TAG REMOVAL 17-00487	Y	Y	Y	Y	ACCURATE
54	ADMINISTRATIVE/TAG REMOVAL 17-00487	Y	Y	Y	Y	ACCURATE

**Certifying
Official:**

Sgt. John A. Ross

Signature:



Date:

1/3/2018

Audit Questions (Step 1)

Goal	Question	Answer	Comments
1	Have procedures been adopted relating to the operation and use of the LPR system? [Cite policy number]	YES	2.442 License Plate Recognition Program Comm. 09.02 License Plate Recognition System PS 02.14 Local LPR Listings
2	Are staff with access to the Automatic License Plate Reader database adequately screened and trained in the proper use of the system and all privacy policies relating thereto?	YES	All agency personnel who have access have undergone background checks and advised of privacy and confidentiality requirements.
3	Does the agency maintain training records for each user?	YES	Yes, via PowerDMS.
4	Is the training curricula maintained?	YES	Office of Professional Standards
5	Are training records annually reviewed for relevancy and effectiveness?	YES	Office of Professional Standards
6	Does the agency accept law enforcement requests for license plate data collected by an LPR system?	NO	The agency does not accept requests from outside LE agencies. Outside LE agencies are referred to MCAC for data.
7	If historical data is accessed, does the agency have an audit trail?	YES	Data kept only for 24 hour period before being sent to MCAC and cleared. Any queries during that time require purpose information through the Enterprise Operation Center.
8	Is the audit trail maintained for at least 3 years?	YES	2015, 2016, current 2017
9	Have audit procedures been adopted to ensure that information obtained through the use of an LPR system is used only for legitimate law enforcement purposes?	YES	Enterprise Operation Center requires purpose information for each query. The Towson University Police Communications Unit is tasked with ensuring the proper use of the LPR system
AGENCY: TOWSON UNIVERSITY POLICE DEPARTMENT		SCOPE OF AUDIT: 01/01/2017 – 12/31/2017 Review of Logs	
COMPLETED BY: SGT. JOHN A. ROSS		DATE COMPLETED: 01/03/2018	
REVIEWED BY: <i>Carl. Clark J. Henry #1338</i>		DATE REVIEWED: <i>1/5/2018</i>	

Audit Questions (Step 1)

Goal	Question	Answer	Comments
1	Have procedures been adopted relating to the operation and use of the LPR system? [Cite policy number	YES	2.442 License Plate Recognition Program Comm. 09.02 License Plate Recognition System PS 02.14 Local LPR Listings
2	Are staff with access to the Automatic License Plate Reader database adequately screened and trained in the proper use of the system and all privacy policies relating thereto?	YES	All agency personnel who have access have undergone background checks and advised of privacy and confidentiality requirements.
3	Does the agency maintain training records for each user?	YES	Yes, via PowerDMS.
4	Is the training curricula maintained?	YES	Office of Professional Standards
5	Are training records annually reviewed for relevancy and effectiveness?	YES	Office of Professional Standards
6	Does the agency accept law enforcement requests for license plate data collected by an LPR system?	NO	The agency does not accept requests from outside LE agencies. Outside LE agencies are referred to MCAC for data.
7	If historical data is accessed, does the agency have an audit trail?	YES	Data kept only for 24 hour period before being sent to MCAC and cleared. Any queries during that time require purpose information through the Enterprise Operation Center.
8	Is the audit trail maintained for at least 3 years?	YES	2015, 2016, current 2017
9	Have audit procedures been adopted to ensure that information obtained through the use of an LPR system is used only for legitimate law enforcement purposes?	YES	Enterprise Operation Center requires purpose information for each query. The Towson University Police Communications Unit is tasked with ensuring the proper use of the LPR system
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