



MCAC | MARYLAND COORDINATION AND ANALYSIS CENTER

7125 Ambassador Road, Suite 130 • Baltimore, Maryland 21244

February 21, 2020

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

FROM: David Engel, Director, Maryland Coordination and Analysis Center

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

Maryland House Judiciary Committee:

The Honorable Luke H. Clippinger - Chair
House Office Building, Room 101
6 Bladen Street, Annapolis, MD 21401

Maryland Senate Judicial Proceedings Committee:

The Honorable William C. Smith Jr.- Chair
Miller Senate Office Building, 2 East Wing
11 Bladen Street, Annapolis, MD 21401 - 1991

Maryland Legislative Policy Committee:

The Honorable Bill Ferguson- Co-Chair
The Honorable Adrienne A. Jones- Co-Chair
c/o Department of Legislative Services
Legislative Services Building, Room 200B, 90 State Circle, Annapolis, MD 21401

Honorable Chairmen and Chairwoman,

In accordance with § 2-1246 of the State Government Article, the Maryland Coordination and Analysis Center (MCAC) is reporting the following information regarding captured License Plate Reader (LPR) data for 2019:

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: 493 systems (418 mobile systems and 75 fixed sites) reported in 2019.**
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: 659,899,246**

***17 Law Enforcement Agencies are known to operate their own License Plate Reader storage server. Agencies with their own server are submitting an agency specific audit report.**

Audit Questions (Step 1)

The below chart reflects data received by MCAC from allied agencies in 2019*.

Maryland Coordination Analysis Center State-Wide LPR System Data Contribution	
Agency	YTD
Anne Arundel County Police Department	67,221,816
Baltimore City Police Department	62,788,358
Baltimore County Police Department	25,079,192
Charles County Sherriff's Office	2,991,631
Gaithersburg Police Department	2,408
Harford County Sherriff's Office**	2,785,835
Howard County Police Department	2,587,379
Maryland Transportation Authority (MDTA) Police	310,972,410
Maryland State Police	109,460,846
Montgomery County Police Department	5,448,907
Ocean City Police Department	14,729,416
Prince Georges County Police Department***	37,628,906
University of Maryland Police Department	10,000,468
University of Towson Police Department	3,714,242
Total Data Collected by MCAC	659,899,246

* Cecil County Sherriff's Office, Annapolis City Police Department and National Capital Park Police are submitting individual reports.

**Stood up their own server during 2019.

***Disconnected from MCAC in 2019.

3. The number of automatic license plate reader readings being retained on the automatic license plate reader database: 659,899,246
4. The number of requests made to the MCAC: 4,858
5. The number of requests that resulted in a release of information: 3,320
6. The number of out of state requests: 381
7. The number of federal requests: 612
8. The number of out of state requests that resulted in a release of information: 195
9. The number of federal requests that resulted in a release of information: 461



Audit Questions (Step 1)

10. Any data breaches or unauthorized uses of the automatic license plate reader database:
No

11. A list of audits that were completed by the center or a law enforcement agency: **A random selection of at least 1% of all relevant request ($4,858 * 0.01 = 49$. Minimum required per MCAC Model Audit Policy is 50). 50 records were audited.**

12. 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: **Thirty-six (36) Maryland Coordination and Analysis Center employees are 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 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. The audit process is explained above in question #11. See attached supporting documentation.**

Procedures and safeguards to ensure that Center staff with access to the automatic license plate reader database are adequately screened and trained. The MCAC procedures and safeguards consist of the following training and standards:

- a. **28 CFR Part 23 - Collection and Exchange of Intelligence Records.**
- b. **Maryland Coordination and Analysis Center License Plate Reader Standard Operating Procedures.**
- c. **8 Hour License Plate Reader Practicum training approved through the Maryland Police Training and Standards Commission.**
- d. **All Maryland Coordination and Analysis Center personnel have a background clearance completed by the Department of Homeland Security and/or FBI.**



David Engel

Director

Maryland Coordination and Analysis Center



Audit Questions (Step 1)

Goal	Question	Answer	Comments
1	Have procedures been adopted related to the operation and use of the LPR System? (Cite policy number)	Yes	MCAC Model Policy for LPR adopted by ATAC
2	Are staff with access to Automatic License Plate Reader database adequately screen and trained in the proper use of the system and all the privacy policies related to thereto?	Yes	Clearances/ Employment Screening and Onboarding Process
3	Does the agency maintain training records for each user?	Yes	Paper records for MSP Users
4	Is the training curriculum maintained?	Yes	MPTSC Certified Operator and Train the Trainer. LPR Operator expires 10/21 and LPR Train the Trainer 6/21.
5	Are the training records reviewed for relevance and effectiveness?	Yes	Yearly and following training.
6	Does the agency accept law enforcement request for license plate captured data collected by and LPR system?	Yes	RFS Process
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:	Maryland Coordination and Analysis Center	Scope of Audit:	50- records from 2019 request
Completed By:	D/Sgt Keith Johnson # 5231 <i>[Signature]</i> MCAC/MSP	Date Completed:	2/19/2020
Reviewed By:	Lt William Chevort, Howard County PD <i>[Signature]</i>	Date Completed:	2/20/2020



Audit Record Number	Question # 1 Agency Case #	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
Audit Record 1	yes	yes	yes	yes	yes	Accurate
Audit Record 2	yes	yes	yes	yes	yes	Accurate
Audit Record 3	yes	yes	yes	yes	yes	Accurate
Audit Record 4	yes	yes	yes	yes	yes	Accurate
Audit Record 5	yes	yes	yes	yes	yes	Accurate
Audit Record 6	yes	yes	yes	yes	yes	Accurate
Audit Record 7	yes	yes	yes	yes	yes	Accurate
Audit Record 8	yes	yes	yes	yes	yes	Accurate
Audit Record 9	yes	yes	yes	yes	yes	Accurate
Audit Record 10	yes	yes	yes	yes	yes	Accurate
Audit Record 11	yes	yes	yes	yes	yes	Accurate
Audit Record 12	yes	yes	yes	yes	yes	Accurate
Audit Record 13	yes	yes	yes	yes	yes	Accurate
Audit Record 14	yes	yes	yes	yes	yes	Accurate
Audit Record 15	yes	yes	yes	yes	yes	Accurate
Audit Record 16	yes	yes	yes	yes	yes	Accurate
Audit Record 17	yes	yes	yes	yes	yes	Accurate
Audit Record 18	yes	yes	yes	yes	yes	Accurate
Audit Record 19	yes	yes	yes	yes	yes	Accurate
Audit Record 20	yes	yes	yes	yes	yes	Accurate
Audit Record 21	yes	yes	yes	yes	yes	Accurate

Audit Record 22	yes	yes	yes	yes	yes	Accurate
Audit Record 23	yes	yes	yes	yes	yes	accurate
Audit Record 24	yes	yes	yes	yes	yes	accurate
Audit Record 25	yes	yes	yes	yes	yes	Accurate
Audit Record 26	yes	yes	yes	yes	yes	Accurate
Audit Record 27	yes	yes	yes	yes	yes	Accurate
Audit Record 28	yes	yes	yes	yes	yes	Accurate
Audit Record 29	yes	yes	yes	yes	yes	Accurate
Audit Record 30	yes	yes	yes	yes	yes	accurate
Audit Record 31	yes	yes	yes	yes	yes	Accurate
Audit Record 32	yes	yes	yes	yes	yes	accurate
Audit Record 33	yes	yes	yes	yes	yes	Accurate
Audit Record 34	yes	yes	yes	yes	yes	Accurate
Audit Record 35	yes	yes	yes	yes	yes	Accurate
Audit Record 36	yes	yes	yes	yes	yes	Accurate
Audit Record 37	yes	yes	yes	yes	yes	Accurate
Audit Record 38	yes	yes	yes	yes	yes	Accurate
Audit Record 39	yes	yes	yes	yes	yes	Accurate
Audit Record 40	yes	yes	yes	yes	yes	Accurate
Audit Record 41	yes	yes	yes	yes	yes	accurate
Audit Record 42	yes	yes	yes	yes	yes	Accurate
Audit Record 43	yes	yes	yes	yes	yes	Accurate
Audit Record 44	yes	yes	yes	yes	yes	Accurate
Audit Record 45	yes	yes	yes	yes	yes	Accurate
Audit Record 46	yes	yes	yes	yes	yes	Accurate
Audit Record 47	yes	yes	yes	yes	yes	Accurate

Audit Record 48	yes	yes	yes	yes	yes	accurate
Audit Record 50	yes	yes	yes	yes	yes	accurate
Audit Record 50	yes	yes	yes	yes	yes	accurate

Submitting Agency: **Maryland Coordinated Analysis Center**

Scope of Audit **January 2019 through December 2019**

Prepared By: **D/Sgt Walter Johnson**

Date Prepared: **2/19/2020**

Reviewing Agency: **Howard County Police Department**

Reviewed By: **Lt William Chevort**

Date Reviewed: **2/20/2020** *Lt. William Chevort*



Anne Arundel County Police Department
8495 Veterans Highway Millersville, Maryland 21108
(410) 222-8050
www.aacounty.org/police



Timothy J. Altomare
Chief of Police

DATE: January 30, 2020

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

FROM: Anne Arundel County Police Department
Lieutenant Anthony Grover

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

Maryland House Judiciary Committee:

The Honorable Luke H. Clippinger - Chair
House Office Building, Room 101
6 Bladen Street, Annapolis, MD 21401

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Timothy J. Altomare
Chief of Police

Honorable Chairmen and Chairwoman,

In accordance with § 2-1246 of the State Government Article, The Anne Arundel County Police Department and Analysis Center (MCAC) is reporting the following information regarding License Plate Reader data for 2019:

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 9 fixed LPR sites (36 individual cameras) and 29 mobile units (55 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 2019, the Anne Arundel County Police Department conducted 67,221,816 license plate reads from both fixed and mobile LPR readers. 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 or data from the calendar year 2019 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 server. 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 "historical" LPR reading obtained from mobile LPR units.

Nationally Accredited Law Enforcement Agency



Anne Arundel County Police Department
8495 Veterans Highway Millersville, Maryland 21108
(410) 222-8050
www.aacounty.org/police



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 55 queries of historical data stored on the automatic license plate reader database/server for calendar year 2019. Of the 55 queries, 29 were for a verifiable law enforcement purpose and were all for the same investigation. The remaining 26 queries were audits, system function tests to ensure system functionality or training.

Nationally Accredited Law Enforcement Agency



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8495 Veterans Highway Millersville, Maryland 21108
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www.aacounty.org/police



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 9 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 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.

Nationally Accredited Law Enforcement Agency

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	Access to historical data requires 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: Lt. Anthony Grover/Community Relations		DATE COMPLETED: 1/30/20	
REVIEWED BY: A/Sgt. Eric Burns/Staff Inspections		DATE REVIEWED: 1/30/20	

POLICE DEPARTMENT



199 Taylor Avenue
Annapolis, Maryland 21401

DATE: February 24, 2020

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

FROM: Edward C Jackson - Chief of Police- Annapolis Police

ECJ 2/24/20

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

Maryland House Judiciary Committee:

Chair – The Honorable Luke H. Clippinger - Chair
House Office Building, Room 101
6 Bladen Street, Annapolis, MD 21401

Maryland Senate Judicial Proceedings Committee:

Chair – The Honorable William C Smith - Chair
Miller Senate Office Building, 2 East Wing
11 Bladen Street, Annapolis, MD 21401 - 1991

Maryland Legislative Policy Committee:

Co-Chair – The Honorable Bill Ferguson - Co-Chair
Co-Chair – The Honorable Adrienne A. Jones - Co-Chair
c/o Department of Legislative Services
Legislative Services Building, Room 200B, 90 State Circle, Annapolis, MD 21401

Honorable Chairmen,

In accordance with 2-1246 of the State Government Article, the Maryland Coordination
& Analysis Center (MCAC) is reporting the following information regarding captured
License Plate Reader (LPR) data for 2019:



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POLICE DEPARTMENT



199 Taylor Avenue
Annapolis, Maryland 21401

1. The total number of automatic license plate reader units being operated in the City of Annapolis by law enforcement which are not being submitted to MCAC data center are:

During the reporting period Annapolis Police had (10) LPR units. Seven fixed units and three mobile units.

2. The total number of license plate read(s):

The Annapolis Police Department had a total of 3,397,019 LPR reads with 3,345,754 from fixed units and 51,265 from mobile units.

3. The number of automatic license plate reader readings being retained on the automatic license plate reader database by the Annapolis Police as of 24 February 2020: **5,590,063**

4. The number of queries made by personell of the Annapolis Police:

- a. For the 2019 calendar year the Annapolis Police queried the ELSAG system a total of **248** times.
 - i. Number of request that resulted in release of information: **248**
 - ii. Number of out-of-state request: **0**
 - iii. Number of federal request: **1**
 - iv. Number of out-of-state request resulting in information release: **0**
 - v. Number of federal request resulting in information release: **0**

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



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199 Taylor Avenue
Annapolis, Maryland 21401

6. A summary of audits conducted by the Annapolis Police Department:
 - a. Pursuant to Senate Bill 699, the Annapolis Police Department conducted an audit fro the calendar year 2019 of the LPR database maintained by the Annapolis Police Department.
 - b. A total of 248 queries were conducted by Annapolis Police Department personnel in calendar year 2019
 - c. In accordance with departmental policy and state law 50 records were randomly selected for audit.



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199 Taylor Avenue
Annapolis, Maryland 21401

Goal	Question	Answer	Comments
1	Have procedures been adopted relating to the operation and use of the LPR system?	Yes	
2	Are staff with access to the Automatic License Plate Reader database adequately screened and trained?	Yes	
3	Does the agency maintain training records for each user?	Yes	
4	Is training curricula maintained?	Yes	
5	Are training records annually reviewed for relevancy and effectiveness?	Yes	
6	Does the agency accept law enforcement request for historical 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 2 years?	Yes	
9	Have adult procedures been adopted to ensure that information obtained through the use of an LPR system is used for legitimate law enforcement purposes.	Yes	

AGENCY

Annapolis Police
Department



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199 Taylor Avenue
Annapolis, Maryland 21401

Request #	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	19-5941	12-19-19 10:25	Yes	Yes	Yes	Accurate		
2	19-5941	12-19-19 10:22	Yes	Yes	Yes	Accurate		
3	19-5941	12-19-19 10:17	Yes	Yes	Yes	Accurate		
4	19-5941	12-19-19 10:06	Yes	Yes	Yes	Accurate		
5	19-5515	11-25-19 14:04	Yes	Yes	Yes	Accurate		
6	19-5515	11-25-19 14:06	Yes	Yes	Yes	Accurate		
7	19-5515	11-25-19 14:07	Yes	Yes	Yes	Accurate		
8	19-5515	11-25-19 14:07	Yes	Yes	Yes	Accurate		
9	19-5515	11-25-19 14:08	Yes	Yes	Yes	Accurate		
10	19-5515	11-25-19 14:09	Yes	Yes	Yes	Accurate		
11	19-5515	11-25-19 14:10	Yes	Yes	Yes	Accurate		
12	19-5515	11-25-19 14:12	Yes	Yes	Yes	Accurate		
13	19-5515	11-25-19 14:13	Yes	Yes	Yes	Accurate		
14	19-5515	11-25-19 14:14	Yes	Yes	Yes	Accurate		
15	19-5515	11-25-19 14:14	Yes	Yes	Yes	Accurate		
16	19-5515	11-25-19 14:15	Yes	Yes	Yes	Accurate		
17	19-5511	11-7-19 12:42	Yes	Yes	Yes	Accurate		
18	19-5511	11-7-19 12:43	Yes	Yes	Yes	Accurate		
19	19-5511	11-7-19 12:43	Yes	Yes	Yes	Accurate		



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Annapolis, Maryland 21401

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 requestor's agency?	Accurate / Inaccurate / Unable to locate / Incomplete	Remarks	Case#(not in log)
20	19-4981	10-16-19 12:00	Yes	Yes	Yes	Accurate		
21	19-4981	10-16-19 12:01	Yes	Yes	Yes	Accurate		
22	19-4981	10-16-19 12:01	Yes	Yes	Yes	Accurate		
23	19-4981	10-16-19 12:01	Yes	Yes	Yes	Accurate		
24	19-4313	09-03-19 09:46	Yes	Yes	Yes	Accurate		
25	19-4313	09-03-19 09:47	Yes	Yes	Yes	Accurate		
26	19-4313	09-03-19 09:48	Yes	Yes	Yes	Accurate		
27	19-4313	09-03-19 09:50	Yes	Yes	Yes	Accurate		
28	19-4313	09-03-19 09:52	Yes	Yes	Yes	Accurate		
29	19-4239	08-29-19 13:45	Yes	Yes	Yes	Accurate		
30	19-4239	08-29-19 13:46	Yes	Yes	Yes	Accurate		
31	19-4239	08-29-19 13:47	Yes	Yes	Yes	Accurate		
32	19-4239	08-29-19 13:48	Yes	Yes	Yes	Accurate		
33	19-4239	08-29-19 13:49	Yes	Yes	Yes	Accurate		
34	19-4239	08-29-19 13:50	Yes	Yes	Yes	Accurate		
35	19-4239	08-29-19 13:50	Yes	Yes	Yes	Accurate		
36	19-4239	08-29-19 13:50	Yes	Yes	Yes	Accurate		
37	isu-19-08-05	08-27-19 08:22	Yes	Yes	Yes	Accurate		
38	isu-19-08-05	08-27-19 08:21	Yes	Yes	Yes	Accurate		



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199 Taylor Avenue
Annapolis, Maryland 21401

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)
39	19-2794	06-11-19 12:28	Yes	Yes	Yes	Accurate		
40	19-2794	06-11-19 12:30	Yes	Yes	Yes	Accurate		
41	19-2794	06-11-19 12:30	Yes	Yes	Yes	Accurate		
42	19-2794	06-11-19 12:32	Yes	Yes	Yes	Accurate		
43	19-2794	06-11-19 12:34	Yes	Yes	Yes	Accurate		
44	19-2794	06-11-19 15:09	Yes	Yes	Yes	Accurate		
45	19-2794	06-11-19 15:09	Yes	Yes	Yes	Accurate		
46	19-2794	06-11-19 15:10	Yes	Yes	Yes	Accurate		
47	19-2794	06-11-19 15:10	Yes	Yes	Yes	Accurate		
48	19-2794	06-11-19 15:11	Yes	Yes	Yes	Accurate		
49	19-2794	06-11-19 15:11	Yes	Yes	Yes	Accurate		
50	19-2794	06-11-19 15:11	Yes	Yes	Yes	Accurate		



An Accredited Agency



Bernard C. "Jack" Young
Mayor

BALTIMORE POLICE DEPARTMENT



Michael S. Harrison
Police Commissioner

DATE: February 20, 2020

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

FROM: Major Samuel Hood III
LPR Director
Baltimore Police Department

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

Maryland House Judiciary Committee:
The Honorable Luke H. Clippinger - Chair
House Office Building, Room 101
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Maryland Senate Judicial Proceedings Committee:
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The Honorable Adrienne A. Jones- Co-Chair
c/o Department of Legislative Services
Legislative Services Building, Room 200B, 90 State Circle, Annapolis, MD 21401

Honorable Chairmen and Chairwomen,

In accordance with 2-1246 of the State Government Article, the Baltimore Police Department is reporting the following information regarding captured License Plate Reader (LPR) data 2018:

1. **The total number of automatic license plate reader units being operated by the Baltimore Police Department and submitting data to the Department:**

During the reporting, period 45 License Plate Reader Systems reported data to BPD. Thirty-three of the LPR systems are mobile units, ten are fixed units and two are portable trailers.

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:

The Baltimore Police Department captured 60,440,181 reads on the Police Department's server. The server was operational throughout 2019. The same number of reads were submitted.

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

As of December 31, 2019, sixty million, four hundred forty thousand, one hundred eighty-one reads were on BPD's server.

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:

The number of searches that were conducted in 2019 was 14051.

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

342 reports were exported that contained LPR data.

6. The number of out of state requests: 0

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 center or a law enforcement agency:

One hundred and forty-one searches were audited, one percent of 14051 records that were searched.

12. 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 458 Baltimore Police Department and related agency employees that are authorized to query the database.

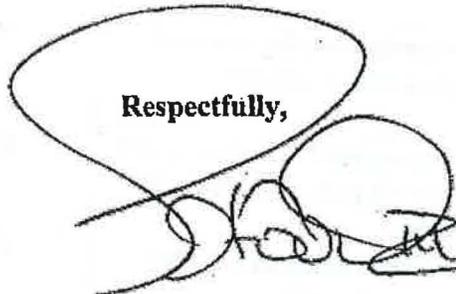
- ii. **An audit process to ensure that information obtained through the use of an automatic license plate reader system is used only for legitimate law enforcement purposes, including audits of requests made by individual law enforcement agencies or an individual law enforcement officer.**

The 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. The audit process is attached.

- iii. **Procedures and safeguards to ensure that Center staff with access to the automatic license plate reader database are adequately screened and trained. The BPD procedures and safeguards consists of the following training and standards:**

- a. **Baltimore Police Department Policy #1015, updated in February of 2019 to reflect the deployment of the server.**
- b. **Four Hour License Plate Reader Practicum training approved through the Maryland Police and Corrections Training Commission for all Car Systems users. EOC Users attend a two hour course that was presented by the in house MCAC certified trainers.**
- c. **All Baltimore Police Department personnel have background clearance completed by the Department.**

Respectfully,

A handwritten signature in black ink, appearing to read 'S. Hood III', is written over a large, hand-drawn oval shape.

**Major Samuel Hood III
LPR Program Director**

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	The current policy is 1015 that was updated in February of 2019.
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	Agency records are maintained through sign in sheets for training
4	Is the training curriculum maintained?	YES	BPD officers attended MCAC's Train the Trainer and now maintain training curriculum for both Car Systems and Investigator trainings.
5	Are training records annually reviewed for relevancy and effectiveness?	YES	Users are reviewed for assignment and/ or separation. Curriculum will also be reviewed and updated.
6	Does the agency accept law enforcement requests for license plate data collected by an LPR system?	NO	
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	The audit trail will be kept for 3 years. Our server came on line in August of 2018.
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: Baltimore Police Department		SCOPE OF AUDIT: 141 Reads	
COMPLETED BY: Elizabeth Hart		DATE COMPLETED: 2-20-20	
REVIEWED BY: Major Samuel Hood		DATE REVIEWED: 2-24-20	

SAMPLE AUDIT QUESTIONS (Step 2)

	Question # 1	Question #2	Question #3	Question #4	Question #5	Results
Record #	Report/ Incident #	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	19a2514	Yes	Yes	N/A	N/A	Accurate
2	Home Invasion 191207658	Yes	Yes	N/A	N/A	Accurate
3	19R4609	Yes	Yes	N/A	N/A	Accurate
4	193573454	Yes	Yes	N/A	N/A	Accurate
5	6-191206130	Yes	Yes	N/A	N/A	Accurate
6	2-191200806	Yes	Yes	N/A	N/A	Accurate
7	8191205055 gta bpd	Yes	Yes	N/A	N/A	Accurate
8	19V0625	Yes	Yes	N/A	N/A	Accurate
9	7191202350 gta bpd	Yes	Yes	N/A	N/A	Accurate
10	6-191206131	Yes	Yes	N/A	N/A	Accurate
11	Searching for stolen vehicle, OCA# 19-336-0372	Yes	Yes	N/A	N/A	Accurate
12	felony veh/6191105154	Yes	Yes	N/A	N/A	Accurate
13	19-206-2181	Yes	Yes	N/A	N/A	Accurate
14	mcu19004	Yes	Yes	N/A	N/A	Accurate
15	19H312	Yes	Yes	N/A	N/A	Accurate
16	5191200281	Yes	Yes	N/A	N/A	Accurate
17	19H306	Yes	Yes	N/A	N/A	Accurate
18	8191107687 gta bpd	Yes	Yes	N/A	N/A	Accurate
19	19R4171	Yes	Yes	N/A	N/A	Accurate
20	19R4159	Yes	Yes	N/A	N/A	Accurate
21	mcu19004	Yes	Yes	N/A	N/A	Accurate
22	19295	Yes	Yes	N/A	N/A	Accurate
23	3-191103737	Yes	Yes	N/A	N/A	Accurate
24	19295	Yes	Yes	N/A	N/A	Accurate
25	19295	Yes	Yes	N/A	N/A	Accurate
26	19h0295	Yes	Yes	N/A	N/A	Accurate
27	3191102852 bpd gta	Yes	Yes	N/A	N/A	Accurate
28	8-190407014	Yes	Yes	N/A	N/A	Accurate
29	19r4193	Yes	Yes	N/A	N/A	Accurate

30	MCU 19004	Yes	Yes	N/A	N/A	Accurate
31	2191100364 gta bpd	Yes	Yes	N/A	N/A	Accurate
32	19R2238	Yes	Yes	N/A	N/A	Accurate
33	19R4122	Yes	Yes	N/A	N/A	Accurate
34	719040244	Yes	Yes	N/A	N/A	Accurate
35	19h275	Yes	Yes	N/A	N/A	Accurate
36	19R3818	Yes	Yes	N/A	N/A	Accurate
37	war#d190457573	Yes	Yes	N/A	N/A	Accurate
38	mcu19004	Yes	Yes	N/A	N/A	Accurate
39	19-251-1894	Yes	Yes	N/A	N/A	Accurate
40	9-190908218	Yes	Yes	N/A	N/A	Accurate
41	19h263	Yes	Yes	N/A	N/A	Accurate
42	19R3663	Yes	Yes	N/A	N/A	Accurate
43	2-191004253	Yes	Yes	N/A	N/A	Accurate
44	1190905377	Yes	Yes	N/A	N/A	Accurate
45	190802311 CDS Investigation	Yes	Yes	N/A	N/A	Accurate
46	19r3586	Yes	Yes	N/A	N/A	Accurate
47	19r3586	Yes	Yes	N/A	N/A	Accurate
48	19V0522	Yes	Yes	N/A	N/A	Accurate
49	GC 19-0069	Yes	Yes	N/A	N/A	Accurate
50	191000784	Yes	Yes	N/A	N/A	Accurate
51	19R3474	Yes	Yes	N/A	N/A	Accurate
52	190907763	Yes	Yes	N/A	N/A	Accurate
53	Investigation GC- 19-0086	Yes	Yes	N/A	N/A	Accurate
54	19-165-0338 lanford	Yes	Yes	N/A	N/A	Accurate
55	r3328	Yes	Yes	N/A	N/A	Accurate
56	19R1153	Yes	Yes	N/A	N/A	Accurate
57	19R2156	Yes	Yes	N/A	N/A	Accurate
58	19V484	Yes	Yes	N/A	N/A	Accurate
59	6190905049 autotheft Investigation	Yes	Yes	N/A	N/A	Accurate
61	19V0480	Yes	Yes	N/A	N/A	Accurate
61	1-190903844	Yes	Yes	N/A	N/A	Accurate
62	19H0240	Yes	Yes	N/A	N/A	Accurate
63	192511894	Yes	Yes	N/A	N/A	Accurate
64	GC-19-0072	Yes	Yes	N/A	N/A	Accurate
65	7-190810027	Yes	Yes	N/A	N/A	Accurate
66	19-251-1894	Yes	Yes	N/A	N/A	Accurate
67	gta/cc 9190809186	Yes	Yes	N/A	N/A	Accurate
68	19b3384	Yes	Yes	N/A	N/A	Accurate
69	2019V0067	Yes	Yes	N/A	N/A	Accurate

70	Sgt. Sunderland Request OCA# 19- 228-1553	Yes	Yes	N/A	N/A	Accurate
71	2191000136	Yes	Yes	N/A	N/A	Accurate
72	19v391	Yes	Yes	N/A	N/A	Accurate
73	mcu19004	Yes	Yes	N/A	N/A	Accurate
74	19H192	Yes	Yes	N/A	N/A	Accurate
75	7190800521 gta	Yes	Yes	N/A	N/A	Accurate
76	4191201365	Yes	Yes	N/A	N/A	Accurate
77	Searching for stolen vehicle 5190709932	Yes	Yes	N/A	N/A	Accurate
78	19V0364	Yes	Yes	N/A	N/A	Accurate
79	comm.Robbery 19R2458	Yes	Yes	N/A	N/A	Accurate
80	4-190709337	Yes	Yes	N/A	N/A	Accurate
81	2019H0183	Yes	Yes	N/A	N/A	Accurate
82	19h154	Yes	Yes	N/A	N/A	Accurate
83	3-190708090	Yes	Yes	N/A	N/A	Accurate
84	WAR#D190283273	Yes	Yes	N/A	N/A	Accurate
85	mcu19-004	Yes	Yes	N/A	N/A	Accurate
86	mcu19-004	Yes	Yes	N/A	N/A	Accurate
87	19H170	Yes	Yes	N/A	N/A	Accurate
88	19H147-homicide investigation	Yes	Yes	N/A	N/A	Accurate
89	Search for Stolen Vehicle CC# 8190703025	Yes	Yes	N/A	N/A	Accurate
90	19h154	Yes	Yes	N/A	N/A	Accurate
91	Investigation GC- 19-0032	Yes	Yes	N/A	N/A	Accurate
92	218070114 gta	Yes	Yes	N/A	N/A	Accurate
93	5-1906-10617	Yes	Yes	N/A	N/A	Accurate
94	19R2019	Yes	Yes	N/A	N/A	Accurate
95	19H149	Yes	Yes	N/A	N/A	Accurate
96	7-190603112	Yes	Yes	N/A	N/A	Accurate
97	19R0643	Yes	Yes	N/A	N/A	Accurate
98	cc#9190208412	Yes	Yes	N/A	N/A	Accurate
99	19R1870	Yes	Yes	N/A	N/A	Accurate
100	MCU-003	Yes	Yes	N/A	N/A	Accurate
101	19R0946	Yes	Yes	N/A	N/A	Accurate
102	190603248	Yes	Yes	N/A	N/A	Accurate
103	4-190810842cc	Yes	Yes	N/A	N/A	Accurate
104	6190105540 gta	Yes	Yes	N/A	N/A	Accurate
105	3190511360	Yes	Yes	N/A	N/A	Accurate
106	4190511267 gta	Yes	Yes	N/A	N/A	Accurate
107	6190510463 GTA	Yes	Yes	N/A	N/A	Accurate
108	5190508148	Yes	Yes	N/A	N/A	Accurate
109	191030386	Yes	Yes	N/A	N/A	Accurate

110	D190250196	Yes	Yes	N/A	N/A	Accurate
111	8190305018	Yes	Yes	N/A	N/A	Accurate
112	8190504627 gta	Yes	Yes	N/A	N/A	Accurate
113	Homicide-19H102	Yes	Yes	N/A	N/A	Accurate
114	19-H-087 Fuller	Yes	Yes	N/A	N/A	Accurate
115	2190407680 gta	Yes	Yes	N/A	N/A	Accurate
116	19R1166	Yes	Yes	N/A	N/A	Accurate
117	4190406304	Yes	Yes	N/A	N/A	Accurate
118	19h077	Yes	Yes	N/A	N/A	Accurate
119	19h74	Yes	Yes	N/A	N/A	Accurate
120	190401584	Yes	Yes	N/A	N/A	Accurate
121	19-092-0867	Yes	Yes	N/A	N/A	Accurate
122	D1903375824	Yes	Yes	N/A	N/A	Accurate
123	190309048	Yes	Yes	N/A	N/A	Accurate
124	3-190306169	Yes	Yes	N/A	N/A	Accurate
125	190100777	Yes	Yes	N/A	N/A	Accurate
126	19v0107	Yes	Yes	N/A	N/A	Accurate
127	190304410	Yes	Yes	N/A	N/A	Accurate
128	1-190302846	Yes	Yes	N/A	N/A	Accurate
129	190204131	Yes	Yes	N/A	N/A	Accurate
130	5-190208374	Yes	Yes	N/A	N/A	Accurate
131	19h036	Yes	Yes	N/A	N/A	Accurate
132	GTA/cc# 2019-005273	Yes	Yes	N/A	N/A	Accurate
133	190450611	Yes	Yes	N/A	N/A	Accurate
134	18-288-1807	Yes	Yes	N/A	N/A	Accurate
135	gta/ cc#9190202125	Yes	Yes	N/A	N/A	Accurate
136	4-19-01-10864	Yes	Yes	N/A	N/A	Accurate
137	2019-1322	Yes	Yes	N/A	N/A	Accurate
138	18H227	Yes	Yes	N/A	N/A	Accurate
139	190104931	Yes	Yes	N/A	N/A	Accurate
140	1-1907-06711	Yes	Yes	N/A	N/A	Accurate
141	11MOTX8- 11NOTX8	Yes	Yes	N/A	N/A	Accurate

MA [Signature]

2-24-2020

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Cecil County Sheriff's Office Scott A. Adams, Sheriff

February 21, 2020

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

FROM: Major George Stanko, Cecil County Sheriff's Office

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

Maryland House Judiciary Committee:
The Honorable Luke H. Clippinger - Chair
House Office Building, Room 101
6 Bladen Street, Annapolis, MD 21401

Maryland Senate Judicial Proceedings Committee:
The Honorable William C. Smith - Chair
Miller Senate Office Building, 2 East Wing
11 Bladen Street, Annapolis, MD 21401 - 1991

Maryland Legislative Policy Committee:
The Honorable Bill Ferguson- Co-Chair
The Honorable Adrienne A. Jones- Co-Chair
c/o Department of Legislative Services
Legislative Services Building, Room 200B, 90 State Circle, Annapolis, MD 21401

Honorable Chairmen and Chairwoman,

In accordance with § 2-1246 of the State Government Article, the Maryland Coordination and Analysis Center (MCAC) is reporting the following information regarding captured License Plate Reader (LPR) data for 2019:

1. **The total number of automatic license plate reader units being operated by the Cecil County Sheriff's Office and submitting data to the Agency:**

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Cecil County Sheriff's Office Scott A. Adams, Sheriff

During the reporting period, 4 License Plate Reader Systems report data to CCSO. Three of the LPR systems are mobile units and one is a fixed unit.

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:**

The Cecil County Sheriff's Office captured reads on the Agency server. The server was operational throughout 2019. The same number of reads were submitted.

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

As of December 31, 2019, 500,449 reads were on the ALPR database.

4. **The number of requests made to the Server:**

The number of searches that were conducted in 2019 was 1041.

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

479 reports were exported that contained LPR data.

6. **The number of out of state requests: 0**

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: No**

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

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410-996-5518 CC 410-996-5515 fax

Cecil County Sheriff's Office Scott A. Adams, Sheriff

A random selection of at least 1% of all relevant requests (1041 * 0.01 = 10. Minimum required per CCSO Policy and Procedure is 1% of requests or a minimum of 50) 50 records were audited.

12. 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:**

Twenty-nine (29) Cecil County Sheriff's Office employees are 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 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. The audit process is explained above in question #11.

- 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 procedures and safeguards consist of the following training and standards:**

- a. Cecil County Sheriff's Office Policy #44, updated in 2019 to reflect the deployment of the server.**
- b. Eight-hour License Plate Reader Practicum training.**
- c. All Cecil County Sheriff's Office personnel have a background clearance completed by the Department.**

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Cecil County Sheriff's Office
Scott A. Adams, Sheriff

- c. All Cecil County Sheriff's Office personnel have a background clearance completed by the Department.

Respectfully,

A handwritten signature in blue ink, appearing to read "Major George Stanko".

Major George Stanko
Director of Law Enforcement
Cecil County Sheriff's Office



Cecil County Sheriff's Office
Automatic License Reader Audit



Goal	Question	Answer	Comments
1	Have procedures been adopted relating to the operation and use of the LPR system? [Cite policy number]	YES	Chapter 44
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	With Training Coordinator
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?	NO	No external agency has access at this time.
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	
COMPLETED BY: Sgt. James Keller #0573		DATE COMPLETED: 02/18/2020	
REVIEWED BY: Lt. Joseph Wilson #0613		DATE REVIEWED: 02/19/2020	



Cecil County Sheriff's Office Automatic License Reader Audit



	Question #1	Question #2	Question #3	Question #4	Question #5	Question #6
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 requestor's agency?	Findings shall be listed as: Accurate, inaccurate, Unable locate or incomplete
1	19-MSP-4045	01/31/19 @ 0953	Drug Case	Yes	Yes	Accurate
2	19-MSP-2084	01/17/19 @ 1139	Drug Case	Yes	Yes	Accurate
3	19-0000258	01/10/19 @ 1605	Drug Case	Yes	Yes	Accurate
4	18-MSP-54210	01/17/19 @ 1102	Drug Case	Yes	Yes	Accurate
5	2019007718	01/21/19 @ 1340	Missing Person	Yes	Yes	Accurate
6	19-MSP-4349	02/13/19 @ 1455	Drug Case	Yes	Yes	Accurate
7	19-MSP-4045	02/05/19 @ 1057	Drug Case	Yes	Yes	Accurate
8	19-000357	02/14/19 @ 1720	Armed Robbery	Yes	Yes	Accurate
9	19-000241	02/08/19 @ 1720	Stolen Trailer	Yes	Yes	Accurate
10	D-032-CR-19-000636	03/20/19 @ 0710	Fugitive - Ford	Yes	Yes	Accurate
11	19-MSP-7465	03/29/19 @ 1303	Drug Case	Yes	Yes	Accurate
12	19-000615	03/2/19 @ 1337	Overdose	Yes	Yes	Accurate
13	18-MSP-0746	03/16/19 @ 1311	Drug Case	Yes	Yes	Accurate
14	19-MSP-10884	04/11/19 @ 1020	Firearm/Drug	Yes	Yes	Accurate
15	2D02073773	04/12/19 @ 0721	Fugitive	Yes	Yes	Accurate
16	2019160633	04/11/19 @ 1016	Drug	Yes	Yes	Accurate
17	19-000884	04/09/19 @ 1755	Auto Theft	Yes	Yes	Accurate
18	19-1023	04/30/19 @ 0938	Assault	Yes	Yes	Accurate
19	19-000042	04/15/19 @ 1150	Theft	Yes	Yes	Accurate
20	D-07-CR-17012901	05/08/19 @ 1206	Fugitive	Yes	Yes	Accurate
21	D-07-CR-19003016	05/10/19 @ 0939	Fugitive	Yes	Yes	Accurate
22	19-MSP-22001	05/25/19 @ 2305	Assault	Yes	Yes	Accurate
23	19-000911	05/08/19 @ 1459	Theft	Yes	Yes	Accurate
24	19-001280	05/28/19 @ 0541	Armed Robbery	Yes	Yes	Accurate
25	D-032-CR-19-001144	05/16/19 @ 0956	Fugitive	Yes	Yes	Accurate
26	D-032-CR-19-000348	05/21/19 @ 0937	Fugitive	Yes	Yes	Accurate
27	19-001290	06/03/19 @ 1315	Armed Robbery	Yes	Yes	Accurate
28	D-032-CR-19-001439	06/25/19 @ 0736	Fugitive	Yes	Yes	Accurate
29	D-032-CR-19-001406	06/03/19 @ 0534	Fugitive	Yes	Yes	Accurate
30	19-MSP-19380	06/02/19 @ 1437	Armed Robbery	Yes	Yes	Accurate
31	D-032-CR-19-000825	07/17/19 @ 1006	Fugitive	Yes	Yes	Accurate

32	D-032-CR-19-001673	07/16/19 @ 0801	Fugitive	Yes	Yes	Accurate
33	0B02400447	07/02/19 @ 0756	Fugitive	Yes	Yes	Accurate
34	C-07-CR-19-000784	07/18/19 @ 1048	Fugitive	Yes	Yes	Accurate
35	2019061494	07/27/19 @ 2041	Vehicle Theft	Yes	Yes	Accurate
36	D-032-CR-19-001664	07/03/19 @ 1017	Fugitive	Yes	Yes	Accurate
37	D-032-CR-19-001940	08/28/19 @ 1011	Fugitive	Yes	Yes	Accurate
38	C-07-CR-19-001813	08/08/19 @ 0958	Fugitive	Yes	Yes	Accurate
39	D-032-CR-19-000839	08/19/19 @ 1008	Fugitive	Yes	Yes	Accurate
40	D-032-CR-19-001222	08/01/19 @ 1028	Fugitive	Yes	Yes	Accurate
41	D-032-CR-19-002073	09/11/19 @ 1148	Fugitive	Yes	Yes	Accurate
42	19-002261	09/28/19 @ 0952	Stolen Tag	Yes	Yes	Accurate
43	D-032-CR-19-001973	09/12/19 @ 0707	Fugitive	Yes	Yes	Accurate
44	D-032-CR-19-001137	09/04/19 @ 0937	Fugitive	Yes	Yes	Accurate
45	19-002417	10/20/19 @ 1224	Robbery	Yes	Yes	Accurate
46	2019086649	10/20/19 @ 1332	MPR	Yes	Yes	Accurate
47	19-002450	10/24/19 @ 1159	Robbery	Yes	Yes	Accurate
48	19-002674	11/19/19 @ 1027	MPR	Yes	Yes	Accurate
49	19-2955	12/29/19 @ 0932	MPR	Yes	Yes	Accurate
50	2019-104048	12/2/19 @ 0449	Stolen Vehicle	Yes	Yes	Accurate



JEFFREY R. GAHLER
SHERIFF

HARFORD COUNTY SHERIFF'S OFFICE

45 S Main Street PO Box 150 Bel Air, MD 21014

www.harfordsheriff.org

February 19, 2020

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

FROM: Thomas Gamble, Lieutenant, Special Operations Division

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

Maryland House Judiciary Committee:

The Honorable Luke H. Clippinger - Chair
House Office Building, Room 101
6 Bladen Street, Annapolis, MD 21401

Maryland Senate Judicial Proceedings Committee:

The Honorable William C. Smith - Chair
Miller Senate Office Building, 2 East Wing
11 Bladen Street, Annapolis, MD 21401 - 1991

Maryland Legislative Policy Committee:

The Honorable Bill Ferguson- Co-Chair
The Honorable Adrienne A. Jones- Co-Chair
c/o Department of Legislative Services
Legislative Services Building, Room 200B, 90 State Circle, Annapolis, MD 21401

Honorable Chairman and Chairwoman,

In accordance with § 2-1246 of the State Government Article, the Harford County Sheriff's Office (HCSO) is reporting the following information regarding captured License Plate Reader (LPR) data for 2019:

- 1. The total number of automatic license plate reader units being operated by the HCSO and the number of units submitting data:**

In 2019, the HCSO maintained seventeen (17) automatic license plate reader units (Mobile and Fixed site).

- 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 2019, the HCSO had 3,501,944 readings. HCSO began electronically sending it's reads to MCAC in August of 2019. HCSO will continue to maintain this partnership with Maryland Coordination and Analysis Center (MCAC).

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

In 2019, the HCSO had 3,501,944 readings. HCSO maintains tag read data for a period of 180 days. After 180 days, it is purged from the server.

- 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 44 queries of the HCSO LPR reads in 2019. This LPR data is accessible to deputies and detectives of the HCSO upon request through one (1) of the three (3) LPR system administrators, who are trained in the use of the LPR camera systems and the EOC (Enterprise Operations Center), which the camera system/LPR data interface program. Deputies who wish to operate one of the LPR vehicles or have access to the HCSO LPR data for investigative purposes, receive a one-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 in state requests:**

The HCSO had one (1) request for LPR data from another Maryland law enforcement agency.

- 6. The number of out of state requests:**

The HCSO had no requests from out of state requests for LPR data.

- 7. The number of federal requests:**

The HCSO had no requests from federal agencies for LPR data.

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

There were no requests from out of state agencies.

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

There were no requests from federal agencies.

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

There were no data breaches or unauthorized uses of the automatic LPR database.

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

The HCSO LPR auditor conducted an annual audit of LPR queries. Since there were only 44 queries, all 44 queries were selected and an audit was conducted, resulting in a 100% rate of compliance.

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

12. 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: Three HCSO deputies are authorized to query the database, who are LPR Administrators.

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 HCSO follows MCAC's audit process, which was explained in their Model Audit Policy.

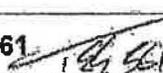
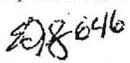
iii. Procedures and safeguards to ensure that Center staff with access to the automatic license plate reader database are adequately screened and trained.

The HCSO procedures and safeguards consist of the following training and standards:

- a. HCSO License Plate Reader Policy.
- b. 4 Hour License Plate Reader Practicum training approved through the Maryland Police Training and Standards Commission.
- c. All HCSO personnel who have access are sworn law enforcement personnel.

Sincerely,

Jeffrey R. Gahler
Sheriff

Goal	Question	Answer	Comments
1	Have procedures been adopted related to the operation and use of the LPR System? (Cite policy number)	Yes	HCSO Policy OPS 0914
2	Are staff with access to Automatic License Plate Reader database adequately screened and trained in the proper use of the system and all the privacy policies related to thereto?	Yes	Clearances/ Employment Screening and Onboarding Process
3	Does the agency maintain training records for each user?	Yes	Maintained by the LPR Administrators
4	Is the training curriculum maintained?	Yes	MPCTC Certified LPR Operator & LPR User training
5	Are the training records reviewed for relevance and effectiveness?	Yes	Yearly and following training.
6	Does the agency accept law enforcement request for license plate captured data collected by and 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:	Harford County Sheriff's Office	Scope of Audit:	44 records from 2019 request
Completed By:	Lt. Thomas Gamble # 561 	Date Completed:	02/14/20
Reviewed By:	Capt. Eric Gonzalez # 646 	Date Completed:	2-19-20

Harford County Sheriff's Office

Record	Audit Record Number	Question # 1 Is Agency Case # Reported / Recorded	Questions # 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	Question # 5 Has the request been validated through the requesters agency?	Results: Findings shall be listed as: Accurate, Inaccurate, Unable to locate or Incomplete
Record 1	4b260e33-7390-45ff-97a7-b3b3394eab38	Yes	Yes	Yes	Yes	Yes	Accurate
Record 2	ddce2824-6863-48a8-9a62-24b503ca2e0c	Yes	Yes	Yes	Yes	Yes	Accurate
Record 3	c37a40ce-4e30-4a8a-a2ab-195bd85ac862	Yes	Yes	Yes	Yes	Yes	Accurate
Record 4	3d9e47f4-b59a-40e1-aa5d-64ceb2c1fbea	Yes	Yes	Yes	Yes	Yes	Accurate
Record 5	b403a052-c9ca-4620-b01a-962497330330	Yes	Yes	Yes	Yes	Yes	Accurate
Record 6	ac8c8e70-aa79-45bd-9110-b74e7b693f46	Yes	Yes	Yes	Yes	Yes	Accurate
Record 7	f45284f6-74ac-4e47-8114-b121adb6931f	Yes	Yes	Yes	Yes	Yes	Accurate
Record 8	04df0dde-3cb6-453c-824d-47d04386ee7f	Yes	Yes	Yes	Yes	Yes	Accurate
Record 9	ce76d7a1-8785-47bd-8f84-2d465fc8cde2	Yes	Yes	Yes	Yes	Yes	Accurate
Record 10	d123ff94-0fe1-4d50-adbd-277f214bc352	Yes	Yes	Yes	Yes	Yes	Accurate
Record 11	14628ad1-a988-4c08-9d55-6699162f0b77	Yes	Yes	Yes	Yes	Yes	Accurate
Record 12	02952fc8-ebb5-4075-a299-a29b9c145ed4	Yes	Yes	Yes	Yes	Yes	Accurate
Record 13	e1d6c434-73cb-4d11-bc06-4fc470569f6b	Yes	Yes	Yes	Yes	Yes	Accurate
Record 14	a168bfaa-1c03-4074-a4b5-82bcbbc0f428	Yes	Yes	Yes	Yes	Yes	Accurate
Record 15	a6fcd4c8-83fd-49e3-9386-2bc466ceb389	Yes	Yes	Yes	Yes	Yes	Accurate
Record 16	920ee736-6c5a-4529-8f77-c6dbbfd803e3	Yes	Yes	Yes	Yes	Yes	Accurate
Record 17	785d3bc7-09b5-4e17-8c1d-ff088c7b715a	Yes	Yes	Yes	Yes	Yes	Accurate
Record 18	0a38f4f8-e58c-4616-8ecd-37b12d8b024c	Yes	Yes	Yes	Yes	Yes	Accurate
Record 19	de53abd7-6b8d-44d7-87ff-57530af5ce94	Yes	Yes	Yes	Yes	Yes	Accurate
Record 20	ec51e7f9-a4f9-4af4-9219-69b36f10c2da	Yes	Yes	Yes	Yes	Yes	Accurate
Record 21	27422951-72ea-4261-83a0-32642fa346d2	Yes	Yes	Yes	Yes	Yes	Accurate
Record 22	596b877c-b2c9-4d01-86c6-241fef17d1ff	Yes	Yes	Yes	Yes	Yes	Accurate
Record 23	596b877c-b2c9-4d01-86c6-241fef17d1ff	Yes	Yes	Yes	Yes	Yes	Accurate
Record 24	7c88764a-4e46-47db-8f2c-d75d5cd21b6f	Yes	Yes	Yes	Yes	Yes	Accurate
Record 25	be20a3c5-7b33-4f70-9abe-192fea6202c3	Yes	Yes	Yes	Yes	Yes	Accurate
Record 26	2fe56ca1-ccca-45c5-8c1f-bfd9afaeb8a	Yes	Yes	Yes	Yes	Yes	Accurate
Record 27	556a200f-37e4-4c2f-b803-58f2ec0627ec	Yes	Yes	Yes	Yes	Yes	Accurate

Initials 1

Harford County Sheriff's Office

Record	Audit Record Number	Question # 1 Is Agency Case # Reported / Recorded	Questions # 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	Question # 5 Has the request been validated through the requesters agency?	Results: Findings shall be listed as: Accurate, Inaccurate, Unable to locate or Incomplete
Record 28	51a88823-b80d-455f-add1-c974b77af94c	Yes	Yes	Yes	Yes	Yes	Accurate
Record 29	f25d1164-896b-4a68-a9e1-654bb1b51410	Yes	Yes	Yes	Yes	Yes	Accurate
Record 30	be9107f4-011a-46cb-aaa9-60cb1a4f83bb	Yes	Yes	Yes	Yes	Yes	Accurate
Record 31	3f17ce82-8741-4170-8765-79b2ae8096e7	Yes	Yes	Yes	Yes	Yes	Accurate
Record 32	6a117aae-2927-4ae2-90fc-e919bb68f69d	Yes	Yes	Yes	Yes	Yes	Accurate
Record 33	a63ad14a-16ba-49b7-bc87-ffa4ac467367	Yes	Yes	Yes	Yes	Yes	Accurate
Record 34	948e01e3-4f7b-47e4-9ae4-a4d956c9496d	Yes	Yes	Yes	Yes	Yes	Accurate
Record 35	16992f1b-f567-4983-88cc-4a25dbcf7fe5	Yes	Yes	Yes	Yes	Yes	Accurate
Record 36	9f797841-fed6-45d6-9f00-bdaab28ec591	Yes	Yes	Yes	Yes	Yes	Accurate
Record 37	c22e1ed4-cc0a-42ad-b486-0e1731640497	Yes	Yes	Yes	Yes	Yes	Accurate
Record 38	105998e4-7291-4854-b895-e9226745047c	Yes	Yes	Yes	Yes	Yes	Accurate
Record 39	2fd9f756-f0fe-413d-a80d-937f848366db	Yes	Yes	Yes	Yes	Yes	Accurate
Record 40	568ceb74-clcd-45a5-83cf-121d0c8911cd	Yes	Yes	Yes	Yes	Yes	Accurate
Record 41	1d171ec0-071d-4ac6-af1b-20b9522663c4	Yes	Yes	Yes	Yes	Yes	Accurate
Record 42	c6f086e7-8b52-4b45-bdea-cfc8d9d98f28	Yes	Yes	Yes	Yes	Yes	Accurate
Record 43	d116a24e-3f9b-4904-935f-a2d7ec04ad2f	Yes	Yes	Yes	Yes	Yes	Accurate
Record 44	87ea07e5-b892-47ca-9cdb-2a05670f9915	Yes	Yes	Yes	Yes	Yes	Accurate

Submitting Agency: Harford County Sheriff's Office

Scope of Audit: January 2019 through December 2019

Prepared By: Lt. T. Gamble # 561

Initials v. T. 561 2

CALVIN BALL
County Executive



LISA D. MYERS
Chief of Police

HOWARD COUNTY DEPARTMENT OF POLICE

3410 Court House Drive, Ellicott City, Maryland 21043

DATE: January 17, 2020
TO: Office of the Governor
FROM: Chief Lisa D. Myers - Howard County Department of Police *LM*
SUBJECT: License Plate Reader (LPR) Program – required information per Public Safety Article 3-509

Office of the Governor:

Governor – Lawrence Joseph Hogan Jr.
100 State Circle
Annapolis, MD 21401

REF: 2-1246, Howard County Police Department License Plate Reader Data 2019

Dear Governor Hogan,

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 for 2019:

- 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 2019, the Howard County Police maintained seven (7) automatic license plate reader units on marked police vehicles, and three (3) on unmarked police vehicles.

- 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 2019, the Howard County Police Department had 2,503,978 readings. HCPD began electronically sending its reads to MCAC in the Spring of 2016. HCPD staff will continue to maintain this partnership with MCAC.

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CALVIN BALL
County Executive



LISA D. MYERS
Chief of Police

HOWARD COUNTY DEPARTMENT OF POLICE

3410 Court House Drive, Ellicott City, Maryland 21043

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

In 2019, the Howard County Police Department had 2,503,978 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 953 queries of the Howard County LPR reads, by Howard County personnel, in 2019. 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, 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.

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.



CALVIN BALL
County Executive



LISA D. MYERS
Chief of Police

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

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 953 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.

11. 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.**

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



CALVIN BALL
County Executive



LISA D. MYERS
Chief of Police

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

- 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.**

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

- iii. **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,



Lisa D. Myers
Chief of Police



Audit Questions (Step 1)

Goal	Question	Answer	Comments
1	Have procedures been adopted related to the operation and use of the LPR System? (Cite policy number)	Yes	HCPD Special Order 2011-03 License Plate Recognition Program & the MCAC Model Policy for LPR
2	Are staff with access to Automatic License Plate Reader database adequately screen and trained in the proper use of the system and all the privacy policies related to thereto?	Yes	All officers granted access receive 2 hours of LPR practical training
3	Does the agency maintain training records for each user?	Yes	
4	Is the training curriculum maintained?	Yes	
5	Are the training records reviewed for relevance and effectiveness?	Yes	
6	Does the agency accept law enforcement request for license plate captured data collected by and 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 Department	Scope of Audit:	___ 60 ___ records from 2019
Completed By:	Cpl. Andrew Kalocai #4880	Date Completed:	January 17, 2020
Reviewed By:		Date Completed:	Feb. 24, 2020



Howard County Police Department 2019 LPR Audit Analysis

Month	# Inquiries	# Records Audited	Percentage Audited	% Compliant	Auditor
January	101	5	5.00%	100%	A. Kalocai
Feburary	72	5	7.00%	100%	A. Kalocai
March	56	5	9.00%	100%	A. Kalocai
April	64	5	8.00%	100%	A. Kalocai
May	98	5	5.00%	100%	A. Kalocai
June	80	5	6.00%	100%	A. Kalocai
July	77	5	6.00%	100%	A. Kalocai
August	49	5	10.00%	100%	A. Kalocai
September	83	5	6.00%	100%	A. Kalocai
October	78	5	6.00%	100%	A. Kalocai
November	83	5	6.00%	100%	A. Kalocai
December	112	5	4.00%	100%	A. Kalocai
TOTAL	953	60	6.50%	100%	



Howard County Police Department

2019 LPR Audit Log

Record #	Date & Time Requested	Requesting Agency	Requestor	Tag	Control #	Nature Of Call
1	1/1/19 8:57 AM	HCPD	R. Gregory	A304348	18-117668	Robbery Investigation
2	1/2/19 8:39 PM	HCPD	M. Brady	4CH7389	19-540	Missing Person
3	1/8/19 1:14 PM	HCPD	A. Gregory	8BN4594	19-2298	Vehicle Theft
4	1/9/19 6:30 PM	HCPD	C. Kim	K35506k	19-2005	Robbery Investigation
5	1/14/19 4:23 PM	HCPD	J. Campbell	K48527K	18-109073	Robbery Investigation
6	2/6/19 12:00 AM	HCPD	J. Terry	7AY9341	19-002455	Unknown Trouble
7	2/8/19 9:26 AM	HCPD	K. Tibbs	T799942	19-1068	Theft From Vehicle
8	2/17/19 9:41 AM	HCPD	A. Schlossnagle	1CY1075	19-14940	Assault
9	2/18/19 7:20 AM	HCPD	S. Heaster	A304349	19-871	Motor Vehicle Violation
10	2/19/19 9:32 PM	HCPD	B. Cornwell	7BX4969	19-16383	Police Information
11	3/1/19 12:00 AM	HCPD	S.E. Johnson	4DM7242	18-8111	Theft From Vehicle
12	3/2/19 6:18 PM	HCPD	C. Weir	8DG2579	19-19607	Unauthorized Use
13	3/15/19 1:58 PM	HCPD	S.E. Johnson	5AY2204	19-21521	Burglary
14	3/20/19 7:24 AM	HCPD	B. Lesniewicz	3DK6299	19-25143	Missing Person
15	3/21/19 7:47 PM	HCPD	J. Kuczynski	1CX6716	19-16383	Police Information
16	4/2/19 7:47 AM	HCPD	S. Heaster	8DD6791	19-29092	Arson Investigation
17	4/2/19 3:13 PM	HCPD	M. Ambrose	8DH1704	19-25541	Carjacking
18	4/6/19 6:53 AM	HCPD	K. Drummond	KFE777	19-30415	Traffic Collision
19	4/10/19 11:02 AM	HCPD	F. French	_44	19-30901	Burglary Investigation
20	4/23/19 9:54 AM	HCPD	S.E. Johnson	2A04677	18-29609	Theft Investigation
21	5/2/19 3:35 AM	HCPD	C. H. Johnson	7DK4528	19-38838	Citizen Assist
22	5/6/19 11:24 AM	HCPD	D. Chesno	UUA6775	19-38721	Suspicious Circumstance
23	5/15/19 6:17 PM	HCPD	J. Terry	3CW5717	19-2455	Unknown Trouble
24	5/17/19 10:21 AM	HCPD	J. Bowers	8AN0328	15-44345	Sex Offender Registration
25	5/25/19 5:43 PM	HCPD	C. Weir	5D8H%	19-46757	Traffic Collision
26	6/1/19 2:04 PM	HCPD	J. Bowers	90T730	19-48787	Rape Investigation
27	6/4/19 3:47 PM	HCPD	S. Woctchou	9BN1995	19-47880	Robbery

28	6/10/19 4:33 PM	HCPD	C. Kim	7CR0420	19-49749	Unknown Trouble
29	6/11/19 12:37 PM	HCPD	M. Dahlin	9DP1918	19-52351	Arrest Warrant
30	6/27/19 5:15 PM	HCPD	M. A. Shiplett	2DB	19-57848	Hit & Run Veh Collision
31	7/8/19 12:52 PM	HCPD	D. Kreller	7DH6854	18-87916	CDS Violation
32	7/8/2019 9:47PM	HCPD	D. Chesno	471M484	19-35087	Burglary Investigation
33	7/9/2019 1:19AM	HCPD	R. DiAngelo	4CS0268	19-61756	Vehicle Theft
34	7/9/2019 4:11PM	HCPD	S. Heaster	6DX8848	19-61905	Theft Investigation
35	7/18/2019 6:04PM	HCPD	J. Sagel	4CR9417	19-64234	Robbery Investigation
36	8/1/2019 10:14AM	HCPD	J. Bowers	3CF2370	19-55541	Sex Offense
37	8/8/2019 1:12AM	HCPD	A. George	JFS610	19-71928	Traffic Violation
38	8/16/2019 9:54AM	HCPD	R. Pugliese	3DT3537	19-73699	Vehicle Theft
39	8/27/2019 11:18AM	HCPD	P. Downey	9BKZ99	18-120396	Sex Offense
40	8/28/2019 9:08PM	HCPD	CH Johnson	9DW2856	19-77564	Robbery Investigation
41	9/3/2019 12:55PM	HCPD	H. Gick	9BKZ99	18-120396	Sex Offense
42	9/5/2019 12:47PM	HCPD	M. Dahlin	CMB1060	19-79136	Burglary Investigation
43	9/7/2019 9:48AM	HCPD	R. DiAngelo	3DR3706	19-80943	Vehicle Theft
44	9/12/19 10:25 AM	HCPD	J. Terry	20804HT	19-80424	Assault
45	9/19/2019 8:50AM	HCPD	D. Sharpe	89796TL	19-79531	Theft Investigation
46	10/2/2019 9:20PM	HCPD	M. Ambrose	2DK0646	19-89447	Robbery Investigation
47	10/3/2019 10:32AM	HCPD	J. Sagel	T997625	19-83086	Robbery Investigation
48	10/4/2019 9:31AM	HCPD	C. Kim	1DT7459	19-90300	Carjacking
49	10/10/2019 11:40PM	HCPD	E. Upton	9DN9745	19-86660	Vehicle Theft
50	10/29/2019 4:56PM	HCPD	P. Ogrady	RISE	19-88577	Burglary Investigation
51	11/1/2019 10:53AM	HCPD	J. Poehlman	VER3724	19-99026	Missing Person
52	11/5/19 11:09 AM	HCPD	J. Bowers	1AZB99	19-99837	Assault
53	11/5/19 5:21 PM	HCPD	E. Upton	AG01086	19-101277	Recovered Stolen Vehicle
54	11/12/19 10:54 AM	HCPD	D. Sharpe	8DS9864	19-99709	Burglary Investigation
55	11/21/2019 12:55PM	HCPD	R. Pugliese	4DS1107	19-105750	Robbery Investigation
56	12/1/2019 11:05AM	HCPD	C. Calcaterra	DLR03154	19-108334	Theft From Vehicle
57	12/3/2019 10:52AM	HCPD	S. Wocochou	1DP9601	19-55754	Robbery Investigation
58	12/16/19 12:00 AM	HCPD	J. Bowers	0482Z1	19-100032	Theft Investigation
59	12/17/2019 4:13PM	HCPD	F. French	8CW5409	19-104276	Burglary
60	12/30/2019 3:27AM	HCPD	L. Allen	02657M7	19-118676	Robbery Investigation
61						



Maryland Transportation Authority

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
Gregory Slater, Acting Chairman

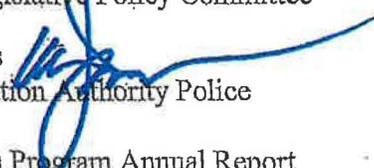
Board Members:

Dontae Carroll	Mario J. Gangemi, P.E.
William H. Cox, Jr.	Cynthia D. Penny-Ardinger
William C. Ensor, III	Jeffrey S. Rosen
W. Lee Gaines, Jr.	John F. von Paris

James F. Ports, Jr., Executive Director

January 17, 2020

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

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

SUBJECT: License Plate Reader (LPR) Program Annual Report

Maryland House Judiciary Committee:
The Honorable Luke H. Clippinger – Chair
House Office Building, Room 101
6 Bladen Street, Annapolis, MD 21401

Maryland Senate Judicial Proceedings Committee:
The Honorable William C. Smith – Chair
Miller Senate Office Building, 2 East Wing
11 Bladen Street, Annapolis, MD 21401

Maryland Legislative Policy Committee:
The Honorable Bill Ferguson – Co-Chair
The Honorable Adrienne A. Jones – Co-Chair
c/o Department of Legislative Services
Legislative Services Building, Room 200B, 90 State Circle, Annapolis, MD 21401

Honorable Chairman and Chairwoman,

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 in 2019.

Currently the MDTAP uses a deployment of LPR technology at locations throughout Maryland. This deployment consists of nine (9) fixed locations and sixteen (16) mobile units. The nine fixed locations have a total of 84 cameras and the sixteen mobile systems have a total of 32 cameras for a total of 116 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.



MDTA Police Headquarters
Colonel Woodrow W. Jones, Chief of Police
4330 Broening Highway • Baltimore, MD 21222
mdta@mdta.maryland.gov • 410.537.7777 • 711 (MD Relay) • mdta.maryland.gov • ezpassrmd.com



In Calendar year 2019, the MDTAP LPR deployments yielded 299,685,973 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 2019 the MDTAP queried the LPR database a total of seventeen (17) times. During that time information was released to Maryland law enforcement agencies on five (5) occasions. Out of the seventeen (17) queries, four (4) were for out of state law enforcement agencies and the MDTAP received no request from federal agencies. During that time no information was released to the out of state agencies.

In 2019 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, 2019 through December
31, 2019

A handwritten signature in blue ink, appearing to read 'James F. Ports', is written over a horizontal line. To the right of the signature, the date '1/30/2020' is written in blue ink.

James F. Ports, Executive Director and Certifying
Official

Date January 30, 2020

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Executive Summary

License Plate Reader Compliance Audit
Period: January 1, 2019 through December 31, 2019

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 Senate 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 Senate 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, 2019 through December 31, 2019. The objective of this audit was to 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 and inspections of documents and records related to the controls over access and use of the LPR systems. We also 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.

Key Statistics

The following information on LPR use and results was provided by the MDTAP Commander Electronic Enforcement Unit.

MDTA 2019 LPR Totals

Reads		Accepted Alarms	Rejected Alarms			
299,685,973		26,666	51,379			
Warrants	Stolen Vehicles	Stolen Plates	Traffic Arrest	Criminal Arrest	Traffic Stops	
277	214	2	32	14	2,699	

Results

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. There were 17 queries to the data base of which 6 queries were for system testing while the remaining 11 queries were related to 5 separate releases of information for documented law enforcement purposes. The audit did not disclose any findings that warrant inclusion in the report.



MONTGOMERY COUNTY DEPARTMENT OF PARKS
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

DATE: February 20, 2020
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:
The Honorable Luke H. Clippinger - Chair
House Office Building, Room 101
6 Bladen Street, Annapolis, MD 21401

Maryland Senate Judicial Proceedings Committee:
The Honorable William C. Smith - Chair
Miller Senate Office Building, 2 East Wing
11 Bladen Street, Annapolis, MD 21401 - 1991

Maryland Legislative Policy Committee:
The Honorable Bill Ferguson- Co-Chair
The Honorable Adrienne A. Jones- Co-Chair
c/o Department of Legislative Services
Legislative Services Building, Room 200B, 90 State Circle, Annapolis, MD 21401

Honorable Chairmen and Chairwoman,

In accordance with § 2-1246 of the State Government Article, the Maryland Coordination and Analysis Center (MCAC) is reporting the following information regarding captured License Plate Reader (LPR) data for 2019:

1. The total number of automatic license plate reader units being operated by M-NCPP:
19 (only 9 were active during 2019)
2. The number of automatic license plate reader readings made by the system:
1,561,999





MONTGOMERY COUNTY DEPARTMENT OF PARKS
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

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

1,561,999 as of 12/31/19.

4. The number of requests made to the agency:

There were no external requests made to the agency. There was a total of 124 queries run based on 18 different cases. These cases are internal cases from our agency, apart from one assist with a Montgomery County Police Department (MCPD) missing person announcement. No information was released externally from our system. These requests involved searching a tag or partial tag to attempt to locate a specific vehicle, or for searching all reads from a specific reader during a specific period to identify a suspect vehicle from a crime reported at that location and time. All queries were validated by reviewing all 18 cases.

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

24 requests resulted in release of information to M-NCPP investigators (internal). No information was released to other agencies during 2019.

6. The number of out of state requests: 0

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:

The 2019 Annual audit completed on February 20, 2020. All queries into the system were reviewed and a summary of the results is attached.

12. 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:

MARYLAND-NATIONAL CAPITAL PARK POLICE, MONTGOMERY COUNTY DIVISION

12751 Layhill Road, Silver Spring, Maryland 20906

Communications: 301-949-3010 Administration: 301-929-2700

www.ParkPolice.org





MONTGOMERY COUNTY DEPARTMENT OF PARKS
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

- a. 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:

Five Maryland-National Capital Park Police employees are currently authorized to query the database.

- b. 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. See attached supporting documentation.

Sincerely,

 #2205
02/24/20

Captain Shibu Philipose
Assistant Chief, Support Branch
Montgomery County Division
Maryland-National Capital Park Police

MARYLAND-NATIONAL CAPITAL PARK POLICE, MONTGOMERY COUNTY DIVISION

12751 Layhill Road, Silver Spring, Maryland 20906

Communications: 301-949-3010 Administration: 301-929-2700

www.ParkPolice.org



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	Department directive 720.1
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: MD-National Capital Park Police		SCOPE OF AUDIT: 2019	
COMPLETED BY: Garrett Brown		DATE COMPLETED: 2/20/20	
REVIEWED BY: Captain Shibu Philipose		DATE REVIEWED: 2/24/20	

	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	19000204	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
2	19001323	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
3	Test, N/A	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
4	19001457	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
5	19001574	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
6	19001457	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
7	Test, N/A	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
8	19001725	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
9	19001936	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
10	19001924	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
11	Test, N/A	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
12	19001924	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
13	19002235	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
14	19001936	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
15	19001725	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
16	19001924	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
17	19002798	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
18	190049277 (MCPD)	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
19	P192930049	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
20	19002993	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
21	19002900	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
22	19003061	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
23	19003075	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate
24	19003265	Yes	Yes	Yes (Internal)	Yes (Internal)	Accurate

Certifying Official: Garrett Brown

Date: 02/20/2019

Signature: _____





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 17, 2020

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

FROM: Ross Buzzuro, Chief of Police

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

Maryland House Judiciary Committee:

Chair-Luke H. Clippinger
House Office Building, Room 101
6 Bladen Street, Annapolis, MD 21401

Maryland Senate Judicial Proceedings Committee:

Chair- William C. Smith
Miller Senate Office Building, 2 East Wing
11 Bladen Street, Annapolis, MD 21401-1991

Maryland Legislative Policy Committee:

Co-Chair Bill Ferguson
Co-Chair Adrienne A. Jones
c/o Department of Legislative Services
Legislative Services Building, Room 200B, 90 State Circle, Annapolis, MD 21401

Honorable Chairmen and Chairwoman,

In accordance with 2-1246 of the State Government Article, the Maryland Coordination & Analysis Center (MCAC) is reporting the following information regarding captured License Plate Reader (LPR) data 2019:

MAYOR
RICHARD W. MEEHAN

CITY COUNCIL

LLOYD MARTIN
President

MARY P. KNIGHT
Secretary

DENNIS W. DARE
ANTHONY J. DELUCA
JOHN F. GEHRIG, JR.
MATTHEW M. JAMES
MARK L. PADDACK

CITY MANAGER
DOUGLAS R. MILLER

CITY CLERK
DIANA L. CHAVIS, CMC

www.oceancitymd.gov

P.O. BOX 158 • OCEAN CITY, MARYLAND • 21843-0158



City Hall - (410) 289-8221 • FAX - (410) 289-8703

2001

1. The total number of automatic license plate reader units being operated by the Ocean City Police Department.
Fixed Sites: 12
Route 50 – 4 Cameras
Route 90 – 2 Cameras
140th Street- 6 Cameras
 2. The number of automatic license plate readings made by the Ocean City Police Department.
Fixed Sites – 14,729,416
 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 to ensure the data is successfully transmitted to the Maryland Coordination and Analysis Center, then deleted.**
 4. The number of requests made to the Ocean City Police Department. **Sixteen (16)**
 5. The number of requests that resulted in a release of information. **Nine (9)**
 6. The number of out of state requests. **One (1)**
 7. The number of federal requests. **Zero (0)**
 8. The number of out of state requests resulting in a release of information. **One (1)**
 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.
No
 11. A list of audits completed by the Ocean City Police Department. **See attached.**
 12. Any law enforcement agency using an automatic license plate reader system shall adopt procedures relating to the operation and use of the system. **The Ocean City Police Department developed and implemented Standard Operating Procedure OPS-012 outlining departmental procedure for operation and use of L.P.R. systems. All authorized users received training in 2019.**
 - i. Which personnel in the law enforcement agency are authorized to query captured plate data gathered by an automatic license plate reader system. **There are only three (3) Ocean City Police Officers authorized to query L.P.R. data.**
-



TOWN OF OCEAN CITY

The White Marlin Capital of the World

- ii. An audit process to ensure that information obtained through the use of an automatic license plate reader system is used for legitimate law enforcement purposes, including audits of requests made by individual law enforcement agencies or an individual law enforcement officer. **See attached request form / audit.**
- iii. Procedures and safeguards to ensure that staff with access to the automatic license plate reader database are adequately screened and trained. **The three (3) authorized personnel are sworn law enforcement Officers. All have background clearance.**

For additional information, please contact the Ocean City Police Department License Plate Reader Administrator DFC Edward Newcomb at 410-723-6610 or at enewcomb@oceancitymd.gov.

MAYOR
RICHARD W. MEEHAN

CITY COUNCIL

LLOYD MARTIN
President

MARY P. KNIGHT
Secretary

DENNIS W. DARE
ANTHONY J. DELUCA
JOHN F. GEHRIG, JR.
MATTHEW M. JAMES
MARK L. PADDACK

CITY MANAGER
DOUGLAS R. MILLER

CITY CLERK
DIANA L. CHAVIS, CMC

Ross Buzzuro
Chief of Police

www.oceancitymd.gov

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City Hall - (410) 289-8221 • FAX - (410) 289-8703

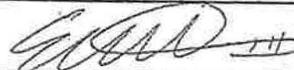
2001

Goal	Question	Answer	Comments
1	Have procedures been adopted related to the operation and use of the LPR System? (Cite policy number)	Yes	Standard Operating Procedure OPS-012
2	Are staff with access to Automatic License Plate Reader database adequately screen and trained in the proper use of the system and all the privacy policies related to 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 curriculum maintained?	Yes	
5	Are the training records reviewed for relevance and effectiveness?	Yes	
6	Does the agency accept law enforcement request for license plate captured data collected by and 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:	DFC Edward Newcomb 8241	Date Completed:	February 17, 2020
Reviewed By:	Lt. Scott Harner 8219	Date Completed:	February 17, 2020

**Ocean City Police Department
2019 LPR Data**

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	18-005	Yes	Yes	Yes	Yes	Unable to locate
2	DSP 719016440	Yes	Yes	Yes	Yes	Accurate
3	1905170130	Yes	Yes	Yes	Yes	Accurate
4	2019-001353	Yes	Yes	Yes	Yes	Unable to locate
5	2019-001399	Yes	Yes	Yes	Yes	Accurate
6	2019-001498	Yes	Yes	Yes	Yes	Accurate
7	2019-001827	Yes	Yes	Yes	Yes	Accurate
8	2019-001941	Yes	Yes	Yes	Yes	Accurate
9	78-19-000568	Yes	Yes	Yes	Yes	Unable to locate
10	2019-001827	Yes	Yes	Yes	Yes	Unable to locate
11	ADMIN Request	Yes	Yes	Yes	Yes	Check hotlist for removed tag 4DLB12 MD
12	19-725598 (His)	Yes	Yes	Yes	Yes	Accurate
13	2019000500	Yes	Yes	Yes	Yes	Unable to locate
14	2019006258	Yes	Yes	Yes	Yes	Accurate
15	1912100072	Yes	Yes	Yes	Yes	Accurate
16	2019003978	Yes	Yes	Yes	Yes	Unable to locate

Certifying Official: DFC Edward Newcomb # 8241

Signature:  # 8241



Date: 02/17/2020



Subject: Automated License Plate Recognition

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- 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



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 of 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. DePina*





PRINCE GEORGE'S COUNTY POLICE DEPARTMENT
ALPR 2019 YEARL AUDIT



January 22, 2020

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

FROM: Lt. J. Swonger #2998, Special Investigation Division

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

Maryland House Judiciary Committee:

The Honorable Luke H. Clippinger - Chair
House Office Building, Room 101
6 Bladen Street, Annapolis, MD 21401

Maryland Senate Judicial Proceedings Committee:

The Honorable William C. Smith - Chair
Miller Senate Office Building, 2 East Wing
11 Bladen Street, Annapolis, MD 21401 - 1991

Maryland Legislative Policy Committee:

The Honorable Bill Ferguson- Co-Chair
The Honorable Adrienne A. Jones- Co-Chair
c/o Department of Legislative Services
Legislative Services Building, Room 200B, 90 State Circle, Annapolis, MD 21401

Honorable Chairmen and Chairwoman,

In accordance with § 2-1246 of the State Government Article, the Maryland Coordination and Analysis Center (MCAC) is reporting the following information regarding captured License Plate Reader (LPR) data for 2019:

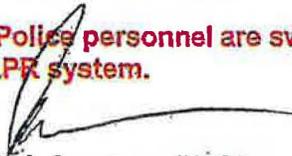
1. The total number of automatic license plate reader units being operated in the county by law enforcement agencies and the number of units submitting data to the center: **98 systems (87 Mobile and 11 Fixed)**
2. The number of automatic license plate reader readings made by a law enforcement agency that maintains an automatic license plate reader database and the number of readings submitted to the center: **47,820,819 readings and were sent to the center.**
3. The number of automatic license plate reader readings being retained on the automatic license plate reader database: **47,820,819**
4. The number of requests made to the PGPD ALPR EOC system: **8**
5. The number of requests that resulted in a release of information: **8**

Audit Questions (Step 1)

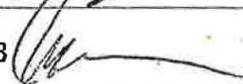
6. The number of out of state requests: **0**
7. The number of federal requests: **0**
8. The number of out of state requests that resulted in a release of information: **0**
9. The number of federal requests that resulted in a release of information: **0**
10. Any data breaches or unauthorized uses of the automatic license plate reader database:
No
11. A list of audits that were completed by the center or a law enforcement agency: **A random selection of at least 1% of all relevant request ($8 * 0.01 = .08$. Minimum required per MCAC Model Audit Policy is 50). All 8 Records were audited.**
12. 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: **Three (3) sworn Prince Georges County Police Officers are 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 Prince Georges County Police implemented MCAC's Model Audit Policy in August 2015. The policy was disseminated to the Prince Georges County Police on October 1, 2015. The audit process is explained above in question #11. See attached supporting documentation.**

Procedures and safeguards are in place to ensure that those with access to the automatic license plate reader database are adequately screened and trained. The Prince Georges County Police procedures and safeguards consist of the following training and standards:

 - a. **Prince Georges County Police License Plate Reader Standard Operating Procedures.**
 - b. **8 Hour License Plate Reader Practicum training approved through the Maryland Police Training and Standards Commission. Trained Through MCAC.**
 - c. **All Prince Georges County Police personnel are sworn officers, officers with training in the use of the ALPR system.**


Lt. J. Swonger #2998
Commander SID/WAVE
Prince Georges County Police

Audit Questions (Step 1)

Goal	Question	Answer	Comments
1	Have procedures been adopted related to the operation and use of the LPR System? (Cite policy number)	Yes	MCAC Model Policy for LPR adopted by PGPD
2	Are staff with access to Automatic License Plate Reader database adequately screen and trained in the proper use of the system and all the privacy policies related to thereto?	Yes	
3	Does the agency maintain training records for each user?	Yes	
4	Is the training curriculum maintained?	Yes	MPTC Certified Operator and Train the Trainer.
5	Are the training records reviewed for relevance and effectiveness?	Yes	Yearly and following training.
6	Does the agency accept law enforcement request for license plate captured data collected by and 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	Using MCAC's Audit Policy
Agency:	Prince Georges County Police	Scope of Audit:	<u>8</u> records from 2019 request
Completed By:	Cpl. John Robeson #2386 	Date Completed:	1/22/2020
Reviewed By:	Lt. J. Swonger #2998 	Date Completed:	1/27/2020

Record	Audit Record Number Elsig Key	Question # 1 Agency Case #	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 source requesting the query?	Question # 5 Has the request been submitted through the requester's agency?	Overall Findings shall be listed as: Accurate, Inaccurate, Unable to locate or Incomplete
Record 1	716cda84-ba1f-40be-960e-b9e1a9304760	19-0074083	Yes	Yes	Yes	Yes	Accurate
Record 2	daebb397-6d30-4417-a80e-8fe58fddb562	19-0067951	Yes	Yes	Yes	Yes	Accurate
Record 3	47ff500f-29ce-4452-9d0b-606a74ca9d06	19-001066	Yes	Yes	Yes	Yes	Accurate
Record 4	56ac8f5d-4e26-4350-9268-d0d73ddc0d24	19-0060664	Yes	Yes	Yes	Yes	Accurate
Record 5	5eaece57-e046-4639-8567-eed6ff20ff01	19-0067123	Yes	Yes	Yes	Yes	Accurate
Record 6	a16e1131-5c00-4d9c-b9e1-24b61dc2fe9d	19-0061118	Yes	Yes	Yes	Yes	Accurate
Record 7	27a2e167-132b-4d9d-ac80-e6a7515eeb7e	19-0064363	Yes	Yes	Yes	Yes	Accurate
Record 8	62ea3c89-7737-48bf-a3b9-2e28df3c8134	19-0062720	Yes	Yes	Yes	Yes	Accurate

Submitting Agency: Prince Georges County Police
 Scope of Audit: January 2019 through December 2019
 Prepared By: Cpl. John Robeson #2385

Reviewing Agency: Prince Georges County Police
 Reviewed By: Lt. J. Swonger #2998
 Date Reviewed: 1/27/2020