



MCAC | MARYLAND COORDINATION AND ANALYSIS CENTER

7125 Ambassador Road, Suite 130 • Baltimore, Maryland 21244

February 22, 2019

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

Maryland Legislative Policy Committee:

The Honorable Thomas V. Mike Miller Jr. - Co-Chair
The Honorable Michael E. Busch - 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 and Analysis Center (MCAC) is reporting the following information regarding captured License Plate Reader (LPR) data for 2018:

- 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 2018, 420 License Plate Reader Systems reported captured data to the MCAC Statewide Network, 339 of the systems were mobile and 81 of were at fixed sites.**
- 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: 14 Law Enforcement Agencies are known to operate their own License Plate Reader storage server. Agencies with their own server are submitting individual audit reports.**

The below chart reflects data received by MCAC from allied agencies in 2018.

Connected Agencies			
Agency	Total	Fixed	Mobile
Anne Arundel County PD	50,907,389	48,014,214	2,893,175
Baltimore County PD	23,886,915	3,460,663	20,426,252
Baltimore City PD*	17,367,521	5,886,595	11,480,926
Charles County Sheriff's Office	2,440,981	N/A	2,440,981
Howard County PD	2,134,862	N/A	2,134,862
Montgomery County PD**	1,145,437	9,756	1,135,681
Maryland State Police (MCAC)	74,899,090	46,418,240	28,480,850
Maryland Transportation Authority	206,900,888	205,766,813	1,134,075
Ocean City PD	15,156,957	15,156,957	N/A
Prince George's County PD	43,085,175	36,163,223	6,921,952
Towson University PD ***	3,676,764	3,676,764	N/A
University of Maryland PD	8,765,641	8,765,641	N/A
Totals	450,367,620	373,318,866	77,048,754
Agencies not reporting to MCAC			
Annapolis City PD	Not Reported to MCAC		
MD National Capital Park Police	Not Reported to MCAC		

* Established their own server in 2018, reported data is agency total from the entire period.

**Reconnected to MCAC during the reporting period.

***Towson University's Mobile unit is connected directly to MCAC server.

3. The number of automatic license plate reader readings being retained on the automatic license plate reader database: **450,367,620**
4. The number of requests made to the MCAC: **3,476**
5. The number of requests that resulted in a release of information: **2,179**
6. The number of out of state requests: **294**
7. The number of federal requests: **589**
8. The number of out of state requests that resulted in a release of information: **155**
9. The number of federal requests that resulted in a release of information: **409**
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 queries (8,964 * 0.01 = 101 minimum records to audit) was conducted. At least 9 records from each month were randomly selected (123 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-one (31) 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.**

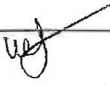


David Engel
Director

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/No	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/No	Clearances/ Employment Screening and Onboarding Process
3	Does the agency maintain training records for each user?	Yes/No	Paper records for MSP Users
4	Is the training curriculum maintained?	Yes/No	MPTSC Certified Operator and Train the Trainer. LPR Operator expires 9/19 and LPR Train the Trainer 6/21.
5	Are the training records reviewed for relevance and effectiveness?	Yes/No	Yearly and following training.
6	Does the agency accept law enforcement request for license plate captured data collected by and LPR system?	Yes/No	RFS Process
7	If historical data is accessed, does the agency have an audit trail?	Yes/No	
8	Is the audit trail maintained for at least 3 years?	Yes/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?	Yes/No	
Agency:	Maryland Coordination and Analysis Center	Scope of Audit:	123 records from 2018 queries
Completed By:	D/Sgt Keith Johnson # 5231 	Date Completed:	2/4/2019
Reviewed By:	Captain Ron Smith, Montgomery County Police Department	Date Completed:	2/21/2019





Maryland Coordination and Analysis Center



Record	Audit Record Number	Question # 1 Is Agency Case # Reported/Recorded	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
Record 1	f6853f64-a3a3-4596-b620-7d307eae0ba	Yes	Yes	Yes	Yes	Yes	Accurate
Record 2	6a66498c-d5d0-a33445e-b9fa365cae	Yes	Yes	Yes	Yes	Yes	Accurate
Record 3	71ae904c-ff1d-43e1-985f-9c4855f61881	Yes	Yes	Yes	Yes	Yes	Accurate
Record 4	c1506127-8726-4ef7-b8d3-1df6adcbad14	Yes	Yes	Yes	Yes	Yes	Accurate
Record 5	922dfe4d-0d52-4bb8-a74d-90f81db8e7bb	Yes	Yes	Yes	Yes	Yes	Accurate
Record 6	1d1bba16-cdf1-4cc9-96f9-81b9c31265b9	Yes	Yes	Yes	Yes	Yes	Accurate
Record 7	f7b5e744-85a4-4745-bd04-361664e7ff41	Yes	Yes	Yes	Yes	Yes	Accurate
Record 8	7a92bb93-447a-48a4-a3cd-d533a087181	Yes	Yes	Yes	Yes	Yes	Accurate
Record 9	dc6fe1e1-4a0f-4ef8-9395-17f080cbad3b	Yes	Yes	Yes	Yes	Yes	Accurate
Record 10	cb2fb27e-c5c1-461c-9b6a-692dc70691sb	Yes	Yes	Yes	Yes	Yes	Accurate
Record 11	1804d5a8-1d8e-4c27-99d1-a3ece8c4400d	Yes	Yes	Yes	Yes	Yes	Accurate
Record 12	3a155a19-43fc-426a-8866-64d0c9ca1fda	Yes	Yes	Yes	Yes	Yes	Accurate
Record 13	694427a9-ea97-4ada-83e7-c6831a374576	Yes	Yes	Yes	Yes	Yes	Accurate
Record 14	9b062a11-daf5-40d6-833a-697ea059bfc6	Yes	Yes	Yes	Yes	Yes	Accurate
Record 15	8e751f91-f925-4a6e-b42e-30bee3d1fe0b	Yes	Yes	Yes	Yes	Yes	Accurate
Record 16	0de7bc7b-744d-4233-aa07-423641239c05	Yes	Yes	Yes	Yes	Yes	Accurate
Record 17	230a3436-fec4-47c4-b930-2a84361129b1d	Yes	Yes	Yes	Yes	Yes	Accurate
Record 18	4dd72864-4c33-4272-bf92-237449dfc0a4	Yes	Yes	Yes	Yes	Yes	Accurate
Record 19	5c17e2ed-1bd0-468d-93df-f56683df727a	Yes	Yes	Yes	Yes	Yes	Accurate

Initial RBS 1



Maryland Coordination and Analysis Center



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Record 20	6ce5c7a0-4dc1-4dd0-b80e-e90aaffdfc6e	Yes	Yes	Yes	Yes	Yes	Accurate
Record 21	f86c4ac7-daf2-471a-bd15-be22bd2a5da7	Yes	Yes	Yes	Yes	Yes	Accurate
Record 22	3af8372c-1b56-4650-876c-981bd6151722	Yes	Yes	Yes	Yes	Yes	Accurate
Record 23	08b676ed-b0ba-4525-b37a-ef2386e78458	Yes	Yes	Yes	Yes	Yes	Accurate
Record 24	861c8b63-e945-40d8-9443-37343d1ac4d1	Yes	Yes	Yes	Yes	Yes	Accurate
Record 25	b8585dde-1a27-43d2-94d5-020072cf97e3	Yes	Yes	Yes	Yes	Yes	Accurate
Record 26	619db1c0-6480-45ba-ba92-02b229910348	Yes	Yes	Yes	Yes	Yes	Accurate
Record 27	27a36782-f94c-409c-8a62-fb1f9f71ee8b	Yes	Yes	Yes	Yes	Yes	Accurate
Record 28	ca100c26-324c-4149-a141-4df13bad735c	Yes	Yes	Yes	Yes	Yes	Accurate
Record 29	948aa565-179b-4da0-8957-de1fb571921b	Yes	Yes	Yes	Yes	Yes	Accurate
Record 30	bff428eb-a3f1-40a8-9dab-44018f6be730	Yes	Yes	Yes	Yes	Yes	Accurate
Record 31	fa7d56de-ba92-a1c9-1832ae1a9091	Yes	Yes	Yes	Yes	Yes	Accurate
Record 32	c7376f41-f6b4-40e3-b4ba-e583486b9693	Yes	Yes	Yes	Yes	Yes	Accurate
Record 33	2bc977d7-6868-4763-a305-bbaac2aa1bb	Yes	Yes	Yes	Yes	Yes	Accurate
Record 34	7a9137be-9615-4f1c-bec2-8e33782715f6	Yes	Yes	Yes	Yes	Yes	Accurate
Record 35	ef3b39ae-edfc-4d80-ad78-aa99096cb978	Yes	Yes	Yes	Yes	Yes	Accurate
Record 36	3f1c914e-f822-4060-b9f5-a9c37bd64d3c	Yes	Yes	Yes	Yes	Yes	Accurate
Record 37	85347495-e7ee-4757-b20c-0af86cd232d5	Yes	Yes	Yes	Yes	Yes	Accurate
Record 38	c0d3532c-e442-44fc-101a-c3667b5fd141	Yes	Yes	Yes	Yes	Yes	Accurate



Maryland Coordination and Analysis Center



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Record 39	c480ac87-5734-43df-b2fd-845279976ec6	Yes	Yes	Yes	Yes	Yes	Accurate
Record 40	03f1f36a-f32e-4547-bb81-c050ca37d6a7	Yes	Yes	Yes	Yes	Yes	Accurate
Record 41	9d0ea9c0-bd31-494e-9383-120f9454819d	Yes	Yes	Yes	Yes	Yes	Accurate
Record 42	c4571ec7-5ae7-49fa-a366-c18ba18e5e15	Yes	Yes	Yes	Yes	Yes	Accurate
Record 43	223f5391-54f2-4328-98ca-921a3ee42e14	Yes	Yes	Yes	Yes	Yes	Accurate
Record 44	0dd09aaf-d61a-4eae-a8ad-7cde71d3a7f9	Yes	Yes	Yes	Yes	Yes	Accurate
Record 45	646e20c8-6b6b-4137-bb7-d0ede6334316	Yes	Yes	Yes	Yes	Yes	Accurate
Record 46	5f178322-f3fb-4786-ad6f-5d300130f8de	Yes	Yes	Yes	Yes	Yes	Accurate
Record 47	f29ce2c7-6ae2-444b-b2cf-5fffd16b721ba	Yes	Yes	Yes	Yes	Yes	Accurate
Record 48	ea477612-bdb8-4f68-a9c9-de76ee87c03e	Yes	Yes	Yes	Yes	Yes	Accurate
Record 49	2c427679-51bb-4b2c-8154-ceb8385ed838	Yes	Yes	Yes	Yes	Yes	Accurate
Record 50	67ac0b57-ce5b-4acd-b49c-37c2b247c9ab	Yes	Yes	Yes	Yes	Yes	Accurate
Record 51	9515e871-5980-4371-874c-40ec4bc5632a	Yes	Yes	Yes	Yes	Yes	Accurate
Record 52	988c89f4-00a5-4802-b89e-9ef60b5bb9a5	Yes	Yes	Yes	Yes	Yes	Accurate
Record 53	7f0ce928-9e48-452f-ad1e-97464dde101b	Yes	Yes	Yes	Yes	Yes	Accurate
Record 54	f3246486-42e0-4e3c-b917-ae20b0ab56a3	Yes	Yes	Yes	Yes	Yes	Accurate
Record 55	294f8d5a-0c81-4427-9a34-2083c15d83ed	Yes	Yes	Yes	Yes	Yes	Accurate
Record 56	b2f358cf-bf10-45bd-86ce-8eb2aa0ef74c	Yes	Yes	Yes	Yes	Yes	Accurate
Record 57	4518112f-5f36-40ce-ae0c-bd42f1480859	Yes	Yes	Yes	Yes	Yes	Accurate



Maryland Coordination and Analysis Center



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Record 58	023338cd-493d-403f-b23f-3aab50a37a80	Yes	Yes	Yes	Yes	Yes	Accurate
Record 59	17d1d727-6934-417d-b3bc-41d5c39dd34f	Yes	Yes	Yes	Yes	Yes	Accurate
Record 60	16d0812a-dd04-43bf-8330-5b468c0375f	Yes	Yes	Yes	Yes	Yes	Accurate
Record 61	9d8139ba-f65d-4b38-85da-71ce8dfc60f8	Yes	Yes	Yes	Yes	Yes	Accurate
Record 62	98f7774-4692-45bb-afd0-43c66e00abda	Yes	Yes	Yes	Yes	Yes	Accurate
Record 63	12fe1c13-73e8-460b-b6a2-020b68fcd844	Yes	Yes	Yes	Yes	Yes	Accurate
Record 64	f1232ab2-73d1-489f-837c-14f98eac0e30	Yes	Yes	Yes	Yes	Yes	Accurate
Record 65	bd4f4f30-eda6-47ca-9e46-b84bb0eab591	Yes	Yes	Yes	Yes	Yes	Accurate
Record 66	28066ccb-2c4b-4370-af4d-c43b1a5de6bb	Yes	Yes	Yes	Yes	Yes	Accurate
Record 67	1512d6a9-90a9-4c38-876b-5f28b45a7744	Yes	Yes	Yes	Yes	Yes	Accurate
Record 68	9ef5f64b-b394-4fce-bdbf-1f6072b18dc0	Yes	Yes	Yes	Yes	Yes	Accurate
Record 69	1069b198-352e-4726-83f2-2092bd3f8536	Yes	Yes	Yes	Yes	Yes	Accurate
Record 70	8ad47fe2-ca18-43fd-95ce-6406e4ddf909	Yes	Yes	Yes	Yes	Yes	Accurate
Record 71	fda49816-1c8f-4455-baa7-300a1dda9417	Yes	Yes	Yes	Yes	Yes	Accurate
Record 72	04c99a05-a5bc-484c-97cd-2c091984ac4b	Yes	Yes	Yes	Yes	Yes	Accurate
Record 73	736ead47-6f62-4881-b4cd-f5bc479a0b6b	Yes	Yes	Yes	Yes	Yes	Accurate
Record 74	b23cb5a9-a80a-4678-9d5e-308c57be4b40	Yes	Yes	Yes	Yes	Yes	Accurate
Record 75	4aa3b1a8-4248-4ebd-bdfa-f2024b5fc60a	Yes	Yes	Yes	Yes	Yes	Accurate
Record 76	af94313-08df-4472-8a2f-3970b70b285f	Yes	Yes	Yes	Yes	Yes	Accurate



Maryland Coordination and Analysis Center



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Record 77	8680c340-d5ab-4617-8c29-1aa47630f760	Yes	Yes	Yes	Yes	Yes	Accurate
Record 78	69547e5f-94c9-4501-ac77-46d3acac6c75	Yes	Yes	Yes	Yes	Yes	Accurate
Record 79	dfa73932-02f4-41e5-9620-508e58ad56d9	Yes	Yes	Yes	Yes	Yes	Accurate
Record 80	df2bfbfb-d2fb-4075-aece-db68d48ff036	Yes	Yes	Yes	Yes	Yes	Accurate
Record 81	6c3913b1-9247-417d-918d-5fcfaa07a151	Yes	Yes	Yes	Yes	Yes	Accurate
Record 82	b5b8892f-9a31-42ec-a087-333504f64db0	Yes	Yes	Yes	Yes	Yes	Accurate
Record 83	1b715965-08cc-42ca-a5b4-46a714974312	Yes	Yes	Yes	Yes	Yes	Accurate
Record 84	168053ce-14e0-4a94-b0e2-f24784527fe8	Yes	Yes	Yes	Yes	Yes	Accurate
Record 85	ea74d138-9518-4eaa-b1b4-6821b4d473d2	Yes	Yes	Yes	Yes	Yes	Accurate
Record 86	35736918-b1d2-4fe0-bd89-deac3756aa2c	Yes	Yes	Yes	Yes	Yes	Accurate
Record 87	4b8287ec-1147-42ab-b572-648b0341ff64	Yes	Yes	Yes	Yes	Yes	Accurate
Record 88	d87fc62c-24d0-42e4-901e-d399e3fe5160	Yes	Yes	Yes	Yes	Yes	Accurate
Record 89	838599fb-a67f-4065-9f98-f76be6046463	Yes	Yes	Yes	Yes	Yes	Accurate
Record 90	91fc3b88-3c38-4309-9b59-0386b7e63462	Yes	Yes	Yes	Yes	Yes	Accurate
Record 91	362b0dd2-9ac5-47f0-b8b1-f77c5af925e5	Yes	Yes	Yes	Yes	Yes	Accurate
Record 92	d527a75a-0204-4a76-84e8-f2afd5da5343	Yes	Yes	Yes	Yes	Yes	Accurate
Record 93	8f70cfdb-2083-47a9-ac1c-7d18258ba6fc	Yes	Yes	Yes	Yes	Yes	Accurate
Record 94	cc3764bd-60c6-42f2-92f1-0467685af895	Yes	Yes	Yes	Yes	Yes	Accurate
Record 95	a9f58238-3025-48ca-a67a-605fb5a6c80f	Yes	Yes	Yes	Yes	Yes	Accurate

Initial *RGS*



Maryland Coordination and Analysis Center



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Record 96	cf8b1d23-fa7e-4c28-8a3f-a12278a6db27	Yes	Yes	Yes	Yes	Yes	Accurate
Record 97	be752f25-bc7b-4dbe-9c81-2a25db3db6a4	Yes	Yes	Yes	Yes	Yes	Accurate
Record 98	18af9180-39cf-4b03-9a5f-eefc32b1fd65	Yes	Yes	Yes	Yes	Yes	Accurate
Record-99	16edb1c8-71df-4d6c-a077-43b4d1633087	Yes	Yes	Yes	Yes	Yes	Accurate
Record-100	044c135a-588a-4974-9903-c70ea878ec72	Yes	Yes	Yes	Yes	Yes	Accurate
Record 101	350391b6-1cea-4c6e-9c1d-cfd80717e986	Yes	Yes	Yes	Yes	Yes	Accurate
Record 102	0e70fa97-6b7a-4e06-9cc9-1b72d3ec06d5	Yes	Yes	Yes	Yes	Yes	Accurate
Record 103	98b40fe5-21fc-4974-be0f-353c6574d69c	Yes	Yes	Yes	Yes	Yes	Accurate
Record 104	7f3105b1-8cd6-4524-9c9d-2821f7dc38f2	Yes	Yes	Yes	Yes	Yes	Accurate
Record 105	17bbf4d9-f126-4076-9961-eaace6f84bc5	Yes	Yes	Yes	Yes	Yes	Accurate
Record 106	b3acaa69-7398-49c6-9612-c2216db37a27	Yes	Yes	Yes	Yes	Yes	Accurate
Record 107	b64406df-cbc2-4fd0-ab32-7e427159c586	Yes	Yes	Yes	Yes	Yes	Accurate
Record 108	74fb52e2-f396-40ba-8a7d-e7466a82c9b4	Yes	Yes	Yes	Yes	Yes	Accurate
Record 109	69235892-25a9-42b9-88a1-fc0f9ee58f1f	Yes	Yes	Yes	Yes	Yes	Accurate
Record 110	1d89ba05-e083-4912-a71c-b7efd39890a4	Yes	Yes	Yes	Yes	Yes	Accurate
Record 111	91935edc-191a-4d59-bd72-a24bc18e43da	Yes	Yes	Yes	Yes	Yes	Accurate
Record 112	6a465f83-2f1f-43ff-9a85-708cbff06cfe	Yes	Yes	Yes	Yes	Yes	Accurate
Record 113	ddfeefd8-7196-4f7b-963b-b92fd8a4061b	Yes	Yes	Yes	Yes	Yes	Accurate
Record 114	189cd49b-7471-4ada-9e43-235ec0a16543	Yes	Yes	Yes	Yes	Yes	Accurate

Initial *RES*



Maryland Coordination and Analysis Center



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Record 115	d742f82d-2eca-4950-9602-5cf6e84e248d	Yes	Yes	Yes	Yes	Yes	Accurate
Record 116	04d80585-68a9-4475-8c7a-e61ec96d44c0	Yes	Yes	Yes	Yes	Yes	Accurate
Record 117	dced76b6-dc9a-490c-abf9-fb84b2fd6a0d	Yes	Yes	Yes	Yes	Yes	Accurate
Record 118	9e7e83f4-3c9a-40be-9aaf-2594b03987b4	Yes	Yes	Yes	Yes	Yes	Accurate
Record 119	14abf8fd-873d-4696-8195-6bbd7ac305ea	Yes	Yes	Yes	Yes	Yes	Accurate
Record 120	42e2ee1c-4327-4a11-bb33-fb7c29da5355	Yes	Yes	Yes	Yes	Yes	Accurate
Record 121	b998fcd6-2126-4c96-a061-d2874cd764e0	Yes	Yes	Yes	Yes	Yes	Accurate
Record 122	d2fc9a77-3eff-4b01-a02b-989898ed171e	Yes	Yes	Yes	Yes	Yes	Accurate
Record 123	d5b4d466-4e68-4aea-8161-b7111b089d40	Yes	Yes	Yes	Yes	Yes	Accurate

Reviewed By: Capt. Ronald A. Smith
 Agency: Montgomery County Police Department
 Date: 02/21/19


CALVIN BALL
County Executive



LISA D. MYERS
Chief of Police

HOWARD COUNTY DEPARTMENT OF POLICE

3410 Court House Drive, Ellicott City, Maryland 21043

DATE: February 1, 2019
TO: Maryland Legislative Policy Committee
FROM: Chief Lisa D. Myers - Howard County Department of Police 
SUBJECT: License Plate Reader Program Report Per Public Safety Article 3-509, MSAR 10139

Maryland Legislative Policy Committee:

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

Co-Chair – The Honorable Michael E. Busch

c/o Sarah Albert - Department of Legislative Services

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

REF: 2-1246, Howard County Police Department License Plate Reader data 2018

Honorable Chairmen,

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

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

In 2018, 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 2018, the Howard County Police Department had 2,113,762 readings. HCPD began electronically sending its reads to MCAC in the Spring of 2016. HCPD staff will continue to maintain this partnership with MCAC.



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 2018, the Howard County Police Department had 2,113,762 readings. HCPD maintains tag read data for a period of one year. After one year, it is purged unless it is determined to have evidentiary value in a criminal investigation, necessary for the prosecution of a criminal case or a security matter.

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

There were 1,916 queries of the Howard County LPR reads in 2018. This LPR data is accessible to officers and detectives of the Howard County Police Department who are trained in the use of the LPR camera systems and the EOC (Enterprise Operations Center), which is the camera system/LPR data interface program. The LPR data is only to be accessed and searched for a legitimate law enforcement purpose. Officers who wish to operate one of the LPR vehicles or have access to the Howard County Police LPR data for investigative purposes, receive a two-hour block of instruction on the policies governing the access, use and dissemination of LPR data and in the EOC, so that they may use the information quickly to solve crimes.

5. The number of out of state requests.

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

6. The number of federal requests.

HCPD had no requests from federal agencies.

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

There were no requests from out of state agencies.

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

There were no requests from federal agencies.



CALVIN BALL
County Executive



LISA D. MYERS
Chief of Police

HOWARD COUNTY DEPARTMENT OF POLICE

3410 Court House Drive, Ellicott City, Maryland 21043

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-one of the 1,916 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.



CALVIN BALL
County Executive



LISA D. MYERS
Chief of Police

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

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

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

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

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

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

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

HCPD has a training curriculum which consists of the following:

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

Sincerely,


Lisa D. Myers
Chief of Police



Audit Questions (Step 1)

Goal	Question	Answer	Comments
1	Have procedures been adopted relating to the operation and use of the LPR system? [Cite policy number	YES	Howard County Police Special Order 2011-03 License Plate Recognition Program
2	Are staff with access to the Automatic License Plate Reader database adequately screened and trained in the proper use of the system and all privacy policies relating thereto?	YES	
3	Does the agency maintain training records for each user?	YES	
4	Is the training curricula maintained?	YES	
5	Are training records annually reviewed for relevancy and effectiveness?	YES	
6	Does the agency accept law enforcement requests for license plate data collected by an LPR system?	YES	
7	If historical data is accessed, does the agency have an audit trail?	YES	
8	Is the audit trail maintained for at least 3 years?	YES	
9	Have audit procedures been adopted to ensure that information obtained through the use of an LPR system is used only for legitimate law enforcement purposes?	YES	
AGENCY: Howard County Police Dept.		SCOPE OF AUDIT: January 2018 – December 2018	
COMPLETED BY: Cpl. Andrew Kalocai		DATE COMPLETED: February 1, 2019	
REVIEWED BY:		DATE REVIEWED:	



Howard County Police Department 2018 LPR Audit Log

Record #	Date Req.	Req. Agency	Requestor	Control #	Reason	Auditor	Audit Date
1	1/2/2018 3:14PM	HCPD	R. Pugliese	17-125292	Vehicle Theft	A. Kalocai	6/21/2018
2	1/3/2018 9:04AM	HCPD	W. Weaver	17-114730	Burglary Investigation	A. Kalocai	6/21/2018
3	1/8/2018 5:42PM	HCPD	C. Kim	17-62540	Robbery Investigation	A. Kalocai	6/21/2018
4	1/14/2018 3:57AM	HCPD	W.P. Smith	18-4308	DUI	A. Kalocai	6/21/2018
5	1/22/2018 1:51PM	HCPD	W. Hurtt	18-6135	Burglary Investigation	A. Kalocai	6/21/2018
6	2/2/2018 5:30AM	HCPD	B. Lesniewicz	18-10123	Assault	A. Kalocai	6/21/2018
7	2/8/2018 9:18PM	HCPD	R. DiAngelo	18-12049	Vehicle Theft	A. Kalocai	6/21/2018
8	2/13/2018 9:09AM	HCPD	Z. Perchinski	17-2253	Burglary Investigation	A. Kalocai	6/21/2018
9	2/19/2018 8:25AM	HCPD	N. Guilfoyle	18-8159	Robbery Investigation	A. Kalocai	6/21/2018
10	2/23/2018 4:05AM	HCPD	R. DiAngelo	18-16496	Burglary Investigation	A. Kalocai	6/21/2018
11	3/1/18 12:00 AM	HCPD	R. Pugliese	18-2711	Vehicle Theft	A. Kalocai	6/21/2018
12	3/4/2018 4:33PM	HCPD	M. Dahlin	18-13625	Vehicle Theft	A. Kalocai	6/21/2018
13	3/6/2018 9:05AM	HCPD	J. Bowers	18-16618	Theft From Auto	A. Kalocai	6/21/2018
14	3/15/2018 9:43AM	HCPD	C. Kim	17-86083	Robbery Investigation	A. Kalocai	6/21/2018
15	3/31/2018 7:09PM	HCPD	R. DiAngelo	18-28598	Vehicle Theft	A. Kalocai	6/21/2018
16	4/3/2018 4:00PM	HCPD	C. Kim	18-21049	Theft	A. Kalocai	8/16/2018
17	4/10/2018 1:12PM	HCPD	C. Weir	18-31924	Property Damage Collision	A. Kalocai	8/16/2018
18	4/10/2018 3:54PM	HCPD	D. Chesno	18-31933	Burglary Investigation	A. Kalocai	8/16/2018
19	4/12/2018 9:13PM	HCPD	B. Lesniewicz	17-79737	Missing Person	A. Kalocai	8/16/2018
20	4/14/2018 5:36PM	HCPD	H. Garrison	18-33437	Property Damage Collision	A. Kalocai	8/16/2018
21	5/4/2018 8:40AM	HCPD	W. Hurtt	18-32183	Theft From Auto	A. Kalocai	8/16/2018
22	5/4/2018 11:20AM	HCPD	J. Abrashoff	18-40128	Police Assist	A. Kalocai	8/16/2018
23	5/24/2018 4:33PM	HCPD	J. Berry	18-44875	Robbery Investigation	A. Kalocai	8/16/2018
24	5/25/2018 4:22PM	HCPD	R. Pugliese	18-31893	Vehicle Theft	A. Kalocai	8/16/2018
25	5/30/2018 4:22PM	HCPD	K. Drummond	18-31491	Robbery Investigation	A. Kalocai	8/16/2018
26	6/2/2018 9:31PM	HCPD	G. Kershner	18-49931	Property Damage Collision	A. Kalocai	8/16/2018
27	6/4/2018 11:31AM	HCPD	C. Kim	18-50326	Robbery Investigation	A. Kalocai	8/16/2018
28	6/6/2018 9:11AM	HCPD	S. Woctchou	18-48968	Robbery Investigation	A. Kalocai	8/16/2018

29	6/12/2018 12:50AM	HCPD	E. Upton	18-53015	Destruction of Property	A. Kalocai	8/16/2018
30	6/13/2018 4:12AM	HCPD	S. Magee	18-53427	Missing Person	A. Kalocai	8/16/2018
31	7/2/2018 1:12PM	HCPD	J. Byer	18-59707	Vehicle Fire	A. Kalocai	8/16/2018
32	7/9/2018 4:20PM	HCPD	C. Kim	18-47641	Assault	A. Kalocai	8/16/2018
33	7/16/2018 1:47PM	HCPD	A. Schlossnagle	18-65101	Suspicious Vehicle	A. Kalocai	8/16/2018
34	7/17/2018 3:03PM	HCPD	C. Kim	18-64638	Robbery Investigation	A. Kalocai	8/16/2018
35	7/29/18 12:00 AM	HCPD	J. Poehlman	18-68960	Theft Investigation	A. Kalocai	8/16/2018
36	8/7/18 2:03 PM	HCPD	W. Hurtt	18-71566	Robbery Investigation	A. Kalocai	1/10/2019
37	8/7/18 5:33 PM	HCPD	C. Calcaterra	18-72203	Vehicle Theft	A. Kalocai	1/10/2019
38	8/13/18 9:13 AM	HCPD	C. Kim	18-73856	Robbery Investigation	A. Kalocai	1/10/2019
39	8/14/18 12:00 AM	HCPD	J. Berry	18-71566	Robbery Investigation	A. Kalocai	1/10/2019
40	8/27/18 12:00 AM	HCPD	J. Campbell	18-59699	Robbery Investigation	A. Kalocai	1/10/2019
41	9/4/18 12:00 AM	HCPD	S. Heaster	17-6233	Arson Investigation	A. Kalocai	1/15/2019
42	9/5/18 11:55 AM	HCPD	C. Weir	18-81293	Vehicle Theft	A. Kalocai	1/15/2019
43	9/12/18 4:28 PM	HCPD	M. Dahlin	18-83599	Vehicle Theft	A. Kalocai	1/15/2019
44	9/18/18 1:23 PM	HCPD	D. Ramsdell	18-84415	Robbery Investigation	A. Kalocai	1/15/2019
45	9/21/18 1:57 PM	HCPD	M. Ambrose	18-84415	Robbery Investigation	A. Kalocai	1/15/2019
46	10/2/18 2:56 PM	HCPD	J. Sagel	18-84415	Robbery Investigation	A. Kalocai	1/15/2019
47	10/3/18 1:30 AM	HCPD	C. Kim	18-90832	Extreme Risk Protective Order	A. Kalocai	1/16/2019
48	10/8/18 1:13 PM	HCPD	C. Kim	18-92297	Arson Investigation	A. Kalocai	1/16/2019
49	10/15/18 2:51 PM	HCPD	D. Kreller	18-87916	CDS Violation	A. Kalocai	1/16/2019
50	10/23/18 9:42 AM	HCPD	MASHiplett	18-89515	Theft From Auto	A. Kalocai	1/16/2018
51	10/28/18 6:06 PM	HCPD	C. Weir	18-99797	Theft Investigation	A. Kalocai	1/16/2019
52	11/1/18 3:44 PM	HCPD	W. Hurtt	18-99052	Suspicious Circumstances	A. Kalocai	1/16/2019
53	11/5/18 12:51 PM	HCPD	A. Schlossnagle	18-102434	Vehicle Theft	A. Kalocai	1/16/2019
54	11/14/18 9:42 AM	HCPD	S. Heaster	18-104582	Traffic Violation	A. Kalocai	1/16/2019
55	11/20/18 2:13 PM	HCPD	M. Dahlin	18-107184	Recovered Stolen Vehicle	A. Kalocai	1/16/2019
56	11/27/18 3:22 PM	HCPD	J. Byer	18-89829	Arson Investigation	A. Kalocai	1/17/2019
57	12/11/18 12:39 PM	HCPD	J. Byer	18-100950	Police Assist	A. Kalocai	1/17/2018
58	12/13/18 11:26 AM	HCPD	B. Lesniewicz	17-79737	Missing Person	A. Kalocai	1/17/2019
59	12/17/18 10:26 AM	HCPD	C. Kim	18-116072	Robbery Investigation	A. Kalocai	1/17/2019
60	12/19/18 5:00 PM	HCPD	J. Campbell	18-107482	Robbery Investigation	A. Kalocai	1/17/2019
61	12/31/18 8:43 AM	HCPD	M. Dahlin	18-107840	Indecent Exposure	A. Kalocai	1/17/2019

POLICE DEPARTMENT



199 Taylor Avenue
Annapolis, Maryland 21401

DATE: February 15, 2019

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

FROM: Chief Scott Baker- Annapolis Police Department

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

Maryland House Judiciary Committee:

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

Maryland Senate Judicial Proceedings Committee:

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

Maryland Legislative Policy Committee:

Co-Chair – The Honorable Thomas V. Mike Miller Jr.
Co-Chair – The Honorable Michael E. Busch
c/o Department of Legislative Services
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 2018:



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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 (8) LPR units. Five fixed units and three mobile units.

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

The Annapolis Police Department had a total of 3,738,063 LPR reads with 3,210,119 from fixed units and 527,944 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 15 February 2019: **4,580.587**

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

- a. For the 2018 calendar year the Annapolis Police queried the ELSAG system a total of **314** times.
 - i. Number of request that resulted in release of information: **314**
 - ii. Number of out-of-state request: **1**
 - iii. Number of federal request: **1**
 - iv. Number of out-of-state request resulting in information release: **1**
 - 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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POLICE DEPARTMENT



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 from the calendar year 2018 of the LPR database maintained by the Annapolis Police Department.
 - b. A total of 314 queries were conducted by Annapolis Police Department personnel in calendar year 2018
 - 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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POLICE DEPARTMENT



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)
1	2018-0580	2/28/18 1004	Yes	Yes	Yes	Accurate		
2	2018-0716	3/9/18 1842	Yes	Yes	Yes	Accurate		
3	2018-0191	3/16/18 1229	Yes	Yes	Yes	Accurate		
4	2018-0986	3/19/18 1232	Yes	Yes	Yes	Accurate		
5	2018-0814	3/21/18 1513	Yes	Yes	Yes	Accurate		
6	2018-0870	3/27/18 1542	Yes	Yes	Yes	Accurate		
7	2018-0870	3/28/18 1226	Yes	Yes	Yes	Accurate		
8	2018-1206	4/2/18 0909	Yes	Yes	Yes	Accurate		
9	TFA Suspect	4/9/18 0653	Yes	Yes	Yes	Accurate		
10	2018-1291	4/9/18 1145	Yes	Yes	Yes	Accurate		
11	2018-1291	4/11/18 0847	Yes	Yes	Yes	Accurate		
12	2017-5253	4/12/18 1019	Yes	Yes	Yes	Accurate		
13	AA County 2018-713013	4/12/18 1326	Yes	Yes	Yes	Accurate		
14	2018-1604	4/30/18 1339	Yes	Yes	Yes	Accurate		
15	2018-1620	4/30/18 2214	Yes	Yes	Yes	Accurate		
16	2018-1620	5/1/18 0718	Yes	Yes	Yes	Accurate		
17	2018-1623	5/1/18 1230	Yes	Yes	Yes	Accurate		
18	2018-1620	5/4/18 1917	Yes	Yes	Yes	Accurate		
19	2018-1754	5/10/18 1339	Yes	Yes	Yes	Accurate		



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POLICE DEPARTMENT



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)
20	2018-1694	5/11/18 1552	Yes	Yes	Yes	Accurate		
21	2017-2293	6/7/18 1028	Yes	Yes	Yes	Accurate		
22	2018-2005	6/13/18 0918	Yes	Yes	Yes	Accurate		
23	2018-2224	6/13/18 1003	Yes	Yes	Yes	Accurate		
24	2019-16007	6/19/18 2240	Yes	Yes	Yes	Accurate		
25	2018-2465	6/26/18 0838	Yes	Yes	Yes	Accurate		
26	2018-2740	7/12/18 0939	Yes	Yes	Yes	Accurate		
27	2018-2845	7/14/18 2105	Yes	Yes	Yes	Accurate		
28	2018-2595	7/17/18 1750	Yes	Yes	Yes	Accurate		
29	2018-2849	7/30/18 1057	Yes	Yes	Yes	Accurate		
30	2018-2913	8/2/18 1413	Yes	Yes	Yes	Accurate		
31	2018-3245	8/9/18 1032	Yes	Yes	Yes	Accurate		
32	2018-3282	8/15/18 0940	Yes	Yes	Yes	Accurate		
33	2018-3419	8/17/18 0934	Yes	Yes	Yes	Accurate		
34	2018-3530	8/24/18 2316	Yes	Yes	Yes	Accurate		
35	2018-3597	8/28/18 0806	Yes	Yes	Yes	Accurate		
36	2018-3709	9/8/18 2225	Yes	Yes	Yes	Accurate		
37	2018-3800	9/10/18 0952	Yes	Yes	Yes	Accurate		
38	2018-2940	9/10/18 1114	Yes	Yes	Yes	Accurate		



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POLICE DEPARTMENT



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	2018-3835	9/19/18 0853	Yes	Yes	Yes	Accurate		
40	2018-4672	10/31/18 1029	Yes	Yes	Yes	Accurate		
41	2018-4672	10/31/18 1222	Yes	Yes	Yes	Accurate		
42	2018-4693	11/1/18 0442	Yes	Yes	Yes	Accurate		
43	2018-4672	11/2/18 1432	Yes	Yes	Yes	Accurate		
44	2018-4790	11/6/18 2306	Yes	Yes	Yes	Accurate		
45	2018-4805	11/8/18 1059	Yes	Yes	Yes	Accurate		
46	2018-2795	11/15/18 2108	Yes	Yes	Yes	Accurate		
47	2018-35239	11/19/18 0918	Yes	Yes	Yes	Accurate		
48	2018-5056	11/24/18 0726	Yes	Yes	Yes	Accurate		
49	2018-3774	12/4/18 1445	Yes	Yes	Yes	Accurate		
50	2018-5398	12/15/18 2256	Yes	Yes	Yes	Accurate		



An Accredited Agency



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 20, 2019

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

Maryland Legislative Policy Committee:

Co-Chair – Thomas V. Mike Miller Jr.
Co-Chair – Michael E. Busch
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 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 Ocean City Police Department.
Mobile Units: 1 Camera Systems
Fixed Sites:
Route 50 – 4 Cameras
Route 90 – 2 Cameras
140th Street – 6 Cameras

MAYOR
RICHARD W. MEEHAN

CITY COUNCIL

LLOYD MARTIN
President

MARY P. KNIGHT
Secretary

DENNIS W. DARE
TONY DELUCA
MARK PADDACK
MATTHEW M. JAMES
JOHN F. GEHRIG, JR.

CITY MANAGER
DOUGLAS R. MILLER

CITY CLERK
DIANA L. CHAVIS

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

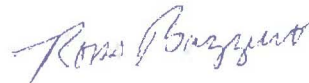
Mobile Unit – 8,347
Fixed Sites – 15,156,957

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. **Eight (8)**
5. The number of requests that resulted in a release of information. **Four (4)**
6. The number of out of state requests. **Zero (0)**
7. The number of federal requests. **Zero (0)**
8. The number of out of state requests resulting in a release of information. **Zero (0)**
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. **None**
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 2018.**
 - 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 two (2) Ocean City Police officers authorized to query L.P.R. data.**



- 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. **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 two (2) authorized personnel are sworn law enforcement officers. Both are police commanders with the rank of Lieutenant. Both have background clearance.**

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



Ross Buzzuro
Chief of Police



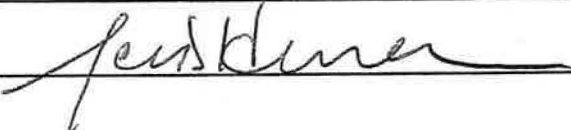
Audit Questions (Step 1)

Goal	Question	Answer	Comments
1	Have procedures been adopted relating to the operation and use of the LPR system? [Cite policy number	YES	Standard Operating Procedure OPS-012
2	Are staff with access to the Automatic License Plate Reader database adequately screened and trained in the proper use of the system and all privacy policies relating thereto?	YES	All License Plate Reader users must receive training prior to being given access to the viewer software.
3	Does the agency maintain training records for each user?	YES	
4	Is the training curricula maintained?	YES	
5	Are training records annually reviewed for relevancy and effectiveness?	YES	
6	Does the agency accept law enforcement requests for license plate data collected by an LPR system?	YES	
7	If historical data is accessed, does the agency have an audit trail?	YES	
8	Is the audit trail maintained for at least 3 years?	YES	
9	Have audit procedures been adopted to ensure that information obtained through the use of an LPR system is used only for legitimate law enforcement purposes?	YES	See attached request form.
AGENCY: Ocean City Police Department		SCOPE OF AUDIT: Compliance with SB 699	
COMPLETED BY: Lt. Scott Harner		DATE COMPLETED: February 20, 2019	
REVIEWED BY: Lt. Scott Harner		DATE REVIEWED: February 20, 2019	

	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	2018-004343	Yes	Yes	Yes	Yes	Unable to locate
2	18 - 10	Yes	Yes	Yes	Yes	Accurate
3	GC180071	Yes	Yes	Yes	Yes	Accurate
4	2018-002252	Yes	Yes	Yes	Yes	Accurate
5	2018-002252	Yes	Yes	Yes	Yes	Accurate
6	2018-002252	Yes	Yes	Yes	Yes	Unable to locate
7	2018-006126	Yes	Yes	Yes	Yes	Unable to locate
8	2018-006126	Yes	Yes	Yes	Yes	Unable to locate
9						
10						
11						
12						
13						
14						
15						
16						

Certifying Official: LT. SCOTT HARNER

Date: 2/20/19

Signature: 



Subject: Automated License Plate Recognition

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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 an 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. DiPino*





MCAC | MARYLAND COORDINATION AND ANALYSIS CENTER

7125 Ambassador Road, Suite 130 • Baltimore, Maryland 21244

February 22, 2019

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FROM: Maryland Coordination and Analysis Center

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

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