TOWN OF NEWBURGH POLICE DEPARTMENT

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GENERAL ORDER NO: 11-31

Issue Date: April 6, 2011	**Effective Date: April 6, 2011**
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Subject: License Plate Reader	
Distribution: All Sworn Personnel	
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Issuing Authority: Chief John J. Mahoney	

License Plate Reader

I. Purpose:

The purpose of this General Order is to provide uniform and proper use and care of License Plate Readers by police members.

II. Protocol:

A. The deployment of License Plate Reader equipment is intended strictly to provide access to stolen and wanted files and for the furtherance of criminal investigations. No officer may use, or authorize the use of the equipment or data base records for any other reason without approval of the Chief of Police or his designee.

III. Patrol Operations:

A. Officers are PROHIBITED from using the License Plate Reader System until they have been properly trained in its use, and have been instructed as to operational protocols.
B. An update shall be conducted to transfer the required hot list data to the vehicle computer on a daily basis or as often as practical.
C. Any damage to the equipment or the inability to update the computer shall be immediately reported to the Supervisor assigned to administer and oversee the License Plate Reader. LPR users are responsible for the care and maintenance of the unit to keep it operational. (ie. Cleaning the camera lenses etc.)

D. The information received from license plates that are recognized as wanted "hits" is dated and is typically up to 24 hours old. Officers must verify all "hits" through NYSPIN or e-justice and follow all NYSPIN or e-justice procedures, prior to conducting a vehicle stop.
E. Patrol vehicles that are equipped with the LPR will use due care to not damage the mounted cameras on low hanging obstructions such as tree branches, signs, etc.
F. If a vehicle that is equipped with a license plate reader is taken out of service for an extended period of time, The license plate reader may be reinstalled on another vehicle as designated by the Chief of Police or his designee.
G. The license plate reader will be stored in the Department's Identification Section when out of service.
H. Officers manually entering a license plate(s) into the hot list will be responsible for its removal from the hot list upon completion of its involved investigation.

John J. Mahoney
Chief of Police