
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: USE OF AUTOMATED LICENSE PLATE READERS

NUMBER: PRO 7-18

REFERENCE: Florida Statute 316.0777

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Florida Statute 316.0778

Florida CJJIS Guidelines for Use of Automated License Plate Readers

I. PURPOSE

To establish procedures for use of automated license plate recognition (ALPR) technology.

II. RESPONSIBILITY

The Director of Campus Safety will be responsible for the operation of the automated license plate readers and maintenance of the ALPR system. Authority for the enforcement of this policy, including data retrieval procedures, is vested within the Office of Campus Safety. Oversight for this procedure falls under the supervision of the Provost and Executive Vice President.

III. SCOPE

This procedure applies to all College students, employees, and third parties, such as College volunteers, and visitors to campus.

IV. DEFINITIONS

- a. Automated license plate recognition system- A system of one or more mobile or fixed high-speed cameras combined with computer algorithms to convert images of license plates into computer-readable data.
- b. Personal identifying information (PII)- Information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. PII includes names, gender, race, date of birth, photographs, addresses, social security numbers, driver's license numbers, or biometric data.
- c. ALPR – Automated License Plate Reader

V. INSTALLATION LOCATIONS

APLRs will be installed at each entrance to the Leesburg, South Lake, and Sumter campuses and positioned completely on Lake-Sumter State College property. Only fixed installations will be utilized.

VI. DATA COLLECTION

- a. The ALPR System captures two photos of observed vehicles: (1) a context photo of the vehicle and its immediate surroundings and (2) a photo of the license plate. Typically, these photos are taken from the rear of the vehicle. The photos are not of a resolution that allows identification of the vehicle occupants if they are present. Along with the photographic data, the system also records the global positioning system coordinates and date/time information of the observation. Further software processing of the license plate image generates an alphanumeric version of the license plate number which is also stored with the record.
- b. The ALPR System identifies a vehicle, not a specific person. No owner or driver information (PII) is captured or stored directly with the LPR record.

VII. USE OF DATA

- a. The use of data collected by the ALPR System is limited to campus safety and criminal justice agency investigations, and parking access, control, and administration and parking enforcement.
- b. Any use of the data for purposes outside of these stated purposes must be detailed and approved in writing by the Executive Director of Campus Safety and the Provost and Executive Vice President.
- c. ALPR data will be made available to criminal justice agency personnel for the tactical enforcement of state statutes, for example, identification of a stolen vehicle, for the purposes of conducting ongoing or continuing criminal investigations, and for the purposes of active criminal intelligence operations.
- d. all access to ALPR data to be shared with an outside agency must be authorized by the Executive Director of Campus Safety or his/her designee.
- e. Individuals may make a written request to the Executive Director of Campus Safety to receive all information recorded pertaining to any vehicle registered to them. This request must include copies of the individual's driver's license and vehicle registration.

VIII. DATA STORAGE

Data collected via the ALPR system will be uploaded to and stored on the secure parking management system server hosted by the College's system vendor.