



OAKLAND COUNTY SHERIFF'S OFFICE TRAINING BULLETIN

August 20, 2026

Use of License Plate Reader (LPR) System

The purpose of this memorandum is to update mandatory procedures regarding the use of License Plate Reader (LPR) System. The following changes are effective **immediately**.

Authorized Use & Reporting Requirements

- **Permissible Scope:** LPR searches must strictly be used for legitimate criminal investigations or to ensure the safety and welfare of the public.
 - **Incident Numbers:** All LPR queries require an associated incident number and specific CLEMIS offense codes.
 - **Report Documentation:** For every LPR search conducted, personnel **must** submit a written CLEMIS report. The narrative must explicitly state that the LPR system was utilized or searched.
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Case Codes & Specific Search Justifications

- **System Tracking:** Every query, including hotlist configurations, must be tied directly to a CLEMIS code and the corresponding incident number.
 - **Articulate Reason:** The search justification must state a specific, valid investigative basis (e.g., "robbery investigation", "homicide suspect vehicle", "missing person", "welfare check").
 - **Vague Descriptions Prohibited:** Generic terms such as "traffic", "patrol", or other non-specific descriptions are strictly prohibited.
 - **Data Matching:** The exact justification used in the CLEMIS report must be entered into the LPR system's "search-reason" field at the time of the query.
 - **Audit Flags:** Any search conducted without a valid, articulated reason will be automatically flagged for supervisory and administrator review.
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Data Retention & Evidence Preservation

- **Seven-Day Retention:** Standard LPR data is retained for **seven (7) days** and is automatically purged unless an Evidentiary Preservation Hold is authorized.
 - **Preservation Holds:** If LPR data is critical to an active criminal investigation and requires retention beyond seven days, personnel must submit an Evidentiary Preservation Hold request before the data purges.
 - **Hold Criteria:** The hold request must identify the correct CLEMIS code, the specific data to be saved, and the investigative justification. All requests require approval from a supervisor and the System Administrator.
 - **Evidence Storage:** Once approved, preserved LPR data must be transferred immediately to the authorized OCSO digital evidence repository rather than remaining in the standard LPR system storage.
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An updated General Order 4.11, License Plate Reader (LPR) System will be issued to all personnel as soon as it is approved.

QUESTIONS REGARDING LPR SEARCH, DOCUMENTATION, OR RETENTION REQUIREMENTS SHOULD BE DIRECTED THROUGH THE CHAIN OF COMMAND OR TO THE LPR ADMINISTRATOR.