



Administrative Policy

Policy Title: License Plate Recognition Technology/Data Use Policy
Code Section: OCCGF 10.9.250 Administration of Parking Management Districts
By: Craig Raymond, Director, Planning and Community Development
Effective Date: April 2, 2021

Background:

Montana Code Annotated 46-5-117 & 46-5-119 authorizes the City of Great Falls to install and utilize a License Plate Recognition (LPR) system for the purposes of supporting its parking enforcement duties and enhance its administrative and planning capabilities for current and future parking management strategies.

Policy:

- Purpose of LPR:
 1. Obtain statistical information regarding number and location of vehicles to support administration and development of parking policies.
 2. Vehicles may be categorized by their parking permissions, including city or state of license, past violation history (number and category of tickets), and length of time parked at one location.
 3. Support enforcement of parking rules and regulation by identifying for parking enforcement officers cars that have parked in violation of city or state parking regulations.
- Use of LPR:

1. The LPR device shall be used by the Parking Services Division and/or its parking enforcement contractor exclusively for the purposes stated above. It shall not be used to take photographs of the occupants of that vehicle or of a vehicle in motion.
 2. Use of the LPR device and data collected by the LPR device by the Parking Services Division shall not be used for any other purpose, including for law enforcement outside of enforcing parking ordinances within the Parking Management District as established by the Great Falls City Commission.
- Storage and Retention of LPR data, and access to stored LPR data:
 1. LPR data, automatically uploaded by the LPR device to a database held by the LPR service provider, will be made accessible only to employees of the City of Great Falls Parking Services Division and/or the Cities parking enforcement contractor.

An access log including name, date, and name of the requesting employee shall be maintained for all access to data
 2. Data from vehicles that **were not** detected by the LPR as being in violation of a time-limited parking space or as parked in a non-permitted parking in a permit zone or otherwise in violation of state or city parking regulations will be deleted after 30 days. An anonymized version of this data that removes personally identifying details of the specific vehicle (including, but not limited to, license plate number, ownership, and make and model of vehicle) may be kept for statistical and administrative use by the Parking Services Division for 365 days. Data from vehicles that **were** detected by the LPR as being in violation of a time-limited parking space or parked in a permit required zone without a valid permit will be deleted after 365 days.
 - Oversight of the LPR device:
 1. Designated personnel who will operate the LPR device shall undergo scheduled training regarding use of the LPR equipment and access to LPR-obtained data at least once every 366 days.
 2. Designated, trained personnel shall check equipment at least every 91 days to ensure functionality and camera alignment. Any equipment that falls outside expected functionality shall be removed from service until deficiencies have been corrected. Employees shall not attempt to modify or change the LPR equipment or software unless authorized to do so by the Planning and Community Development (PCD) Director or City Manager.
 3. Damage or other malfunctions of the equipment shall be reported to the PCD Director. The PCD Director shall comply with local and state record retention policies for training, maintenance, and calibration of the LPR system.

Craig Raymond

Director, Planning and Community Development

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