



MCAC | MARYLAND COORDINATION AND ANALYSIS CENTER

POLICY

Statewide Automated License Plate Recognition System

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References:

Collection, Analysis, Dissemination, Retention and Destruction Policy; Public Safety Article 3-509; MCAC Privacy Policy, MCAC IT Policy

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1. PURPOSE

Provide standards and guidelines for collecting, accessing and disseminating Automated License Plate Reader (ALPR) data and maintaining and operating the statewide ALPR system database.

2. DEFINITIONS

Active data:

Data uploaded to individual automated ALPR system units before operation; and data gathered during the operation of an ALPR system. Active data does not include historical data.

Automated License Plate Reader (ALPR):

Pursuant to MD Code, Public Safety Article § 3-509, this is a system of one or more mobile or fixed high-speed cameras used in combination with computer algorithms to convert images of license plates into readable data.

Vehicle Recognition Systems:

Vehicle recognition systems use cameras, machine learning and AI to automatically identify vehicles not only by license plates but also by visual features such as make, model, color, dents, stickers or any other distinguishing characteristics.

Captured plate data:	The global positioning system coordinates dates and times, photographs, license plate number, and any other data collected by or derived from an ALPR system. Captured plate data includes active data and historical data.
Criminal case support:	Administrative or analytic activities that provide relevant data to law enforcement personnel regarding the investigation of specific criminal activities or trends, or specific subject(s) of criminal investigations.
Custodian of records:	The person responsible for keeping records in the ordinary course of business.
Enterprise Operations Center (EOC):	The computer application for storing, searching and downloading ALPR Records.
File Transfer Protocol (FTP):	A computer that has an FTP address and is dedicated to receiving an FTP connection that is a common solution used to facilitate remote data sharing between computers.
Historical data:	Data collected by an ALPR system and stored in an ALPR database operated by the MCAC or a law enforcement agency.
Hot List:	A file that contains the license plate numbers of stolen vehicles; stolen license plates; AMBER, SILVER, or vehicle alerts for legitimate law enforcement purposes.
Legitimate law enforcement purpose:	The investigation, detection or analysis of a crime or violation of the Maryland Motor Vehicles Administration (MVA) laws or operation of terrorist or missing and endangered persons searches or alerts.

MCAC Help Desk:	The system is used to track technical service calls, technician responses, device management, system installation, system removal, business records, and user management.
Need-to-know:	Requested information which is pertinent and necessary to the requestor agency in initiating, furthering or completing an investigation.
Request for Service (RFS):	A request for any information or service made by a law enforcement, homeland security or public safety agency.
Right-to-know:	Requestor has official capacity and statutory authority for the information being sought.

3. **POLICY**

A. General

1. The Maryland Coordination and Analysis Center (MCAC) maintains and operates the statewide ALPR system in compliance with all applicable laws, regulations and policies.
2. MCAC personnel assigned to work with the ALPR system are not authorized and are therefore not permitted to employ or otherwise utilize vehicle recognition systems until such time as Maryland law clarifies the permissible uses of such technology by state and local law enforcement.

B. ALPR Enterprise Operations Center system (EOC)

1. The ALPR EOC is Maryland's central repository of historical data from participating law enforcement agencies.
2. The ALPR EOC is the MCAC's ALPR application and interface tool for accessing historical data, Hot List management, ALPR systems management, and system user management.
3. MCAC employees' access and permissions for the ALPR EOC are established by their job function within the MCAC.
4. All MCAC personnel who access ALPR will be properly trained on the use of the system prior to access.

5. Employees will only query the ALPR EOC with a completed RFS or during approved training sessions.
6. The ALPR EOC will only be accessed through authorized MCAC network connections.

C. Retention of Historical Data

1. Historical data is stored for 365 days and then deleted through an automated process.

D. Request and use of ALPR data

1. Historical data housed in the ALPR EOC may be accessed and disseminated for legitimate law enforcement purposes to provide criminal case support through an MCAC RFS.
2. Historical data is not public information and is not subject to Public Information Act requests in accordance with Maryland Public Safety Article § 3-509.
3. Historical data will only be released based on an RFS for legitimate law enforcement purposes.

E. Dissemination of historical data

1. Release of historical data requires the completion of an RFS establishing a legitimate law enforcement purpose and the requestor's "need to know" and "right to know."
2. MCAC employees completing the RFS will provide all records related to the request for service to the requestor.
3. MCAC will retain disseminated historical data in the MCAC Information Management System in compliance with the MCAC Privacy Policy.

F. Custodian of records

1. The ALPR Program Manager or designee serves as the Custodian of Records for all LPR records stored in the ALPR EOC and/or the MCAC Information Management System (IMS).
2. All ALPR certification of business records request(s) shall be submitted via email to the ALPR Program Manager at mcac.lpr@mcac.maryland.gov.

G. Hot List management

1. MCAC accesses and disseminates multiple automated Hot List providing tags related to legitimate law enforcement purposes from NCIC, METERS, and MVA.
2. MCAC maintains a manual Hot List of locally entered tags for legitimate law enforcement purposes.

H. Audits

1. The MCAC will adhere to the audit requirements contained in Maryland Public Safety Article § 3-509.
2. MCAC will retain the completed audit record for 36 months.

I. Responsibilities

1. LPR Program Manager
 - a. Collects, reviews, compiles, and disseminates ALPR statistics from all MCAC statewide ALPR systems and provides statistical data and analysis of the volume of reads, system connections, agency connections, and user productivity, as needed.
 - b. Provides input in the development and maintenance of ALPR-related policies and procedures.
 - c. Completes the annual Legislative Report per the Maryland Public Safety Article § 3-509.
 - d. Completes the ALPR portion of the monthly Anti-Terrorism Advisory Council (ATAC) report.
 - e. Conducts annual audits of users, user databases, training records, and inventory records.
 - f. Monitors the ALPR EOC to identify and resolve technical, operational or administrative issues.
 - g. Serves as the subject matter expert for ALPR practices and operations.
 - h. Manages ALPR program grants and funds for procurement and management of capital inventory.

- i. Provides ALPR training to law enforcement agencies.
- j. Serves as the Custodian of Business Records for ALPR and processes law enforcement agency requests.
- k. Manages the ALPR request via the MCAC Help Desk.

2. MCAC LPR Program Administrator

- a. Provides technical troubleshooting of ALPR systems with integrated Mobile Data Terminals (MDTs).
- b. Performs the repair, installation, and removal of ALPR systems.
- c. Monitors the ALPR EOC and its operations.
- d. Provides ALPR training to law enforcement agencies.

3. MCAC ALPR Program Technician

- a. Provides technical troubleshooting of ALPR systems.
- b. Performs the repair, installation, and removal of ALPR systems.
- c. Monitors the FTP servers for the NCIC, METERS and MVA Hot List.
- d. Provides ALPR training to law enforcement agencies.

4. MCAC Supervisors

- a. Notifies the ALPR Program Manager or MCAC Information Technology Specialists of any problems encountered with the ALPR system.
- b. Verifies accurate records of all ALPR RFS requests entered by MCAC personnel are documented and retained by established MCAC policy. All users shall disseminate all records relevant to an RFS.
- c. Ensure staff querying bulletins or METERS messages that contain license plate information in the ALPR EOC system document messages as an RFS in the MCAC Information Management System (IMS).
- d. Confirm all responses are sent to the information originator per policy.

5. MCAC IT Section

- a. Provides system security and maintains the ALPR EOC and the Hot List FTP servers.
- b. Monitors the FTP servers for the NCIC, METERS and MVA Hot List.
- c. Ensure IT systems and ALPR data is backed up daily and monitored for abnormal operations.
- d. Acts as the MCAC representative with the contracted vendor for server-related issues.

6. The ALPR Program Manager

- a. Regularly evaluates and ensures current and future IT networks, processing, and data storage remain adequate to sustain the needs of the expanding Maryland statewide ALPR system.
- b. Identifies and addresses any deficiencies noted during evaluations as soon as possible.
- c. Annually evaluates agency security procedures, applications, and software to ensure the health of the overall systems to avoid failure.
- d. Immediately reports any ALPR, agency server, or MCAC ALPR supporting system outages to the MCAC Watch and Warning Branch, executive leadership, and the MCAC IT Section.
- e. Identifies resolutions to outages with agencies as soon as practicable, providing support to bring applications or systems online.

7. MCAC Help Desk

- a. MCAC employees will report ALPR EOC outages or technical issues through the MCAC Help Desk.
- b. The MCAC ALPR Program Manager or designee manages all ALPR Help Desk requests.
- c. Only authorized users using authorized devices will access the MCAC Help Desk or ALPR mobile Help Desk app.

Questions regarding this policy should be directed to the ALPR Program Manager, the Director of Policy, Programs, and Requirements Division (PPRD), and/or the Privacy/Policy Officer.

Approved Date: 05/19/2026
David Engel
Executive Director, MCAC