Community Policing Act (CPA) LPR Workflow

LPR Query/Hit → LEO conducts investigatory stop → LEO provides the community policing data per agency policy/ procedure

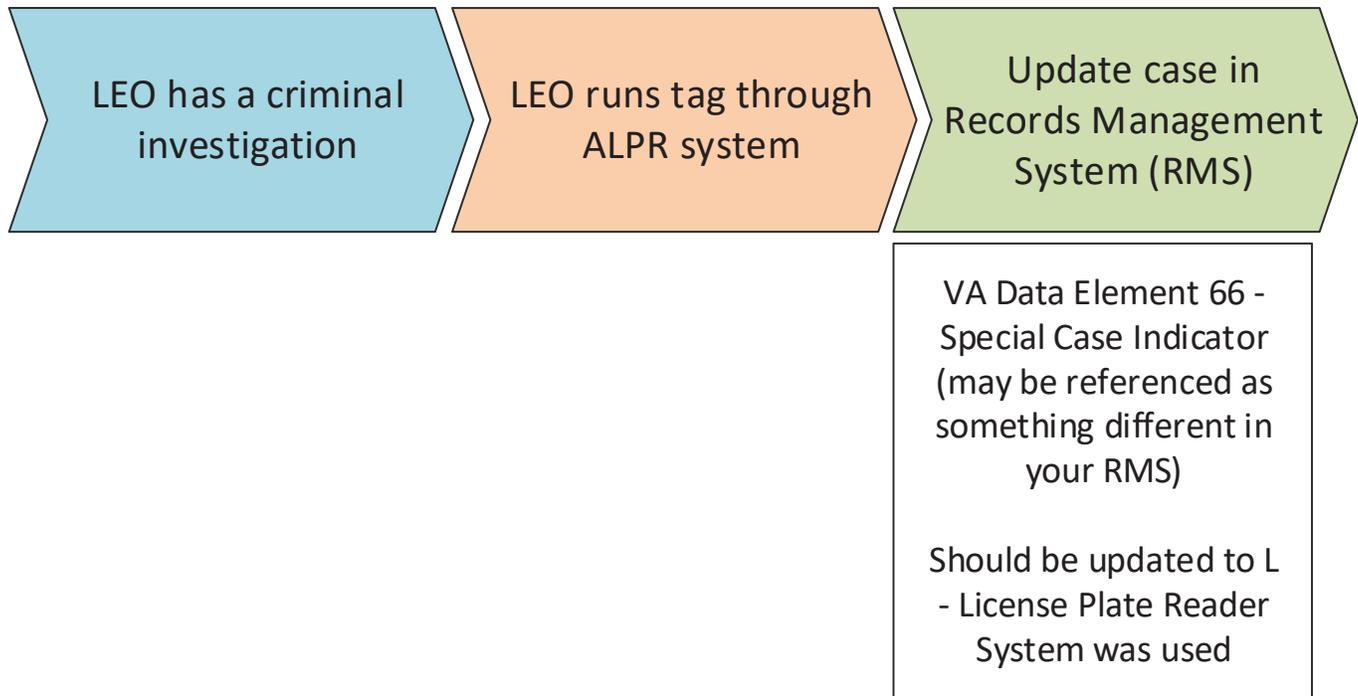Initial reason for stop should be L - LPR

LPR Notification will be one of the options set forth in
§2.2-5517(D)
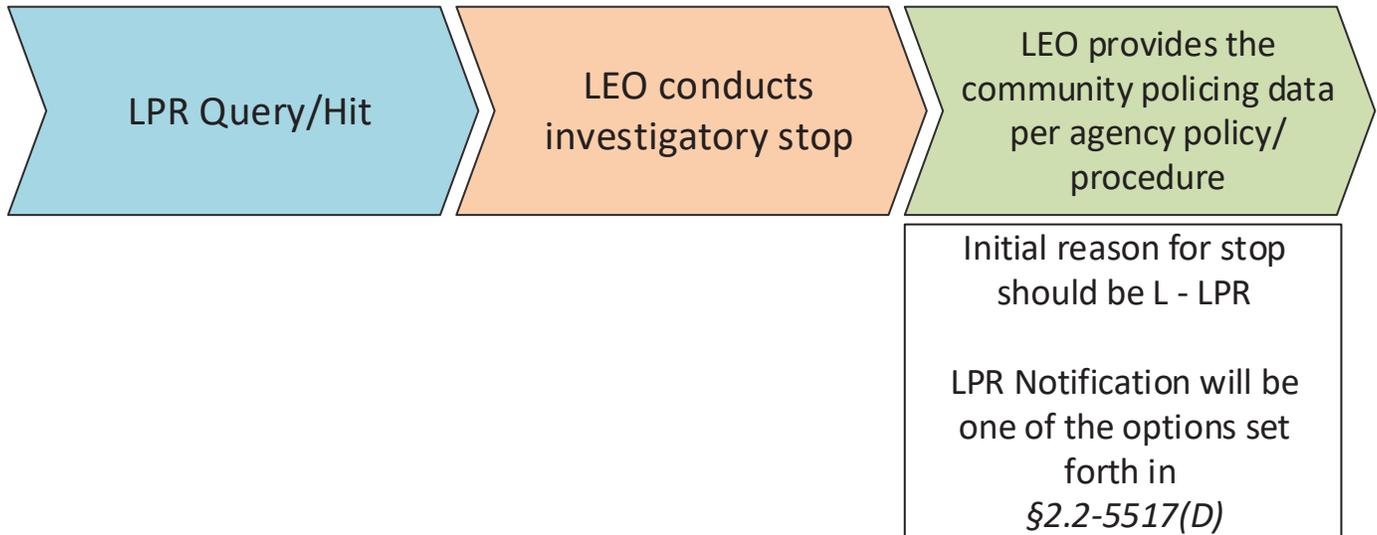
Excerpt from the Community Policing Data Collection Instructions and Technical Specifications v6, pages 12-13:

Initial Reason for Stop - Indicate the <u>initial</u> reason for which the stop was initiated. The Initial Reason for Stop must be the same for all individuals detained in the stop. Conclusions of the stop will be gathered in a separate data element and will be unique to each individual detained.

LPR Notification - Indicate the specific reason that an LPR notification was received. Up to 3 data values may be entered.

Incident Based Reporting (IBR) LPR Workflow

LEO has a criminal investigation ➤ LEO runs tag through ALPR system ➤ Update case in Records Management System (RMS)

VA Data Element 66 - Special Case Indicator (may be referenced as something different in your RMS)

Should be updated to L - License Plate Reader System was used

Excerpt from the 2025.1 Virginia IBR User Manual, page 170:

VA Data Element 66 (Special Case Indicator) - Indicates special circumstances involved or investigative tools utilized in the investigation of the offense.

I. A law-enforcement agency that uses a system shall report to the Department of State Police by April 1 of each year, in a format to be determined by the Department of State Police, on its use of the system during the preceding calendar year, which shall include the following data:

Data Element	Collection Method	Reporting
1. The total number of cameras owned or leased by an agency as part of a system at the conclusion of each calendar year, including the number of such cameras designed to be affixed inside or on a motor vehicle, permanently affixed adjacent to a highway, or temporarily affixed or placed adjacent to a highway for purposes of capturing system data	Agency must maintain	Reported to VSP, upon request, via Microsoft Form
2. A list of all state and federal databases with which the system data was compared, unless the existence of any such database itself is not public	Agency must maintain	Reported to VSP, upon request, via Microsoft Form
3. The total number of times the system was queried, including the specific purposes of the queries, as set forth in subsection D, and the offense types for any criminal investigation	Agency must maintain - Collected from Audit trail data	Reported to VSP, upon request, via Microsoft Form
4. The race, ethnicity, age, and gender of any individual identified as a suspect and charged with a criminal offense as a result of a query of the system as part of a criminal investigation	Collected from IBR - VA Data Element 66 Special Case Indicator	Captured through monthly submissions to the Virginia Crime Repository No further action is required by the agency, VSP will pull this data
5. The number of motor vehicles stopped based on notifications from the system, including the specific reasons for the notifications as set forth in subsection D	Collected from CPA - new Data Element LPR Notification	Captured through monthly submissions to the Virginia Crime Repository No further action is required by the agency, VSP will pull this data
6. The race, ethnicity, age, and gender of the driver of any motor vehicle stopped based on a notification from the system	Collected from CPA - new Data value in Reason for Stop (L = LPR)	Captured through monthly submissions to the Virginia Crime Repository No further action is required by the agency, VSP will pull this data
7. Whether the agency allows any other law-enforcement agencies to access its system data, and if so, which other agencies have been granted such access	Agency must maintain	Reported to VSP, upon request, via Microsoft Form
8. The number of identified instances of unauthorized use of or access to the system, including the nature and circumstances of such instances	Agency must maintain - Collected from Audit trail data	Reported to VSP, upon request, via Microsoft Form
9. The number of subpoena duces tecum, search warrants, and any other requests received from a third party for system data or audit trail data, including the identity of the entity that requested the issuance of such subpoena duces tecum, executed such search warrant, or requested such data, and whether any data was provided to such entity, unless disclosure of such subpoena duces tecum, search warrant, or request is otherwise prohibited by law.	Agency must maintain	Reported to VSP, upon request, via Microsoft Form