

## Texas License Plate Reader Program

We appreciate your interest in being a part of the Texas License Plate Reader (LPR) Program through the Texas Department of Public Safety. To take part in this program, you must become a contributing agency to the LPR Program. To begin your LPR submissions, the Department must have a signed LPR Contributing Agreement form on file for your agency. Once we receive the signed agreement, an email will be sent to your agency confirming the receipt of this agreement. The Department will work with your agency and vendor to establish a method to receive your LPR submissions. We will provide you with the technical requirements and specifications for submitting LPR reads to our database. The LPR User Agreement can be found at: [http://www.dps.texas.gov/administration/crime\\_records/pages/LPRMOU.pdf](http://www.dps.texas.gov/administration/crime_records/pages/LPRMOU.pdf)

If your agency is applying for grant funding from the Governor's office and needs documentation stating that your agency has an agreement with the Department to contribute license plate reads to our database, please indicate this in your email to TCIC Operations at [TCIC.Operations@dps.texas.gov](mailto:TCIC.Operations@dps.texas.gov). The Department will provide your agency with an email confirming you have an active agreement on file.

### **LPR Pole Placement on TxDOT Structures and Trailers within a TxDOT Easement**

The Texas Department of Transportation (TXDOT) requires entities that wish to attach a license plate reader camera to a TXDOT owned structure (street sign, highway pole) or place an LPR trailer in a TxDOT easement to obtain approval from DPS that the placement serves a law enforcement need. Steps required to obtain DPS approval letter are listed below.

1. Your agency must be contributing reads to the DPS LPR file. This requires submitting the contributing MOU, followed by successful testing by DPS that records are actively being received. If your agency is part of an LPR collective (ex. Houston HIDTA), contributions of reads can be made to DPS through your collective entity.
2. Your agency must have a Hotlist MOU on file and be set up on the Hotlist page.
3. Your agency must have written policies in place for its Automated License Plate Reader (ALPR) deployment, use, and data retention.
4. Your agency must have a detailed statement of law enforcement purpose for any deployed cameras attached to TxDOT infrastructure or within a TxDOT easement.

### **LPR Hotlist**

The hotlist is a list of all TCIC and NCIC entries that include license plate information. Your agency can download the hotlist as often as your agency would like, using either the automatic or the manual download. License plate data in NCIC is updated twice a day and TCIC information is updated every hour. To obtain access to the LPR Hotlist, an LPR Hotlist agreement will need to be signed and sent to DPS.

For questions or assistance with any of the LPR processes listed above please contact our TCIC Operations by email at [TCIC.Operations@dps.texas.gov](mailto:TCIC.Operations@dps.texas.gov) or by phone at (512) 424-2088.