

University of Nebraska-Lincoln

Parking and Transit Services

Automatic License Plate Reader Policy

Effective: July 1, 2022

Updated: April 13, 2026

PURPOSE & SCOPE

The University of Nebraska–Lincoln (UNL) utilizes Automatic License Plate Reader (LPR) technology to support the management and enforcement of campus parking facilities. The LPR system allows a vehicle license plate to function as, or be linked to, a University parking permit and related parking violations, consistent with UNL parking rules and regulations.

By using UNL parking permits, hourly parking, or event parking services, customers acknowledge and accept the practices and policies described in this document.

This Policy:

- Specifies the allowable uses of and data collected for the LPR Systems and LPR Information at the University of Nebraska-Lincoln
- Designates the Vice Chancellor for Business and Finance as the Campus LPR Authority; and
- Provides authorization for UNL Parking and Transit Services to operate LPR Systems and use LPR Information.
- Defines the privacy on how the data may be shared.

This policy serves as the privacy policy required by Nebraska State Statute 60-3206 Governmental entity; duties; report; contents to ensure that the collection, use, maintenance, sharing, and dissemination of LPR Information is consistent with federal, State, and local law.

II. DEFINITIONS (Nebraska State Statute 60-3202)

For the purposes of this Policy:

Alert means data held by the Department of Motor Vehicles; each criminal justice information system maintained in this state; the Federal Bureau of Investigation National Crime Information Center; the Federal Bureau of Investigation Kidnappings and Missing Persons list; the Missing Persons Information Clearinghouse established under section 29-214.01; and license plate numbers that have been manually entered into the automatic license plate reader system upon a law enforcement officer's determination that the vehicles or individuals associated with the license plate numbers are relevant and material to an ongoing criminal investigation or missing persons investigation.

Automatic License Plate Reader System (LPR) Information means information or data collected through the use of an LPR system.

Automatic license plate reader system means one or more mobile or fixed automated high-speed cameras used in combination with computer algorithms to convert images of license plates into computer-readable data;

Captured plate data means global positioning system coordinates, date and time information, photographs, license plate numbers, and any other data captured by or derived from any automatic license plate reader system;

Governmental entity means a department or agency of this state, the federal government, another state, or a political subdivision or an individual acting for or as an agent of any of such entities;

Secured area means a place, enclosed by clear boundaries, to which access is limited and not open to the public and into which entry is only obtainable through specific access-control points.

III. POLICY STATEMENT

The Vice Chancellor for Business and Finance is designated as the Campus LPR Authority and may delegate the role of Campus LPR Authority.

A. Authorized Uses

Operation of LPR systems, and access to or use of LPR information, is permitted only for legitimate, official University business purposes.

The LPR system may be used by a governmental entity for the purpose of parking management, occupancy counting, violation location, and rule enforcement and data analyzing parking utilization.

Uses include identifying: (Nebraska State Statute 60-3203)

- Outstanding parking violations;
- A vehicle not registered with UNL;
- Vehicles for use of regulating the parking facility;
- Vehicles for the purpose of controlling access to a secured area;
- abandoned vehicles left in parking facilities operated by the University of Nebraska-Lincoln
- Available parking spaces;

Other uses include

- Respond to inquiries from law enforcement, legitimate third-party subpoenas or from other legitimate third parties as applicable under Nebraska State Statute;
- Generate various operational metrics and statistical reports internal to the Parking and Transit Services Department.
- LPR Data related to parking violations or policy infractions may be shared with campus administration and/ or supervisors to support customer service and quality control.

Any other use must have prior written approval by the Campus LPR Authority.

B. Authorized Users

University of Nebraska-Lincoln Parking and Transit Services

The Campus LPR Authority authorizes the following roles within UNL Parking and Transit Services to operate LPR Systems and use LPR Information: Parking Enforcement Officer, Parking and Transit Services Director/Assistant Director, and positions required for the continued operation of normal parking enforcement, event, and occupancy counting operations and other uses listed in Section III A; and University of Nebraska-Lincoln Police Department (UNLPD) sworn personnel and emergency dispatchers.

IV. LPR DATA COLLECTION

The LPR system captures images of observed vehicles: a context image of the vehicle and its immediate surroundings, and an image of the license plate. Images are usually taken of the rear of a vehicle, but an image of the front of a vehicle may be taken when the vehicle is backed into a parking space, parked in a driving aisle, or parked in any other way which provides better visibility of the vehicle's front. Images taken are not of a resolution that allows for identification of vehicle occupants, if any.

Along with the images, the LPR system also records the global positioning system coordinates and date/time information of the observation. Further software processing of the license plate image generates an alphanumeric version of the license plate number which is also stored with the record. The LPR system itself does not contain individual parking patron's account information but may be linked to such information by Parking and Transit Services.

A. Retention (Nebraska State Statute 60-3204)

Data collected by the LPR system that does not result in a parking enforcement action and is not part of an ongoing law enforcement investigation will be purged after 90 days, but accessible for 180 days. Data that results in parking enforcement action will be retained with the citation record for up to 7 years. Data associated with an ongoing law enforcement investigation shall be retained with the investigative record according to established University of Nebraska record retention policies.

Institutional Information Disposal Standard. NE State Statute 60-3204

B. Sharing

LPR Information may be shared within UNL, as well as with law enforcement agencies and other public agencies, in accordance with Nebraska State Statutes and at the discretion of the Campus LPR Authority, in support of law enforcement investigations, parking planning or research, or other legal purpose. Any sharing of LPR Information requires:

- written authorization from the Campus LPR Authority and,
- a written agreement between requestor and LPR Information holder, specifying purpose and use; and
- Consultation with General Counsel.

C. Database Updates and Synchronization (Nebraska State Statute § 60-3204(2))

University of Nebraska–Lincoln Parking and Transit Services shall ensure that the Automatic License Plate Reader (LPR) system databases used for parking management and enforcement are maintained in a current and accurate condition.

For systems used pursuant to subsection (2) of section 60-3203:

- The LPR system database shall be updated each night to incorporate available updates from applicable governmental and law enforcement data sources used in support of authorized parking and enforcement activities.
- In addition to nightly updates, the LPR system shall be synchronized throughout the day as updates become available to support ongoing parking operations.

These update and synchronization practices are intended to ensure that parking enforcement actions, alert matches, and system queries conducted by Parking and Transit Services are based on the most accurate and current information available.

D. Manual Queries and Manual Data Entry

Parking and Transit Services may manually query captured plate data or manually enter license plate numbers into the Automatic License Plate Reader (LPR) system only upon a determination by a sworn law enforcement officer that the vehicle or individuals associated with the license plate number are relevant and material to an ongoing criminal investigation or missing persons investigation.

Parking and Transit Services is responsible for completing and managing such manual queries or entries in accordance with the following requirements:

- Law Enforcement Determination: Manual queries and entries shall be initiated only after confirmation from a sworn law enforcement officer that the request meets statutory requirements.
- Documentation: Each manual entry shall include documented justification provided by law enforcement, identifying the related criminal or missing persons investigation and the purpose of the entry.
- Retention and Purge: Manual entries shall be automatically purged at the end of each law enforcement agency shift, unless Parking and Transit Services receives verification from law enforcement that the associated investigation remains ongoing.
- Access Limitation: Manual queries and entries shall be limited to the scope of the documented request and shall not be used for generalized monitoring or non-authorized purposes.

This subsection does not authorize Parking and Transit Services to independently initiate manual searches or entries absent a law enforcement determination consistent with Nebraska law.

E. Prohibition on Sale

LPR Information will not be sold under any circumstances.

F. Data Preservation (Nebraska Revised Statutes §§ 60-3205, 60-3207, and 60-3208)

Parking and Transit Services shall preserve and disclose captured plate data only in accordance with the Nebraska Automatic License Plate Reader Privacy Act and this policy.

Preservation of Data

If the UNLPD has an active criminal investigation or missing persons investigation requiring identification of a vehicle on campus, UNLPD may request that Parking and Transit Services preserve captured plate data in its possession pursuant to Nebraska Revised Statute § 60-3205(1).

- Upon receipt of such a request, Parking and Transit Services shall preserve the identified data to prevent deletion.
- Preservation of data does not authorize disclosure of the preserved data.

Disclosure Requiring a Court Order

Parking and Transit Services may disclose captured plate data to UNLPD only pursuant to a court order issued under Nebraska Revised Statute § 60-3205(2). Any disclosure shall be limited solely to the data specified in the court order and shall be documented.

Limited Disclosure Without a Court Order

Parking and Transit Services may disclose captured plate data without a court order only if the disclosure clearly falls within one of the following statutorily permitted purposes under Nebraska Revised Statute § 60-3205(2):

- To the parties to a criminal or civil action;
- For administrative purposes;
- To alert the public of an emergency situation; or
- Relating to a missing person.

Mandatory Consultation with the Office of General Counsel

Prior to any disclosure without a court order, Parking and Transit Services shall consult with the University Office of the General Counsel to confirm that the proposed disclosure is lawful and falls within a permitted statutory category. Disclosure shall not occur unless General Counsel confirms that it is appropriate. Improper disclosure may expose the University to civil liability under Nebraska Revised Statute § 60-3208 if physical or reputational harm results.

Use of Captured Plate Data as Evidence

Captured plate data, and any evidence derived from it, shall not be used in any court proceeding if the collection, preservation, or disclosure of the data would violate the Nebraska Automatic License Plate Reader Privacy Act. If disclosure of captured plate data violates the Act, the data is inadmissible in court and the University may be subject to liability under Nebraska Revised Statute § 60-3208.

Documentation and Recordkeeping

Parking and Transit Services shall document all requests for preservation, all court orders, all disclosures, and all consultations with the Office of General Counsel, and shall retain such records in accordance with University record retention requirements.

V. PRIVACY (Nebraska State Statute 60-3209)

By using the University of Nebraska-Lincoln's parking permit, hourly parking, event parking services, the customers acknowledge and accept the practices and policies and use of the information for the purpose of parking management, occupancy counting, violation location, and rule enforcement and data analyzing parking utilization and other uses identified in section III A and IV B.

Captured plate data held by a governmental entity is not considered a public record for purposes of sections 84-712 to 84-712.09 and shall only be disclosed to the person to whom the vehicle is registered or with the prior written consent of the person to whom the vehicle is registered or pursuant to a disclosure order under subsection (2) of section 60-3205 or as the result of a match pursuant to subsection (2) of section 60-3203.