

Guidance for License Plate Reader Installation within State Right-of-Way

IDOT District One

September 2021

License Plate Reader (“LPR”) installations are technology used by law enforcement agencies to gather license plate data. An LPR installation may consist of cameras, controllers, electrical power, structures, and communications equipment. Law enforcement agencies wish to gather this data at locations where many vehicles pass; therefore, they will likely request to install this technology on state-maintained routes. Further, due to the nature of this technology, the requesting agency may ask to attach the equipment to an existing structure. This document provides guidance for reviewing these requests when received.

Any LPR installation within state right-of-way will require an IDOT permit. Permit applications shall include:

- 1) Form OPER 1051 – License Plate Reader Permit
- 2) Form OPER 1046 – Individual Highway Permit Bond if determined necessary by the district office
- 3) Description of LPR installation, including installation plans and method for data logging / connectivity.
- 4) Crashworthiness documentation if the LPR installation will be mounted to a newly installed support not owned by IDOT. NCHRP 350 compliance is acceptable as supports for mounting LPR installations have not been MASH tested.
- 5) When existing local agency structures are used to mount LPR equipment, structural documentation shall be provided demonstrating that the structure can accommodate the additional loading. This documentation should be stamped by a licensed Structural Engineer.

District offices should consider the following in determining what will be required and if a permit for an LPR installation within state right-of-way should be issued:

- 1) The location of the LPR installation should be within the jurisdictional boundaries of the requesting local agency. If not, separate permit applications shall be submitted by all local agencies involved. Documentation of an agreement or cooperative arrangements between the multiple agencies involved shall also be provided.
- 2) The LPR installation shall be performed by an IDOT prequalified electrical contractor at the applicant’s expense. District offices may also require the use of a prequalified traffic signal/electrical designer in developing the design plans if deemed necessary.
- 3) Utility protection:
 - a. The applicant will be responsible for determining the location of and protecting any state-owned facilities, including buried facilities. IDOT-owned facilities are not located by JULE. The district office should provide general location information and other district-specific requirements for locating underground state-owned utilities.
 - b. The applicant will also be responsible for contacting all necessary statewide locating services for determining the location of and protecting non-state-owned underground facilities.

- c. The applicant shall relocate or remove LPR installations at no cost to the department should they conflict with any future state or local work.
- 4) LPR installation method:
- a. LPRs may be installed on IDOT-owned structures, however district offices may place their own restrictions on specific structures or specific types of structures where LPR installations would not be allowed. **IDOT District One does not allow installation of LPR cameras or related equipment on IDOT-owned or maintained structures.**
 - b. No puncturing of tubular structural steel or aluminum shall be allowed.
 - c. No cables or other equipment shall be allowed inside of an IDOT structure.
 - d. LPR installations shall utilize separate conduit for wiring. Exposed wiring shall not be allowed.
 - e. If the LPR installation is to be installed on an existing structure, the total weight shall not exceed the allowable load for the structure, in addition to and including existing and planned IDOT appurtenances. Also, the total surface area shall not exceed the allowable wind load for the structure, in addition to and including existing and planned IDOT appurtenances. Existing wind load capacity shall be verified by adding any existing/planned traffic sign area to 1.45 times the total surface area of the LPR system. This total shall be below the maximum sign area allowed by the Sign Structures Manual.
 - f. The LPR installation attachment method shall be reviewed for structural adequacy, aesthetics, and corrosion potential.
 - g. The Bureau of Operations and Bureau of Bridges and Structures should be consulted if the structural adequacy of the proposed installation is in question.
- 5) LPR installation traffic control.
- a. The district office shall specify what traffic control standards and requirements, including work hour restrictions are to be in place.
 - b. All traffic control shall be the responsibility of the applicant.
 - c. The applicant shall file appropriate traffic control forms for each individual incidence of traffic control as specified in the permit.
- 6) LPR installations should be solar-powered or utilize a separate electrical meter for energy usage. Some LPR installations may be allowed to utilize the Department's existing electric service where separate service installations are deemed cost-prohibitive by the Department due to physical constraints. If this is allowed, it shall be understood by the applicant that the Department makes no guarantees on the continuity and maintenance of the electric service. District offices reserve the right to prohibit use of IDOT-owned electric service. **IDOT District One will not allow sharing or utilizing IDOT electric service, including handholes, conduits, raceways and other related IDOT facilities**
- 7) LPR installations shall utilize separate communication methods. Data collection shall not involve Department communications infrastructure in any way. IDOT shall not host or move data for other agencies, nor record data for storage or later transmission. This protection is necessary because if LPR data is carried on Department communications equipment, the Department may be liable for FOIA requests, demands for network reliability, and otherwise become involved in enforcement activities.

- 8) The applicant is responsible for making recovery for damage to any part of the installation.
- 9) The applicant shall provide a 24-hour contact for emergency repair calls and be available to de-energize or otherwise deactivate the equipment at the Department's request. A mutually agreeable response timeframe shall be included.
- 10) The applicant shall dispose of and be responsible for the resolution of all waste, special waste, and refuse when work is completed within the state right-of-way. All areas disturbed by equipment and workers shall be repaired and returned to the original condition.
- 11) IDOT staff or designee should inspect the installation to verify general compliance with the applicant's proposal and with the terms of the permit.
- 12) The LPR and related equipment shall not interfere with driver sight distance or visibility of traffic control devices.
- 13) Newly installed supports as part of the LPR installation shall include the display of LPR vendor information or other identification if deemed necessary by the district office.
- 14) A separate OPER 1051 permit form should be submitted by the applicant and approved by the district office before the proposed removal of an LPR installation. Similarly, a separate OPER 1051 permit form should be submitted by the applicant and approved by the district office before any maintenance work is performed on an LPR installation. A district office may opt to only require written or verbal notification from the applicant of planned or emergency LPR installation maintenance work and forego the submittal of an OPER 1051 form. District offices may require the involvement of their electrical maintenance contractor for LPR installation maintenance to avoid conflicts or issues with IDOT-owned structures or systems.
- 15) The district office shall notify the applicant of any planned actions or activities which impact an LPR installation. The applicant shall be required to remove any and all LPR equipment impacted by the Department's planned actions or activities, and as required or requested by the Department.