
Automated License Plater Readers (ALPR)

701.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide guidance for the capture, storage, access, sharing and retention of digital data obtained via Automated License Plate Reader (ALPR) technology in accordance with the requirements of Civil Code 1798.90.5 et seq, including but not limited to Civil Code §1798.90.51 and Civil Code §1798.90.53.

701.2 AUTHORIZED USERS OF ALPR SYSTEM(S)

Access to Department ALPR systems is limited to sworn personnel and designated professional staff who carry out legitimate law enforcement duties and are in assignments which may require vehicle location data analysis.

701.3 TRAINING REQUIREMENTS FOR AUTHORIZED USERS

Prior to becoming an authorized user of an ALPR system, each employee must receive department training. The training should cover legal and policy restrictions surrounding access and use of ALPR data, review of materials provided by the contracted service hosting the system and supervised practice with utilizing the ALPR system. Upon completion of the training, the newly authorized user, as well as the trainer, will attest the training was completed and a record of the training will be stored as part of the employee's training file.

701.4 MONITORING AND SECURITY OF THE ALPR SYSTEM

The Department engages with ALPR data hosting companies that automatically log user activities (plate detections, queries, reports, etc) within their system for auditing purposes. System audits will be conducted by the Captain or their designee annually. The audit report will include an assessment as to employee use of the system, access by other agencies, data retention settings, sharing settings, and authorized user lists.

701.5 RECORDS OF ACCESS

The Department engages with ALPR data hosting companies that automatically logs and maintains records of access to the Department's data, including:

- 1) The date and time the information is accessed.
- 2) The license plate number or other data elements used to query the ALPR system.
- 3) The username of the person who accessed the information, and, as applicable, the organization or entity with whom the person is affiliated.
- 4) The purpose for accessing the information.

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701.6 DESIGNATED PROJECT MANAGER FOR ALPR SYSTEMS AND DATA

The Field Services Lieutenant is the designated administrator overseeing ALPR operations. The Field Services Lieutenant works with the Police Services Manager to ensure ALPR data is retained and purged in accordance with Department and City policy.

701.7 PUBLIC POSTING

The Department will maintain public accessibility to this procedure by posting it to its website.