

## Automated License Plate Readers (ALPRs)

### 463.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the Redwood City Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPRs may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

### 463.2 ADMINISTRATION OF ALPR DATA

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access shall be managed by the Patrol Division. The Patrol Division Commander will assign personnel under his/her command to administer the day-to-day operation of the ALPR equipment and data.

#### 463.2.1 ALPR ADMINISTRATOR

The Administrative Division Commander shall be responsible for developing guidelines and procedures to comply with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.
- (b) Training requirements for authorized users.
- (c) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.
- (d) Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.
- (e) The title and name of the current designee in overseeing the ALPR operation.
- (f) Working with the Custodian of Records and Northern California Regional Intelligence Center on the retention and destruction of ALPR data.
- (g) Ensuring the ALPR usage and privacy policy is posted on the Department's website.

### 463.3 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.

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- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training. A list of authorized users is maintained by the Training Sergeant.
- (e) No ALPR operator may access department, state or federal data unless otherwise authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.
- (g) Use of an ALPR will be limited to department members who are sworn peace officers, Community Service Officers, or Parking Enforcement Officers. Information Technology staff may use an ALPR only for the purpose of repairing and/or ensuring proper functionality.

#### **463.4 ALPR DATA COLLECTION AND RETENTION**

All data and images gathered by an ALPR are for the official use of the Redwood City Police Department and because such data may contain confidential CLETS information, it is not open to public review. ALPR information gathered by this department may be used and shared with prosecutors or others only as permitted by law.

All ALPR data collected by the Redwood City Police Department is electronically sent to the Northern California Regional Intelligence Center. The Redwood City Police Department does not store any ALPR data.

The Northern California Regional Intelligence Center retains ALPR records with no connection to a criminal investigation for no longer than 12 months. Once the retention period has expired, the record is purged from the Northern California Regional Intelligence Center database unless a reasonable suspicion has been established that the vehicle identified by the ALPR read is connected to criminal activities.

The Northern California Regional Intelligence Center retains ALPR records connected to a criminal investigation for no longer than five years. Once the retention period has expired, the record is purged from the Northern California Regional Intelligence Center database. Further, if during the five-year period Northern California Regional Intelligence Center personnel become aware that the vehicle license plate information is no longer associated with a criminal investigation, the record will be purged from the Northern California Regional Intelligence Center database.

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#### **463.5 ACCOUNTABILITY AND SAFEGUARDS**

All saved data will be closely safeguarded and protected by both procedural and technological means. The Redwood City Police Department will observe the following safeguards regarding access to and use of stored data:

- (a) All non-law enforcement requests for access to stored ALPR data shall be referred to the Records Supervisor and processed in accordance with applicable law.
- (b) All ALPR data downloaded to the Northern California Regional Intelligence Center shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
- (c) Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.
- (e) ALPR system audits should be conducted on a regular basis.

#### **463.6 RELEASING ALPR DATA**

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law via the Northern California Regional Intelligence Center database, in accordance with the policies and procedures set forth by the Northern California Regional Intelligence Center.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

#### **463.7 TRAINING**

The Training Sergeant shall ensure that members receive department-approved training for those authorized to use or access the ALPR system, and maintain a list of authorized users, the date training was provided and the instructional plan used for training or annual re-certification (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

#### **463.8 QUALITY ASSURANCE**

The Northern California Regional Intelligence Center takes reasonable measures to ensure the accuracy of ALPR data collected. If Northern California Regional Intelligence Center discovers errors in ALPR data collected by its ALPR units, it will mark, correct, or delete data in accordance with the type and severity of the error in question. If the Northern California Regional Intelligence Center discovers errors in ALPR data collected from partner agencies' ALPR systems, it will communicate the errors back to the controlling agency to be addressed as deemed appropriate by that agency or in accordance with the agency's own ALPR data policies. Upon notification of a

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potential error in ALPR data collected from the Redwood City Police Department's ALPR systems, the Department shall investigate and correct any errors