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## Automated License Plate Readers (ALPRs)

### 462.1 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 San Leandro 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.

### 462.2 ADMINISTRATION OF ALPR DATA

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access shall be managed by the Services Bureau Captain. The day-to-day operation of the ALPR equipment and data shall be managed by the Administrative Lieutenant assigned to Technology and the Administrative Sergeant assigned to managing the fleet.

### 462.3 ALPR OPERATION

Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use the equipment or database records for any unauthorized purpose.

- (a) An ALPR shall only be used for official law enforcement purposes.
- (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.
- (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.
- (e) No ALPR operator may access California Law Enforcement Telecommunications System (CLETS) data unless otherwise authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through CLETS before taking enforcement action that is based solely on an ALPR alert.

### 462.4 ALPR DATA COLLECTION AND RETENTION

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

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Policy Manual

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The City of San Leandro Information Technology division is responsible for ensuring the collection of ALPR data as transferred from department vehicles to the Northern California Regional Intelligence Center (NCRIC) server on an automatic basis, transferring immediately upon utilization of the system.

All ALPR data downloaded to the NCRIC server should be stored for one year, and thereafter will be purged on the 366th day unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a lawful action to produce records. In those circumstances the applicable data should be downloaded from the NCRIC server onto portable media and booked into evidence.

**462.5 ACCOUNTABILITY AND SAFEGUARDS**

All saved data will be closely safeguarded and protected by both procedural and technological means by the National California Regional Intelligence Center. The San Leandro Police Department will observe the following safeguards regarding access to and use of stored data: All non-law enforcement requests for access to stored ALPR data shall be referred to the NCRIC and processed in accordance with applicable law.

- (a) All non law enforcement requests for access to stored ALPR data shall be referred to the NCRIC and processed in accordance with applicable law.
- (b) All ALPR data 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) Requests to review stored data shall be documented and maintained in the same manner as criminal history logs.
- (f) All transmission and storage of ALPR data shall meet CLETS requirements for network and computer security.

**462.6 ADOPTION AND REVISION DATES**

**ADOPTED: December 20, 2012**

**REVISED: October 15, 2015**

By Order of



**Sandra R. Spagnoli, Chief of Police**