Automated License Plate Reader Operating Procedure

205.1 PURPOSE AND SCOPE

This Standard Operating Procedure provides guidelines for the operation and accessing of the Department's Automated License Plate Reader (ALPR) program and data. This document is intended to supplement Policy 463.

Our Department currently uses three independent ALPR technology platforms - Flock Safety Inc. and AXON Fleet 3 Police Vehicle In-Car Camera System.

In accordance with the California Values Act, ALPR data may not be used for the purposes of immigration enforcement or other similar duties.

This Standard Operating Procedure, along with ALPR Policy, shall be posted conspicuously on our Department website.

205.2 DEFINITIONS

The following definitions for 'Operator' and 'End-User,' are listed in our Policy 463, and come from California Civil Code 1798.

"**Automated license plate recognition operator**" or "**ALPR operator**," means a person that operates an ALPR system. For our Department purposes, this will usually refer to our personnel or authorized designee operating a vehicle or other item of equipment with ALPR cameras collecting license plate data.

"**Automated license plate recognition end-user**" or "**ALPR end-user**" means a person that accesses or uses an ALPR system. For our Department purposes, this will usually refer to our personnel or authorized designee accessing historical data that is collected and stored in a centralized database(s).

205.3 ALPR OPERATOR TRAINING

Prior to the operation of the our Department approved ALPR system, any person operating a system shall complete Department approved training. The training will be coordinated by the Department Training Division, and shall include the following:

- A general review of the functionality of the vendor's software system
- The authorized purposes for operating the ALPR system.
- How to access the software system, by way of a login/password protected registry
- How our vendor maintains logs of access and use
- How our vendor retains and purges data from its system

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- How our vendor maintains system security to protect collected data
- How to trouble-shoot and report basic malfunctions

Departmental Operator training will be included in the onboarding process for new personnel.Records of this training shall be maintained by our Training Division. Additional or refresher training will be determined by the department system administrator.

205.4 ALPR END-USER TRAINING

Prior to accessing the ALPR platforms to review data as end-users, any person doing so shall complete Department approved training. The training will be coordinated by the Department Training Division, and shall include the following:

- A general review of how the ALPR Platform works
- The authorized purposes for accessing the ALPR platform
- Every ALPR data search shall be documented with a reason for the search, usually by agency case number, incident number, or warrant number.
- How to access the software system, by way of a login/password protected registry
- How the ALPR platform maintains logs of operator access and use
- How the ALPR platform retains and purges data from its systems

Any person(s) using the ALPR platform as end-user shall complete Department approved training.

205.5 ALPR SYSTEMS AUDITING

The Field Operations Captain has administrative responsibility for the ALPR platforms. This responsibility may be delegated to a designee as appropriate. ALPR systems audit should be completed monthly to ensure compliance of department policies. The results of this audit should be submitted to the Chief of Police for their review.

205.5.1 ALPR PLATFORMS

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Flock Safety

The Flock Safety Automated License Plate Recognition (ALPR) system consists of networked cameras that automatically capture license plate images and associated vehicle characteristics, including make, model, color, and other identifying attributes as vehicles pass within view of the cameras.

The primary purpose of the system is to assist law enforcement in preventing, deterring, and investigating crime by generating searchable ALPR data and providing real-time alerts when a detected license plate is associated with vehicles linked to stolen vehicles, vehicles involved in criminal activity, missing persons, AMBER Alerts, Silver Alerts, wanted individuals, or missing persons.

All ALPR detections collected through the Flock Safety system are stored within Flock Safety's secure cloud-based infrastructure. The system utilizes industry-standard encryption to protect ALPR information both in transit and at rest. Administrative, technical, and physical safeguards are implemented to protect ALPR information from unauthorized access, disclosure, modification, or destruction, consistent with applicable security standards.

Access to ALPR information is restricted to authorized personnel for legitimate law enforcement purposes, and system activity is subject to audit logging.

Axon Fleet 3 Police In-Vehicle Camera System

The Axon Fleet 3 Police In-Vehicle Camera System is an in-car video and digital evidence management platform designed for public safety vehicles. The system integrates video recording, automated license plate recognition (ALPR) functionality, and real-time connectivity into a single platform to support law enforcement operations and evidence collection.

The system may capture ALPR detections and associated vehicle characteristics when equipped with ALPR capabilities. This information may be used to assist law enforcement personnel in investigating crimes, identifying vehicles associated with missing persons, criminal activity, locating stolen vehicles, and supporting public safety operations.

Axon Fleet 3 incorporates security controls designed to protect digital evidence and ALPR information. Data collected by the system is encrypted during transmission and while stored, and is maintained within CJIS-compliant cloud storage environments. Access to the system and data is restricted through role-based access controls and authentication measure

205.6 PROTOCOL REVIEW

This Standard Operating Procedure should be reviewed on an annual basis with the Field Operations Captain, or their designee, and any other person(s) as determined by the Field Operations Captain.

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205.7 ALPR COMMITTEE

The ALPR committee will meet to discuss ALPR systems audit, training, equipment issues and maintenance, review policy and SOP, and other projects related to automated license plate systems.

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