
Automated License Plate Reader Privacy and Usage

463.1 PURPOSE AND SCOPE

The policy of the Monrovia Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

463.2 AUTHORIZED PURPOSES

ALPR shall only be used for official law enforcement business for the following purposes:

- Investigation for prosecution or exoneration of suspected criminal (including terrorist) incidents
- Identification and/or location of wanted persons
- Enforcement of sanctions, orders, or sentences
- Crime prevention/general law enforcement purposes
- Crime Analysis
- Investigatory leads in subsequent investigations

463.3 AUTHORIZED USERS

Only sworn officers, dispatchers and Communications, Crime Analysis and Technology Bureau (CCAT) personnel are allowed to access the ALPR system after receiving department-approved training. Authorized vendors will have access for maintenance and repair.

463.4 ADMINISTRATOR OF ALPR

The Support Services Division Commander is the administrator of the ALPR system and shall ensure that the system is operated in conformity with this Policy and other Department policies, procedures, rules and regulations.

463.5 MONITORING SECURITY, INFORMATION AND COMPLIANCE OF PRIVACY LAWS

All data will be closely safeguarded and protected by both procedural and technological means. The Monrovia Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) Personnel 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.
- (b) Personnel who access ALPR information will document the access in the department computer Records Management System under a classification of ALPR Request. The access information will include all of the following:
 1. The date and time the information is accessed.

Monrovia Police Department

Policy Manual

Automated License Plate Reader Privacy and Usage

2. The license plate number or other data elements used to query the ALPR system
 3. The username of the person who accesses the information
 4. The purpose of accessing the information
- (c) ALPR system audits will be conducted on a periodic basis. Inquiries into the ALPR System are restricted to the CCAT Supervisor and the Communications' Personnel.

463.6 SHARING ALPR INFORMATION

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, using the following procedures:

- (a) The agency makes a written request for the ALPR data that includes:
 1. The name of the agency.
 2. The name of the person requesting.
 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Support Services Division Commander or authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.
- (d) The Monrovia Police Department shares ALPR data with the Los Angeles County Sheriffs Department through an inter-agency agreement by which each agency agrees that all ALPR data will be gathered, accessed, utilized and disclosed in accordance with applicable law.

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 DATA ACCURACY

Several factors may affect the accuracy of the ALPR readings, for example: wear on the license plate, dirt, covers, and license plate frames. For this reason, it is important to verify the accuracy of any alert received.

Prior to any action being taken due to an ALPR alert, the officer in the field and/or communications officer in dispatch should view the image of the license plate verifying that the image of the license plate was correctly recognized by the ALPR system.

If practicable, the officer should verify an ALPR response through the California Law Enforcement Telecommunications Systems (CLETS) before taking enforcement action that is based solely on an ALPR alert.

Monrovia Police Department

Policy Manual

Automated License Plate Reader Privacy and Usage

463.8 RETENTION OF ALPR INFORMATION

The Support Services Division Commander is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

All ALPR data downloaded to the server should be stored for 1 year. Thereafter, ALPR data should be purged 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 discovery request or other lawful action to produce records. In those circumstances, the applicable data should be downloaded from the server onto portable media and booked into evidence.

463.9 TRAINING

All sworn officers, dispatchers, Communications, Crime Analysis and Technology Bureau (CCAT) personnel will have training annually conducted by the CCAT Supervisor.

Training will consist of the following:

- (a) Use and operation of the ALPR equipment
- (b) Review of Department Policy
- (c) Review of Privacy Usage Policy