



**General Order: 5.34
ALPR TECHNOLOGY**

Effective: September 11, 2012
Last Revised: May 12, 2016

PURPOSE

The purpose of this General Order is to establish and maintain procedures for the use of Automated License Plate Reader (ALPR) technology.

POLICY

Automated License Plate Reader (ALPR) technology, also known as Automated License Plate Recognition, provides automated detection of license plates. ALPRs are used by the 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.

ADMINISTRATION OF ALPR DATA

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

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.

1. The ALPR system shall be restricted to legitimate law enforcement uses for the purpose of furthering legitimate law enforcement goals and enhancing public safety.
2. An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Such uses and goals include, but are not limited to, providing information to officers that will assist in on-going criminal investigations, crime prevention, crime detection, the apprehension of wanted persons, ensuring the safety of vulnerable individuals through the recovery of missing and endangered persons, and improving the quality of life in our community through the identification and removal of stolen, unregistered, and uninsured motor vehicles. Reasonable suspicion or probable cause is not required before using an ALPR.
3. 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.

4. No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training. Garden Grove Police Department employees that are trained per the requirements of this policy will be authorized to receive user credentials for the system and will have access. Individuals with access include various roles in patrol, investigative, dispatch and command level roles. Garden Grove Police Department uses a hosted LPR solution; periodically, we may grant access to the vendor's support personnel to assist in administrative functions. All of the vendor's support staff have undergone background checks and meet the requirements of FBI-CJIS Security Policy.
5. No ALPR operator may access California Law Enforcement Telecommunications System (CLETS) data unless otherwise authorized to do so.
6. An ALPR Alert under the ALPR Program does not establish probable cause for enforcement action. With the absence of exigent circumstances the Hit information/data must be confirmed prior to taking any related law enforcement action. Users of the ALPR system will take reasonable measures to ensure the accuracy of the ALPR Data collected by Garden Grove Police Department ALPR units. Errors discovered in ALPR Data collected by GGPD units are marked, corrected, or deleted in accordance with the type and severity of the error in question. To assist our agency in its efforts to ensure accuracy of the ALPR data collected, our vendor also employs an OCR Engine Improvement Diagnostics tool to monitor the performance of its various OCR engines around the world. Once issues are identified and confirmed, the vendor works to quickly correct any systemic issues.

ALPR DATA COLLECTION AND RETENTION

All data and images gathered by an ALPR are for the official use of the Department 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.

The Regional ALPR System Administrator for the County of Orange is stationed at the Anaheim Police Department within the Emergency Management Bureau. The County Administrator is responsible for insuring proper collection and retention of ALPR data, and for transferring ALPR data stored in department vehicles to the County maintained server on a regular basis, not to exceed 30 days between transfers.

The County or Orange ALPR Administrator is responsible for insuring all ALPR data downloaded to the server is stored for a minimum of two years (Government Code § 34090), and thereafter will insure data is 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 lawful

action to produce records. In those circumstances the applicable data will be downloaded from the server onto portable media and booked into evidence.

ACCOUNTABILITY AND SAFEGUARDS

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

1. All non-law enforcement requests for access to stored ALPR data shall be referred to the County of Orange ALPR Administrator and processed in accordance with applicable law.
2. All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
3. 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.
4. All ALPR data queries must be accompanied by the law enforcement case number corresponding with the investigation. Without a case number entered, the system will not allow a query of license plate data.
5. Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.
6. Garden Grove Police Department is not aware of any individual privacy interest applicable to the anonymous ALPR data contained in the system, however, there are many controls in place. The data center and the software being used by the Garden Grove Police Department meets all relevant requirements of FBI-CJIS Security Policy including password complexity and change rules, deactivation of inactive users, use of secure internet protocol, and more. The system maintains usage logs that are available for routine audit. System audits should be conducted on a regular basis by the County of Orange ALPR Administrator or a Garden Grove Police Department designee
7. ALPR data gathered by agency-owned ALPR systems is never sold or transferred in any way. This data is shared with other law enforcement agencies solely at the discretion of the agency, and these privileges may be revoked at any time by the agency. Because the sharing of the data occurs from a hosted solution and is based on a set of visibility permissions, the data is not duplicated or transferred in any way and remains under the management and control of the agency at all times.