



**Date:** March 31, 2016  
**To:** WATCH REPORT  
**From:** Robert G. Luna, Chief of Police  
**Subject:** **SPECIAL ORDER – AUTOMATED LICENSE PLATE READER**

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### **SPECIAL ORDER**

Effective immediately, this Special Order creates policy as it pertains to the use of the Automated License Plate Reader System.

### **ALPR PURPOSE AND SCOPE**

The Long Beach Police Department utilizes automated license plate reader (ALPR) technology, and supporting software, to gather and analyze data to enable the rapid identification and location of vehicles of legitimate interest to law enforcement.

ALPR units are attached to vehicles or at fixed locations, where they collect license plate information from vehicles on public roadways and public property.

### **DEFINITIONS**

**Alert:** A visual or auditory notice that is triggered when the ALPR system receives a potential hit on a license plate.

**Hit:** A read matched to a license plate that has previously been registered on an agency's hot list of license plates related to stolen vehicles, wanted vehicles, or other factors supporting investigation, or which has been manually registered by a user for further investigation.

**Hot list:** Hot list data consists of license plate numbers selected by an agency for inclusion on a particular list to facilitate the targeting of vehicles displaying those license plate numbers.

**Read:** Digital images of license plates and vehicles, and associated metadata (e.g., date, time, and geographic coordinates associated with the vehicle image capture), that are captured by the ALPR system.

### **AUTHORIZED USE OF ALPR DATA**

ALPR data shall be used for official law enforcement purposes in support of local, state, and federal agencies.

## **RESTRICTIONS ON COLLECTION OF ALPR DATA AND USE OF ALPR SYSTEMS**

ALPR units may be used to collect data that is within public view, but may not be used for the purpose of monitoring individual activities protected by the First Amendment to the United States Constitution. It is the personal responsibility of all employees with access to ALPR data to take reasonable measures to protect the privacy and civil liberties of individuals, as well as the security and confidentiality of ALPR data.

Civilian ALPR operators may not contact occupied vehicles that return as stolen, wanted, or subject-of-investigation.

Users of ALPR Data shall visually confirm the license plate characters generated by the ALPR readers correspond with the digital image of the license plate in question. ALPR hits shall be verified through JDIC, CLETS or other official law enforcement sources.

## **COMMERCIALY COLLECTED ALPR DATA**

The Long Beach Police Department has access to commercially collected ALPR data, which shall be treated in the same manner as LBPd ALPR data.

## **RETENTION OF ALPR DATA**

ALPR Data collected by the Long Beach Police Department shall not be retained for a period exceeding 24 months. Once the retention period for ALPR data has expired, the Department shall purge the data from all ALPR systems.

ALPR records of vehicles having been identified and linked to a criminal investigation will be retained in accordance with the applicable criminal statute of limitations.

## **TRAINING**

Only Long Beach Police Department personnel trained in the use of the ALPR system, including its privacy and civil liberties protections, shall be authorized access to the ALPR system. All personnel who have access to the ALPR system will participate in annual training that shall include, at minimum, a review of this policy.

## **AUDITS**

Access to, and use of, ALPR data is logged for audit purposes. ALPR system audits will be conducted periodically and on request to supervisory personnel at the Long Beach Police Department.

## **SYSTEM MANAGEMENT**

The Bureau Chief of the Administration Bureau is the official custodian of the ALPR system and is responsible for managing the ALPR data collected. At minimum, the custodian will assign personnel under his or her command to administer the day-to-day operations of ALPR technology and data, including but not limited to maintaining accuracy of hot lists and correcting data errors.

## **DISSEMINATION**

ALPR data is for official use only. ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.

The Long Beach Police Department may disseminate ALPR data to any government entity with an authorized law enforcement or public safety purpose. ALPR information shall not be disseminated for personal gain or for any other non-law enforcement purpose.

ALPR data may be disseminated to owners and operators of critical infrastructure in circumstances where such infrastructure is reasonably believed to be the target of surveillance for the purpose of a terrorist attack or other criminal activity.

Historical ALPR data shall not be disseminated to members of the general public or news media, except in the following circumstances:

- 1) A public safety exception where the Department reasonably determines that an individual or vehicle poses a threat of substantial harm to the public.
  - a) Limited Release of Information - The release of ALPR data must be limited to information that could reasonably protect the public from the harm justifying the dissemination of the data.
- 2) ALPR images may be used in a photo line-up to further the particular investigation for which the ALPR Image was requested.

The Long Beach Police Department shall raise any and all applicable exemptions contained in the jurisdiction's freedom of information act to withhold or otherwise limit the disclosure of Historical ALPR Data.

This order shall remain in effect until the ALPR policy is finalized.

  
Robert G. Luna, Chief of Police

3/31/16  
Date