

<b>ALAMEDA COUNTY</b>  <b>SHERIFF'S OFFICE</b>  <b>GENERAL ORDER</b>	<b>NUMBER:</b> 5.42	<b>PAGES:</b> 1 of 5
	<b>RELATED ORDERS:</b> CALEA: 41.1.3, 41.3.9	
	<b>ISSUED DATE:</b> April 5, 2010	
	<b>REVISION DATE:</b> <i>April 5, 2016</i>	
<b>CHAPTER:</b> Law Enforcement Operations	<b>SUBJECT:</b> Automated License Plate Recognition (ALPR) System	

- I. **INTRODUCTION:** The Automated License Plate Recognition (ALPR) system uses cameras mounted on *stationary locations or* patrol vehicles to capture images of license plates and transfer the data to the Police ALPR Graphical Interface System (PAGIS) for instant plate check against specified databases, (NCIC Stolen, Felony Warrants, and Amber Alerts) with immediate alerts to deputies of any “hits.”
  
- II. **PURPOSE:** The purpose of utilizing the ALPR is to equip authorized deputies and staff assigned to law enforcement roles with an effective tool to combat criminal activity, enhance productivity, and improve officer safety.
  
- III. **POLICY:** The ALPR system will be used primarily in the Sheriff’s Office service areas to alert deputies and staff to suspect vehicles and vehicles of interest to law enforcement. Deputies shall confirm ALPR system “Hits” with dispatch prior to initiating any enforcement actions on a suspect vehicle. *It is the intent of this agency to ensure that ALPR “operators” and “end-users” maintain reasonable security standards, and use procedures with respect to privacy rights, regarding data obtained from the ALPR systems.*
  
- IV. **DEFINITIONS:**
  - A. Pearpoint Image Processing Systems (PIPS): Pulsed narrow wavelength retro-reflective techniques for image capture.
  
  - B. Platefinder: Sophisticated firmware continually searches the camera’s field of view for the presence of a license plate.
  
  - C. Dual Lens Camera: As a license plate is detected, the dual lens camera is triggered to capture both color and infrared images of the vehicle and plate. Infrared cameras are able to see license plates regardless of sun glare, darkness, or other adverse conditions.
  
  - D. Triple Flash Technology: Triple flash technology varies the flash, shutter and gain settings of the camera to capture multiple plate images, ensuring the highest quality photo regardless of light or weather conditions. Only the image determined to produce the highest quality read is sent on for processing.
  
  - E. Optical Character Recognition (OCR) Engine: PIPS uses a customized OCR engine specific to the state or region of interest. PIPS OCR engines are very tolerant of skewed and off-axis plate reads, various plate sizes, syntax rules, and designs. The engine reads

the captured infrared plate image and converts it to a data file.

- F. Processors: In addition to housing the patented platefinder and triple flash technologies, PIPS processors perform the OCR translation and can use the captured data in a variety of ways via a PIPS software application or 3rd party solution.
- G. Back Office System Server (BOSS) Application Software: Software interfaces, specific to the industry or application, allows the user of the system to easily view and manage the data.
- H. Northern California Regional Intelligence Center (NCRIC): The NCRIC is a government program that helps safeguard the community by serving as a dynamic security nexus. The NCRIC provides the software backend, including servers and storage, for saved ALPR data. The Sheriff's Office ALPR cameras communicate directly with the NCRIC, and the NCRIC provides the software tool for accessing and reviewing stored ALPR data.
- I. LPR Website: The NCRIC website for accessing and reviewing ALPR data. Like most other law enforcement data this is on a "need to know/right to know" basis.

## V. GUIDELINES:

### A. ALPR USAGE

1. *The NCRIC has established guidelines for the collection and use of ALPR data, in a matter that maintains the highest respect for an individual's privacy rights. Members of the Sheriff's Office will abide by these guidelines.*
2. *The ALPR system may be used to collect data that is within public view. The data may not be used for the specific purpose of monitoring individual activities which are protected by the United States Constitution.*
3. *The data may be used for law enforcement purposes only. The information will not be sold, shared or transferred, except to another law enforcement agency. All efforts will be made to ensure the data remains confidential.*
4. *In compliance with Senate Bill 34, our Agency will provide an opportunity and platform for public comment pertaining to our Agency's ALPR system. The public will be allowed to provide comments during a monthly meeting of the Sheriff's Advisory Committee, held in San Lorenzo. The date and times for such comments will be publicized.*

*For information on the meeting dates and times, you can contact the following:*

1. *Alameda County Sheriff's Office Crime Prevention Unit at (510)-667-7770.*
2. *Email the Agency at: [pio@alamedacountysheriff.org](mailto:pio@alamedacountysheriff.org). Other information can be found on our Agency's website: [www.alamedacountysheriff.org](http://www.alamedacountysheriff.org)*

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5. The following are some situations for using the ALPR system, including functionality of the LPR Website:
  - a. Stolen Vehicle Identification
  - b. To identify wanted felons during routine patrol
  - c. BOLF's
  - d. AMBER Alert
  - e. Surveillance and Investigation
  - f. To conduct grid searches of areas around the crime scene
  - g. Blue Alert
  - h. Silver/Gray Alert
  - i. Yellow Alert
6. Using ALPR collected data shall be for official agency purposes only. Accessing the data for personal reasons, or the introduction of unapproved software other files or altering the software program, is unauthorized.
7. ALPR equipped cars should be made available to trained personnel in order to conduct license plate canvasses for homicides, shootings and other major crimes or incidents.
8. Partial plates reported during major crimes should be entered into the ALPR in an attempt to identify suspect(s) vehicles.
9. ALPR Data is reviewed and accessed via the NCRIC LPR Website as follows:
  - a. Staff accessing the data must have a vetted NCRIC account establishing their ability to access NCRIC law enforcement resources.
  - b. Access to ALPR data must be for authorized agency purposes and within "need to know / right to know" guidelines. All access and inquiries to the site are logged and may be audited.
  - c. Access requires a case/report number, or event number if a report number has yet to be generated.
  - d. The website is located at <https://lpr.ncric.ca.gov>

**B. DATA COLLECTION AND RETENTION:**

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1. ALPR data is constantly updated in communication with NCRIC ALPR servers.
2. All ALPR data downloaded to the server will be stored for one year prior to being purged. This is the NCRIC retention policy.
3. Notwithstanding any other provision of law, all electronic images or data gathered by ALPR's are for the exclusive use of law enforcement in the discharge of duties and are not to be made open to the public.

C. COMPLAINTS:

All internal and external complaints will follow standard complaint procedure as outlined in the Sheriff's Office Written Directives and applicable laws.

D. MAINTENANCE:

1. Major repairs to any equipment, other than routine and normal maintenance, require the system administrator's authorization.
2. All regularly scheduled maintenance and routine repairs shall be coordinated through the Sheriff's Office I.T. Support Services.
3. The maintenance and repairs of the server and back-end for the ALPR system is the responsibility of, and provided by, the NCRIC.
4. All persons using the ALPR are responsible for the condition of the equipment and notifying the DUI/Cover Unit supervisor when a repair is required.
5. Under no circumstances shall a vehicle equipped with ALPR be taken through an automated carwash.
6. Under no circumstances shall a user adjust, mount or dismount ALPR cameras.
7. Caution should be taken to ensure the system's computer has proper ventilation. (Trunk Mounted System)

E. SYSTEM ADMINISTRATOR

1. The Eden Township Substation (ETS) DUI/Cover Unit supervisor is the ALPR system administrator. The system administrator's responsibilities shall include:
  - a. Training selected vehicle operators and ensuring they receive periodic training as needed.
  - b. Maintain a list of qualified vehicle operators.
  - c. Overseeing the maintenance of the ALPR system.

## F. TRAINING:

1. Use of ALPR Vehicle:
  - a. The system administrator can authorize a Deputy to use the ALPR in vehicle system once they have been trained, showing proficiency and an understanding of operational procedures.
2. LPR Website Access:
  - a. All staff wishing to access the NCRIC ALPR (LPR Website) data shall review and sign off this General Order as well as Attachment 1 to this General Order in DMS to acknowledge they have reviewed and understand the LPR Website training. Staff shall not utilize the LPR Website without first acknowledging these documents.

## G. DATA BREACH:

- a. In the case of any data breach/compromise of personal information contained in our ALPR data systems owned or operated by our Agency, the following procedures are required:
  - i. For breaches within our Agency, if possible, identify the breach/compromise and contact the Technology/Network Infrastructure Unit at email address of: [netsecurity@acgov.org](mailto:netsecurity@acgov.org) or at 510-208-9666 (X29666) or 510-208-9836 (29836).
  - ii. The Technology/Network Infrastructure Unit will contact the NCRIC systems analyst to inform them of the breach/compromise, and attempt to find a solution.
  - iii. The Technology/Network Security Unit will also notify the Office of Information Security (California Department of Technology), pursuant to reporting mandates set by state law.
  - iv. All affected individual(s), will be notified by the Technology/Network Infrastructure Unit, via a "Notice of Data Breach" form; detailed in the form are categories which include the incident detail, information involved, remedies for the victim(s), what the Sheriff's Office is doing to resolve the issue, and contact information for the Sheriff's Office.
- b. Any breach notification from an outside source, will be made using the normal police reporting guidelines (i.e., filing a report with their local law enforcement agencies). All instances will be forwarded to the Technology/Network Infrastructure Unit of the Sheriff's Office. The

notification to the affected party may be delayed, if an ongoing investigations may be compromised.

- c. ***Pursuant to Civil Code 1798.29, any victim(s) of an ALPR data breach, will be contacted without unreasonable delay and advised of the breach, and measures taken to fix the issue.***

**H. LPR INFORMATION AS EVIDENCE:**

1. The NCRIC LPR website does not mark hits as evidence and save them indefinitely. Any staff member who accesses the LPR website and identifies information which is of evidentiary value to a case should export and save the results, entering them into evidence for continued retention.

**ATTACHMENTS:**

1. Use of the NCRIC LPR system
2. Technology/Network Infrastructure Unit "Notice of Data Breach" form