



## **BELVEDERE POLICE DEPARTMENT**


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Feb 22, 2022

### Memorandum

To: All Department Sworn Members

From: Jason Wu, Chief of Police 

Subject: Automated License Plate Readers (ALPRs)

This memo serves to further clarify the guidelines and procedures, set forth under Section 432.3.1 of BPD Policy 432 (ALPRs), to comply with the requirements of Civil Code § 1798.90.53 et seq. This includes, but is not limited to (Civil Code § 1998.90.51; Civil Code § 1798.90.53):

- (a) Only sworn members of the department, who have completed the department-approved training, are authorized to access and use the ALPR system or to collect ALPR information.
- (b) The Training Sergeant will ensure that sworn personnel successfully complete department-approved training prior to use of the ALPR system.
- (c) To ensure the security of the information and compliance with applicable privacy laws, all sworn personnel shall comply with the following guidelines:
  - a. No APLR operator may access department, state, or federal data unless otherwise authorized to do so.
  - b. The Administrative Sergeant should review, monthly, ALPR system audit reports generated by Vigilant Solutions and maintain audit reports per the Department's Records Maintenance and Release Policy.
- (d) The Department will observe the following safeguards regarding access to and use of stored ALPR data:

- a. All data will be closely safeguarded and protected by both procedural and technological means. The data captured by the ALPR cameras are stored at a secured off-site facility within the United States that is maintained by Vigilant Solutions which meet all Federal Bureau of Investigation evidentiary standards.
  - b. The data is accessible only to sworn personnel of this Department via a secured cloud-based online database named LEARN (Law Enforcement Archival Reporting Network) that complies with Civil Code § 1798.90.52.
  - c. Data will not be stored for more than 730 Days.
- (e) The Administrative Sergeant (Sgt. Tom Sabido) will maintain oversight of ALPR operations.
- (f) The Administrative Sergeant will work with the Custodian of Records to ensure compliance with the Department's Records Maintenance and Release policy (Policy #803) regarding the retention and destruction of ALPD data.
- (g) Policies and procedures related to Automated License Plate Readers (ALPRs) will be conspicuously posted on the Department's website.