

CITY OF WILDOMAR	
	ADMINISTRATIVE POLICY NO. CS3
LICENSE PLATE CAMERA/ALPR USAGE AND PRIVACY POLICY	
Original Issue: 06/30/2021	Effective: 06/30/2021
Current Issue: 06/30/2021	Effective: 06/30/2021

LICENSE PLATE CAMERA/ALPR USAGE AND PRIVACY POLICY

SECTION 1. PURPOSE

The purpose of this Policy is to set forth the procedures for use of license plate imaging systems and equipment conducted in the course and scope of providing law enforcement, prosecutorial and crime prevention services as well as establishing use and data retention policies. The City will only make the data available to the Riverside County Sheriff's Office (RSO), which provides law enforcement services for the City, or other law enforcement or prosecutorial agency upon request from those agencies. Once the data is obtained by any law enforcement or prosecutorial agency, the usage and privacy policies of that agency apply.

SECTION 2. AUTHORIZED PURPOSES FOR USING THE LICENSE PLATE CAMERAS AND COLLECTING PHOTOGRAPHIC LICENSE PLATE IMAGES AND/OR ALPR DATA

The purpose for using ALPR data is to deter criminal activity and to aid law enforcement in its investigation and prosecution of possible crimes.

SECTION 3. PERSON AUTHORIZED TO ACCESS OR COLLECT LICENSE PLATE IMAGE/ALPR DATA

The ALPR camera system is installed and maintained by an independent contractor using proprietary technology. Footage is held temporarily on the camera for initial processing. All data is then securely stored in a cloud-based server where all data (both footage and metadata) is fully encrypted and automatically deleted every thirty (30) days. The ALPR system shall only be accessed or used by the City Manager and sworn RSO Officers. The independent contractor shall not access footage without explicit, written permission from the City to help collect evidence in the event of a crime and shall not share, sell, or monetize ALPR data.

SECTION 4. TRAINING

Training on the use of ALPR cameras shall be provided by the City Manager in cooperation with RSO and the independent contractor retained by the City for this purpose.

SECTION 5. HOW THE LICENSE PLATE CAMERAS WILL BE MONITORED TO ENSURE SECURITY OF THE INFORMATION AND COMPLIANCE WITH APPLICABLE PRIVACY LAWS

ALPR data is confidential and shall not be shared or open to the public for review. ALPR data may only be shared with other law enforcement or prosecutorial agencies for official law enforcement purposes in accordance with this Policy. Data shall not be used for any non-work-related purposes and all uses shall take into consideration the privacy, civil rights, and civil liberties of individuals.

All information collected and stored as part of the license plate recognition system, including ALPR data shall be closely safeguarded and protected by both procedural and technological means and shall be securely stored in either (a) a specific secure location chosen by the City Manager, or (b) a secured cloud-based server. Unless and until the information is requested by law enforcement, and in accordance with the retention schedule in paragraph 8 below, only the City Manager shall have access to the information.

SECTION 6. THE PURPOSES OF, PROCESS FOR, AND RESTRICTIONS ON, THE SALE, SHARING, OR TRANSFER OF ALPR DATA TO OTHER PERSONS

All ALPR data access requires a username and password for access that is available only to the City Manager and authorized sworn RSO Officers. Access to ALPR data may be provided by the City Manager to other law enforcement or prosecutorial agencies for official law enforcement purposes only.

Once ALPR data is obtained by a law enforcement agency, it shall become the property of that agency, and the City of Wildomar shall have no responsibility for that data and shall not be required to maintain any copy thereof.

SECTION 7. THE TITLE OF THE OFFICIAL CUSTODIAN, OR OWNER, OF THE LICENSE PLATE CAMERAS RESPONSIBLE FOR IMPLEMENTING THIS POLICY

The City Manager shall be responsible for implementing this Policy.

SECTION 8. A DESCRIPTION OF THE REASONABLE MEASURES THAT WILL BE USED TO ENSURE THE ACCURACY OF LICENSE PLATE RECOGNITION DATA AND CORRECTION OF DATA ERRORS

The ALPR system shall be monitored and maintained by the independent contractor to ensure functionality, reliability and functionality in accordance with specific terms and conditions of the applicable agreement.

SECTION 9. THE LENGTH OF TIME THE LICENSE PLATE IMAGE DATA WILL BE RETAINED, AND THE PROCESS UTILIZED TO DETERMINE IF AND WHEN TO DESTROY DATA

ALPR data shall be stored in a secured cloud-based server for a minimum of thirty (30) days and then permanently deleted.

SECTION 10. SECURITY PROCEDURES TO PROTECT ALPR DATA

The City Manager shall maintain reasonable security procedures including operational, administrative, technical, and physical safeguards to protect ALPR image data from unauthorized access, destruction, use, modification, or disclosure.

SECTION 11. NOTICE OF BREACH OF SECURITY

In the event of a breach of security of license plate image data, the City will, pursuant to Civil Code section 1798.29 (i)(3), provide notice of said breach by posting conspicuous notice thereof on the City's website for a minimum of 30 days, and by notifying major statewide media and the Office of Information Security within the Department of Technology.

Approved: Gary Nordquist Date: 7/1/2021
Gary Nordquist, City Manager