

I. PROCEDURES:

A. GENERAL

1. The use of LPR systems are restricted to public safety–related missions of East Palo Alto Police Department.
2. LPR systems and associated equipment and databases are authorized for official use only. Sharing, which includes outside law enforcement agencies, of LPR data is strictly prohibited, unless authorized by the Chief of Police. Misuse of this equipment and associated databases, or data, may be subject to sanctions and/or disciplinary actions.
3. LPR systems, LPR data and associated media are the property of the East Palo Alto Police Department. Data is intended for use in conducting official business with limited exceptions noted elsewhere in this policy.

B. ADMINISTRATION

LPR CUSTODIAN RESPONSIBILITIES:

Information Technology (IT) shall serve as custodian of records and shall be responsible for oversight of the LPR system. Responsibilities include:

1. Access, collection, storage, and retention of LPR data and associated media files. All LPR recordings shall be retained in accordance with California Government Code (CGC) §34090 (d) for a period of not less than two years. Recordings not identified as evidence will be retained for a period of two years, at which time they will be purged.
2. Preserve LPR reads and “alerts” or “hits” that are acted on in the field or associated with criminal investigations or prosecutions.
3. Ensure the security and integrity of data captured, stored, and/or retained by the LPR system.
4. Authorize any requests for LPR systems use or data access according to the policies and guidelines of the East Palo Alto Police Department. Release of LPR recordings shall be conducted in accordance with Penal Code §1054.5 (discovery requests for criminal prosecution).
5. LPR systems repairs, hardware or software, shall be made by IT staff or authorized sources approved by the Chief of Police.

OFFICER RESPONSIBILITIES:

1. At the start of each shift, officers shall log into the LPR system to ensure that the LPR system is connected and working properly.