5-09/550.10 - General Administration

The Advanced Surveillance and Protection Unit (ASAP) is responsible for the following:

- Receiving reports of Automated License Plate Recognition (ALPR) defects, damage, and/or other matters requiring maintenance of the Department's ALPR systems.
- Maintenance of data, including safeguarding and backing up of ALPR data, specific requests for searches, and for maintenance of internal hot lists.
- Inventory of ALPRs within the Department and for ensuring that the Department has included all ALPR equipment in fixed assets and tagged as county assets.
- Conducting an annual review of the policy and procedures contained herein, and for making recommendations to the Sheriff for any necessary amendments thereto.

Unit commanders are responsible for identifying unit staff authorized to capture, access, or use ALPR data. Unit commanders are further responsible for ensuring that authorized staff are appropriately trained and that all policies relative to ALPRs are followed.