5-09/550.50 - Data

Department personnel may request (with the concurrence of their unit commander) that the Advanced Surveillance and Protection Unit (ASAP) enter a specific vehicle license plate into the Department's hotlist. Examples of entries include:

- Gang members/associates;
- Sex offenders;
- Crime suspects;
- Fugitives; and
- Search warrant targets.

Members making inquiries into the Automated License Plate Recognition (ALPR) database must enter all information requested fully and completely in order to accurately track and manage each query into the system.

If the ALPR data query log contains a hit and an arrest is associated with the hit, the deputy or investigator shall retain a copy of this hit as part of the case file and notify ASAP.

ALPR data query logs shall be maintained and secured for future audits for a minimum of two years or until any associated case is adjudicated.

Personnel conducting a query on behalf of an authorized requestor shall log each query as such.

ALPR data shall be uploaded on specified incremental time frames as designated by ASAP to keep each hotlist up to date in the ALPR server. ALPR data transferred from all mobile, portable, and fixed ALPR cameras will be managed by ASAP.

All ALPR data shall be reviewed for record retention (validation or purge) at five years, and when information has no further value or meets the criteria for removal by applicable law, it shall be purged or permanently deleted except in cases such as:

- ALPR records related to a prosecution will be maintained until a final disposition has been reached in the case;
- ALPR records associated with a criminal investigation can be maintained in the criminal case file and retained for the maximum period of time associated with such records; and
- Whenever otherwise directed by an executive of the Department for a particular case or internal investigation.

Stored data shall only be shared pursuant to an executed inter-agency agreement.

The Department does not maintain copies of shared data from outside agencies. Such data is maintained by those agencies subject to their own retention polices.