



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



525.08 AUTOMATED LICENSE PLATE READER AND PUBLIC SAFETY CAMERA NETWORK 6-13-2024

PURPOSE

The purpose of this order is to establish policy and procedures for the use and oversight of the Sacramento Police Department's (SPD) Automated License Plate Reader (ALPR) and Public Safety Camera Network (PSCN) technology in accordance with California Civil Code §§ 1798.90.5 and 1798.90.55.

POLICY

It shall be the policy of the SPD to utilize ALPR and PSCN technologies for official law enforcement purposes to increase the efficiency and effectiveness of public safety efforts in a manner that safeguards the privacy of citizens.

PROCEDURE

A. DEFINITIONS

1. AGENCY CAMERA – Video or ALPR devices maintained under the authority of SPD.
2. ALPR ADMINISTRATOR – Sergeant, detectives, or Public Safety IT staff assigned to the Real-Time Information Center (RTIC).
3. AUTHORIZED DEPARTMENT PERSONNEL – SPD sworn peace officers, community service officers, and professional staff who have completed a California Law Enforcement Telecom System (CLETS) less than full operator, or equivalent course, and have been trained in the use of ALPR.
4. AUTOMATED LICENSE PLATE DATA – Information detected and recorded by an ALPR reader that includes license plate numbers, vehicle photos, timestamps, and GPS coordinates.
5. AUTOMATED LICENSE PLATE READER (ALPR) – A device that uses integrated camera and computer technology to detect and record ALPR data.
6. CAR-DETECTOR MANAGEMENT SYSTEM (CDMS) – Automated license plate recognition software that facilitates detection and upload of ALPR data from mobile ALPR readers and hit notifications to authorized department personnel.
7. DETECTION – ALPR data obtained by an ALPR device in public view.
8. HOT LIST – Identified license plate numbers associated to specific vehicles that are of law enforcement interest involving, but not limited to, missing persons, related to violent crimes, stolen vehicles, and vehicles associated to named suspects. License plate numbers are sourced from various law enforcement and vehicle databases.
9. HIT – A notification to authorized department personnel of an ALPR detection of a license plate that is contained on the hot list and requires verification.
10. CITY CAMERA – Cameras and ALPR devices maintained and under the authority of various City of Sacramento departments, excluding Public Works, Transportation Division or SPD. City cameras are installed in public view at locations to include, but not limited to, City Hall, recreation facilities, parks, and parking lots.
11. CITY TRAFFIC CAMERA – Cameras and ALPR devices maintained and under the authority of the Public Works, Transportation Division. City traffic cameras are installed in public view for the purposes of monitoring the flow of vehicular traffic at street intersections.
12. LAW ENFORCEMENT ARCHIVAL REPORTING NETWORK (LEARN) – An intelligence platform that contains ALPR data and analytic capabilities that provides searching and relational functionality of Vigilant Solutions ALPR detections.
13. PUBLIC SAFETY CAMERA NETWORK (PSCN) - A series of cameras and ALPR devices from various sources that are utilized to support public safety.
14. PRIVATE DONOR CAMERAS – Cameras maintained and under the authority of a private entity that



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voluntarily provides public-facing video feeds to the PSCN. Such feeds shall be restricted to specific terms (e.g., viewing limitations, access) set by the private entity and detailed within a terms and conditions agreement.

15. SPECIAL HOT LIST – Any authorized department personnel's hot list entry of license plates associated with criminal activity that does not meet criteria for entry into CLETS or NCIC systems with notifications to SPD only.
16. TARGET ALERT SERVICE (TAS) – A feature of the CDMS software that notifies authorized department personnel of a hit.
17. VOLUNTARY REGISTRY – A resource in which private citizens and business owners with equipment capable of recording video footage can volunteer to provide their location and contact information via an online registry.

B. GENERAL

1. Only authorized department personnel shall be approved to utilize ALPR devices, PSCN, and connected databases for official law enforcement purposes only.
2. Upon discovery of any ALPR devices, PSCN equipment, or other camera systems that are inoperable or damaged, employees shall:
 - a. Not attempt to repair.
 - b. Immediately notify an ALPR administrator of:
 - (1) Police vehicles equipped with ALPR devices shall be reported via established police facility MDC repair procedure (hardcopy and online form) with all details pertaining to malfunction or damage.
 - (2) Damaged or vandalized mobile trailers shall be returned to the police facility by a trained officer.
 - c. Document damage or vandalism to ALPR devices, PSCN equipment, or mobile trailers in a crime report.

C. ALPR DATA

1. All ALPR data uploaded to LEARN shall be retained by SPD for a minimum of 90 days pursuant to California Government Code § 34090.7 and maximum of two years in accordance with the City's Records Management Policy. ALPR data shall be purged after the retention period unless it is evidence in a criminal, civil, or administrative proceeding.
2. Data generated by the department ALPR system may be shared with a requesting law enforcement agency (LEA) that is a partner of the LEARN network.
 - a. Requests for ALPR data of an LEA that does not have a partnership with the LEARN network shall not produce data and contact the division commander of the RTIC immediately.
3. SPD shall not sell, share, or transfer ALPR data, except as otherwise permitted by law.
4. SPD shall not provide ALPR data with private entities, out-of-state LEAs, or federal agencies, except as otherwise permitted by law.
5. SPD shall not provide ALPR data to assist immigration authorities for any immigration enforcement.
6. SPD shall not cooperate with or provide information, including ALPR data, to any individual, out-of-state agency, or department regarding the provision of lawful gender-affirming health care or gender-affirming mental health care performed in California.

D. ALPR

1. ALPR devices shall only be utilized and deployed for official law enforcement purposes, including, but not limited to:
 - a. Locating stolen vehicles, wanted or missing persons or vehicles, or identifying stolen license plates.
 - b. Canvassing areas surrounding crime scenes to record vehicle license plates to locate additional evidence, witnesses, victims, or suspects.



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- c. Other approved uses that have been reviewed and documented by a sergeant or an ALPR administrator.
 2. ALPR administrators shall:
 - a. Coordinate training for all SPD employees who wish to utilize ALPR, PSCN, and other camera technologies.
 - b. Conduct quarterly inspections of:
 - (1) All ALPR and PSCN devices are functioning properly and updated.
 - (2) Authorized department personnel LEARN queries.
 - (a) Out-of-compliance queries shall be submitted to the employee's division commander.
 - c. Maintain authorized department personnel access and rosters.
 3. ALPR-equipped vehicle operators shall:
 - a. Have completed ALPR training prior to utilizing any ALPR devices or systems.
 - b. Ensure the ALPR readers are properly affixed to the assigned police vehicle prior to start of shift and inspected for damage or excessive wear.
 - c. Start the CDMS ALPR software to activate the system at the beginning of each shift.
 - d. Ensure the ALPR system is operational by confirming all cameras, LEARN, GPS, and system lights are green upon full start-up of the system.
 - e. Generate a stolen vehicle recovery call for service if unable to recover an unoccupied stolen vehicle.
 4. ALPR TAS hits shall not be the sole basis for an enforcement or investigative stop. Independent reasonable suspicion or probable cause shall be required prior to an enforcement or investigative stop.
 5. ALPR TAS hits shall be broadcast in accordance with Communications Directive 510.43 (Radio Broadcasts).
 - a. If broadcasts are conducted by any authorized department personnel, they shall be completed in a timely manner as to provide dispatchers with the opportunity to verify the status of the provided license plate.
 - b. SPD employees logged onto a mobile digital computer (MDC) shall not confirm the license plate status via their MDC, but ensure the appropriate dispatcher is notified to conduct the verification.
 6. ALPR TAS hits shall be dispatched in accordance with Communications Directive 500.02 (Police Incident Type Codes).
 - a. Dispatchers notified of an ALPR TAS hit shall:
 - (1) Enter a call for service.
 - (2) Verify the license plate status by conducting CLETS and NCIC query and attaching the results to the call.
 - (3) Obtain the vehicle description and direction of travel.
 - (4) Complete appropriate broadcast based on the circumstances.
- E. HOT PLATES
1. License plate entries shall include the following information:
 - a. Related SPD case number.
 - (1) If not associated with a case number, the subject's XREF shall be entered.
 - b. Reason for entry.
 2. Hot plates shall also be entered into the appropriate CLETS and NCIC systems (e.g., SVS, SLR, SFR, MUPS) with an expiration not to exceed 24 hours.
- F. PSCN
1. PSCN equipment includes:
 - a. Agency cameras.
 - b. City cameras.
 - c. City traffic cameras.
 - d. Private donor cameras.
 2. PSCN equipment shall only be deployed for official law enforcement purposes, including, but not limited



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to:

- a. Remotely monitor and oversee specific locations for criminal activity.
 - b. Monitor active events for public safety, traffic congestion, or crimes-in-progress.
 - c. Evidence collection.
 - d. Training.
 - e. Specific requests approved by a division commander.
3. Shape recognition capabilities shall only be utilized when investigating reported incidents when the suspect or vehicle description is known.
4. SPD employees who determine PSCN video should be reviewed for evidentiary value shall make every effort to review and collect footage as soon as possible.
- a. When appropriate, review and collect PSCN video which shall be documented in the related report.
 - b. All PSCN video evidence shall be uploaded (booked) to the department's authorized digital photo and video evidence repository (e.g., evidence.com).
 - c. SPD employees shall not refer citizens to contact any department unit to review footage.
5. All PSCN data shall be retained by SPD for a minimum of 90 days pursuant to California Government Code § 34090.7 and maximum of two years in accordance with the City's Records Management Policy. PSCN data shall be purged after the retention period unless it is evidence in a criminal, civil, or administrative proceeding.

G. PRIVATE DONOR CAMERAS

1. Private donor camera video footage is the property of the private donor and shall not be recorded or stored by SPD. As such, private donors shall be responsible for answering media requests and shall not be subject to Public Records Act requests.
2. Authorized department personnel shall not access private donor camera video footage unless an agreed upon terms and conditions agreement exists.
3. Restrictions by which private donor camera video footage is viewed and shared shall be designated by the private donor and shall be contained in an agreed upon terms and conditions agreement, which includes topics, but are not limited to:
 - a. Specific purpose and manner that video footage is utilized.
 - b. Private donor cameras and sourcing of accompanying integration equipment.
 - c. Restricted access based on time, location, and viewing angle.
 - d. Real-time viewing limitations.
 - e. Footage retrieval processes.
 - f. Restricted remote access.
 - g. Effective agreement expiration.

H. VOLUNTARY REGISTRY

1. Citizens and business owners can register their recorded video equipment with SPD. Collected information includes, but is not limited to:
 - a. Name of equipment owner or other contact person.
 - b. Location and address of equipment.
 - c. Type of equipment.
2. SPD employees may utilize the voluntary registry to contact and coordinate retrieval of video footage for the purpose of evidence collection.
3. SPD employees utilizing contact information from the voluntary registry shall only inquire and collect video footage for law enforcement purposes only.

I. SPECIAL HOT LISTS

1. Special hot list hit notifications shall only be used for informational purposes only and shall not serve as a basis for an enforcement or investigative stop. Independent reasonable suspicion or probable cause shall be required prior to an enforcement or investigative stop.
2. Special hot list notifications shall:
 - a. Only be authorized to notify SPD authorized department personnel.
 - b. With division commander approval, shared with other law enforcement agencies.

J. MOBILE APPLICATIONS



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1. Mobile application access to ALPR and PSCN devices shall be in accordance with General Order 410.09 (Use of Communication Devices).
- K. PUBLIC RECORDS ACT (PRA) REQUESTS
1. PRA requests for any records within this order shall be in accordance with General Order 320.05 (Release of Reports and Requests).