

Carlsbad Police Department

Policy Manual Special Order 2022-02

Pursuant to Carlsbad Police Department Policy 204, this Special Order becomes effective, January 10, 2022. Policy Section 462.5 has been amended with the addition of subsection (g) to reflect the following.

462.5 ACCOUNTABILITY AND SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The Carlsbad Police Department will observe the following safeguards regarding access to and use of stored data:

(a) All non-law enforcement requests for access to stored ALPR data shall be referred to the Records Manager and processed in accordance with applicable law.

(b) All ALPR data downloaded to the mobile workstation shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.

(c) Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.

(d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.

(e) Every ALPR Detection Browsing Inquiry must be documented within the LEARN system by either the associated Carlsbad Police case number or incident number, and a reason for the inquiry.

(f) The Carlsbad Police Department shall not sell, share, or transfer ALPR information, obtained by the department, except to a public agency who meets the following criteria:

1. City, county, or city and county law enforcement agency in the state of California.
2. Any agency or political subdivision of the State of California that is the law enforcement agency.
3. The State of California.

(g) No department member shall share ALPR data with another law enforcement entity not already approved by the department without the written authorization by a Bureau Captain or above. Written authorizations shall be retained by PSSB in the ALPR audit file.

WILLIAMS #5221
Mickey Williams, Chief of Police

1.10.22
Date