

## **City of Hayward Parking Program Automated License Plate Recognition Policy**

The City of Hayward Parking Program goal is to manage and provide parking services for residents, businesses and visitors. The City uses Automated License Plate Recognition (ALPR) to support this mission.

### **What Is ALPR?**

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition (LPR), provides automated detection of license plates. ALPR is a camera system that takes a picture of a license plate and uses a computer algorithm to convert the image of the license plate, and the characters it contains, into computer-readable data (ALPR data).

### **Purpose**

Hayward collects ALPR data for the purposes of managing parking, issuing citations for violations of parking laws and regulations, and collecting citation fines.

### **Authorized Users**

Authorized City of Hayward staff, including parking officers and City of Hayward Police Department, and contractors involved in issuing citations and collecting parking citation fines are authorized to access ALPR data.

### **Training**

Authorized City staff is required to complete department-approved training before they are allowed to operate ALPR equipment or access ALPR data. Training in the use of the system consist of:

- Privacy and civil liberties protections;
- Legal authorities, developments and issues involving the use of ALPR Data and technology;
- Current City of Hayward Policy regarding appropriate use of ALPR Systems;
- Technical, physical, administrative and procedural measures to protect the security of ALPR Data against unauthorized access or use; and
- Practical exercises in the use of the ALPR system.

## **Information Security**

All saved data is closely safeguarded and protected by both procedural and technological means. The City of Hayward Transportation Department observes the following safeguards regarding access to and use of stored data:

- All non-law enforcement requests for access to stored ALPR data are and will not be granted.
- All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
- Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate parking enforcement purposes only.
- ALPR system audits will be conducted on a regular basis by the Official Custodian.

## **Official Custodian**

The Parking Program Manager assigned by the Transportation Division Manager is the Official Custodian of the collected ALPR data and responsible for implementing this policy.

## **Information Sharing**

The City only shares ALPR data with employees and contractors who are responsible for processing citations and handling parking payments. The City does not share or sell ALPR data to anyone, nor is it disclosed to the public. The City will only share ALPR data internally with the City of Hayward Police Department.

## **Accuracy**

Parking Enforcement Officers visually verify license plate data when a citation is issued.

## **Data Retention**

ALPR data is stored based on the following schedule:

- License Plate data collected: 365 days from date of infractions