

Agenda Report

March 13, 2017

TO: Honorable Mayor and City Council
FROM: Department of Transportation
**SUBJECT: POLICY FOR THE USE OF AUTOMATED LICENSE PLATE READERS
IN PARKING ENFORCEMENT IN THE CITY OF PASADENA**

RECOMMENDATION:

The following report is for information only; no City Council action is required.

BACKGROUND:

As of January 2016, California Civil Code 1798.90.51 was amended to require cities that use automated license plate recognition (ALPR) equipment to develop and post a policy that "shall, at a minimum, include all of the following:

- (A) The authorized purposes for using the ALPR system and collecting ALPR information.
- (B) A description of the job title or other designation of the employees and independent contractors who are authorized to use or access the ALPR system, or to collect ALPR information. The policy shall identify the training requirements necessary for those authorized employees and independent contractors.
- (C) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.
- (D) The purposes of, process for, and restrictions on, the sale, sharing, or transfer of ALPR information to other persons.
- (E) The title of the official custodian, or owner, of the ALPR system responsible for implementing this section.
- (F) A description of the reasonable measures that will be used to ensure the accuracy of ALPR information and correct data errors.
- (G) The length of time ALPR information will be retained, and the process the ALPR operator will utilize to determine if and when to destroy retained ALPR information.

Civil Code 1798.90.55 (a) further requires that there must be an opportunity for public comment about the policy at a regularly scheduled public meeting of the governing body of the public agency.

The ALPR Policy developed by the Transportation Department's Parking Division (Attachment A) satisfies the requirements noted above.

FISCAL IMPACT:

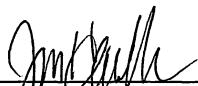
There is no fiscal impact as a result of this action.

Respectfully submitted,



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Director
Department of Transportation

Prepared by:



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Approved by:



STEVE MERMELL
City Manager

Attachment: (1)

Attachment A – Parking Enforcement ALPR Policy