American Civil Liberties Union of Northern California
39 Drumm Street
San Francisco, CA 94111

RE: Public Records Act Request ALPR – Response

This letter is to comply with your public records request of the San Mateo Police Department received August 3, 2012. The response is accurate to the best of our knowledge at the time of your request.

Response to Question #1:

Please refer to the attached policy in use by the San Mateo Police Department regarding the use of ALPR systems by our agency.

Response to Question #2:

The San Mateo Police Department has two Federal Signal (PIPS) ALPR systems. Each system is equipped with four cameras and is mounted to black and white marked San Mateo Police Vehicles. The source of funds to purchase the units was California Law Enforcement Equipment Purchase Program grant funds appropriate in 2001 and not fully expended until the purchase of these ALPR units.

The invoice for the purchase of the ALPR technology is attached to this letter.

There are no other responsive documents in our possession.

Response to Question #3:

The San Mateo Police Department has two Federal Signal (PIPS) ALPR systems. Each system is equipped with four cameras and is mounted to black and white marked San Mateo Police Vehicles. The system reads license plates and compares the image against the California Stolen Vehicle System. Each vehicle scans approximately 1000 license plates per 24 hour period.
Response to Question #4:
Refer to the attached policy.

Response to Question #5:
Other than the attached policy there are no responsive records in our possession.

Response to Question #6:
We do not have an ALPR server. We connect to the server hosted by the San Mateo County Sheriff’s Office. We have no other responsive records in our possession.

Response to Question #7:
We have no responsive records in our possession.

Sincerely,

[Signature]
Wayne Hoss
Captain
San Mateo Police Department
Automated License Plate Readers (ALPRs)

462.1 PURPOSE AND SCOPE
Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPRs are used by the San Mateo Police Department to convert data associated with vehicle license plates and use it for official law enforcement purposes including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPRs may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

462.2 ADMINISTRATION OF ALPR DATA
All installation and maintenance of ALPR equipment, as well as ALPR data retention and access shall be managed by the Support Services. The Support Services Captain/Deputy Chief and Field Operations Captain will assign personnel under his/her command to administer the day-to-day operation of the ALPR equipment and data.

462.3 ALPR OPERATION
Use of ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use the equipment or database records for any unauthorized purpose.

(a) An ALPR shall only be used for official and legitimate law enforcement business.
(b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
(c) While an ALPR may be used to canvass license plates around any crime scene particular consideration should be given to using ALPR equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
(d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
(e) No ALPR operator may access California Law Enforcement Telecommunications System (CLETS) data unless otherwise authorized to do so.
(f) If practicable, the officer should verify an ALPR response through CLETS before taking enforcement action that is based solely on an ALPR alert.

462.4 ALPR DATA COLLECTION AND RETENTION
All data and images gathered by ALPR are for the official use of the San Mateo Police Department and because such data may contain confidential CLETS information it is not open to public review. ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law.

Collection and retention of ALPR data is subject to the following guidelines:

Automated License Plate Readers (ALPRs) - 324

Adopted: 2012/08/01 © 1996-2012 Lexipol, LLC

22595
Automated License Plate Readers (ALPRs)

(a) Files will be transferred from field units to department or home servers in accordance with current San Mateo Police Department file storage procedures.

(b) All ALPR data captured during a shift should be transferred to the department server before the end of each shift. Once transferred all ALPR data should be immediately purged from the mobile workstation.

All ALPR data downloaded to the server should be stored for a minimum of one year (Government Code § 34090.6), and thereafter should be purged unless it has become, or it is reasonable to believe it will become evidence in a criminal or civil action, or is subject to a lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

462.5 ACCOUNTABILITY AND SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The San Mateo 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 Supervisor and processed in accordance with applicable law.

(b) 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.

(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 relates 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) ALPR system audits should be conducted on a regular basis.
October 28th, 2011

Lt. Wayne Hoss
San Mateo Police
Field Operations
200 Franklin Parkway
San Mateo, CA 94403
650-522-7682

REF: Mobile Law Enforcement License Plate Recognition (ALPR) New Low Profile
"SLATE" 4-Camera System with "PAGIS"

Lt. Hoss,

Thank you for the opportunity to quote our Mobile Law Enforcement Automated License Plate Recognition (ALPR) System referred to as PAGIS. PIPS Technology has been the industry leader in ALPR systems worldwide for over 18 years. When considering an ALPR vendor, I hope you will take into consideration the following key points about our company:

- Our **only** market focus is specializing in Automatic License Plate Recognition technologies.
- As an Original Equipment Manufacturer, we design, manufacture, and develop our own hardware and software – we control the quality and support of our products from start to finish.
- PIPS offers an ALPR “back-end” analysis software package (BOSS) that provides data-mining of “historic” license plate information obtained and stored from all deployed mobile (and fixed) systems within your department.
- Our technology has passed a rigorous 5-protocol day and night testing procedure by the CHP with successful capture and plate interpretation rates of 92% obtained at speeds up to 110 miles per hour in various conditions that simulate the mobile law enforcement environment. Our durable camera mounts were designed by law enforcement for law enforcement deployment.
- We have an established western U.S. sales and support office based in the Los Angeles and Orange County Area.

I am pleased to provide you with the following pricing for two (2) **four** camera new “low profile” ALPR systems “hard” mounted and Integrated into your existing Laptop / MDC in a patrol vehicle.

1108 E. Raymond Way
Anaheim, Ca. 92801

Phone: (949) 280-1716
Fax: (949) 770-8824
E-mail: info@pipstechnology.com

22597
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<td><strong>SLATE-950-LE-P</strong> Police ALPR PAGIS units to include: Four SLATE dual lens cameras with IR and color overview; all custom camera cabling; PIPS ALPR processor-trunk mounted; GPS module; All required PAGIS and ALPR software installed on the processor; Light bar mounting brackets and plates.</td>
<td>$ 17,000</td>
<td>$ 34,000</td>
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<td>N/A</td>
<td><strong>BOSS-ADMIN</strong> Basic License providing administrator access and two concurrent users. Back Office System Software for system administration, data analysis and data storage. Provides data mining and reporting, basic mapping functionality, remote alerting, and networking in support of inter-agency data sharing. Sold as concurrent user licenses; smart clients may be installed on an unlimited number of PC’s and licenses determine how many users may be logged in simultaneously. <strong>BOSS is provided with Microsoft SQL Express which has a 4 GB database size limit. PIPS Technology strongly recommends a full Microsoft SQL database license for any system with more than two mobile vehicles or fixed sites.</strong></td>
<td>N/A Will connect to existing San Mateo Sheriff BOSS Server.</td>
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<td>N/A</td>
<td><strong>BOSS-MAP</strong> Advanced mapping utilizing the MicroSoft Live Earth utility. Provides enhanced mapping functionality including satellite imagery and multiple view options.</td>
<td>Will use County mapping</td>
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<td><strong>PIPS SRVC-FE MOBILE – ON SITE Installation, Commissioning and Training</strong></td>
<td>$ 1,500</td>
<td>$ 3,000</td>
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<td>Freight $ 95</td>
<td>$ 95</td>
<td>$ 190</td>
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<td>$34,000@8.50%</td>
<td>Tax</td>
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<td><strong>TOTAL:</strong></td>
<td><strong>$ 40,080</strong></td>
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<td><strong>OPTIONAL</strong> EXTENDED MAINTENANCE</td>
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**Scope of Work:**

Our quote **includes** installation. During that time, our system will be installed in your designated vehicle, and you or the appropriate personnel will receive training on both PAGIS and BOSS by our representative.

Our quote does not include BOSS or mapping as your department will use the county back office and mapping.
All PIPS equipment hardware and software is covered by a one-year parts and labor warranty. Maintenance agreements are available for both our hardware and software products. These agreements supply you with upgrades and improvements to our OCR engine for enhanced plate detection capabilities and software upgrades for BOSS and PAGIS in addition to all hardware sold by PIPS Technology, Inc. (cameras, processor, cables, connectors and/or touch screen monitor). A second year of warranty coverage is quoted above at $2,000 per year.

Please let me know if you require any other information. I can be reached directly at 949-280-1716 should you have any questions regarding the content of this quotation.

Best Regards,

Kris Robinson
Regional Sales Manager
PIPS Technology a Federal Signal Company
**FEDERAL SIGNAL CORP.**
Advancing Security and Well-being

PIPS Technology
804 Innovation Drive
Knoxville, TN 37932-2562

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**INVOICE**

**Send Payments To:**
PIPS Technology Inc.
904 Innovation Drive
Knoxville, TN 37932-2562

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**SHIPPER:** 7663

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**SOLD TO:** 1628
SAN MATEO, CITY OF
ATTN: POLICE DEPT
200 FRANKLIN PARKWAY
SAN MATEO, CA 94403

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**Cust Fax:**
**SHIP TO:**
SAN MATEO, CITY OF
ATTN: POLICE DEPT
200 FRANKLIN PARKWAY
SAN MATEO, CA 94403

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**Group Name:**
**Due Date:**

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**REMARKS:**
LT. WAYNE HOSS
650-652-7682

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**TERMS:**
0.00/0.30

**SIGNED:**
UPS GRND 12321RV20353748892 12-27-11

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**ITEM NO.**
**QUAN. ORDERED**
**QUAN. SHIPPED**
**UNIT PRICE**
**TOTAL AMOUNT**

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**Acct #**
**Inv #**
**Authorized**
**Date ent:**

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**PARTIAL INSTALLATION + TRAINING COSTS INVOICE TO FOLLOW**

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**PLEASE SEE & USE NEW REMIT INFO**
If you wish to receive your invoices via email, please respond to: slakins@federalsignal.com

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**SUB-TOTAL**
38,190.00

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**TAXES**
2,805.00

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**SHIPPING & HANDLING**
0.00

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**INVOICE TOTAL**
$40,995.00

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**22600**

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**Form Revised April 28th 2011**

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**001998**
July 31, 2012

Sent via U.S. mail

Chief Susan E. Manheimer
San Mateo Police Department
200 Franklin Parkway
San Mateo, CA 94403

Re: Public Records Act Request regarding Automatic License Plate Readers

Dear Chief Manheimer:

This letter is a request under the California Public Records Act (California Government Code §6250 et seq.) by the American Civil Liberties Union of Northern California. This request seeks records regarding automatic license plate readers (ALPRs). ALPRs are also sometimes referred to as Automatic Vehicle Identification, Car Plate Recognition or License Plate Recognition equipment and/or software. This records request uses ALPR in reference to any of this technology.

Records Requested

Please provide copies of the following records created from January 1, 2006 to the present:

1. All records regarding your policies, practices and procedures for procuring and using ALPR technology, and for storing, accessing and sharing data obtained through ALPR technology;

2. All records regarding the procurement of ALPR technology, including
   a. any needs assessment or other analysis of the decision to procure ALPR technology;
   b. the number of ALPR units or systems acquired;
   c. sources of funds used to pay for ALPR technology;
   d. invoices for the purchase of ALPR technology;
   e. local government approval for any ALPR purchase;

26 Throughout these requests, the term "records" includes but is not limited to any paper or electronic information, reports, evaluations, memoranda, correspondence, letters, emails, charts, graphs, flyers, meeting agendas and minutes, training materials, diagrams, forms, DVDs, tapes, CDs, notes or other similar materials.

MICHELINE A. WILK, CHIEF COUNSEL | DENNIS MCMULLY | A. JAY KOHN | FARAH BREEDY | ALLEN ASCH | VICE CHAIRPERSONS | KENNETH SURAMAN, SECRETARY/TREASURER
AUBRI SOCIETAN, EXECUTIVE DIRECTOR | KEMP EVANS, ASSOCIATE DIRECTOR | OEHE HRALE, DEVELOPMENT DIRECTOR | SHAYNA RELENDERN, ORGANIZING & COMMUNITY ENGAGEMENT DIRECTOR
LAURA SAPUNRA, COMMUNICATIONS DIRECTOR | ALAN SCHLOSSER, LEGAL DIRECTOR | ALLEN HOFKER, MANAGING EDITOR | NIKOLITY SHER, LEGAL ASSOCIATE
FRANCISCO LINGWENT, OPERATIONS DIRECTOR | WLADIMIR NAVARRO, SENIOR LEGAL DROFICIAN | TIFFANY NORI, LEGISLATIVE ADVISOR | STEPHEN J. BONIS, GENERAL COUNSEL

AMERICAN CIVIL LIBERTIES UNION OF NORTHERN CALIFORNIA
39 DRUMM STREET, SAN FRANCISCO, CA 94111 | T/415.653.7800 | F/415.299.1498 | TTY/415.865.7832 | WWW.ACLU NC .ORG 001999
f. requests for proposal (RFP) for the procurement of ALPR technology and bid documents submitted in response;
g. analysis or review of responses to any RFP;
h. interactions with vendors, suppliers and potential suppliers of ALPR technology, including materials and fact sheets supplied by vendors describing their products;
i. make, model, and manufacturers’ specifications and instructions for ALPR unit(s) ultimately procured by your agency

3. All records regarding the use of ALPR technology, including
   a. the number of vehicles equipped with ALPR technology;
   b. for stationary deployments, the number and physical location of ALPR units;
   c. the technical capabilities of the ALPR units;
   d. what types of data are obtained by the use of ALPR units;
   e. the purposes for which data obtained by the use of ALPR units are used;
   f. the number of license plates scanned and/or read in a given time period (day, month, year, etc.);

4. All records regarding the storage of data obtained using ALPR technology, including
   a. what types of data are stored for any period longer than an hour;
   b. how long data is stored;
   c. when data must be discarded;
   d. how many individual license plate scan records your agency currently stores;
   e. protocols to ensure the security of the data;

5. All records regarding access to ALPR data, including
   a. the legal justification required before an individual accesses ALPR data;
   b. purposes for which the data may be accessed;
   c. purposes for which the data may not be accessed;
   d. who may access the data, what procedures they must go through to obtain access, and who must authorize access;
   e. the existence or non-existence of a system that records who accesses the data and when the data is accessed;

6. All records regarding the sharing of data obtained through ALPR technology, including
   a. what type of data is shared;
   b. which databases your agency puts collected ALPR data into;
   c. third parties, governmental or private, that may access your agency’s ALPR data, including what procedures third parties must go through in order to access the data and any restrictions placed on third parties regarding further sharing of your ALPR data;
   d. any agreements to share ALPR data with outside agencies, corporations or other entities;

7. All records regarding obtaining ALPR data from third parties, including which databases your agency can access;
8. All training materials used to instruct members of your agency in ALPR deployment and use, data management, or operation of automated records systems that contain ALPR data to which any member of your agency has access, including regional or shared ALPR databases.

Because this request is on a matter of public concern and because it is made on behalf of a non-profit organization, we request a fee waiver. See North County Parents Organization v. Dept. of Educ., 23 Cal. App 4th 144 (1994). We are also requesting documents to be provided in electronic format if at all possible. Doing so would eliminate the need to copy the materials and provides another basis for our requested fee waiver. If, however, such a waiver is denied, we will reimburse you for the reasonable cost of copying. Please inform us in advance if the cost will be greater than $50.

According to the California Public Records Act (California Government Code §6253(c)), a response is required within 10 days. Thank you for your prompt attention to this matter. Please furnish all applicable records to the undersigned at 39 Drumm Street, San Francisco, CA 94111 or cconley@aclunc.org. If you have questions, please contact me at cconley@aclunc.org or 415 621 2493, ext. 308.

Sincerely,

[Signature]

Chris Conley
Technology and Civil Liberties Project
American Civil Liberties Union of Northern California