



February 18, 2020

Mr. Wesley Pierson
City Manager
Town of Addison
5300 Belt Line Road
Dallas, TX 75254

Mr. Wesley Pierson,

Reference: 2019 Annual Report Addendum, License Plate Recognition and Optical Camera Audits

Background

Based on Council direction to explore technologies assisting Addison's public safety efforts, the police department identified two key programs; License Plate Recognition (LPR) and optical cameras.

The Addison Police Department receives most of its calls for service out of the business community. On a busy day, or night, our officers may not be able to spend the time within our residential areas that many of our citizens expect or desire. Not being able to meet that expectation may lead some residents to perceive a lack of safety within their neighborhoods. Envisioned to be a force multiplier for the police department, the License Plate Recognition and optical camera system will assist them in keeping the community safe. This will happen two ways. First, by alerting Addison Police when a criminal enters an area covered by the License Plate Recognition cameras. Second, providing valuable forensic evidence should a crime occur.

Town of Addison Public Safety Data Management Policy

Policy Statement: These principles will act as policy guidelines for the police department as they develop and implement their standard operating procedures. Transparency and accountability for these systems is incredibly important and at the forefront of all our decision-making processes. Cooperation between law enforcement and the community it serves is the key to any program's success. These policy guidelines serve that purpose. Giving clear direction and boundaries, from the community, regarding how the police department will manage data collected via license plate recognition and optical cameras.

It shall be the policy of the Town of Addison that the data collected by License Plate Recognition and Optical Camera technologies be managed according to the following principles:

1. License Plate Recognition systems will be used by the police department for legitimate law enforcement purposes only investigating circumstances in which law enforcement officers reasonably believe that the plate data are relevant to an ongoing criminal investigation.

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2. Unless plate data has been flagged, retention periods should be measured in days and weeks, not months and years. The Town will not store data about innocent people for more than 45 days and will only keep flagged data when it is necessary for legitimate law enforcement investigative purposes.
3. Citizens will be able to find out if plate data of vehicles registered to them are contained in the data base used by the police department.
4. The Town will not share plate data with non-law enforcement, third-parties. The Town will also not share data with other law enforcement agencies that do not follow proper retention and access policies or that do not have clear policies in place to ensure such practices are followed.
5. The police department will report data usage publicly and on an annual basis.
6. The Town will not collect personally identifiable information.

Audits

Since the LPR system went live on April 12, 2019, the Addison Police Department's License Plate Recognition and Optical Camera system has operated according to Council's policy direction. The APD's internal policy and procedures, that are aligned with Council adopted policies, are being followed. The following internal and external audits were conducted, and the activities were found to be in line with adopted policies and procedures:

Audit Period April 2019 through December 2019

1. *Agency Data Sharing:* Currently, the Addison Police Department is not sharing our LPR data with any other law enforcement agencies while we continue to work through our matrix for agency approval as the pilot project concludes in April 2020.
2. *User Permissions:* Audit conducted and verified access only allowed to supervisors and Criminal Investigative section personnel per Addison Police Department's internal policy and procedures.
3. *Log-in Tracking:* Audit conducted, and no unauthorized access detected.
4. *Search Queries:* Audit conducted to ensure queries are for legitimate law enforcement purposes only; no discrepancies detected.
5. *Records Viewed:* Audit conducted to ensure viewed records are for legitimate law enforcement purposes; no discrepancies detected.
6. *Camera Status:* Audit confirmed all cameras are online and functioning without errors. Our vendor also confirmed, to date, there has not been any reported physical or electronic breaches of the enclosures since the time of installation.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Paul Spencer".

Paul Spencer
Chief of Police

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