CAL STATE LA
PARKING & TRANSPORTATION SERVICES

Automated License Plate Recognition (ALPR) System

I. PURPOSE:

To provide guidance for the collection, retention, and security obtained using Automated License Plate Recognition (ALPR) technology. The ALPR system captures digital license plate data and images for the sole purpose of enforcing parking rules on campus premises.

II. ADMINISTRATION:

ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by parking officers at Cal State University, Los Angeles to convert data associated with vehicle license plates for official use of parking payment verification, parking occupancy data, and vehicle parking designation.

III. ALPR ADMINISTRATOR:

The Director of Parking and Transportation Services serves as the ALPR administrator and will delegate the role of administering the day-to-day operation of ALPR, which consists of installation and maintenance of ALPR equipment, as well as ALPR data retention and access.

The Parking Director or designee shall be responsible for developing guidelines and procedures to comply with the requirements of Civil Code § 1798.90.5. This includes, but is not limited to (Civil Code § 1798.90.51, Civil Code § 1798.90.53):

a. Implementing a usage standard to ensure that the access, use, sharing, and distribution of ALPR information is consistent with respect for individuals' privacy and civil liberties.
b. A description of the job title or other designation of employees and independent contractors who are authorized to access and use ALPR information.
c. A description on how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.
d. Training requirements for authorized users.

IV. ALPR AUTHORIZED USE:

Department members shall not use or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51, Civil Code § 1798.90.53). Authorization for the use of ALPR is limited to the following:

a. Support for parking applications, including PayByPhone, Ventek pay stations, and university online parking purchase portal.
b. Virtual permit verification, including semester, faculty/staff, 1-day, 30-day, resident, and non-affiliated permits.
c. ALPR-assisted citation issuance via handheld/mobile app.
d. Hotlist identification, including scofflaw and vehicles found to be on such lists, which may result in the issuance of a citation for illegally parking and/or may result in towing of vehicle, per C.V.C. 21113(a) & C.V.C. 22651

e. Virtual timing/chalking automating the timestamping of vehicles in time-limited spaces and areas.
f. Parking availability management includes occupancy and turn-over counts and assessment of campus parking facilities.

V. DATA COLLECTION AND RETENTION:

The Director of Parking & Transportation Services, or designee will be responsible for ensuring ALPR systems and processes are in place for the proper collection and retention of ALPR data.

ALPR captures the following information from a vehicle:

a. license plate numbers
b. geographic coordinates of where the vehicle and license plate image was captured.
c. the date and time of the license plate recording.

The ALPR camera does not identify the driver nor does it have the capability of accessing personal information through the generated alphanumeric version of the license plate number. However, the parking management system links vehicle LPR data to student, faculty/staff, and patron parking accounts solely for parking permit verification purposes.

All ALPR data resulting in a parking enforcement action is retained with the citation record. Data collected by ALPR system not resulting in parking enforcement action or not part of an ongoing law enforcement investigation is retained for 1 year and is automatically purged.

VI. ACCOUNTABILITY:

All data will be closely maintained and protected by both procedural and technological means. The following safeguards will be observed:

a. All ALPR data downloaded to the mobile workstation and in the ALPR database shall be accessible through a login/password system.
b. Members approved to access ALPR data under these guidelines are permitted to access the data for parking management purposes only.
c. ALPR system audits will be conducted on a regular basis.

VII. RELEASING ALPR DATA:

a. ALPR data may be shared only with law enforcement or prosecutorial agencies for official law enforcement purposes as permitted by law.
b. Requests by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Public Records Act and Release Policy. (Civil Code § 1798.90.55)

VIII. TRAINING:

The Parking Field Sergeant assigned to coordinate training for field personnel will ensure that authorized members receive training for use of the ALPR system. The Director of Parking & Transportation Services will ensure that authorized staff gain proper training and access to the ALPR database.