

Berkeley Police Department Memorandum



To: Chief Jennifer Louis via Chain of Command
From: Sergeant Peter Lee
Date: January 16, 2024
RE: Automated License Plate Reader Audit

SUMMARY:

Policy 1302, Surveillance Use Policy – Automated License Plate Reader (ALPR), governs the use and access to the Genetec ALPR systems by Parking Enforcement Officers. Per Policy 1302, the ALPR system will be audited biannually. In this audit, access records of the Genetec ALPR system between July and December of 2023 were analyzed.

BACKGROUND:

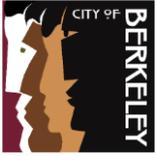
I initiated an audit of the Genetec ALPR system in accordance with Policy 1302. Per Policy 1302, an audit is to be conducted biannually with the following analysis and guidance:

- 1) *Any unauthorized access or data breach shall be reported immediately to the City Manager. BPD will enforce against prohibited uses of the Genetec ALPR system, associated ALPR Read and Hit metadata, and lists and databases pursuant to Policy P-26, or other applicable law or policy.*

- 2) *The audit shall be documented in the form of an internal department memorandum to the Chief of Police. The memorandum shall include any data errors found so that such errors can be corrected. After review by the Chief of Police, the memorandum and any associated documentation shall be placed into the annual report filed with the City Council pursuant to BMC Section 2.99.020 2. d., published on the City of Berkeley website in an appropriate location, and retained within Professional Standards Bureau.*

ANALYSIS:

I retrieved Genetec ALPR system access records for the timeframe of July 1st, 2023 to December 31st 2023. The Parking Enforcement Manager, Lyesha Garrett, provided me with these records and advised that there were no data errors. In accordance with Policy 1302, I analyzed the records for unauthorized access and/or data breaches.



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This audit confirmed that access to the Genetec ALPR system was only made by Parking Enforcement Supervisors and the Parking Enforcement Manager as allowed pursuant to Policy 1302.5. Access to the system was also made by Genetec personnel during system maintenance. No data breaches, data errors, or prohibited uses were discovered during this audit period.

The next audit will be conducted in July 2024.

Peter Lee
Audits and Inspections Sergeant
Berkeley Police Department