



## Berkeley Police Department Memorandum



To: Chief Jennifer Louis via Chain of Command  
From: Sergeant Peter Lee  
Date: July 6, 2023  
**RE: Automated License Plate Reader Audit**

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### **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, the first six months of access records to the Genetec ALPR system were analyzed.

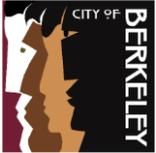
### **BACKGROUND:**

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 January 1<sup>st</sup>, 2023 to June 30<sup>th</sup>, 2023. These records were provided to me by the Parking Enforcement Manager, Lyesha Garrett. In accordance with Policy 1302, I analyzed the records for unauthorized access or data breach.



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This audit confirmed that the only access to the Genetec ALPR system was made by Parking Enforcement Supervisors and the Parking Enforcement Manager for parking enforcement operations and by Genetec personnel during system maintenance. There have been no data errors or prohibited uses.

The next audit will be conducted in January 2024.

Peter Lee  
Audits and Inspections Sergeant  
Berkeley Police Department