

ALPR Usage and Privacy Policy

This procedure provides instructions for the Department of Human Assistance Program Integrity Division (PID) employees' access and usage of the Vigilant ALPR system (Vigilant).

Usage

Use of Vigilant is limited to legitimate law enforcement purposes by Criminal Investigators and Investigative Assistants of the PID only.

PID staff shall not sell data or information from Vigilant to another person or entity. PID staff shall not share or transfer data or information to another person or entity except for legitimate law enforcement purposes as allowed by law.

PID staff will secure any retained Vigilant data in the appropriate case file and purge that data or information according to department record retention guidelines.

Training

All users will receive hands-on training from designated investigative staff upon user account creation. At minimum, the training will cover how to access and use Vigilant, authorized purposes for access, and the safeguarding of data or information obtained from the system.

Auditing

Vigilant system user accounts will be created, monitored and maintained by designated PID account administrators. Compliance with the guidelines of this policy will be monitored by random access audits by account administrators every other month, at minimum.

Implement a usage and privacy policy in order to ensure that the access, use, sharing, and dissemination of ALPR information is consistent with respect for individuals' privacy and civil liberties. The usage and privacy policy shall be available to the public in writing, and, if the ALPR end-user has an Internet Web site, the usage and privacy policy shall be posted conspicuously on that Internet Web site.

Any data errors discovered in Vigilant will be reported to a PID account administrator, who will forward the information to Vigilant.

Program Administrator

The designated Program Administrator for ALPR matters is Assistant Chief Criminal Investigator Lane Ruddick. The Program Administrator can be reached by phone at 916-875-8911.