



Notice of Public Meeting

Automated License Plate Reader Policy

The California State University, Long Beach University Police Department and Parking and Transportation Services are providing notice of a public meeting concerning the proposed implementation and use of Automated License Plate Reader (ALPR) technology.

California Civil Code section 1798.90.55 requires a public agency that operates or intends to operate an ALPR system to provide an opportunity for public comment at a regularly scheduled meeting of the agency's governing body before implementing the program.

Public Meeting Information

Date: Monday, October 5, 2026

Time: 8:00 a.m.

Location: Microsoft Teams meeting Join:

<https://teams.microsoft.com/meet/299095142369716?p=gKvmWqnbVWKCb9jDiw>

Governing Body: CSULB – University Police Department & Parking and Transportation Services

Members of the public will have an opportunity to provide comments regarding CSULB's proposed implementation and use of ALPR technology. Information regarding meeting attendance and the process for submitting public comments will be included in the meeting agenda or posted with the meeting information.

Automated License Plate Reader Policy

UPD Policy 427, Automated License Plate Readers, establishes requirements governing the collection, access, use, security, retention, and sharing of information obtained through ALPR technology.

Under the policy:

- ALPR technology may be used only for official law-enforcement purposes, including preventing, investigating, and mitigating criminal activity and threats to public safety; locating stolen or wanted vehicles and license plates; identifying missing persons, victims, or witnesses; developing investigative leads; and protecting special events or critical infrastructure.



- Only authorized department members who have completed department-approved training may operate ALPR equipment or access ALPR information.
- Access to stored ALPR information is restricted through a login- and password-protected system that records access by user, date, and time.
- ALPR information may be accessed only for legitimate law-enforcement purposes.
- The system and its access records are subject to regular audits to promote security, accountability, and compliance with applicable privacy laws.
- ALPR information may not be sold. Information may be shared only with California public agencies, only as permitted by law, and only after a written request has been reviewed and approved by UPD's Administrative Services Division Commander or authorized designee.
- ALPR information will be stored for a minimum of 60 days and then purged in accordance with the applicable records-retention schedule, unless the information has become—or is reasonably expected to become—evidence in a criminal or civil matter, is subject to discovery, or must otherwise be preserved or produced as required by law.
- Before taking enforcement action based solely on an ALPR alert, officers should, when practicable, independently verify the vehicle or individual's identity and the legal justification for the contact.

The complete policy is in the Appendix below.

CSULB recognizes the importance of balancing the use of public-safety technology with the protection of individual privacy and civil liberties. Public participation is an important part of that process, and members of the campus community and public are encouraged to attend the October 5, 2026 meeting and provide comments.

Carol Almaguer

Chief of Police

California State University, Long Beach

University Police Department



APPENDIX UPD POLICY 427 AUTOMATED LICENSE PLATE READERS

Automated License Plate Readers (ALPRs)

427.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

427.2 POLICY

The policy of the CSU Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public. Digital license plate data refers to any data, image, vehicle information, location information, date/time information, or other relevant information captured by an ALPR system and retained in a database.

All data and images gathered by the ALPR are for the official use of this department. Furthermore, all access to, and retention of digital license plate data shall only be conducted on a need to know, right to know basis by an authorized user. Because such data may contain confidential information, it is not open to public review.

427.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the CSU Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including preventing, solving, and mitigating criminal acts and threats to public safety, as well as identifying stolen or wanted vehicles, stolen license plates and missing persons, victims and witnesses. It may also be used to gather information related to active warrants, suspect interdiction, stolen property recovery and community safety and security (e.g. development of investigative leads, protect participants at special events, protect critical infrastructure sites, etc.).

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Chief of Police or designee. The Chief of Police or designee will assign members of the Department to administer the day-to-day operation of the ALPR equipment and data.

427.3.1 ALPR ADMINISTRATOR

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

- (a) A description of the job title or other designation of the members and independent contractors who are authorized to use or access the ALPR system or to collect ALPR information.
- (b) Training requirements for authorized users.
- (c) A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.

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- (d) Procedures for system operators to maintain records of access in compliance with Civil Code § 1798.90.52.
- (e) The title and name of the current designee in overseeing the ALPR operation.
- (f) Working with the Custodian of Records on the retention and destruction of ALPR data.
- (g) Ensuring this policy and related procedures are conspicuously posted on the department's website.

427.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. 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).

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) No ALPR operator may access department, state or federal data unless otherwise authorized to do so.
- (f) If practicable, the officer should verify an ALPR response to confirm the vehicle or subject's identity and justification for contact through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert.
- (g) Operators must recognize that the data collected from ALPR devices consists of data that may or may not be accurate, despite ongoing efforts to maximize the accuracy of such data.

427.5 DATA COLLECTION AND RETENTION

The Administrative Services Division Commander is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

All ALPR data downloaded to the server should be stored for a minimum of 60 days and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those

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circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

427.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The CSU Police Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related internal-affairs investigation or civil action.
- (c) ALPR system audits should be conducted on a regular basis.

For security or data breaches, see the Records Release and Maintenance Policy.

All members of this Department are prohibited from selling, furnishing, or otherwise providing any digital license plate data or ALPR data to any person, agency, or otherwise private or public entity outside the guidelines set forth in this and other policy.

427.7 RELEASING ALPR DATA

The ALPR data may be shared only with public agencies and only as otherwise permitted by law (Civil Code § 1798.90.55).

For purposes of this section, a public agency is limited to California state or local agencies, including law enforcement agencies, and does not include out-of-state or federal law enforcement agencies (Civil Code § 1798.90.5).

The following procedures are guidelines for ALPR requests:

- (a) The agency makes a written request for the ALPR data that includes:
 - 1. The name of the agency.
 - 2. The name of the person requesting.
 - 3. The intended purpose of obtaining the information.
- (b) The request is reviewed by the Administrative Services Division Commander or the authorized designee and approved before the request is fulfilled.
- (c) The approved request is retained on file.

Requests for ALPR data by non-California public agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

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427.8 TRAINING

The Training Coordinator should ensure that members receive department-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).