




# TOWN OF PORTOLA VALLEY

## STAFF REPORT

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**TO:** Mayor and Members of the Town Council

**FROM:** Jeremy Dennis, Town Manager 

**DATE:** February 22, 2022

**RE:** Annual Automated License Plate Reader system audit

### RECOMMENDATION

Staff recommends the Town Council accept this audit of the town's Automated License Plate (ALPR) system.

### BACKGROUND

In March 2017, the Town Council adopted an ordinance regulating the use of the town's Automated License Plate Readers (ALPRs). Installation was completed in February 2018.

Per the adopted ordinance:

"The Town Manager will give an annual report to the Town Council on the number of times data was accessed by law enforcement, including, but not limited to a report from the law enforcement agency as to how many of the license plates included in the data accessed were "hits" (on an active wanted list), the number of inquiries made by law enforcement personnel relative to the data, the justification(s) for those inquiries, and information on any data retained beyond retention periods described in 9.02.030(B) and the reasons for such retention."

### DISCUSSION

There are two ways to access information collected on the town's two ALPR installations:

- Through the town's credentials
- Through agreements to other agencies that utilize their own credentials

Over the course of last year, the town's ALPR data was accessed in both ways.

### **Town Credentials**

The Town Manager and the Public Works Director have access to the ALPR system. Between January 1, 2022 and December 31, 2022, there were 34 total logins through the Portola Valley LEARN portal (Attachment 1):

- Public Works Director Howard Young logged into the LEARN system thirty-three times; all logins were associated with system maintenance issues, as well as monthly status update check-ins (including one log in at the Arastradero camera site).

### **San Mateo County Sheriff's Office**

The Sheriff's Office provided a report based on their use of the LEARN system (Attachment 2); the Sheriff's Office accessed LEARN data for three Portola Valley-specific cases. Vigilant is unable to provide information on Portola Valley-specific searches by the Sheriff's Office

### **Retention**

The Town's ALPR ordinance calls for an audit of any data kept beyond the retention period. The Sheriff's Office has not retained data longer than a year.

### **FISCAL IMPACT**

There is no fiscal impact associated with acceptance of this audit report.

### **ATTACHMENT**

1. LEARN audit, Town Credentials
2. Sheriff's Office Report

<b>Vigilant VehicleManager - Audit Queries Report</b>				
<b>No</b>	<b>Query Type</b>	<b>User Type</b>	<b>Requestor</b>	<b>Date Time</b>
1	Accept Login	Agency Manager	Howard Young	12-05-22 08:56:57
2	Accept Login	Agency Manager	Howard Young	11-28-22 13:14:42
3	Accept Login	Agency Manager	Howard Young	09-30-22 13:20:59
4	Accept Login	Agency Manager	Howard Young	09-28-22 10:35:10
5	Accept Login	Agency Manager	Howard Young	09-27-22 10:46:12
6	Accept Login	Agency Manager	Howard Young	08-08-22 12:29:59
7	Accept Login	Agency Manager	Howard Young	06-27-22 07:42:50
8	Accept Login	Agency Manager	Howard Young	05-24-22 17:30:04
9	Accept Login	Agency Manager	Howard Young	05-23-22 16:19:07
10	Accept Login	Agency Manager	Howard Young	05-23-22 13:15:45
11	Accept Login	Agency Manager	Howard Young	05-05-22 10:20:00
12	Accept Login	Agency Manager	Howard Young	05-02-22 07:06:50
13	Accept Login	Agency Manager	Howard Young	04-29-22 07:24:58
14	Accept Login	Agency Manager	Howard Young	04-25-22 08:06:57
15	Accept Login	Agency Manager	Howard Young	04-14-22 15:55:55
16	Accept Login	Agency Manager	Howard Young	02-16-22 12:37:36
17	Accept Login	Agency Manager	Howard Young	02-14-22 15:50:52
18	Accept Login	Agency Manager	Howard Young	02-14-22 15:49:26
19	Accept Login	Agency Manager	Howard Young	01-07-22 16:32:24
20	Accept Login	Agency Manager	Howard Young	01-07-22 13:26:18



# SHERIFF

# CHRISTINA CORPUS

**SAN MATEO COUNTY SHERIFF'S OFFICE**

400 County Center, Redwood City, CA 94063

Telephone: (650) 363-4911

## **AUTOMATED LICENSE PLATE READER**

San Mateo County Sheriff's Office/Portola Valley Audit

January 1, 2022 - December 31, 2022

### **Summary:**

This report was requested by the Town of Portola Valley and reviews the usage of the Automated License Plate Readers (ALPR) owned and operated by the Town of Portola Valley. The Town of Portola Valley and San Mateo County Sheriff's Office have their own Vigilant Solutions accounts (LEARN Portals) that work independently. The information that is gathered through the Portola Valley ALPR's are viewable through that San Mateo County Sheriff's Office's LEARN Portal.

When an authorized user from the San Mateo County Sheriff's conducts a search of a license plate, and/or partial license plate, the cameras from Portola Valley are automatically included in the search. Additionally, an authorized user can conduct a search of a specific Portola Valley ALPR if they want to narrow down the search field.

This report reviews the general searches conducted by the San Mateo County Sheriff's Office, which includes the Portola Valley's ALPR, and specific searches using the Portola Valley's ALPR.

### **Logins**

Between January 1, 2022, and December 31, 2022, authorized users of the San Mateo County Sheriff's Office logged into their LEARN Portal 2,433 times. These logins include from a desktop computer or mobile device. The San Mateo County Sheriff's Office's users include the patrol bureau, Vehicle Theft Tasks Force (VTTF), Investigations, Gang Intelligence Unit (GIU), Crime Suppression Unit (CSU) and analyst from the San Mateo County Sheriff's Office.

### **Plate Queries**

Between January 1, 2022, and December 31, 2022, users from the San Mateo County Sheriff's Office have conducted 8,448 license plate inquiries spanning over 903 cases. It is important to note through the LEARN Portal users can conduct partial searches of vehicles and often searches conducted under these circumstances can and will lead to multiple searches. Portola Valley searches are automatically included in San Mateo County Sheriff's Office's default searches.

### **Portola Valley Related Cases**

As you can see in attachment #1, there is one inquiry specific to Portola Valley from January 2022 to December 2022 using ALPR.

Submitted by Captain Mark Myers

January 18, 2023



SHERIFF

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## Attachment #1

Deputy Kongaika	22-07554; 22-07563;22-07733;22-07892	October, 2nd 2022	Assist investigation of criminal activity in North Fair Oaks
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