TOWN OF
YARROW POINT

TOWN OF YARROW POINT

Automated License Plate Reader System Policy

May 12, 2020

This Automated License Plate Reader System Policy (Policy) is adopted and effective on the date stated above upon signature of the Mayor for the Town of Yarrow Point.

Function and Operation of Automated License Plate Reader System

Pursuant to Council approval, the Town of Yarrow Point (Town) is installing, on a trial basis, two Automatic Licensed Plate Reader cameras (ALPR) capturing information on northbound vehicles entering 92nd Ave NE north of the roundabout, and westbound vehicles entering NE 33rd Street west of the roundabout. The purpose of the ALPR System is to identify vehicles bearing license plates listed on the National Crime Information Center (NCIC) "Hot List". Through NCIC's existing interface with NORCOM, the Clyde Hill Police Department (CHPD), which provides contract police services to the Town, will receive a notification (similar to a 911 call) that the identified vehicle/plate has triggered one or more of the following alerts:

1. Stolen Vehicle Alert
2. Amber Alert
3. Silver Alert

CHPD will respond to the alert in accordance with its operational procedures.

Management of ALPR System Data

All vehicle/plate information collected by the ALPR System (ALPR System Data) is stored in a secure cloud facility for 30 days, then automatically deleted. No ALPR System Data shall be downloaded to the Town or stored on the Town's information systems except in accordance with this Policy. The Mayor of Yarrow Point (Mayor) shall have sole administrative control of access to the ALPR System Data. Authorization to access ALPR System Data shall be made by the Mayor (or his/her designee if the Mayor is unavailable) and is limited to the following requests:

1. Enforcement Authority Request. Federal, state and local law enforcement agencies and authorities, including prosecutors, may request specific ALPR System Data for law enforcement purposes. Such request and disclosure shall comply with all applicable statutes and laws and Town policies.
2. Subpoena. A lawful subpoena issued by a Court of law having jurisdiction which specifies the desired ALPR System Data. Such request and disclosure shall comply with all applicable statutes and laws and Town policies.
3. Public Records Act Request. A request for records made pursuant to and in compliance with the Washington Public Records Act (PRA). Such request and disclosure shall comply with all applicable statutes and laws and Town policies.
4. Other Request. Any other lawful request that compels Town disclosure of ALPR System Data in accordance with all appliable federal, state, and local statutes and laws and Town policies.

All requests for ALPR System Data may be referred to the Town Attorney for review and appropriate action. ALPR System Data that is disclosed shall thereafter be the responsibility of the requestor.

Authorized by:

Mayor Richard Cahill Date
Town of Yarrow Point

Mayor's Signing Statement

During my terms as Mayor of Yarrow Point, one of the most common questions I have heard is, "When are we getting cameras like Medina and Hunts Point for security". With great Police service from Clyde Hill and one of the lowest crime rates in the country and the cost of such systems measured in excess of $100,000 to install, along with maintenance fees of $25,000 per year, it really never made economic sense. Now let's fast forward to 2020, with advances in technology for smart cameras, wireless access and cloud storage, these economic barriers are much lower today.

The Town Council has approved the deployment of two cameras for a 2-year trial that is expected to start soon. Respecting the concerns for safety and privacy of our residents, the Town wants to take this opportunity to inform you about the system and encourage you to engage with our Council if you have any comments or concerns. The last thing the Council wants is to have a resident surprised by the presence of a camera monitoring their vehicle/plate, and not knowing the purpose for the cameras, or that controls are in place to ensure safety and security. In the spirit of full transparency, I want to share with you the primary use of the cameras is as follows:

- Read the license number of all vehicles entering Yarrow Point on 92nd Ave NE (north of the roundabout)
- Along with reading the license plate, the ALPR System will identify the basic make, model & color of the vehicle

- The ALPR System will compare the license plate number against the National Crime Information Center (NCIC) "Hot List". The Hot List includes Stolen Vehicles & Amber / Senior Alerts
- If a suspect vehicle/plate is identified, an alert is sent to NORCOM and automatically delivered to CHPD for follow up.
- The ALPR System is functionally equivalent to having someone look at every car entering Yarrow Point and making a 911 call to CHPD if they see a suspect

We are excited to start the trial and encourage you to engage with Town Hall if you have comments, questions or concerns.