

## Procedure -Guidelines for FLOCK camera usage

<b>Effective Date:</b>	11/14/25
<b>Revised Date:</b>	
<b>Issuing Authority:</b> CSU San Luis Obispo Police	

### 427.1 FLOCK CAMERA ADMINISTRATOR

**Agency Content**

The Chief of Police designates the Support Services Lieutenant as the ALPR Administrator for the Cal Poly San Luis Obispo Police Department. The ALPR Administrator is responsible for ensuring full compliance with Civil Code § 1798.90.5 et seq. and shall develop, maintain, and annually review the following guidelines and procedures.

### 427.2 AUTHORIZED USERS AND ACCESS DESIGNATIONS

**Agency Content**

Only the following personnel are authorized to access or use the ALPR system or collected ALPR information.

1. Sworn peace officers of the Cal Poly Police Department - Admin, Patrol Officer, and Sergeant.
2. Police dispatchers (limited to real-time alert monitoring and notification only) - Dispatch.
3. Designated criminal investigators - Detective.
4. The ALPR Administrator and the Chief of Police or his/her designees may grant technical personnel or other staff temporary, supervised access for system maintenance or troubleshooting purposes only and shall be bound by vendor's confidentiality agreement and this procedure.

### 427.3 TRAINING REQUIREMENTS FOR AUTHORIZED USERS

**Agency Content**

All authorized users must complete the following training before receiving access credentials.

1. ALPR online platform training certification - Flock Academy.
2. Cal Poly Police Department ALPR/privacy law briefing.
3. Review and acknowledgement of this procedure..
4. An annual refresher training and policy/procedure review required for continued access.

### 427.4 MONITORING SYSTEM SECURITY AND COMPLIANCE WITH PRIVACY LAWS

**Agency Content**

The ALPR Administrator shall:

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1. Conduct quarterly audits of system access logs and usage reports.
2. Verify that two-factor authentication remains enforced for all users.
3. Review any "hot list" uploads for legal justification and documentation.
4. Immediately investigate and report any suspected misuse or unauthorized access to the Chief of Police. The ALPR platform's built-in audit train and role-based access controls shall be utilized as the primary technical safeguards.

**427.5 PROCEDURES FOR MAINTAINING RECORDS OF ACCESS (CIVIL CODE 1798.90.52)**

**Agency Content**

The ALPR system automatically records all user logins, searches, image views, shares, and downloads with user ID, date/time stamp, and purpose/reason field (when entered). Users conducting manual searches or sharing data outside the platform must document the investigative purpose and associated case number in the ALPR notes field or department RMS. Access logs shall be preserved by the ALPR vendor for a minimum of one year and will be made available to the ALPR Administrator upon request for audit or investigation.

**427.6 CURRENT DESIGNEE OVERSEEING ALPR OPERATIONS**

**Agency Content**

Title: Support Services Lieutenant, Jeffrey Lewis. This designation will be updated immediately upon any change reflected in the posted public version of this procedure.

**427.7 COORDINATION WITH CUSTODIAN OF RECORDS - DATA RETENTION AND DESTRUCTION**

**Agency Content**

The ALPR system is configured for automatic deletion of all ALPR captures after 30 days. Data needed for an active investigation or prosecution may be exported by authorized personnel and stored in the department's secure evidence/records management system in accordance with established records retention schedule (Government Code § 44090 et seq. and Lexipol Policy 803). The ALPR Administrator shall work directly with the department's Records Manager to ensure timely purging of exported data once it is no longer needed.

**427.8 PUBLIC POSTING OF POLICY AND PROCEDURES**

**Agency Content**

This local procedure shall be conspicuously posted on the Cal Poly Police Department website at: <https://afd.calpoly.edu/police/police-administration/policies/>

The ALPR Administrator is responsible for ensuring the posted version is current and includes the name/title of the current administrator (427.6).

This procedure satisfies the requirements of Civil Code §§ 1798.90.5-1798.90.53 and shall be reviewed annually or upon any significant change to state law or system capabilities.

**CSU Police Department**  
San Luis Obispo PD Supplemental Procedure Manual

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