




# TOWN OF PORTOLA VALLEY STAFF REPORT

**TO:** Mayor and Members of the Town Council  
**FROM:** Jeremy Dennis, Town Manager   
**DATE:** February 24, 2021  
**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, 2020 and December 31, 2020, there were 40 total logins through the Portola Valley LEARN portal (Attachment 1):

- Town Manager Jeremy Dennis did not log into the LEARN system.
- Public Works Director Howard Young logged into the LEARN system thirty-seven times; all logins were associated with system maintenance issues, as well as monthly status update check-ins.

There were also three logins by the Vigilant Administrator for maintenance/systems needs.

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

The Sheriff's Office provided a report based on their use of the LEARN system (Attachment 2). 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, ALPR logins

## ATTACHMENT #1

No	Username	Status	Date Time
1	HYoung@portolavalley.net	Login	12-23-20 20:39:48
2	am_jlilavois	Login	11-17-20 01:10:22
3	am_jlilavois	Login	11-16-20 20:43:41
4	HYoung@portolavalley.net	Login	11-11-20 08:29:38
5	HYoung@portolavalley.net	Login	08-18-20 09:11:40
6	HYoung@portolavalley.net	Login	08-17-20 07:19:06
7	am_jlilavois	Login	08-05-20 15:14:27
8	HYoung@portolavalley.net	Login	07-16-20 07:37:46
9	HYoung@portolavalley.net	Login	07-16-20 07:34:47
10	HYoung@portolavalley.net	Login	07-16-20 07:29:14
11	HYoung@portolavalley.net	Login	07-16-20 07:28:25
12	HYoung@portolavalley.net	Login	07-16-20 07:26:10
13	HYoung@portolavalley.net	Login	07-13-20 07:32:08
14	HYoung@portolavalley.net	Login	07-13-20 07:21:03
15	HYoung@portolavalley.net	Login	07-10-20 11:28:50
16	HYoung@portolavalley.net	Login	06-25-20 10:17:57
17	HYoung@portolavalley.net	Login	05-20-20 12:10:10
18	HYoung@portolavalley.net	Login	04-28-20 10:57:13
19	HYoung@portolavalley.net	Login	04-28-20 10:56:59
20	HYoung@portolavalley.net	Login	04-15-20 09:33:39
21	HYoung@portolavalley.net	Login	04-13-20 10:41:58
22	HYoung@portolavalley.net	Login	04-13-20 07:09:35
23	HYoung@portolavalley.net	Login	04-13-20 07:08:48
24	HYoung@portolavalley.net	Login	03-09-20 07:15:25
25	HYoung@portolavalley.net	Login	03-03-20 14:44:45
26	HYoung@portolavalley.net	Login	03-03-20 14:44:33
27	HYoung@portolavalley.net	Login	02-26-20 08:36:29
28	HYoung@portolavalley.net	Login	02-14-20 14:31:06
29	jdennis@portolavalley.net	Login	02-14-20 10:04:27
30	HYoung@portolavalley.net	Login	02-13-20 10:08:46
31	HYoung@portolavalley.net	Login	02-13-20 09:59:12
32	HYoung@portolavalley.net	Login	02-12-20 17:40:13
33	HYoung@portolavalley.net	Login	02-12-20 17:34:59
34	HYoung@portolavalley.net	Login	02-12-20 15:14:00
35	HYoung@portolavalley.net	Login	02-12-20 13:18:36
36	HYoung@portolavalley.net	Login	01-28-20 17:38:43
37	HYoung@portolavalley.net	Login	01-28-20 15:20:04
38	ccorpus@smcgov.org	Login	01-24-20 12:49:27
39	HYoung@portolavalley.net	Login	01-14-20 14:57:59

No	Username	Status	Date Time	
40	HYoung@portolavalley.net	Login	01-06-20 10:39:18	



## SHERIFF'S OFFICE

A TRADITION OF SERVICE SINCE 1856

# AUTOMATED LICENSE PLATE READER

## San Mateo County Sheriff's Office/Portola Valley Audit

### January 1, 2020-December 31, 2020

#### **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.

When an authorized user from the San Mateo County Sheriff's Office conducts a search of a license plate, and/or partial license plate, the cameras from Portola Valley are automatically included in the search. This is through an MOU between the San Mateo County Sheriff's Office and the Town of Portola Valley.

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

#### **Logins**

Between January 1, 2020 and December 31, 2020, authorized users of the San Mateo County Sheriff's Office logged into their LEARN Portal 2,641 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, 2020 and December 31, 2020, users from the San Mateo County Sheriff's Office have conducted 8,375 license plate inquiries spanning over 1,110 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.