



9281

BOARD OF DIRECTORS

Kurt Schwarz
PRESIDENT

Michael R. Wyatt
VICE PRESIDENT
LEGAL

James Aldrete
VICE PRESIDENT
PROGRAM

Susan Young
VICE PRESIDENT
DEVELOPMENT

Madan Goyal
NATIONAL BOARD REP.

MaryScott Hagle
AFFIRMATIVE ACTION
OFFICER

Chuck Marlett
SECRETARY

Lee Henderson
TREASURER

Richard Alvarado

Stephen Amberg

Paul Asofsky

Sahar Aziz

Jaime Diez

Nancy Friedman

Gilberto Hinojosa

Reggie James

Annette Lamoreaux

Maria Ramos

Lisa White Shirley

Emilee Whitehurst

Terri Burke
EXECUTIVE DIRECTOR

Rebecca Robertson
POLICY & LEGAL
DIRECTOR

Cheryl Newcomb
DIRECTOR OF
DEVELOPMENT

San Antonio Police Department
Attn: Public Information Officer
214 W. Nueva St.
San Antonio, TX 78283

July 30, 2012

Re: Public Records Request / Automatic License Plate Readers

Via: Registered mail

To Whom It May Concern:

AU-1 3:45p

This letter is a records request pursuant to the Public Information Act, Texas Gov't Code, Chapter 552.001 et. seq. from the American Civil Liberties Union of Texas. This request seeks records regarding automatic license plate readers (ALPRs). ALPRs are also sometimes referred to as Automatic Vehicle Identification, Car Plate Recognition or License Plate Recognition equipment and/or software. This records request uses "ALPR" in reference to any of this technology.

Records Requested

Please provide copies of the following records¹ created from January 1, 2006 to the present:

1. All records regarding your policies, practices and procedures for procuring and using ALPR technology, and for storing, accessing and sharing data obtained through ALPR technology.
2. All records regarding the procurement of ALPR technology, including

¹ The term "records" as used in this request encompasses all records or communications in written or electronic form, including but not limited to correspondence, documents, data, videotapes, audio tapes, photographs, microfiches, microfilms, charts, DVDs, CDs, emails, facsimiles, telephone messages, logs, files, guidance, guidelines, evaluations, instructions, analyses, memoranda, agreements, notes, orders, policies, procedures, protocols, reports, rules training manuals, other manuals, and studies.

AMERICAN CIVIL LIBERTIES UNION OF TEXAS

STATE AFFILIATE HEADQUARTERS

P.O. BOX 8306

HOUSTON, TX 77288-8306

T / 713.942.8146 • F / 713.942.8966

AUSTIN REGIONAL OFFICE

P.O. BOX 12905

AUSTIN, TX 78711-2905

T / 512.478.7300 • F / 512.478.7300

- a. sources of funds used to pay for ALPR technology;
 - b. invoices for the purchase of ALPR technology;
 - c. local government approval for any ALPR purchase;
 - d. interactions with vendors, suppliers and potential suppliers of ALPR technology, including materials and fact sheets supplied by vendors describing their products.
3. All records regarding the use of ALPR technology, including
 - a. what types of data are obtained;
 - b. the number of license plates scanned and/or read in a given time period (day, month, year, etc.);
 - c. the number of ALPR units or systems acquired;
 - d. the number of vehicles equipped with ALPR technology;
 - e. for stationary deployments, the number and physical location of ALPR units;
 - f. the technical capabilities of the ALPR units.
 4. All records regarding the storage of data obtained using ALPR technology, including
 - a. what types of data are stored for any period longer than an hour;
 - b. how long data is stored;
 - c. when data must be discarded;
 - d. how many individual license plate scan records your agency currently stores.
 5. All records regarding access to ALPR data, including
 - a. the legal justification required before an individual accesses ALPR data;
 - b. purposes for which the data may be accessed;
 - c. purposes for which the data may *not* be accessed;
 - d. who may access the data, what procedures they must go through to obtain access, and who must authorize access;
 - e. the existence or non-existence of a system that records who accesses the data and when the data is accessed.
 6. All records regarding the sharing of data obtained through ALPR technology, including
 - a. what type of data is shared;
 - b. which databases your agency puts collected ALPR data into;
 - c. third parties, governmental or private, that may access your agency's ALPR data, including what procedures third parties must go through in order to access the data and any restrictions placed on third parties regarding further sharing of your ALPR data;
 - d. any agreements to share ALPR data with outside agencies, corporations or other entities.
 7. All records regarding obtaining ALPR data from third parties, including which databases your agency can access.
 8. All training materials used to instruct members of your agency in ALPR deployment, data management, or operation of automated records systems that contain ALPR data to which any member of your agency has access, including regional or shared ALPR databases.

AMERICAN CIVIL LIBERTIES UNION OF TEXAS

STATE AFFILIATE HEADQUARTERS
 P.O. BOX 8306
 HOUSTON, TX 77288-8306
 T / 713.942.8146 • F / 713.942.8966

AUSTIN REGIONAL OFFICE
 P.O. BOX 12905
 AUSTIN, TX 78711-2905
 T / 512.478.7300 • F / 512.478.7300

We would appreciate the requested materials at your earliest convenience, and anticipate your response on or before August 9, 2012. Materials may be produced on a rolling basis as they become available. We request that responses be in electronic format as much as possible. Materials may be sent by e-mail to dcollins@aclutx.org, by fax to (512) 478-7303, or by mail to P.O. Box 12905, Austin, TX 78711-2905. We are willing to pay the statutory fee for copying these materials. If the fee exceeds \$40.00, please provide the written estimate of costs via fax or email.

Please feel free to contact me if you have any questions. I can be reached at by email at dcollins@aclutx.org or by telephone at (512) 478-7300 ext. 105. Thank you for your assistance in this matter.

Sincerely,



Daniel Collins

AMERICAN CIVIL LIBERTIES UNION OF TEXAS

STATE AFFILIATE HEADQUARTERS
P.O. BOX 8306
HOUSTON, TX 77288-8306
T / 713.942.8146 • F / 713.942.8966

AUSTIN REGIONAL OFFICE
P.O. BOX 12905
AUSTIN, TX 78711-2905
T / 512.478.7300 • F / 512.478.7300