



City of Tukwila
**Community Services
 and Safety Committee**

- ◆ Kathy Hougardy, Chair
- ◆ Mohamed Abdi
- ◆ Tosh Sharp

<u>Distribution:</u>	
K. Hougardy	Mayor Ekberg
M. Abdi	D. Cline
T. Sharp	R. Bianchi
T. McLeod	C. O'Flaherty
	A. Youn
	L. Humphrey

AGENDA

MONDAY, APRIL 11, 2022 – 5:30 PM

THIS MEETING WILL BE CONDUCTED BOTH ON-SITE AT TUKWILA CITY HALL AND ALSO VIRTUALLY, BASED ON THE GOVERNOR’S PROCLAMATION 20-28.

ON-SITE PRESENCE WILL BE IN THE HAZELNUT CONFERENCE ROOM (6200 SOUTHCENTER BOULEVARD)

THE PHONE NUMBER FOR THE PUBLIC TO LISTEN TO THIS MEETING IS: 1-253-292-9750, Access Code 46754417#

Click here to: [Join Microsoft Teams Meeting](#)

For Technical Support during the meeting call: 1-206-433-7155.

Item	Recommended Action	Page
1. BUSINESS AGENDA		
a. An update on the City of Tukwila Community Leadership Initiative (TCLI). <i>Niesha Fort-Brooks, Community Engagement Manager</i>	a. Forward to 4/25 C.O.W. Meeting.	Pg.1
b. An update on the school zone cameras. <i>Eric Drever, Police Chief</i>	b. Discussion only.	Pg.15
c. An update on the Automated License Plate Reader from Flock Safety. <i>Eric Lund, Deputy Police Chief</i>	c. Discussion only.	Pg.17
2. MISCELLANEOUS		

Next Scheduled Meeting: *April 25, 2022*



The City of Tukwila strives to accommodate individuals with disabilities.

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INFORMATIONAL MEMORANDUM

TO: Community Services and Safety Committee
CC: Mayor Ekberg
FROM: Niesha Fort-Brooks, Community Engagement Manager
DATE: March 28, 2022
SUBJECT: The City of Tukwila Community Leadership initiative Program (TCLI)
(formerly Community Connector Program)

ISSUE

Staff is seeking input from the Community Services and Safety Committee on the City of Tukwila's Community Leadership Initiative (TCLI) prior to finalization.

BACKGROUND

In 2014 the Community Connectors program was established in collaboration with Forterra and Global to Local. The purpose of the Community Connectors was to improve outreach and engagement with communities historically underrepresented in the civic process. The City partnered with community members, particularly with Tukwila's immigrant and refugee communities, to act as liaisons and facilitate communication between the City and their respective communities. The Community Connectors first pilot program was the City's comprehensive plan update, with a focus on housing, the Tukwila International Boulevard (TIB) neighborhood, and access to healthy food.

Over the course of time the Community Connectors Program was becoming ineffective and transactional. The needs of the Community Connectors were not being met, they were survey-burdened, it created disposable leaders, and the Community Connectors were being tokenized due to their race. Additionally, as part of the budget reductions associated with the coronavirus pandemic, the funding for the program was eliminated in 2021.

DISCUSSION

City Staff is currently finalizing details with the TCLI committee before the program launches in late summer. Additionally, City staff presented to the Equity and Social Justice Commission on March 3, 2022. The Commission was tasked to provide input on the City of Tukwila's Leadership Initiative program. The Commission appreciated that the program is community-led with the intent to provide program participants in advocacy, City services, and awareness of boards and commissions.

Following is a summary of the program's purpose, mission statement, committee members, and TCLI program specifics.

TCLI PURPOSE

To elevate, develop and support Tukwila community leaders. The program will incorporate a shared holistic approach that will consist of discussions of real-world lived experiences among Tukwila's diverse community members. The program will provide the necessary tools to understand City services, policies and programs with an emphasis on professional and personal advocacy.

TCLI MISSION STATEMENT

The City of Tukwila Community Leadership Initiative (TCLI) program is a community-led program supported by the City of Tukwila to increase and build upon existing and future leaders in civic engagement, City services, policies and programs. We lead with an equity lens and embrace inclusivity for the betterment of Tukwila’s diverse community.

TCLI COMMITTEE

City staff has taken this opportunity to revamp the previous Community Connectors program. In April 2021, staff recruited a diverse group of community members to develop a new community program, including its identification as the City of Tukwila Community Leadership Initiative (TCLI). Staff reached out to various residents and community leaders who work or live in Tukwila’s diverse community – those with a deep understanding of community needs and lived experiences and who lead with a racial equity lens. Members of the TCLI committee are:

- Diane Melgoza**, former Community Connector and Community Health Worker from Global to Local
- Hien Kieu**, Executive Director - Partner In Employment
- Angel Taherazer**, Day 1 Coordinator/Career Coach One Program Coordinator - Refugee Women’s Alliance
- Lina Sinton-Ali**, Connection Desk Supervisor, Tukwila Health Point
- Margaret Bratcher**, former Community Connector, Planning Commissioner and resident
- Khang Nguyen**, former City of Tukwila Summer High School Internship Program and resident

TCLI PROGRAM SPECIFICS

The TCLI has determined that a civic academy process – which takes the cohort through various levels, functions and entry points of local government – is the best way to transform the participants in the program. The goal is to increase knowledge about how government works, what opportunities are available in City services for individuals to get involved, and how to advocate for their respective Tukwila communities.

The program will allow 8–10 cohort participants. They must live, attend school or work in the City of Tukwila, and are expected to attend at least one informational session. They are required to sign the City of Tukwila’s gift card documentation. To receive the gift card compensation, participants must attend the full session and complete a five-question survey after each session. The survey process will allow the TCLI committee and City staff to measure the success and direction of the program.

TCLI PROGRAM BUDGET

The current budget for the program and allocated costs are as follows:

PROGRAM EXPENSES	ANNUAL BUDGET: \$25,000
TCLI Cohort Compensation	\$100.00 <i>per session</i>
Translation, interpretation, and print material <i>(as needed)</i>	\$2,500.00
Food	\$1,500.00 <i>(TBD)</i>
Childcare <i>(as needed)</i>	\$1,500.00 <i>(TBD)</i>
Professional Services: Facilitators, etc.	\$2,500.00

(TBD: Unknown if program will be in-person at this time, due to the ongoing Coronavirus pandemic.)

TCLI PROGRAM 2022 CURRICULUM

Month	City of Tukwila’s Community Leadership Initiative (TCLI)
July	Welcome and Kick-off: TCLI 2022 Program
August	Basic Advocacy 101
September	Advocacy 102 (deeper dive and community building)
October	Role of City government and City services <ul style="list-style-type: none"> ▪ Executive (Mayor/Administration) ▪ Legislative (City Council) ▪ Judicial (Municipal Court)
November	Government 101: Understanding City services and community impact
December	How to become an elected official; joining Boards & Commissions
January	Cohort to select topic of choice
February	Financial Literacy 101
March	Year-end celebration and evaluation review

TCLI PROGRAM INFORMATIONAL SESSIONS

May/June 2022 – Two sessions, virtual or in-person TBD

July 2022 – Committee convenes to review applications, make cohort selection

RECOMMENDATION

Staff is seeking feedback from Community Services and Safety Committee on the City of Tukwila Community Leadership Initiative prior to finalization.

ATTACHMENTS

City of Tukwila Community Leadership Initiative PowerPoint Presentation

CITY OF TUKWILA
COMMUNITY LEADERSHIP INITIATIVE (TCLI)
(formerly Community Connectors Program)

Presented by the City of Tukwila Community
Leadership Initiative Committee (TCLI)



Agenda

- Background: The Community Connectors Program
- How we got here: A brief introduction of the TCLI committee, purpose, mission statement and name change.
- Program objectives
- Purpose of presentation: The TCLI committee is seeking feedback from the City Council on the City of Tukwila's Community Leadership Initiative prior to finalization.
- Adjournment



THE TCLI COMMITTEE

- **Margaret Bratcher** – former Community Connector, Planning Commissioner and resident
- **Khang Nguyen** – former City of Tukwila Summer High School Internship Program and resident
- **Hien Kieu** – Executive Director, Partner In Employment
- **Lina Sinton-Ali** – Connection Desk Supervisor, Tukwila Health Point
- **Diane Melgoza** – former Community Connector and Community Health Worker from Global to Local
- **Angel Taherazer** – Day 1 Coordinator/Career Coach One Program Coordinator - Refugee Women’s Alliance



BACKGROUND – COMMUNITY CONNECTORS

- In 2012, the City of Tukwila – in partnership with Forterra and Global to Local – researched how to engage effectively with Tukwila’s diverse residents and community members.
- This collaboration led to developing steering/staff committees, development of program material, community survey (online/printed), led small group discussions by community leaders and targeted engagement efforts with the Tukwila School District, hosted open houses and neighborhood meetings).



BACKGROUND – COMMUNITY CONNECTORS

- The Community Connectors program was established in 2014. The pilot project identified, hired and mentored community liaisons.
- The Connectors received training on City services, and established relationships with elected officials and City staff. They acted as community liaisons to City departments and processes, including outreach efforts for the City of Tukwila’s Comprehensive Plan.
- Input from the Connectors was useful for future improvements on City projects and programs.



PURPOSE

To elevate, develop and support Tukwila community leaders. The program will incorporate a shared holistic approach that will consist of discussions of real-world lived experiences among Tukwila’s diverse community members. The program will provide the necessary tools to understand City services, policies and programs with an emphasis on professional and personal advocacy.

MISSION STATEMENT

The City of Tukwila’s Community Leadership Initiative (TCLI) program is a community-led program supported by the City of Tukwila to increase and build upon existing and future leaders in civic engagement, City services, policies and programs. We lead with an equity lens and embrace inclusivity for the betterment of Tukwila’s diverse community.



EXPECTATIONS OF PARTICIPANT

- ✓ Attend at least one Informational Session
- ✓ Apply to TCLI (program allows 8–10 participants)
- ✓ Live, attend school or work in the City of Tukwila
- ✓ Sign the City of Tukwila’s gift card documentation
- ✓ Attend each session to receive a gift card compensation
- ✓ Complete survey following each session. (Survey process will allow TCLI committee and City staff to measure success and direction of program.)

INFORMATIONAL SESSIONS TBD May/June 2022 – Two sessions, virtual or in-person TBD
July 2022 – Committee convenes to review applications, cohort selection



PROGRAM CURRICULUM

July	Welcome and Kick-off: TCLI 2022 Program
August	Basic Advocacy 101
September	Advocacy 102 (deeper dive and community building)
October	<p>Role of City government and City services</p> <ul style="list-style-type: none"> ▪ Executive (Mayor/Administration) ▪ Legislative (City Council) ▪ Judicial (Municipal Court)
November	Government 101: Understanding City services and community impact
December	How to become an elected official; joining Boards & Commissions
January	Cohort to select topic of choice
February	Financial Literacy 101
March	Year-end celebration and evaluation review

PROPOSED PROGRAM BUDGET

**ANNUAL BUDGET:
\$25,000**

PROGRAM EXPENSES

City of Tukwila's Community Leadership Initiative \$100.00 per session

Compensation

Translation, interpretation, and print material (as needed) \$2,500.00

Food \$1,500.00 (TBD)

Childcare (as needed) \$1,500.00 (TBD)

Professional Services: Facilitators, etc. \$2,500.00

The City of Tukwila Community Leadership Initiative Committee would like to thank the Community Service and Safety Committee for your input.

QUESTIONS





INFORMATIONAL MEMORANDUM

TO: **Public Safety Committee**
 FROM: **Eric Drever, Chief of Police**
 CC: **Mayor Ekberg**
 DATE: **April 4th, 2022**
 SUBJECT: **School Speed Zone Camera Update**

ISSUE

Update regarding School Zone Cameras.

BACKGROUND

Two Speed Zone Cameras were installed in the School Zone in the 4440 block of S.144th Street covering both directions within the school zone. The cameras were operational In September 2021. There was a one-month grace period between in September when warnings were given, and in October Infractions began to be issued.

Data regarding violations was collected by the vendor (Novoa Global) and forward to the Police Department. Officers from the Tukwila Police Department Traffic Unit reviewed the infractions and forwarded them to the court. Processing by the Court included deferrals, dismissals, and issuing of court proceedings for violations of the school zone speed limit.

DISCUSSION

The Speed Zone Cameras are only operational during the time prior to the opening of the schools and at the end of the school day. Yellow flashing lights and an informational reader board indicating speed are also active during the time that the system in operational.

The images captured by the camera are only of the license plate, and the speed.

Below are the number of Warnings and Infractions that were issued between October, 2021 and the end of February 2022

City of Tukwila	Warnings	Issued Infractions									
		21-Oct	Tukwila Address	21-Nov	Tukwila Address	21-Dec	Tukwila Address	22-Jan	Tukwila Address	22-Feb	Tukwila Address
Address:	21-Sep										
4440 Block S. 144th St. WB		313	124	296	89	179	38	239	90	106	31
4440 Block S. 144th St. EB		391	153	333	99	187	62	230	102	182	62
Totals:	1441	704	277	629	188	366	100	469	192	288	93

(Tukwila Address data represents the number of violations by vehicles registered to Tukwila residents.)

FINANCIAL IMPACT

Revenue

Gross revenue from the cameras through the end of February is \$206,349.40 in paid fines and another \$184,675.60 fines that are due. Not counting the unpaid fees, the estimated annual revenue is approximately \$371,428.00 (Based on nine months of active cameras)

Cost for PD Processing

Annual Cost for PD processing, per City Council approval of 1.0 FTE, 2022 estimated salary and benefits of \$143,435.00. Currently the approved position has not been filled and the work is able to be absorbed with current staffing. If the program were to be expanded, the position would need to be filled to maintain the workload.

Cost for processing for Courts

Cost for Court processing, per City Council approval of 2.25 FTEs, from mid-December 2021 to February 2022 salary and benefits is \$41,857.00. 2022 estimated salary and benefits \$200,913.00.

Fees from Novoa Global

Pricing for the Novoa Global School Speed Zone Camera System is as follows \$2,999.25 per camera system, per month. Currently we have two camera systems, for a monthly total of \$5,998.50 per month, and an annual expense of \$71,982.00

Program sustainability

Total estimated Annual expenditure for the program as it currently exists = \$272,895.00. This leaves an estimated positive revenue from the program in the amount of \$98,533.

RECOMMENDATION

As the data provided above shows, the School Zone Speed Cameras have been successful in reducing speed in school zones near Foster High School and Showalter Middle School. As expected, numbers of warnings/infractions were reduced from 1441 to 288 from the inception of the program until the most recent numbers at the end of February 2022. Both the Police Department and Court recommend continuation of the program.

Additional consideration

With the success of reduced speeds by the program, the PD and Courts would like to open discussions about the potential of adding another pair of cameras in the School Zone on 42nd Ave S.



INFORMATIONAL MEMORANDUM

TO: **Community Services and Safety Committee**

FROM: **Eric Drever, Chief of Police**

BY: **Eric Lund, Deputy Chief of Police**

CC: **Mayor Ekberg**

DATE: **March 21, 2022**

SUBJECT: **Flock Safety ALPR**

ISSUE

Nationwide, cities are experiencing a disturbing rise in homicides and violence. The FBI's 2020 Crime Report shows a 30% increase in homicides from 2019 to 2020, the largest single-year increase ever recorded. Staffing shortages statewide have contributed to the reduced ability to investigate these crimes. In King County, the number of shots fired incidents in 2021 was up 54% and the number of overall shooting victims was up 70% over the four-year average for 2017-2020. Non-fatal shootings are up 82% over the four-year average¹. In Tukwila, burglaries increased 24% in 2020 from 2019. Auto Theft increased 15% in 2021 compared to 2020, which are totals we haven't seen since 2006. Automatic License Plate Readers (ALPR's) can help address these issues.

BACKGROUND

According to the National Conference of State Legislatures, when employed ethically and objectively, ALPRs are an effective tool for law enforcement, cutting down on the time required for investigations and acting as a force multiplier. Communities with ALPR systems report crime reductions of up to 70 percent. In some areas, that included a 60 percent reduction in non-residential burglaries, 80 percent reduction in residential burglary, and a 40 percent reduction in robberies.

ALPR does not include facial recognition capabilities and does not capture personally identifiable information (PII). ALPR cameras capture wholly-objective images of vehicles and license plates, providing a clear and actionable investigative lead.

Currently, Tukwila PD is experiencing a staffing shortage. 7 positions have been frozen due to COVID. In addition, we also have four vacant budgeted Officer positions. Regionally, many officers have left Washington state. The staffing shortages have also impacted our major crimes unit, where many cases are not investigated at all due to not having any leads.

ALPR technology multiplies the force. It captures and distributes objective evidence to the right user.

¹ 2021 Year End King County Violence Report

DISCUSSION

The Tukwila Police Department will be entering into an agreement with Flock Safety which manufactures Automated License Plate Readers (ALPR) in order to demonstrate their product for sixty days.

Flock cameras are solar powered and communicate through cellular technology. They can either be mounted on existing city owned infrastructure, or on poles provided by Flock. Flock handles installation, maintenance, and repair of the cameras. This will not create extra work for the Public Works Division.

Flock personnel have worked together with the Public Works and the Police Department, including the crime analyst to determine the best locations for 26 cameras within the city. The deployment plan is still in draft stages.

ALPR simply takes photographs of vehicles driving by cameras. The cameras capture make, model, and license plate number. Even vehicles that do not have license plates can be identified. Witnesses who have a vague description of a vehicle, or a partial license plate is not extremely useful to help us find leads to investigate. It is not connected to registration data or 3rd party databases (Carfax, etc). ALPRs are not used for traffic enforcement and the data is not stored beyond 30 days.

Cameras send real-time alerts to officers when stolen or wanted vehicles enter Tukwila. They also provide objective evidence after a crime has been committed. Several detectives in our Major Crimes Unit have stated that this system would have been extremely helpful in identifying witnesses or suspects in recent murder and shooting investigations.

Transparency to the community is important for the police department. Flock includes a "Transparency Portal" that allows the department to audit searches. All searches must include a case number when looking for evidence, and a crime has already been committed. The PD will be engaged with the community and distribute information that these cameras are being installed and to answer any questions the community might have.

The Police Department and Flock will initially enter into an agreement for a 60-day trial period at zero cost. Near the end of 60-day trial period, the PD will update this committee with statistics, success stories, and the effectiveness of the system. Flock representatives are also available for a Q&A session at future meeting if this committee is interested.

All agencies that utilize Flock nationwide have access to each other's data. Several other south King County police agencies are very interested in this product as well to help reduce the increase in violent crime. Tukwila would have access to their information, allowing for a regional approach.

FINANCIAL IMPACT

There is no cost for the 60-day demonstration. However, upon proof of concept with the demonstration period, the Tukwila Police Department will be returning to committee to ask the Council to approve licensing for the remainder of the year, which the police department will absorb in the current PD budget. As we enter the new budget-cycle, the PD would be requesting through the budget process to add the service as a standing expenditure within the budget. The cost per camera is \$2,500 per camera per year. With the 26-camera deployment

plan that is still being solidified, the total cost for year 1 will be \$75,000. The recurring cost for the following years will be \$68,500/year.

RECOMMENDATION

At this time, this is for information only. The PD will ask council to approve the contract after the trial period is complete, upon proof of concept.

ATTACHMENTS

Flock Safety Falcon Flex Overview Sheet

2021 Year End King County Firearm Violence Report

Tukwila PD policy #437 – Automated License Plate Readers

flock safety

Flock Safety Falcon Flex™

Location-flexible license plate recognition camera designed for fast, easy deployment



Leverage the same Vehicle Fingerprint™ technology available on Flock Safety's stationary LPR with the Falcon Flex, an infrastructure-free, location-flexible license plate reader camera. Simple, mobile installation makes this vehicle detection device ideal for your ever-changing investigative needs. Less time to install means faster leads and increased case clearance.

Evidence capture simplified

Combine the power of Vehicle Fingerprint recognition with lightweight, adaptable mounting options, and a complementary LTE service is ideal for temporary installation virtually anywhere.

- ✓ 1 Falcon License Plate Reader Camera
- ✓ Unlimited LTE data service + software licenses
- ✓ 1 portable mount with varying sized band clamps
- ✓ 1 Charger for internal battery

Smarter reads for actionable leads

Not every vehicle has a plate. Search by license plates and unique vehicle characteristics including:



- Build type
- Make
- Color
- License plate state
- Missing and covered plates
- Bumper stickers
- Decals
- Roof racks
- & more



Capture more. Recharge less.

The Falcon Flex camera captures 30,000 license plates and Vehicle Fingerprint attributes of vehicles traveling up to 100 MPH at a maximum distance of 90 feet on a single battery charge.



Activate from the palm of your hand

On-site installation is made quick and easy with the mobile installation app for all your Android and iOS devices, including a DIY installation walkthrough and QR reader for device linking.



Sophisticated software outsmarts crime

Like all Flock Safety detection devices, the Falcon Flex license plate reader camera integrates with Flock Safety's suite of software solutions. With unlimited user licenses, every member of your agency can conduct complex searches, receive Hot List alerts, access 1B+ license plate reads each month via our nationwide network of footage sharing and more.



Trustworthy technology that delivers

30K

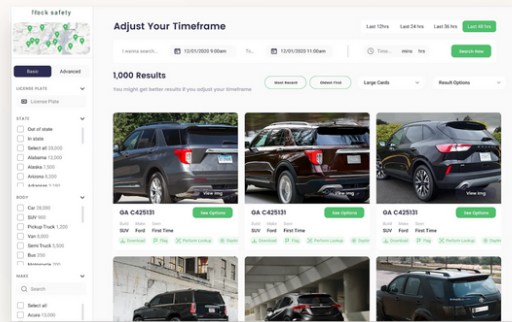
Plate reads on a single battery charge

120

Stolen plate and vehicle hits every hour

30%

More accurate than legacy ALPR



Camera Specifications

Design

Dimensions: 8.75" x 3"

Weight: 3 lbs

IP65 Waterproof

Power

14Ah Battery - Rechargeable

Data

16GB local storage, ~2 weeks

Motion

Passive Infrared Motion Detection

Connectivity

Embedded Cellular LTE Connection

Cellular service provider depends on area

Production

Designed & manufactured in the U.S.

Night Vision

850nm Custom IR Array

Cloud Storage

30 days storage (Amazon Web Services)

Accessible via secure website

Images can be downloaded and stored by department



Camera Performance

Motion

NCIC, AMBER Alert & Custom Notifications

Average of 10-15 seconds

Includes time, location, plate, and vehicle image

Includes state-specific alerts based on image

Processing Power

1.4GHz

64-bit quad-core CPU

Image Capture

Up to 100 ft from vehicles

Up to 2 lanes of traffic per camera

Date and time with camera location

Plate (state, partial, paper, and none)

Vehicle details (Make, type, color, etc.)

Pricing

\$3,000/camera per year

Field Technician maintenance is not included; If a camera is lost, stolen, or damaged, a new device can be purchased discounted price of \$1500.



2021 Year End King County Firearm Violence Report



King County Prosecuting Attorney's Office -
Crime Strategies Unit
paocsu@kingcounty.gov January 2022

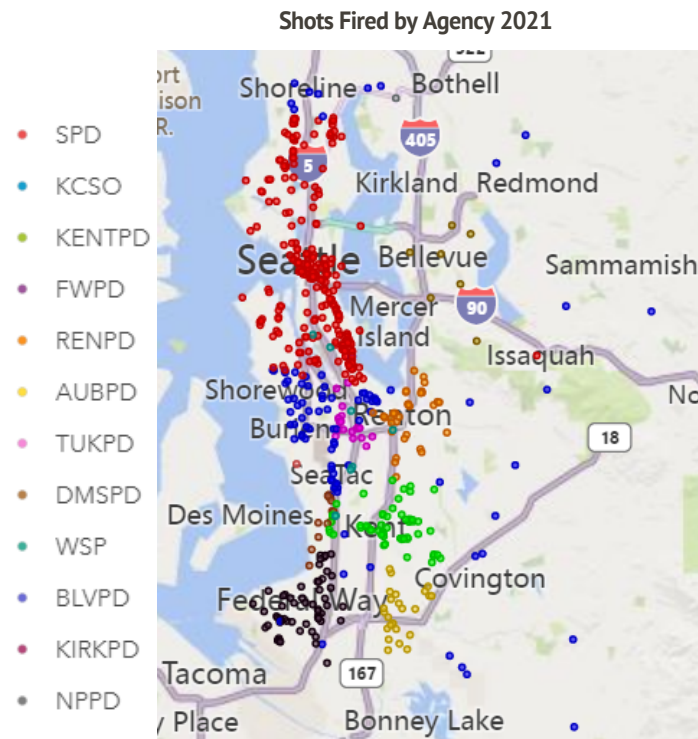
Total Shootings and Shots Fired Incidents

The numbers of firearm homicide victims, non-fatal shooting victims, and total shots fired incidents for 2021 are listed below. This data primarily comes from the 8 jurisdictions in King County (below) that have historically had over 90% of firearm violence, but also includes data from many of the smaller jurisdictions in King County. This does not include suicides, confirmed self-inflicted shootings, or officer involved shootings.



Geographic Distribution

Shootings in King County are not evenly distributed by jurisdiction. We currently collect data from over 20 agencies, but a majority of the data comes from 8 agencies: Seattle, Auburn, Des Moines, Federal Way, Kent, Renton, Tukwila, and the King County Sheriff's Office (including unincorporated King County and 16 contract cities). These 8 agencies account for roughly 79% of King County's population. In 2021, over 62% of the total shots fired incidents and 59% of the shooting victims (both firearm homicide victims and non-fatal shooting victims) were from agencies outside of Seattle. Both of these are slightly higher than the four-year average for 2017-2020 in which 60% of all shots fired incidents and 58% of all shooting victims were from agencies outside of Seattle.

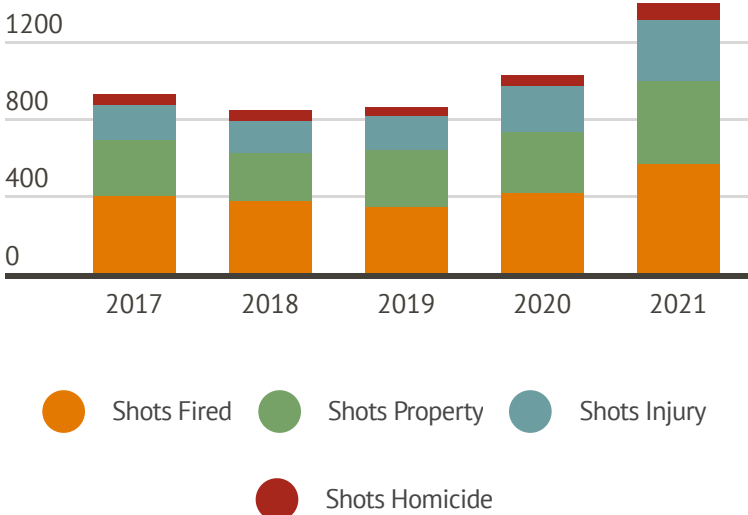




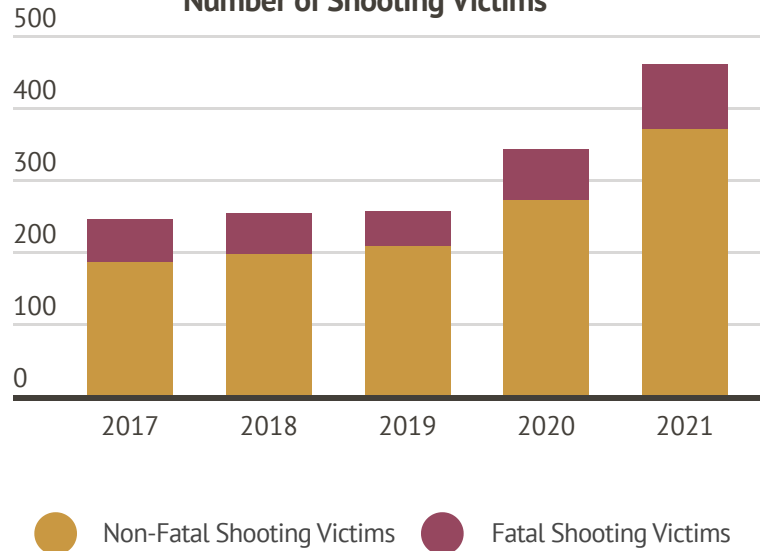
Historical Comparisons

The graphs below depict the total number of shots fired incidents broken down by type for 2017-2021 and the total number of non-fatal and fatal shooting victims from 2017-2021. The total number of shots fired incidents in 2021 (1405) was up around 54% and the number of overall shooting victims (460) was up 70% over the four-year average for 2017-2020. More specifically, the number of fatal shooting victims (88) was up 54% while the number of nonfatal shooting victims (372) was up 82% over the four-year average. There have been 17 more fatal shooting victims and 102 more non-fatal shooting victims in 2021 as compared to 2020.

Number and Type of Shots Fired Incidents



Number of Shooting Victims

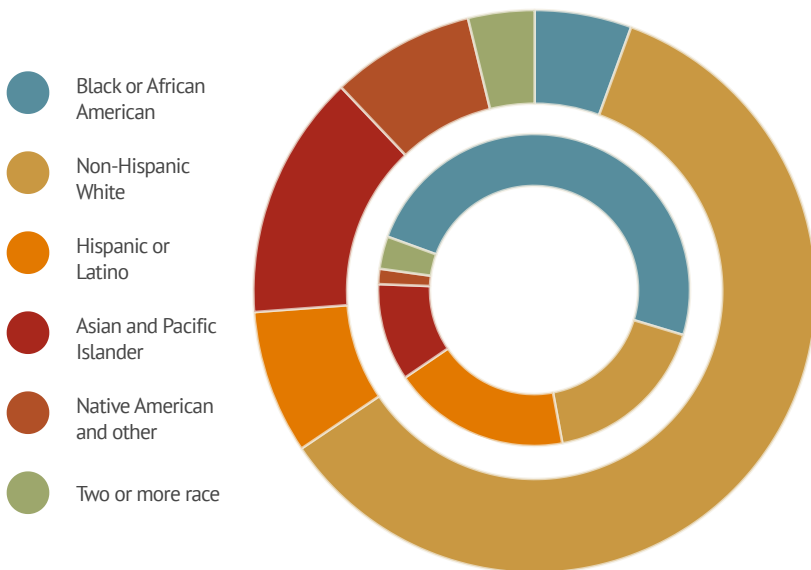


Shooting Victim Demographics

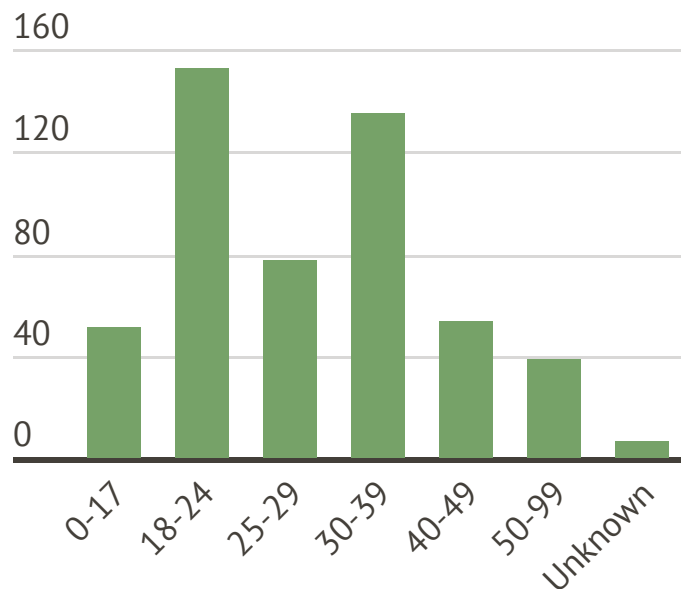
Of the 460 shooting victims in 2021, 85% were male (390); 28% were between the ages of 18-24 (133); and 81% were people of color (379). Similar to previous years, 48% of the shooting victims, both fatal and non-fatal, were Black or African American (225) of which 27% (61) were males 18-24 years old.

Race/Ethnicity

Outer Circle = General Population
Inner Circle = Shooting Victims



Victim Age



Automated License Plate Readers

437.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPR is used by the Tukwila Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPRs may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

437.2 ADMINISTRATION OF ALPR DATA

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Professional Standards Unit Division Commander. The Professional Standards Unit Division Commander will assign personnel under his/her command to administer the day-to-day operation of the ALPR equipment and data.

437.3 ALPR OPERATION

Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- (a) An ALPR shall only be used for official and legitimate law enforcement business.
- (b) An ALPR may be used in conjunction with any patrol operation or official department investigation. Reasonable suspicion or probable cause is not required before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment, or access ALPR data, without first completing department-approved training.
- (e) If practicable, the officer should verify an ALPR response through the Central Computerized Enforcement Service System (ACCESS) before taking enforcement action that is based solely upon an ALPR alert.
- (f) No ALPR operator may retrieve ACCESS data unless otherwise authorized to do so.

437.4 ALPR DATA COLLECTION AND RETENTION

All data and images gathered by an ALPR are for the official use of the Tukwila Police Department, and because such data may contain confidential ACCESS information, it is not open to public

Automated License Plate Readers

review. ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law.

The Professional Standards Unit Division Commander is responsible to ensure proper collection and retention of ALPR data and for transferring ALPR data stored in department vehicles to the department server on a regular basis, not to exceed 30 days between transfers.

All ALPR data downloaded to the server shall be stored according to the [Washington State Law Enforcement Records Retention Schedule](#) and thereafter may be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action, or is subject to a lawful action to produce records. In such circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

437.5 ACCOUNTABILITY AND SAFEGUARDS

All saved data will be closely safeguarded and protected by both procedural and technological means. The Tukwila Police Department will observe the following safeguards regarding access to and use of stored data:

- (a) All non-law enforcement requests for access to stored ALPR data shall be referred to the Senior Manager and processed in accordance with applicable law.
- (b) All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
- (c) Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.
- (e) ALPR system audits should be conducted on a regular basis.

Attachments

Washington State Law Enforcement Records Retention Schedule.pdf

This schedule applies to: Law Enforcement Agencies

Scope of records retention schedule

This records retention schedule covers the public records of local law enforcement agencies relating to the functions of law enforcement, criminal case investigation, and the management of the agency's assets and human resources. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)* and other approved schedules that relate to the functions of the agency.

All current approved records retention schedules can be accessed online at: <http://www.sos.wa.gov/archives/RecordsRetentionSchedules.aspx>.

Disposition of public records

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention), Permanent, or Non-Archival with a retention period of "Life of the Agency" must not be destroyed. Records designated as Archival (Appraisal Required) or Potentially Archival must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter [42.56 RCW](#). Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

Revocation of previously issued records retention schedules

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies must take measures to ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the Local Records Committee in accordance with [RCW 40.14.070](#) on January 26, 2017.

Signature on File

For the State Auditor: Cindy Evans

Signature on File

For the Attorney General: Matt Kernutt

Signature on File

The State Archivist: Steve Excell

