

TOWN OF ADDISON, TEXAS
RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF
ADDISON, TEXAS ADOPTING A PUBLIC SAFETY DATA
MANAGEMENT POLICY AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Town of Addison is installing equipment capable of reading and retaining information regarding the location of vehicles and persons within the Town; and

WHEREAS, the City Council desires that steps be taken to protect the privacy of individuals who are not engaged in criminal activity.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE TOWN OF ADDISON TEXAS:**

Section 1. The City Council does hereby adopt and approve the Public Safety Data Policy, which policy is attached to this Resolution as **Exhibit A**, and directs that public safety data be held in accordance with the policy.

Section 2. The above and foregoing recitals are true and correct and are incorporated herein.

Section 3. This Resolution take effect upon its passage and approval.

PASSED AND APPROVED by the City Council of the Town of Addison,
Texas this 8th day of January, 2019.

Joe Chow, Mayor

ATTEST:

Irma Parker, City Secretary

APPROVED AS TO FORM:

Brenda N. McDonald, City Attorney

EXHIBIT A



TOWN OF ADDISON PUBLIC SAFETY DATA MANAGEMENT POLICY

Introduction: These principles will act as policy guidelines for the police department as they develop and implement their standard operating procedures. Transparency and accountability for these systems is incredibly important and at the forefront of all our decision-making processes. Cooperation between law enforcement and the community it serves is the key to any programs success. These policy guidelines serve that purpose. Giving clear direction and boundaries, from the community, regarding how the police department will manage data collected via license plate recognition and optical cameras.

It shall be the policy of the Town of Addison that the data collected by License Plate Recognition and Optical Camera technologies be managed according to the following principles:

1. License Plate Recognition systems will be used by the police department for legitimate law enforcement purposes only investigating circumstances in which law enforcement officers reasonably believe that the plate data are relevant to an ongoing criminal investigation.
2. Unless plate data has been flagged, retention periods should be measured in days and weeks, not months and years. The Town will not store data about innocent people for more than 45 days and will only keep flagged data when it is necessary for legitimate law enforcement investigative purposes.
3. Citizens will be able to find out if plate data of vehicles registered to them are contained in the data base used by the police department.
4. The Town will not share plate data with non-law enforcement, third-parties. The Town will also not share data with other law enforcement agencies that do not follow proper retention and access policies or that do not have clear policies in place to ensure such practices are followed.
5. The police department will report data usage publicly and on an annual basis.
6. The Town will not collect personally identifiable information.