

SAN DIEGO POLICE DEPARTMENT ORDER

DATE/TIME: JANUARY 26, 2024 1401 HOURS
NUMBER: OR 24-04
SUBJECT: FLOCK METADATA DOCUMENTATION & SPLA NOTIFICATIONS
SCOPE: ALL MEMBERS OF THE DEPARTMENT
DEPARTMENT PROCEDURE AFFECTED: 1.51

Portions of this document are deemed by the San Diego Police Department to be records of security procedures and are exempt from disclosure under the California Public Records Act (CPRA), Government Code Section 7923.600.

Metadata is important to document on the Flock Safety Automated License Plate Recognition interface for confirmation of proper access to the system during auditing and to provide information during investigations and court proceedings.

Effective immediately, all Department members who use the Flock Safety Automated License Plate Recognition interface **shall document the case number or event number associated with a crime** in the “Reason” field when accessing the system to conduct a search. A search should be crime specific, e.g., an event number pulled for multiple hour incidents such as “11-86” lacks sufficient specificity to support a search in the system. A new event related to a specific crime should be generated to track searches in the Flock system. Supporting information should also be added to assist with court testimony at a later date, such as the type of crime and other pertinent data.

Audits will be routinely conducted, in compliance with the Transparent and Responsible Use of Surveillance Technology Ordinance, Use Policy for Automated License Plate Recognition Technology, Department Procedure 1.51, and Department Procedure 1.45 - Use of City/Department Computer Systems. **If a user fails to include, at minimum, a case number or event number, the user will be immediately removed from the system until they have received remediation training from the Special Projects and Legislative Affairs Unit.**

In the event the use of the Flock system has produced a successful outcome, e.g., recovery of property, identification or apprehension of a suspect, closure of a crime series or investigation, location of a missing person or child, or creation of a workable lead, please contact the Special Projects Legislative Affairs Unit. See below for contact information:

If you have any questions regarding the content of the video, please contact (**Deleted – records of security**)

Please read at squad conferences and give a copy to all personnel.