SAN DIEGO POLICE DEPARTMENT
ORDER

DATE/TIME: FEBRUARY 06, 2025   0600 HOURS

NUMBER: OR 25-06

SUBJECT: FLOCK METADATA DOCUMENTATION

SCOPE: ALL MEMBERS OF THE DEPARTMENT

DEPARTMENT PROCEDURE AFFECTED: N/A

Portions of this document are deemed by the San Diego Police Department to be exempt from public disclosure because the public interest served by not disclosing the information clearly outweighs the public interest served by disclosure, pursuant to California Government Code section 7922.000.

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

All Department members who use the ALPR 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 in the "Reason" field to assist with court testimony at a later date, such as the type of crime and other pertinent data.

Audits are conducted monthly, 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, <u>at minimum,</u> a case number or event number, the user will be immediately removed from the system until they have received remediation training from the Real Time Operations Center staff..**

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 Real Time Operations Center. See below for contact information:

If you have any questions or to report successful outcomes for the use of FLOCK, please contact **(Redacted – record exempt)**

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