




MEMORANDUM

TO: Mayor and Council Members

FROM: Chief Joseph Chacon, Austin Police Department 

THROUGH: Chief Bruce Mills, Interim Assistant City Manager

DATE: July 13, 2023

SUBJECT: Staff Response: Resolution No. 20230608-085 Automated License Plate Readers

The purpose of this memorandum is to provide information related to Resolution [20230608-085](#), specifically including a directive to update the Austin Police Department Automated License Plate Reader (ALPR) draft policy. Below is the relevant updated language regarding the retention of data collected as part of this program, which reduces the retention period from 30 days to seven:

344.4 SAFEGUARDS

- (d) Server operators will purge ALPR data from the designated ALPR server seven (7) days after an ALPR collects it.
- (e) For ALPR data related to ongoing criminal investigations or criminal investigations that contain ALPR as evidence, investigators must download and record the relevant ALPR data into the case file.
- (f) The Department shall retain all ALPR data related to an endangered person, missing person, or criminal investigation for a period consistent with the City Code, Chapter 2-11, and any applicable City Records Control Schedules and/or the State Local Government Retention Schedules.

Should you have any further questions about the ALPR program, please contact Assistant Chief Jeff Greenwalt at Jeff.Greenwalt@austintexas.gov.

cc: Jesús Garza, Interim City Manager