



## **Manhattan Beach Civic Association Automated License Plate Recognition Program**

The purpose of this document is to outline the access, use, and dissemination procedures related to automated license plate reader (ALPR) data captured by the Flock Safety/Manhattan Beach Civic Association (MBCA) ALPR cameras installed in the 800 block-of Manhattan Beach Road.

The MBCA President is ultimately responsible for the administration of the MBCA ALPR program. At the President's discretion, he/she may appoint one additional member of the MBCA board or chair of the MBCA public safety committee to serve as a Program Coordinator. Under the direction of the President, the Program Coordinator will assist with administrative and program management-related tasks.

Access to ALPR data will be limited to the MBCA President and the duly appointed Program Coordinator.

ALPR data may only be disseminated by or at the direction of the MBCA President and/or the duly appointed Program Coordinator. Dissemination of ALPR data will be limited to sworn officers/agents, acting in their official capacity as a member of a criminal justice/law enforcement agency, and only for the purpose of assisting said law enforcement with a pending investigation. Dissemination of all ALPR data will be documented in a written log, to be established by the President and maintained in cooperation with the duly appointed Program Coordinator. Entries to the log will include the name, title, and agency information of the requestor, as well as the case number and or nature of the investigation associated with the request. Unless doing so would compromise an ongoing criminal investigation, the President and or Program Coordinator will provide the MBCA board with a brief synopsis of all ALPR data dissemination activity at their monthly meeting.

**DATED:** Tuesday, March 3, 2020

**BY ORDER OF THE MBCA BOARD OF DIRECTORS**

---

**Name:** Brandon Twentymon  
**Title:** President, Manhattan Beach Civic Association