

## OMAHA AIRPORT AUTHORITY

### AUTOMATIC LICENSE PLATE RECOGNITION PROGRAM, USE POLICY, AND PRIVACY POLICY

The Airport Authority of the City of Omaha (“Omaha Airport Authority”) utilizes automatic license plate recognition (“ALPR”) hardware and software programs for regulation of its parking system on Eppley Airfield (the “Airport”). These technology improvements significantly enhance and simplify the customer experience, enforcement, and parking lot utilization analysis.

#### Purpose

The purpose of this policy is to implement practices for the proper use, maintenance, and deployment of the Omaha Airport Authority ALPR system and its software.

The intended use of Data collected by the Omaha Airport Authority ALPR system is for parking activities and operations. ALPR Data is used to determine the permissions of a vehicle in a given parking area and support the operation of the parking facilities on the Airport. The Data may be used by the Omaha Airport Authority law enforcement personnel in assisting immediate or on-going safety concerns; conducting specific security and/or public safety investigations; and law enforcement investigations.

All information in the ALPR systems will be considered confidential. The Omaha Airport Authority personnel and/or its contractors with access to the ALPR will be held accountable for and must be able to articulate the legitimate purpose for the use of received information.

#### Definitions

“Alert” means license plate numbers that have been manually entered into the ALPR upon the determination of a law enforcement officer that the vehicles or individuals associated with the license plate numbers are relevant and material to an ongoing criminal or missing persons investigation.

“Automatic License Plate Reader (“ALPR”)” system means one or more fixed automated high-speed cameras used in combination with computer algorithms to convert images of license plates into computer-readable Data.

“Data” means location information, date and time information, photographs, license plate numbers, and any other data captured by or derived from any ALPR system.

“Governmental Entity” means a department or agency of this state, the federal government, another state, or a political subdivision or an individual acting for or as an agent of any of such entities.

#### Locations

ALPR Data is collected in the Airport parking lots and parking areas. ALPR Data is collected by fixed cameras positioned throughout the parking facilities, including the entrance and exit of the parking facilities, on the Airport.

### Data Collected

The ALPR system typically captures two types of photos of observed vehicles taken from the rear of the vehicle, although there are occasions where a photo is taken from the front (e.g. when a car is backed into a parking space): 1) a context photo of the vehicle and its immediate surroundings; and 2) a photo of the license plate. Along with the photographic Data, the system also records the location of the camera and date/time information of the observation. Further software processing of the vehicle license plate image generates an alphanumeric version of the vehicle license plate number which is also stored with the parking ALPR record.

### Data Retention

Data shall not be retained for more than one hundred eighty (180) days unless the Data is:

- a. Evidence related to a legitimate law enforcement purpose;
- b. Subject to a preservation request from a Governmental Entity or a defendant in a criminal case;
- c. The subject of a warrant, subpoena, or court order.
- d. Parking enforcement and operations.

### Access to Data

Access to Data created and maintained by the ALPR system is restricted to:

- a. Trained Omaha Airport Authority parking and operations personnel performing their duties;
- b. Trained personnel of the contractor of the Omaha Airport Authority for management of its parking facilities performing their duties;
- c. A limited number of Omaha Airport Authority law enforcement command staff; and
- d. Trained personnel of the contractor of the Omaha Airport Authority for auditing and maintenance of the ALPR software.

All personnel with access to the ALPR system use unique identifiers and passwords to access Data. Access to the ALPR system by others is prohibited. Note that Data is not considered a public record for purposes of sections Neb. Rev. Stat. §§ 84-712 to 84-712.09.

### Administration

- a. The Director of Planning and Engineering or his/her designee will oversee the general access of the ALPR system and its Data.
- b. The Chief of Police will oversee the use of the ALPR system and its Data for any law enforcement or public safety functions of the Omaha Airport Authority.
- c. Prior to any manual query of Data in response to an Alert, the Omaha Airport Authority law enforcement personnel must first obtain the approval of the Omaha Airport Authority Police Shift Supervisor. The reason for any manual query must be documented by the Omaha Airport Authority law enforcement personnel.

### Authorized Usage

- a. Use of the ALPR system is restricted to: 1) regulating the use of the parking facilities on the Airport; and 2) the law enforcement and public safety functions of the Omaha Airport Authority. Information obtained from the ALPR system will not be used for personal reasons or for reasons inconsistent with law enforcement, public safety, and parking functions of the Omaha Airport Authority.
- b. Captured plate Data may be manually queried if a law enforcement officer determines the vehicle or individuals associated with the license plate number are relevant and material to an ongoing criminal or missing persons investigation.

### Sharing of ALPR With Any Third-Parties Outside the Omaha Airport Authority and its Contractors

ALPR Data may be disseminated to other law enforcement agencies if a law enforcement officer determines the vehicle or individuals associated with the license plate number are relevant and material to an ongoing criminal or missing persons investigation. ALPR Data may be disseminated to comply with a court order, warrant, or subpoena. ALPR Data may be disclosed to the parties to a criminal or civil action; for the administrative purposes of the Omaha Airport Authority; to alert the public of an emergency situation; or relating to a missing person. ALPR Data may be disclosed to the person to whom the vehicle is registered or with the prior written consent of the person to whom the vehicle is registered.

### Data Request by Registered Vehicle Owners

Registered vehicle owners may request a report detailing what, if any, Data exists for their vehicle(s) in the Omaha Airport Authority ALPR system. The report may be requested in person at the Omaha Airport Authority Police Office, Lower Level, Main Terminal, 4501 Abbott Drive, Suite 2300, Eppley Airfield Omaha, Nebraska 68110. Individuals requesting a report in person must provide sufficient identification to establish their identity as the registered owner of the vehicle.

### Presentation of a Valid, Outstanding Protection Order

Data may not be disclosed, except as stated in this subsection, upon presentation to the Omaha Airport Authority of a valid, outstanding protection order pursuant to the Protection from Domestic Abuse Act, the Uniform Interstate Enforcement of Domestic Violence Protection Orders Act, or Neb. Rev. Stat. 28-311.09 or 28-311.10 protecting the driver of a vehicle jointly registered with or registered solely in the name of the individual against whom the order was issued. Data subject to an outstanding protection order may be disclosed pursuant to a court order or as the result of a match relating to the regulation of the Omaha Airport Authority parking facility and/or the law enforcement and public safety functions of the Omaha Airport Authority.

### Public Notification

The Omaha Airport Authority will notify the public of its ALPR Data collection activities and policies via posting of this privacy policy on the Omaha Airport Authority website: [www.flyoma.com](http://www.flyoma.com).