County of Santa Clara

Office of the Sheriff

55 West Younger Avenue
San Jose, California 95110-1721
(408) 808-4900

MEMORANDUM

Robert Jonsen
Sheriff

TO: Police Captain Joe Ledoux, Los Altos Police Department

FROM: Management Analyst Melanie McGuire

SUBJECT: External Audit of Flock Safety User Searches

DATE: January 22, 2025

PURPOSE
This audit was conducted as an independent, external review of Los Altos Police Department's use of the Flock Safety database, primarily searches of automated license plate reader (ALPR) data, with the purpose of ensuring integrity of use and compliance with organizational policies, specifically Los Altos Police Department Policies 462.7(e) and 462.7(f).

SCOPE
The dataset provided for this audit included all user searches or browsing inquiries conducted in the Flock Safety database between November 1st and December 31st of 2024 by Los Altos Police Department authorized users. There was a total of 1,029 searches conducted during that time. Those searches were compiled into a single worksheet in Microsoft Office's Excel application, where a random sample of 15 user searches was produced utilizing the "RAND function." This method of sampling ensures that all items within a data population stand an equal chance of selection.

SUMMARY OF FINDINGS
Audit of the search sample revealed compliance with Policy 462.7(e), which requires both a law enforcement case or incident number and reason be entered into the reason field before conducting a search of the ALPR system. All 15 searches noted a case or incident number and a reason.

One search, however, looked to contain an error. The case number noted for that search did not appear to align with typical law enforcement incident number formatting. Further inquiry into this matter revealed it was in fact an error, or a typo, where one number was missing from the case number.

CONCLUSION
Flock Safety ALPR searches or browsing inquiries made by authorized users on behalf of the Los Altos Police Department were compliant with policy.