

# CITY OF COLLEGE PLACE

**POLICE DEPARTMENT**  
625 South College Avenue  
College Place, Washington 99324  
(509) 394-8550  
[www.cpwa.us](http://www.cpwa.us)

May 28, 2026

Attorney General of Washington  
Office of the Attorney General  
1125 Washington Street SE  
Olympia, WA 98504-0100

SENT VIA EMAIL TO:

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RE: Notice of Intent to Register Automated License Plate Reader System(s) and  
Certification of Compliance – ESSB 6002, Chapter 239, Laws of 2026

Dear Attorney General Brown:

The College Place Police Department (CPPD) submits this letter as formal notice of its intent to register its Automated License Plate Reader (ALPR) system(s) with your office pursuant to Section 3(5) of Engrossed Substitute Senate Bill 6002 (ESSB 6002), Chapter 239, Laws of 2026, effective May 28, 2026. This letter also serves as the Agency head certification required under that section, pending submission of completed registration forms on forms approved by your office.

### 1. Agency Information

Agency Name: College Place Police Department  
 Agency Type: Municipal/City Law Enforcement Agency  
 Jurisdiction: City  
 Agency Head: Chief of Police Troy Tomaras  
 ALPR Program  
 Contact: Sergeant Dylan Schmick, 509-394-8550 [DSchmick@cpwa.us](mailto:DSchmick@cpwa.us)

Mailing Address: 619 S. College Avenue, College Place, WA 99324

Date of this Notice: May 28, 2026

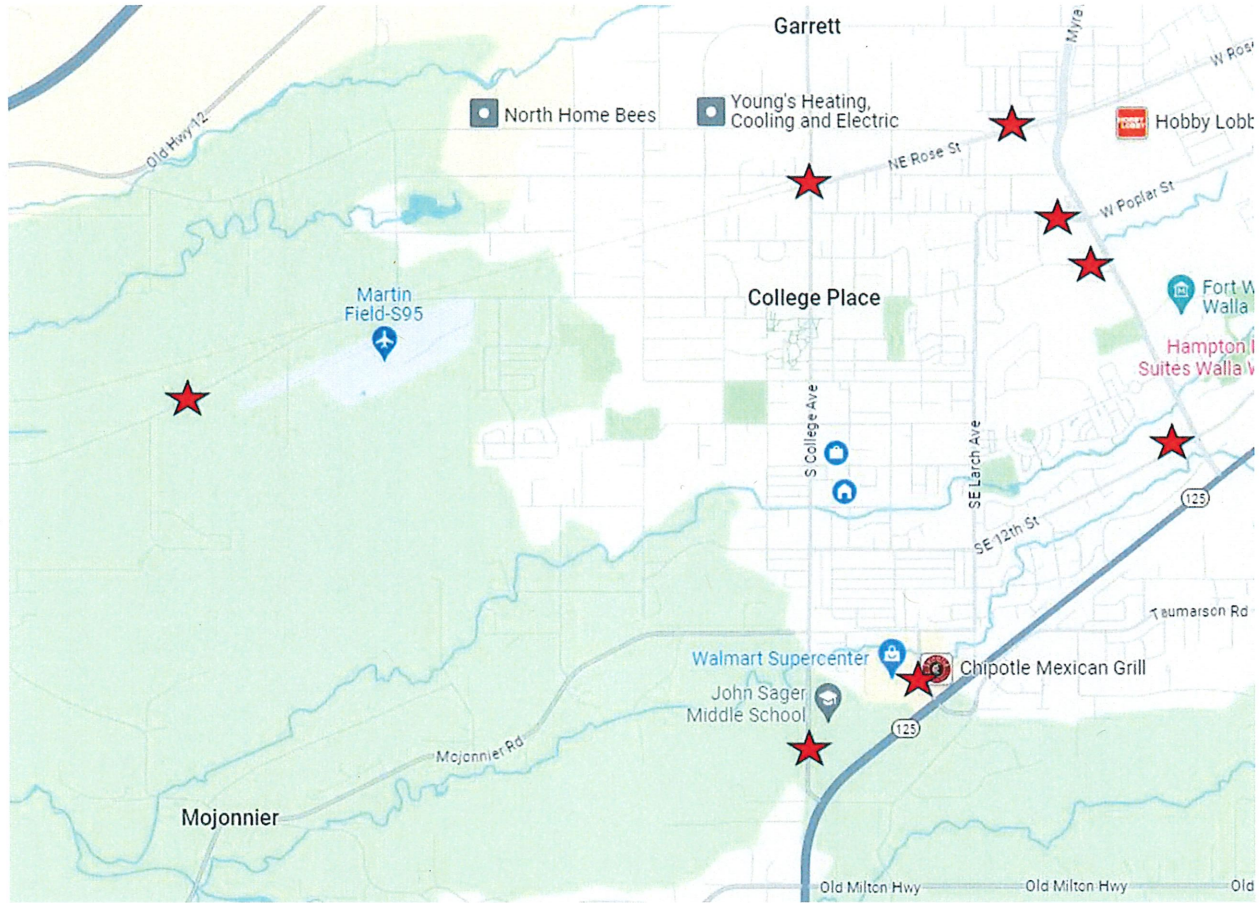
### 2. ALPR System(s) Subject to Registration

The agency currently operates, or intends to operate, the following ALPR system(s):

#	System Vendor:	System Type:	Number of units Deployed	Location(s)	Date of Deployment
1	FLOCK	Fixed	Eight (8)	City Limit ingress –	December 2024
				Whitman Drive	
				Rose at N. College	
				Rose at Myra	
				C street at Myra	
				Whitman Drive at Myra	

				12 <sup>th</sup> & Myra	
				Meadowbrook at SR 125	
				S. College Ave at SR 125	

Map of Camera Locations:



### 3. Certification of Compliance

Pursuant to Section 3(5)(a) of ESSB 6002, I, Troy Tomaras, Chief of Police for the College Place Police Department hereby certifies as follows:

- (a) Statutory Compliance: The ALPR system(s) identified in Section 2 of this letter meet all requirements of ESSB 6002, Chapter 239, Laws of 2026, including authorized use limitations, data retention requirements, prohibited practices, recordkeeping, and audit requirements.

- (b) Adopted Policy: The Agency has adopted a written policy governing the use of ALPR systems that is consistent with the requirements of ESSB 6002. A copy of the Agency's ALPR policy is attached to this letter as Exhibit A.
- (c) Training Program: The Agency has established a documented training process for all officers and personnel who will access, operate, or use the Agency's ALPR system(s). Training records are maintained by the Agency and available for inspection upon request.
- (d) Public Website Publication: The Agency's ALPR policy has been, or will be published on the Agency's public website at [https://www.cpwa.us/departments/police/policy\\_\\_success\\_stories.php](https://www.cpwa.us/departments/police/policy__success_stories.php) prior to or coincident with ALPR system operation.
- (e) Public Awareness: Prior to or coincident with implementation, the Agency has taken or will take, measures to promote public awareness of its ALPR system use, consistent with Section 8(2)(b) of ESSB 6002.

#### **4. Requested Action**

The Agency respectfully requests the following from your office:

1. Acknowledgement of this letter as timely notice of intent to register under Section 3(5) of ESSB 6002.
2. Transmittal of the approved ALPR registration forms(s) referenced in Section 3(5)(a) of ESSB 6002.
3. Notification of any stakeholder comment periods, working groups, or other input opportunities associated with development of the model ALPR policies.

The Agency is committed to full compliance with ESSB 6002 and to working constructively with your office in its implementation. We welcome the opportunity to discuss any of the issues raised in this letter.

Please direct all correspondence related to this matter to:

ALPR Program Contact - Sergeant Dylan Schmick  
College Place Police Department  
619 S. College Avenue, College Place, WA 99324  
509-394-8550 [DSchmick@cpwa.us](mailto:DSchmick@cpwa.us)

Respectfully submitted,



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May 28, 2026

**Troy Tomaras**

Chief of Police

College Place Police Department

Exhibit A – CPPD ALPR Policy

# Exhibit A

## Automated License Plate Readers

### 428.1 PURPOSE AND SCOPE

Automated License Plate Reader (ALPR) technology, also known as License Plate Recognition, provides automated detection of license plates. ALPR is used by the College Place Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. ALPRs may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

### 428.2 ADMINISTRATION OF ALPR DATA

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Chief or designee. The Chief will assign personnel under his/her command to administer the day-to-day operation of the ALPR equipment and data.

### 428.3 ALPR OPERATION

Use of an ALPR is restricted to the purposes outlined below. Department personnel shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- (a) An ALPR shall only be used for official and legitimate law enforcement business.
- (b) An ALPR may be used in conjunction with any department investigation for the following reason:
  1. Stolen
  2. Missing or endangered person
  3. Registered to an individual for whom there is an outstanding felony or gross misdemeanor warrant.
  4. Related to or involved in a felony or gross misdemeanor investigation.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.
- (d) No member of this department shall operate ALPR equipment, or access ALPR data, without first completing department-approved training.
- (e) If practicable, the officer shall verify an ALPR response through the Central Computerized Enforcement Service System (ACCESS) before taking enforcement action that is based solely upon an ALPR alert.
- (f) No ALPR operator may retrieve ACCESS data unless otherwise authorized to do so.
- (g) ALPR searches require a case or incident number and call type to be entered in the lookup reason field.

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### **428.4 ALPR DATA COLLECTION AND RETENTION**

All data and images gathered by an ALPR are for the official use of the College Place Police Department, and because such data may contain confidential ACCESS information, it is not open to public review. ALPR information gathered and retained by this department may be used and shared with prosecutors or others only as permitted by law.

The Patrol Captain is responsible to ensure proper collection and retention of ALPR data.

All ALPR data downloaded to the server shall be stored according to the **Washington State Law Enforcement Records Retention Schedule** and thereafter may be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action, or is subject to a lawful action to produce records. In such circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

### **428.5 ACCOUNTABILITY AND SAFEGUARDS**

All saved data will be closely safeguarded and protected by both procedural and technological means. The College Place Police Department will observe the following safeguards regarding access to and use of stored data:

- (a) All non-law enforcement requests for access to stored ALPR data shall be referred to the Records Supervisor and processed in accordance with applicable law.
- (b) All ALPR data downloaded to the mobile workstation and server shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
- (c) Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies at any time for legitimate law enforcement purposes.
- (e) ALPR system audits should be conducted on a bi-annual basis.

### **428.6 TRANSPARENCY**

The College Place Police Department will publish a public, online ALPR transparency portal, showing:

- a. The Agency's ALPR policy
- b. Flock Safety ALPR use metrics, including:
  1. The number of ALPR's owned or operated by the College Place Police Department.
  2. Hot list sources.
  3. The number of total plate-reads in a 21-day period.
  4. The number of searches in a 21-day period.

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- c. Post a report conspicuously on the agencies public website once per year to include:
1. Number of matches resulting in traffic stops, arrests, and subsequent prosecutions.
  2. Number of stolen vehicles and stolen license plates recovered.
  3. Number of preservation requests and disclosure orders received.
  4. Number of times ALPR data or audit trail data was shared with or accessed by another governmental entity, including identity of each entity.
  5. Number of times ALPR data was shared or accessed pursuant to a judicial warrant.
  6. Any policy changes affecting data collection, retention period, access, or sharing.
  7. Results for the agency's internal audit.
  8. Total annual number of ALPR reads, searches that yielded results, and alerts.
  9. Locations of the ALPR cameras.

## Attachments

**Washington State Law Enforcement  
Records Retention Schedule.pdf**

**This schedule applies to: Law Enforcement Agencies**

**Scope of records retention schedule**

This records retention schedule covers the public records of local law enforcement agencies relating to the functions of law enforcement, criminal case investigation, and the management of the agency's assets and human resources. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)* and other approved schedules that relate to the functions of the agency.

All current approved records retention schedules can be accessed online at: <http://www.sos.wa.gov/archives/RecordsRetentionSchedules.aspx>.

**Disposition of public records**

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention), Permanent, or Non-Archival with a retention period of "Life of the Agency" must not be destroyed. Records designated as Archival (Appraisal Required) or Potentially Archival must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

**Revocation of previously issued records retention schedules**

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies must take measures to ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

**Authority**

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on January 26, 2017.

*Signature on File*

For the State Auditor: Cindy Evans

*Signature on File*

For the Attorney General: Matt Kernutt

*Signature on File*

The State Archivist: Steve Excell