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**City of Maple Grove Police Department**  
**Automated License Plate Reader (ALPR) Biennial Audit**  
**Results Report**  
**May 24, 2024**

At the request of the City of Maple Grove Police Department (MGPD), LOGIS has conducted the biennial audit of their Automated License Plate Reader (ALPR) Systems pursuant to Minnesota Statute §13.824 Subd. 6.

Minnesota Statute §13.824 data elements include:

- Data Collection, Classification and Use Restrictions
- Destruction of Data
- Sharing Among Law Enforcement Agencies
- Log of Use Required
- Biennial Audit
- Authorization to Access Data
- Notification to the Bureau of Criminal Apprehension (BCA)

After analysis of the statutory requirements and evaluation of the City of Maple Grove Police Department's management and use of Automated License Plate Reader technology, LOGIS has found the City of Maple Grove Police Department in compliance with Minnesota Statute §13.824 based on the following findings:



Control #	Statute Subd.	Control Objective	Testing Procedure	Testing Result
1	§13.824 Subd. 2	Data collection; classification; use restrictions	<p>Reviewed MGPD License Plate Reader Policy 428 section on data collection, classification &amp; use restrictions.</p> <p>MGPD provided screen prints of sample license plate read showing proper limited collection of data.</p> <p>MGPD provided screen prints of collected license plate data only being matched with data in the Minnesota license plate data file.</p> <p>MGPD provided screen prints from ALPR systems requiring Reason for Action when looking up plate reads. Reasons for Action must include case number, type of case, description and reason.</p> <p>Interviewed MGPD staff and officers responsible for ALPR system administration.</p>	No exceptions found

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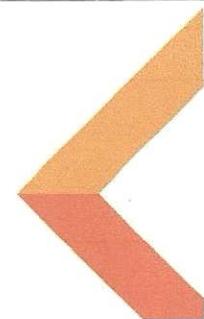
<b>Control #</b>	<b>Statute Subd.</b>	<b>Control Objective</b>	<b>Testing Procedure</b>	<b>Testing Result</b>
2	§13.824 Subd. 3	Destruction of data required	<p>Reviewed MGPD License Plate Reader Policy 428 section on data collection and retention.</p> <p>MGPD provided screen prints from ALPR Systems showing retention settings set to 60 days.</p>	No exceptions found
3	§13.824 Subd. 4	Sharing among law enforcement agencies	<p>Reviewed MGPD License Plate Reader Policy 428 section on releasing ALPR data.</p> <p>MGPD provided screen prints of ALPR systems requiring Reason for Action when looking up plate reads. Reasons for Action must include case number, type of case, description and reason.</p> <p>Interviewed MGPD staff and officers responsible for ALPR system administration.</p>	No exceptions found
4	§13.824 Subd. 5	Log of use required	<p>Reviewed MGPD License Plate Reader Policy 428 section on data collection and retention.</p> <p>MGPD provided the most recent public logs of use.</p>	No exceptions found
5	§13.824 Subd. 6	Biennial audit	<p>Reviewed MGPD License Plate Reader Policy 428 section on operations and audits.</p> <p>Reviewed MN Legislative Reference Library for past audits.</p>	No exceptions found

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Maple Grove Police Department  
Automated License Plate Reader Biennial Audit

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Control #	Statute Subd.	Control Objective	Testing Procedure	Testing Result
6	§13.824 Subd. 7	Authorization to access data	<p>Reviewed MGPD License Plate Reader Policy 428 sections on accountability and releasing ALPR data.</p> <p>Reviewed MGPD Special Order 20-05 on Automated License Plate Reader Administration and Operation.</p> <p>Reviewed MGPD Information Security Incident Response Plan.</p> <p>MGPD provided screen prints from ALPR Systems showing retention settings set to 60 days.</p> <p>Interviewed MGPD staff and officers responsible for ALPR system administration.</p>	No exceptions found
7	§13.824 Subd. 8	Notification to Bureau of Criminal Apprehension	<p>Reviewed MGPD License Plate Reader Policy 428 sections on operations and notifications.</p> <p>Reviewed MGPD License Plate Reader listing on Bureau of Criminal Apprehension website.</p>	No exceptions found

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The findings in the Automated License Plate Reader Audit are impartial and based on information and documentation provided by the City of Maple Grove Police Department and examined by LOGIS information security staff and management. It demonstrates that the security, public accountability and administration of the MGPD ALPR program is in compliance with MN Statute §13.824.

Local Government Information Systems (LOGIS) attested this audit on  
May 24, 2024:

A handwritten signature in black ink that reads "Blake Tyra".

Blake Tyra  
LOGIS  
Information Security Specialist

Respectfully submitted to the following:

Eric Werner, City of Maple Grove, Police Chief  
Minnesota Commissioner of Administration  
Legislative Commission on Data Practices and Personal Data Privacy  
Chairs of Legislative Committees

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