



Maple Grove Police Department Automated License Plate Reader (ALPR) Audit Executive Summary

May 27, 2020

Background:

The Maple Grove Police Department retained LOGIS to audit the agency's use of Automated License Plate Readers against the requirements of MN Statute 13.824. The LOGIS Security Analyst does not have any direct or indirect access to the Maple Grove Police Department's Vigilant ALPR System, therefore allowing them to audit the system as an independent auditor. The Maple Grove Police Department provided reports and screenshots of the Vigilant ALPR System in order to review audit criteria. The Maple Grove Police Department installed and began using their ALPR system on July 7, 2016 and completed their first audit in 2018. At the time of this audit, Maple Grove Police Department has ALPR systems on 2 squad cars, and no stationary ALPR units.

Department Policy and Procedures:

Maple Grove Police Department has an ALPR Policy in place and has been keeping it updated to reflect the most current version of MN Statute 13.824. A review of this policy found that Maple Grove Police Department was compliant in this part of the Statute.

Data Security and Access Control:

The Maple Grove Police Department ALPR system contains users and groups that protect access to the ALPR data on a permitted basis only. User accounts are reviewed on a regular basis by the ALPR Administrator. The ALPR Administrator is appointed by the Maple Grove Chief of Police. Police Officers and other department members that are selected by the Chief of Police to be an ALPR operator are required to complete training, read through and acknowledge they understand the ALPR Policy. The Vigilant ALPR System contains a robust audit trail which was sampled to determine if it is logging access by users properly. Maple Grove Police Department was found to be compliant in this part of the Statute.

Record Retention:

The Maple Grove Police Department backend Vigilant ALPR System was audited to ensure that each device setting was set for a retention period of no more than 60 days. Maple Grove Police Department was found to be compliant in this part of the Statute.



**Data Classification:**

Maple Grove Police Department ALPR data that has been collected is classified as private unless access is permitted by law. Citizens can make requests to the Maple Grove Police Records Department to obtain ALPR data on their registered vehicles. This request is reviewed by the Administrative Support Manager, Police Commanders, or Chief of Police to ensure that it is consistent with the ALPR Statute 13.824 and Minnesota Data Practices Act, Minnesota Statutes, Chapter 13. Maple Grove Police Department was found to be compliant with this part of the Statute.

Sharing Among Law Enforcement Agencies:

Appropriate sharing of ALPR data is conducted through inter-agency requests. The requests may be made to the Chief of Police, Police Commanders, Police Sergeants, Criminal Intelligence Analysts, Administrative Support Managers, Records Management Technician Leads, or Records Management Technicians assigned to the Administrative Support Division. The requests are documented by agency name, requesting party, intended purpose and case number and follow an inter-agency procedure outlined in the Maple Grove Police Department Special Order 20-05. As a result of these findings, Maple Grove Police Department was found to be compliant with this part of the Statute.

Public Log of Use:

Maple Grove Police Department compiles monthly reports that contain the requirements of 13.824 Subd. 5. The ALPR Administrator demonstrated how they created these reports, and ensured that license plate numbers are not being stored in these reports. These public logs of use are readily available through a proper records request through the Maple Grove Police Department. Maple Grove Police Department was found to be compliant with this part of the Statute.

Notification to Bureau of Criminal Apprehension:

Maple Grove Police Department has made the required notification to the Bureau of Criminal Apprehension. This was validated on the BCA website. Maple Grove Police Department was found to be compliant in this part of the Statute.

Biennial Public Accountability Audit:

Maple Grove Police Department signed an ALPR audit agreement with LOGIS on April 28, 2020. Police Command understands the intent of the public accountability and to provide easy access to policies and procedures, staff interviews, and audit of the Vigilant ALPR System. The Chief of Police acknowledges their intent to comply with MN Statute 13.824 and to continue audits every two years. The Maple Grove Police Department was found to be compliant with this part of the Statute.



Breach Notification:

The Maple Grove Police Department utilizes the City of Maple Grove Information Security Incident Response Plan which includes procedures for Breach Notification. This is consistent with MN Statute 13.055 and MN Statute 13.824. The Maple Grove Police Department was found to be compliant with these part of the Statutes.

Conclusion:

Based on the results of the Maple Grove Police Department ALPR Audit conducted by LOGIS, we are able to demonstrate that they are using the ALPR System as an effective law enforcement tool for the purpose of combating auto theft and other crimes linked to vehicle license plates. It also demonstrates that the security, public accountability and administration of the program is in compliance with MN Statute 13.824.

This Audit was conducted and attested to by:

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

Blake Tyra
LOGIS Information Security Analyst

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

