

# Minnesota Security Consortium – MNSec

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# Champlin Police Department 2025 ALPR Audit (AXON)

## Executive Summary

Prepared for City of Champlin Police Department

October 28, 2025



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## **Background:**

Champlin Police Department retained Minnesota Security Consortium to audit its agency's use of their new AXON ALPR System against the requirements of MN Statute 13.824. Minnesota Security Consortium does not operate or have access to their ALPR systems, therefore allowing it to audit the systems as an independent auditor. Champlin Police Department had their new AXON ALPR system operational between 10/1/23 and 7/31/25. They had approximately 14 active AXON mobile ALPR units at the time of this audit.

## **Department Policy & Procedures:**

Champlin Police Department has an ALPR Policy in place entitled, "Policy Section 413: Automated License Plate Readers (ALPR)." A review of this policy found that the Champlin Police Department was compliant in most parts of the statute. I recommend getting a breach policy in place to conform with the requirements of 13.824 Subd. 7 (a) and Minn Stat. 13.055.

## **Record Retention:**

The Champlin Police Department ALPR AXON administrative control panel was audited to ensure that each setting was set for a retention period of no more than 60 days. The entire AXON ALPR system had a 60-day Read and Hit retention period. This was confirmed by the AXON ALPR Retention Settings. The Champlin Police Department was found to be compliant with this part of the statute.

## **Data Security and Access Control:**

The Champlin Police Department's ALPR system is protected by an Access Control system built into the AXON backend server application. Users and groups were found to be current and appropriate for the intended use by the agency, allowing users only the minimum access that they need to perform their functions. User accounts and role-based accounts are reviewed on a regular basis by ALPR Administrators. The ALPR Administrators are appointed by the Champlin Police Department. The Champlin Police Department was found to be compliant in this part of the statute.

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## **Data Classification:**

Champlin Police Department ALPR Data that has been collected is classified as private unless access is permitted by law. Public data requests of data collected on a license plate owner's vehicle are readily available through a proper records request via the Champlin Police Department Citizens can fill out the agency's data request form at the Public Safety Front Desk, which they are adapting their BWC form to include ALPR. Champlin 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 are documented by agency name, requesting party and case number in a spreadsheet. As a result of these findings, Champlin Police Department was found to be compliant with this part of the statute.

## **Public Log of Use:**

Champlin Police Department now compiles monthly reports that contain the requirements of 13.824 Subd. 5. Sample reports from the past two months were reviewed during the audit process. These public logs of use are readily available through a proper records request through the Champlin Police Department. As a result of this audit, the Champlin Police Department is now in compliance with this part of the statute.

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## **Notification to Bureau of Criminal Apprehension:**

Champlin Police Department has made the required notification to the Bureau of Criminal Apprehension. This was validated on the BCA website. Champlin Police Department was found to be compliant with this part of the statute.

## **Biennial Public Accountability Audit:**

This is their first ALPR Audit of the new AXON system, and they plan on continuing an independent audit every two years, per MN Statute 13.824. Command and IT Staff were very cooperative throughout the entire audit process and understood the intent of the public accountability and provided easy access to policies and procedures, staff interviews, and audit of their ALPR Reports. Champlin Police Department was found to be compliant with this part of the statute.

## **Breach Notification:**

We recommend that the Champlin Police Department develop a breach policy that conforms to the requirements of 13.824 Subd. 7 (a) and Minn Stat. 13.055. This is typically done in conjunction with the City's Information Technology (IT) Department.

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## **Conclusion:**

Based on the results of the Champlin Police Department ALPR Audit conducted by Minnesota Security Consortium, we can demonstrate that they were 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. The Champlin Police Department also demonstrated that their security, public accountability, and administration of the program followed MN Statute 13.824.

This Audit was conducted and attested to by:

Dimitrios Hilton

Senior Auditor, Minnesota Security Consortium.

Submitted to:

- Champlin Chief of Police
- Minnesota Commissioner of Administration
- Legislative Commission on Data Practices and Personal Data Privacy
- Required Chairs of Legislative Committees
- Minnesota Legislative Library