

INDEPENDENT AUDIT REPORT

Chief Michael Holme
Willmar Police Department
2201 NE 23rd St., Suite 102
Willmar, MN 56201

Dear Chief Holme:

An independent audit of Willmar Police Department's Automated License Plate Reader (ALPR) System was conducted on June 3, 2025. The objective of the audit was to verify Willmar Police Department's compliance with Minnesota Statute §§13.824.

Data elements of the audit include:

Minnesota Statute §13.824

- Data Collection; Classification; Use Restrictions
- Destruction of Data Required
- Sharing Among Law Enforcement Agencies
- Log of Use Required
- Biennial Audit
- Authorization to Access Data
- Notification to Bureau of Criminal Apprehension

Willmar Police Department is located in Kandiyohi County, Minnesota and is authorized for thirty-five (35) peace officers. Willmar Police Department utilizes Flock Falcon ALPRs in seven (7) permanent locations and two (2) Flex movable ALPRs. ALPR data is managed in Flock Analytics and is stored in the Amazon Web Services cloud.

Willmar Police Department's ALPR program was implemented February 1, 2024. This audit covers the time period February 1, 2024, through May 31, 2025.

Audit Requirement: Data Collection; Classification; Use Restrictions

Data Collection: Determine if data collected by the ALPR is limited to license plate numbers; date, time, and location data on vehicles; and pictures of license plates, vehicles, and areas surrounding the vehicles.

A review of data stored in Flock confirmed that ALPR Data collected by Willmar Police Department is limited to license plate numbers; date, time, location of the stationary ALPR camera; and pictures of license plates, vehicles, and areas surrounding the vehicles.

Classification: Determine if the data collected by ALPRs are appropriately classified.

Willmar Police Department ALPR data is presumptively private. All data collected by Willmar Police Department during the audit period is classified as private data. Willmar Police Department had no instances of ALPR data with a public data classification.

Use Restrictions: Determine if data collected by an ALPR is only matched with data in the Minnesota license plate data file and that data is not stored in a central state repository of ALPR data and that ALPR's are not used to monitor or track an individual who is the subject of an active criminal investigation unless authorized by a warrant, issued upon probable cause, or exigent circumstances justify the use without obtaining a warrant.

Willmar Police Department ALPR data is matched only with data in the Minnesota License Plate Data File. ALPR data is not stored in a central state repository of ALPR data.

In accordance with policy and Minnesota Statute 13.824, Willmar Police Department does not monitor or track individuals who are the subject of an active criminal investigation using ALPRs, nor have they applied for a warrant to do so. Willmar Police Department has not monitored or tracked individuals who are the subject of an active criminal investigation under exigent circumstances without a warrant using ALPRs.

No discrepancies noted.

Audit Requirement: Destruction of Data Required

Determine if the data collected by ALPR's are appropriately destroyed in accordance with statutes.

Willmar Police Department's ALPR data has a retention period of thirty (30) days from the date of collection. Data is systematically deleted upon reaching the retention period. A query of data stored in Flock Analytics confirmed that no data older than thirty (30) days was maintained.

Willmar Police Department had received no requests from individuals who are the subject of a pending criminal charge or complaint to preserve ALPR data until the criminal charge or complaint is resolved or dismissed, nor have they received requests from program participants under chapter 5B, to have ALPR data destroyed at the time of collection or upon receipt of the request.

No discrepancies noted.

Audit Requirement: Sharing Among Law Enforcement Agencies

Determine if the sharing of ALPR data with other law enforcement agencies in accordance with

statutes.

Willmar Police Department's ALPR policy governs the sharing of ALPR data among law enforcement agencies.

During the audit period, Willmar Police Department received no requests to share ALPR data not related to a criminal investigation with another law enforcement agency. Law enforcement agencies seeking ALPR data not related to a criminal investigation would be required to submit a written request documenting the factual basis and case file number, complaint or incident that is the basis for access. The written request would be retained on file and an agency assist ICR would be generated.

Willmar Police Department does not share with, disseminate to, sell to, or trade ALPR data with any other individual or entity.

No discrepancies noted.

Audit Requirement: Log of Use Required

Determine if the agency maintains a public log of ALPR use in accordance with statute.

Willmar Police Department's public log of ALPR use consists of system generated reports that summarize the data collected by ALPRs for data within the thirty (30) day retention period. A review of the reports verified that the data includes:

- The date and time the ALPR actively collected data;
- The aggregate number of vehicles or license plates on which data was collected for each period of active use;
- The Minnesota License Plate Data File Hot List database the license plates were compared to;
- The number of hits/alarms for vehicles or license plates where the data identify a vehicle or license plate that has been stolen, a warrant for the arrest of the owner of a vehicle or an owner with a suspended or revoked driver's license or similar category or are active investigative data.

Willmar Police Department maintains a list of current and previous locations of fixed ALPRs, which is accessible to the public. When Flex ALPRs are active, an ICR is generated to track the date, time, and location of the ALPR.

No discrepancies noted.

Audit Requirement: Biennial Audit

Determine if the agency maintains records showing the date and time automated license plate reader data were collected and the applicable classification of the data, how the data are used,

and whether data are destroyed as required.

Willmar Police Department maintains records in Flock Analytics showing the date and time automated license plate reader data were collected. All data collected during the audit period is classified as private or nonpublic data. When ALPR data are used in a criminal investigation, officers are required to enter the case file/ICR number and reason for the use within Flock. No ALPR data had been shared with another law enforcement agency. All ALPR data was destroyed thirty (30) days after its collection.

No discrepancies noted.

Audit Requirement: Authorization to Access Data

Determine if the law enforcement agency complies with statutes governing the operation of and access to ALPR software and data.

Willmar Police Department's ALPR policy governs the operation and access to ALPR data. No member may operate or access ALPR data without first completing online training and reading and signing off on the ALPR policy. A training completion certificate documents officer training. Members approved to access ALPR data may access it for legitimate law enforcement purposes only and when data relate to a specific criminal investigation or department-related civil or administrative action. When ALPR data are accessed, officers enter the case file number and reason for the use within Flock Analytics. Access to ALPR data is captured in the audit trail.

Administration of Flock is managed by the Chief of Police and Deputy Chief. Access is managed by the assignment of roles and permissions in Flock. Access to Flock is only provided to members whose work assignment requires access. Flock maintains an audit trail of active ALPR data and captures all actions taken on ALPR data including access.

The ALPR policy states that any member who violates Minn. Stat. § 13.09 through the unauthorized acquisition or use of ALPR data will face discipline and possible criminal prosecution.

Willmar Police Department has had no security breaches.

No discrepancies noted.

Audit Requirement: Notification to Bureau of Criminal Apprehension

Determine if the agency notified the Bureau of Criminal Apprehension of its ALPR program.

Willmar Police Department's ALPR system was implemented on February 1, 2024. A review of the Minnesota Department of Public Safety website confirms that Willmar

Police Department notified the BCA of their ALPR use and the location of fixed or stationary ALPRs as required by statute.

Willmar Police Department has not integrated the ALPR technology into another surveillance device.

No discrepancies noted.

This report was prepared exclusively for the Willmar Police Department by Lynn Lembcke Consulting. The findings in this report are impartial and based on Willmar Police Department ALPR policy and information and documentation provided by Willmar Police Department and examined by Lynn Lembcke.

Dated: August 24, 2025

Lynn Lembcke Consulting

Lynn Lembcke

Lynn Lembcke