

INDEPENDENT AUDIT REPORT

Matt DuRose
Chief of Police
West Hennepin Public Safety Department
1918 Co. Rd. 90
Maple Plain, MN 55359

Dear Chief DuRose:

An independent audit of West Hennepin Public Safety Department's Automated License Plate Reader (ALPR) System was conducted on September 9, 2025. The objective of the audit was to verify West Hennepin Public Safety 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

West Hennepin Public Safety Department is located in Hennepin County, Minnesota and authorized for eleven (11) peace officers.

West Hennepin Public Safety Department utilizes Flock License Plate Readers (ALPRs) in three (3) permanent locations. Flock data is stored/managed in Flock Analytics Amazon Web Services cloud. West Hennepin Public Safety Department's Flock ALPR program was implemented in September of 2022. This audit covers the time period September, 2022, through August 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 Analytics confirmed that ALPR data collected by West Hennepin Public Safety 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.

West Hennepin Public Safety Department ALPR data is presumptively private. All data collected by West Hennepin Public Safety Department during the audit period is classified as private data. West Hennepin Public Safety 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.

West Hennepin Public Safety Department ALPR data is matched only with data in the Minnesota License Plate Data File and is not stored in a central state repository of ALPR data.

In accordance with policy and Minnesota Statute 13.824, the West Hennepin Public Safety Department neither monitored or tracked individuals who were the subject of an active criminal investigation using ALPR, nor did they apply for a warrant to do so. The West Hennepin Public Safety Department has not monitored or tracked individuals who are the subject of an active criminal investigation under exigent circumstances without a warrant using ALPR.

No discrepancies noted.

Audit Requirement: Destruction of Data Required

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

West Hennepin Public Safety Department's Flock 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 in Flock Analytics confirmed that no data older than thirty (30) days was maintained.

West Hennepin Public Safety Department 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. West Hennepin Public Safety Department received no 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.

West Hennepin Public Safety Department's ALPR policy governs the sharing of ALPR data among law enforcement agencies.

During the audit period, West Hennepin Public Safety Department had received no requests to share ALPR data with another law enforcement agency. Law enforcement agencies seeking access to ALPR data 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 West Hennepin Public Safety 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.

West Hennepin Public Safety Department's public log of ALPR use consists of system generated reports summarizing data collected from Flock 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.

The West Hennepin Public Safety Department maintains a list of the fixed locations of ALPRs.

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.

West Hennepin Public Safety 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 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.

West Hennepin Public Safety Department's ALPR policy governs the operation of and access to ALPR data. The ALPR policy states that no member shall operate or access ALPR data without first completing department approved 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 are required to enter the reason and case file number for the access within Flock. Access to ALPR data is captured in the Flock audit trail.

Flock administration is managed by a Sergeant. Access is managed by the assignment of roles and permissions in Flock Analytics. Flock maintains and audit trail of active ALPR data and captures all actions taken on ALPR data.

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.

West Hennepin Public Safety Department has had no security breaches. A BCA CJIS Security Audit was underway at the time of this audit.

No discrepancies noted.

Audit Requirement: Notification to Bureau of Criminal Apprehension

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

The West Hennepin Public Safety Department submitted LPR Agency Data Collection Forms to BCA as required by statute. A review of the Minnesota Department of Public

Safety website lists West Hennepin Public Safety Department and locations of fixed or stationary ALPRs.

West Hennepin Public Safety Department has not integrated the ALPR technology into another surveillance device.

No discrepancies noted.

This report was prepared exclusively for the Cities of Maple Plain and Independence, the West Hennepin Public Safety Police Commission, and West Hennepin Public Safety Department by Lynn Lembcke Consulting. The findings in this report are impartial and based on West Hennepin Public Safety Department's ALPR policy and information and documentation provided and examined by Lynn Lembcke.

Dated: October 28, 2025

Lynn Lembcke Consulting

Lynn Lembcke

Lynn Lembcke