

# **Minnesota Security Consortium – MNSec**

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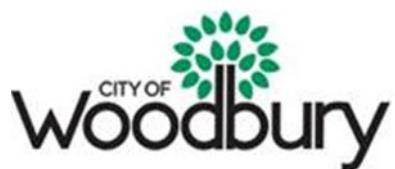
# **Woodbury Public Safety Department**

## **2023 ALPR Audit**

### **Executive Summary**

Prepared for City of Woodbury Department of Public Safety

February 16, 2024



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## **Background:**

Woodbury Public Safety Department retained Minnesota Security Consortium to audit its agency's use of their new Flock 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. Woodbury Public Safety Department had their last ALPR Audit in November of 2021, as required by Statute. Woodbury Public Safety Department had their new Flock ALPR system operational between January 2022 and December 2023. They had 15 active stationary ALPR units and no mobile units, at the time of this audit.

## **Department Policy & Procedures:**

Woodbury Public Safety Department has an ALPR Policy in place entitled, "Policy 425: Automated License Plate Readers (ALPR)." They have been keeping their policy updated and have recently reviewed it. This policy is readily available to the public online at:

<https://www.woodburymn.gov/DocumentCenter/View/2673/Automated-License-Plate-Readers-?bidId=>

A review of this policy found that Woodbury Public Safety Department was compliant in this part of the statute.

## **Record Retention:**

The Woodbury Public Safety Department ALPR Flock administrative control panel was audited to ensure that each device setting was set for a retention period of no more than 60 days, however their retention period was set for 30 days. In addition, sample read data was searched for during dates beyond 30 days. No reads beyond 30 days were returned on the searches, indicating that the 30-day retention period was destroying old plate read data properly. Woodbury Public Safety Department was found to be compliant with this part of the statute.

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

The Woodbury Public Safety Department's ALPR system was protected by an Access Control system built into the Flock backend server application. Members of the Woodbury Public Safety Department must undergo in-service training prior to being permitted to use the ALPR System. User accounts and role-based accounts are reviewed on a regular basis by ALPR Administrators. The ALPR Administrator is appointed by the Woodbury Public

A review of all users and their assigned roles was conducted as part of this audit. Roles and access were consistent for each user's job description. The Woodbury Public Safety Department was found to be compliant in this part of the statute.

## **Data Classification:**

Woodbury Public Safety 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 is readily available through a proper records request via the Woodbury Public Safety Department. Citizens can fill out the agency's Data Request Form at the Public Safety Front Desk. Citizens can also fill out an online request found at:

[https://woodburymn.govqa.us/WEBAPP/\\_rs/\(S\(ici3s1yrsqysn5i0u4mgwk3b\)\)/suporthome.aspx](https://woodburymn.govqa.us/WEBAPP/_rs/(S(ici3s1yrsqysn5i0u4mgwk3b))/suporthome.aspx)

Woodbury Public Safety 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. Agencies can also fill out the online Woodbury MN Data Request Form or by filling out a similar form at the Public Safety Front Desk or other personnel as authorized by the Public Safety Director/Police Chief. The requests are documented by agency name, requesting party and case number. All data sharing that was observed during the audit had a justifiable reason and/or case number. As a result of these findings, Woodbury Public Safety Department was found to be compliant with this part of the statute.

## **Public Log of Use:**

The FLOCK ALPR system also contains a robust audit trail which was sampled to determine if it is logging access by users properly. Woodbury Public Safety Department 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 Woodbury Public Safety Department. Woodbury Public Safety Department was found to be compliant with this part of the statute.

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

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

## **Biennial Public Accountability Audit:**

Woodbury Public Safety Department installed their new ALPR system in 2022. This is their first ALPR Audit of the new Flock 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 understand the intent of the public accountability and provided easy access to policies and procedures, staff interviews, and audit of their ALPR Reports. Woodbury Public Safety Department was found to be compliant with this part of the statute.

## **Breach Notification:**

The Woodbury Public Safety Department utilizes the City's Incident Response Policy which includes procedures for Breach Notification. This is consistent with MN Statute 13.055 and MN Statute 13.824. Woodbury Public Safety Department was found to be compliant with this part of the statute

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## **Conclusion:**

Based on the results of the Woodbury Public Safety 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 a vehicle license plates. The Woodbury Public Safety 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:



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Dimitrios Hilton

Senior Auditor, Minnesota Security Consortium.

Submitted to:

- Woodbury Public Safety Director/Police Chief
- Minnesota Commissioner of Administration
- Legislative Commission on Data Practices and Personal Data Privacy
- Required Chairs of Legislative Committees
- Minnesota Legislative Library