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**City of Minnetonka Police Department**  
**Automated License Plate Reader (ALPR) Biennial Audit**  
**Results Report**  
**June 7, 2024**

At the request of the City of Minnetonka Police Department (MPD), LOGIS has conducted the biennial audit of their Automated License Plate Reader (ALPR) Systems pursuant to Minnesota Statute §13.824 Subd. 6.

Minnesota Statute §13.824 data elements include:

- Data Collection, Classification and Use Restrictions
- Destruction of Data
- Sharing Among Law Enforcement Agencies
- Log of Use Required
- Biennial Audit
- Authorization to Access Data
- Notification to the Bureau of Criminal Apprehension (BCA)

After analysis of the statutory requirements and evaluation of the City of Minnetonka Police Department's management and use of Automated License Plate Reader technology, LOGIS has found the City of Minnetonka Police Department in compliance with Minnesota Statute §13.824 based on the following findings:





<b>Control #</b>	<b>Statute Subd.</b>	<b>Control Objective</b>	<b>Testing Procedure</b>	<b>Testing Result</b>
1	§13.824 Subd. 2	Data collection; classification; use restrictions	<p>Reviewed MPD Automated License Plate Reader Policy 423 sections on operations &amp; data collection and retention.</p> <p>MPD provided screen print of sample license plate read for the ALPR systems showing proper limited collection of data.</p> <p>MPD provided screen prints of collected license plate data only being matched with data in the Minnesota license plate data file.</p> <p>MPD provided screen prints from ALPR systems requiring Reason for Action when looking up plate reads. Reasons for Action must include case number, type of case, description and reason.</p> <p>Interviewed MPD staff and officers responsible for ALPR system administration.</p>	No exceptions found

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Control #	Statute Subd.	Control Objective	Testing Procedure	Testing Result
2	§13.824 Subd. 3	Destruction of data required	Reviewed MPD Automated License Plate Reader Policy 423 section on data collection and retention.  MPD provided screen prints from ALPR Systems showing retention settings set to 30 days.	No exceptions found
3	§13.824 Subd. 4	Sharing among law enforcement agencies	Reviewed MPD Automated License Plate Reader Policy 423 section on releasing ALPR data.  MPD provided screen prints from ALPR systems requiring Reason for Action when looking up plate reads. Reasons for Action must include case number, type of case, description and reason.  Interviewed MPD staff and officers responsible for ALPR system administration.	No exceptions found
4	§13.824 Subd. 5	Log of use required	Reviewed MPD Automated License Plate Reader Policy 423 sections on data collection and retention & log of use.  MPD provided the most recent public log of use.	No exceptions found
5	§13.824 Subd. 6	Biennial audit	Reviewed MPD Automated License Plate Reader Policy 423 section on accountability.  Reviewed MN Legislative Reference Library for past audits.	No exceptions found

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<b>Control #</b>	<b>Statute Subd.</b>	<b>Control Objective</b>	<b>Testing Procedure</b>	<b>Testing Result</b>
6	§13.824 Subd. 7	Authorization to access data	<p>Reviewed MPD Automated License Plate Reader Policy 423 sections on operations and releasing ALPR data.</p> <p>MPD provided screen prints from ALPR Systems showing retention settings set to 30 days.</p> <p>Reviewed MPD Information Security Incident Response Plan</p> <p>Interviewed MPD staff and officers responsible for ALPR system administration.</p>	No exceptions found
7	§13.824 Subd. 8	Notification to Bureau of Criminal Apprehension	<p>Reviewed MPD Automated License Plate Reader Policy 423 sections on operations and notifications.</p> <p>Reviewed MPD License Plate Reader listing on Bureau of Criminal Apprehension website.</p>	No exceptions found

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The findings in the Automated License Plate Reader Audit are impartial and based on information and documentation provided by the City of Minnetonka Police Department and examined by LOGIS information security staff and management. It demonstrates that the security, public accountability and administration of the MPD ALPR program is in compliance with MN Statute §13.824.

Local Government Information Systems (LOGIS) attested this audit on  
June 7, 2024:

A handwritten signature of Blake Tyra in black ink.

Blake Tyra  
LOGIS  
Information Security Specialist

Respectfully submitted to the following:

Scott Boerboom, City of Minnetonka, Police Chief  
Minnesota Commissioner of Administration  
Legislative Commission on Data Practices and Personal Data Privacy  
Chairs of Legislative Committees

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