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**City of South St. Paul Police Department**  
**Automated License Plate Reader (ALPR) Biennial Audit**  
**Results Report**  
**August 11, 2025**

At the request of the City of South St. Paul Police Department (SSPPD), LOGIS has conducted the biennial audit of their Automated License Plate Reader (ALPR) System 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 South St. Paul Police Department's management and use of Automated License Plate Reader technology, LOGIS has found the City of South St. Paul Police Department in compliance with Minnesota Statute §13.824 based on the following findings:

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Control #	Statute Subd.	Control Objective	Testing Procedure	Testing Result
1	§13.824 Subd. 2	Data collection; classification; use restrictions	<p>Reviewed SSPPD Automated License Plate Reader Policy 422 section on data collection and retention.</p> <p>SSPPD provided screen print of sample license plate read from the ALPR system showing proper limited collection of data.</p> <p>SSPPD provided screen print of collected license plate data only being matched with data in the Minnesota license plate data file.</p> <p>SSPPD provided screen print from ALPR systems requiring a search reason and case number.</p> <p>Interviewed SSPPD 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 SSPPD Automated License Plate Reader Policy 422 section on data collection and retention.  SSPPD provided screen print from ALPR Systems showing retention settings set to 60 days.	No exceptions found
3	§13.824 Subd. 4	Sharing among law enforcement agencies	Reviewed SSPPD Automated License Plate Reader Policy 422 section on releasing ALPR data.  SSPPD provided screen print from ALPR systems requiring a search reason and case number.  Interviewed SSPPD staff and officers responsible for ALPR system administration.	No exceptions found
4	§13.824 Subd. 5	Log of use required	Reviewed SSPPD Automated License Plate Reader Policy 422 sections on data collection and retention & log of use.  SSPPD provided the most recent public log of use.	No exceptions found
5	§13.824 Subd. 6	Biennial audit	Reviewed SSPPD Automated License Plate Reader Policy 422 section on accountability.  Reviewed MN Legislative Reference Library for past audits.	No exceptions found

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Control #	Statute Subd.	Control Objective	Testing Procedure	Testing Result
6	§13.824 Subd. 7	Authorization to access data	<p>Reviewed SSPPD Automated License Plate Reader Policy 422 sections on operations and releasing ALPR data.</p> <p>SSPPD provided screen print from ALPR Systems showing retention settings set to 60 days.</p> <p>Confirmed breaches of personal data are addressed as set forth in the Protected Information Policy (Minn. Stat. § 13.055) per SSPPD ALPR Policy.</p> <p>Interviewed SSPPD 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 SSPPD Automated License Plate Reader Policy 422 section on restrictions, notifications and audits.</p> <p>Reviewed SSPPD 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 South St. Paul Police Department and examined by LOGIS information security staff and management. It demonstrates that the security, public accountability and administration of the SSPPD ALPR program is in compliance with MN Statute §13.824.

Local Government Information Systems (LOGIS) attested this audit on  
August 11, 2025:

Blake Tyra

Blake Tyra  
LOGIS  
Information Security Specialist

Respectfully submitted to the following:

Brian Wicke, City of South St. Paul, Chief of Police  
Minnesota Commissioner of Administration  
Legislative Commission on Data Practices and Personal Data Privacy  
Chairs of Legislative Committees

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