



**City of Minnetonka Police Department
Automated License Plate Reader (ALPR) Biennial Audit
Results Report
June 9, 2022**

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:

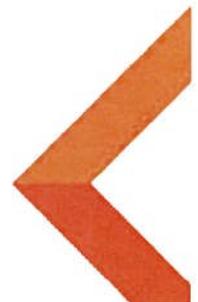
- Data Collection, Classification and Use Restrictions
- Destruction of Data
- Sharing Among Law Enforcement Agencies
- Log of Use Required
- Biennial Audit
- Authorization to Access Data
- Notification to the Bureau of Criminal Apprehension (BCA)

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:



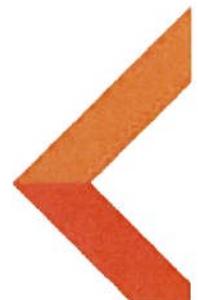


| Control # | Statute Subd. | Control Objective | Testing Procedure | Testing Result |
|-----------|-----------------|---|--|---------------------|
| 1 | §13.824 Subd. 2 | Data collection; classification; use restrictions | <p>Reviewed MPD Automatic License Plate Reader Policy Directive #350 sections on data collection and data storage.</p> <p>MPD provided screen print of sample license plate read for the Vigilant and BOSS ALPR systems showing proper limited collection of data.</p> <p>MPD provided screen print of license plate data files being pulled only from state of Minnesota.</p> <p>MPD provided screen print of Vigilant and BOSS ALPR systems requiring the requester and case number be entered when searching the plate read database.</p> <p>Interviewed MPD staff and officers responsible for ALPR system administration.</p> | No exceptions found |





| Control # | Statute Subd. | Control Objective | Testing Procedure | Testing Result |
|-----------|-----------------|--|--|---------------------|
| 2 | §13.824 Subd. 3 | Destruction of data required | <p>Reviewed MPD Automatic License Plate Reader Policy Directive #350 section on data storage.</p> <p>MPD provided screen print from the Vigilant and BOSS ALPR systems showing retention settings set to 59 days.</p> | No exceptions found |
| 3 | §13.824 Subd. 4 | Sharing among law enforcement agencies | <p>Reviewed MPD Automatic License Plate Reader Policy Directive #350 section on sharing of information.</p> <p>MPD provided screen prints of the Vigilant and BOSS ALPR systems requiring the requester, reason and case number be entered when searching the plate read database.</p> <p>Interviewed MPD staff and officers responsible for ALPR system administration.</p> | No exceptions found |
| 4 | §13.824 Subd. 5 | Log of use required | MPD provided the most recent public log of use for the Vigilant and BOSS ALPR systems | No exceptions found |
| 5 | §13.824 Subd. 6 | Biennial audit | <p>Reviewed MPD Automatic License Plate Reader Policy Directive #350 section on biennial audit.</p> <p>Reviewed MN Legislative Reference Library for past audits.</p> | No exceptions found |



| Control # | Statute Subd. | Control Objective | Testing Procedure | Testing Result |
|-----------|-----------------|---|--|---------------------|
| 6 | §13.824 Subd. 7 | Authorization to access data | <p>Reviewed MPD Automatic License Plate Reader Policy Directive #350 section on authorization to access data.</p> <p>Reviewed City of Minnetonka Security Incident Response Plan.</p> <p>MPD provided screen print from Vigilant and BOSS ALPR systems showing role-based access controls.</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 Automatic License Plate Reader Policy Directive #350 section on Bureau of Criminal Apprehension notification.</p> <p>Reviewed MPD License Plate Reader listing on Minnesota Bureau of Criminal Apprehension website.</p> | No exceptions found |





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 9, 2022:

A handwritten signature in black ink that reads "Blake Tyra".

Blake Tyra
LOGIS
Information Security Analyst

Respectfully submitted to the following:

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

