

INDEPENDENT AUDIT REPORT

Chief Tim Applen
New Prague Police Department
118 Central Ave. N.
New Prague, MN 56071

Dear Chief Applen:

An independent audit of New Prague Police Department's Automated License Plate Reader (ALPR) System was conducted on March 10, 2026. The objective of the audit was to verify New Prague Police 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

New Prague Police Department is located in Scott and Le Sueur Counties, Minnesota and is authorized for twelve (12) peace officers. New Prague Police Department utilizes Flock ALPRs in four (4) permanent locations. Flock data is stored/managed in Flock Analytics.

New Prague Police Department's Flock ALPRs were implemented on April 8, 2025. This audit covers the time period April 8, 2025, through March 10, 2026.

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 New Prague Police 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.*

New Prague Police Department ALPR data is presumptively private. All data collected by New Prague Police Department during the audit period is classified as private data.

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.*

New Prague Police Department ALPR data is matched only with data in the Minnesota License Plate Data File. ALPR data is not stored in a central state repository of ALPR data.

In accordance with policy and Minnesota Statute 13.824, New Prague Police Department does not monitor or track individuals who are the subject of an active criminal investigation using ALPR, nor have they applied for a warrant to do so. New Prague Police Department has not under exigent circumstances used ALPR data to monitor or track individuals who are the subject of an active criminal investigation.

No discrepancies noted.

Audit Requirement: Destruction of Data Required

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

New Prague Police Department's 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 ALPR data older than thirty (30) days was maintained.

New Prague Police 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. New Prague Police 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 is in accordance with statutes.

New Prague Police Department's ALPR policy governs the sharing of ALPR data among law enforcement agencies. ALPR data may be shared with other law enforcement or prosecutorial agencies for official law enforcement purposes as permitted by law and policy.

During the audit period, New Prague Police Department had received requests to share ALPR data related to a criminal investigation with another law enforcement agency. Law enforcement agencies seeking access to ALPR data are required to submit a written request documenting the factual basis and case file number, complaint or incident that is the basis for access.

The New Prague Police 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.

New Prague Police Department's public log of ALPR use consists of system generated reports summarizing data collected from Flock 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.

Flock Safety's online Transparency Portal provides New Prague Police Department usage statistics.

The New Prague Police 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.

New Prague Police Department maintains records in Flock Analytics showing the date and time automated license plate reader data were collected for the thirty (30) day retention period. 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. ALPR data shared with other law enforcement agencies is documented in the records management system. 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.

New Prague Police Department's ALPR policy governs the operation of and access to ALPR data. No member may operate or access ALPR data without first completing department approved training.

Nonpublic ALPR data is only available to persons whose work assignment reasonably requires access to the data. Members approved to access ALPR data may access it for legitimate law enforcement purposes only such as when the 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. Access to ALPR data is captured in the audit trail.

Administration of Flock Analytics is managed by a patrol officer. Access is managed by the assignment of roles and permissions in Flock Analytics. Flock Analytics maintains an audit trail of 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.

New Prague Police Department has had no security breaches. A BCA CJIS Security Audit was conducted in March of 2024.

No discrepancies noted.

Audit Requirement: Notification to Bureau of Criminal Apprehension

Determine if the agency notified the Bureau of Criminal Apprehension of its ALPR program within ten days of installation or current use of an automated license plate reader or integration of automated license plate reader technology into another surveillance device.

The New Prague Police Department submitted the BCA LPR Agency Data Collection Form listing locations of stationary ALPRs to BCA as required by statute. New Prague Police Department and the location of the stationary ALPRs appears on the BCA list of agencies using ALPRs. New Prague Police Department has not integrated ALPR technology into any other surveillance device.

No discrepancies noted.

This report was prepared exclusively for the City of New Prague and New Prague Police Department by Lynn Lembcke Consulting. The findings in this report are impartial and based on New Prague Police Department ALPR policy and information and documentation provided by New Prague Police Department and examined by Lynn Lembcke.

Dated: March 24, 2026

Lynn Lembcke Consulting

Lynn Lembcke

Lynn Lembcke