

West Saint Paul Police Department 2026 ALPR Audit (AXON System)

Executive Summary

Prepared for West Saint Paul Police Department

August 4, 2026



Minnesota Security Consortium – MNSec

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Background:

The West Saint Paul Police Department retained the Minnesota Security Consortium to audit its agency's use of their new AXON ALPR System against the requirements of MN Statute 13.824. The Minnesota Security Consortium does not operate or have access to their ALPR systems, therefore allowing it to audit the systems as an independent auditor. The West Saint Paul Police Department had their new AXON ALPR system operational between 1/1/25 to 6/30/26. At the time of the audit, they had 14 mobile AXON units, at the time of this audit. This is their first AXON ALPR Audit.

Department Policy & Procedures:

The West Saint Paul Police Department has an ALPR Policy in place entitled, "Policy 426: 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://wspmn.gov/DocumentCenter/View/7546>

A review of this policy found that the West Saint Paul Police Department was compliant in this part of the statute.

Record Retention:

The West Saint Paul Police Department ALPR AXON administrative control panel was audited to ensure that each setting was set for a retention period of no more than 60 days. The entire AXON system is set for a 60-day retention period. West Saint Paul Police Department was found to be compliant with this part of the statute.

Data Security and Access Control:

The West Saint Paul Police Department's ALPR system is protected by an access control system built into the AXON evidence.com system. Members of the West Saint Paul Police Department must undergo in-service training of the ALPR Policy prior to being permitted to use the ALPR System. User accounts and role-based accounts are reviewed on a regular basis by ALPR Administrators. A review of sampled users was conducted as part of this audit. Roles and access were consistent for each user's job a review of all users showed that users were deactivated when no longer with the agency or using the system. The West Saint Paul Police Department was found to be compliant in this part of the statute.

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Data Classification:

West Saint Paul Police Department ALPR Data that has been collected is classified as private unless access is permitted by law. Data requests for data collected on a license plate owner's vehicle are readily available through a proper records request via the West Saint Paul Police Department. Citizens may also call or email the police department and request their form called, "Request for Information: Police Reports, Calls for Service and Other Data." This request is then reviewed by a member of the Command Staff prior to being approved.

West Saint Paul Police 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. The requests are made to the Operations Commander or other personnel as authorized by the Chief of Police. The requests are documented in the "ALPR Outside Agency Requests" form by agency name, requesting party and case number. As a result of these findings, West Saint Paul Police Department was found to be compliant with this part of the statute.

Public Log of Use:

The West Saint Paul Police Department now also compiles monthly reports that contain the requirements of the 13.824 Subd.5. The AXON ALPR system also contains an audit trail which was sampled during the audit. Sample reports were reviewed during the audit process. These public logs of use are readily available through a proper records request through the West Saint Paul Police Department. West Saint Paul Police Department was found to be compliant with this part of the statute.

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Notification to Bureau of Criminal Apprehension:

The West Saint Paul Police Department has made the required notification to the Bureau of Criminal Apprehension. This was validated on the BCA website. West Saint Paul Police Department was found to be compliant with this part of the statute.

Biennial Public Accountability Audit:

West Saint Paul Police Department enabled their AXON ALPR system in 2025. This is their first ALPR Audit of their new AXON system, and they plan on continuing an independent audit every two years, per MN Statute 13.824. Command and Records staff were very cooperative throughout the entire audit process and understood the intent of the public accountability and provided easy access to policies and procedures, staff interviews, and audit of their ALPR Reports. The West Saint Paul Police Department was found to be compliant with this part of the statute.

Breach Notification:

The West Saint Paul Police 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. West Saint Paul Police Department was found to be compliant with this part of the statute.

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Conclusion:

Based on the results of the West Saint Paul Police Department ALPR Audit conducted by Minnesota Security Consortium, we can demonstrate that they were using the AXON ALPR System as an effective law enforcement tool for the purpose of combating auto theft and other crimes linked to vehicle license plates. The West Saint Paul Police Department also demonstrated that their security, public accountability, and administration of the program followed MN Statue 13.824.

This Audit was conducted and attested to by:

Dimitrios Hilton

Senior Auditor, Minnesota Security Consortium.

Submitted to:

- West Saint Paul Chief of Police
- Minnesota Commissioner of Administration
- Legislative Commission on Data Practices and Personal Data Privacy
- Required Chairs of Legislative Committees
- Minnesota Legislative Library