

Bureau of Criminal Apprehension
Interagency Agreement for the License Plate Recognition Data Service

This Agreement is between the Minnesota Department of Public Safety, Bureau of Criminal Apprehension (BCA) and the Saint Paul Police Department.

Agreement

1 Term of Agreement

- 1.1 **Effective date:** March 30, 2008 or the date the BCA obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** , subject to renewal under appropriate review and approval.

Background

The Federal Bureau of Investigation (FBI) maintains the NCIC system of records containing multiple files. Two of the files, the Vehicle File and License Plate File, contain information relating to stolen vehicles and plates, vehicles wanted in conjunction with felonies, and vehicles subject to seizure based on federal court orders. An additional NCIC file, the Wanted Person File, contains information relating to vehicles in association with wanted persons. The FBI provides a daily transmission of this information to the Minnesota Bureau of Criminal Apprehension (BCA).

The BCA maintains the Minnesota Hot Files database. Within this database, multiple files are stored. One of the files, the Minnesota Wanted Person file contains information on warrants not stored by the FBI. Another file, the Keep Our Police Safe (KOPS) contains information on vehicles and individuals associated with an Officer Safety Alert, a Safety to Individual Alert, and other informational alerts.

Several law enforcement agencies in Minnesota have instituted the license plate recognition (LPR) technology at mobile and fixed sites. Their vendors provide software and screening devices that have the capability of scanning license plates and searching a local database loaded into a patrol vehicle computer or other location controlled by the agency. This data is provided to the law enforcement agency, not the vendor. Consequently, these law enforcement agencies have requested the Minnesota Bureau of Criminal Apprehension obtain current information from NCIC files and merge their Minnesota Hot Files into one file to compare scanned numbers against stolen license plate data.

This Interagency Agreement applies to the use of the BCA and FBI's merged file and shall be referenced as the MN LP Data File throughout this document.

2 Scope of Work

The BCA will provide the Agency access to the MN LP Data File that contains license plate data and other information about vehicles and other files to be determined at a later date. Currently these files include the NCIC Vehicle File, the NCIC License Plate File, the NCIC Wanted Persons File, the BCA Wanted Persons File and the MN BCA KOPS file. The data provided from these files will only be used for the following purposes:

1. To match to data collected by the agency via the License Plate Reader (LPR), (referred to through out document as an "extract hit") and
2. For verifying the data from the MN LP Data File in accordance with the existing FBI Hit Confirmation Policy (*NCIC 2000 Operating Manual, Section 1. 2*)

An extract hit record is the recording of information obtained by the agency's LPR that matches to data in the MN LP Data File. The agency will retain and use "extract hit records" only for the purposes of investigative and other law enforcement duties.

Responsibilities for the use of this data will be passed on to criminal justice agencies as outlined in this agreement, the CJDN Master Contract and other agreements that allow access to this data.

The BCA will provide the MN LP Data File in comma-delimited format on the BCA public FTP server to retrieve (GET) on a predetermined schedule. The BCA will retain back up copies of all data files for 30 days. The agency agrees to retrieve the MN LP Data File as each new file becomes available and will delete prior copies of the data. End users of the data will confirm each extract hit before acting upon the data by confirming with the originating agency that the data is still valid.

Each agency that signs this agreement will comply with all requirements of the Minnesota Government Data Practices Act (MGDPA) and FBI Guidelines governing the use of the data. The agency agrees to address data practice and data privacy concerns regarding the use of the License Plate Reader data within their jurisdiction including how long the data will be retained and who will have access for what purpose.

3. Consideration and Payment

Each party shall be responsible for its own costs for services performed pursuant to this agreement.

4 Authorized Representative

BCA's Authorized Representative is Robert Paul Johnson, 1430 Maryland Avenue East, St. Paul, MN 55101, telephone [REDACTED], or his successor.

The Agency Representative is _____

or her

successor.

6 Amendments

Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

7 Liability

Each party will be responsible for its own acts and behavior and the results thereof.

8 Termination

Either party may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party

1. Agency

By _____

Signed: _____

Date: _____

2. BUREAU OF CRIMINAL APPREHENSION

By: _____

Title: _____

Date: _____