

Lynn Lembcke Consulting

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February 5, 2026

This letter serves as a Letter of Agreement between the New Prague Police Department and Lynn Lembcke Consulting for an audit of automated license plate reader system data to confirm New Prague Police Department's compliance with Minn. Stat. §§ 13.824 regarding Automated License Plate Readers (ALPRs).

The audit will consist of determining that:

1. The agency maintains a written policy governing ALPR use;
2. Records are maintained showing the date and time ALPR data were collected and are appropriately classified;
3. ALPR data collected is limited to the data authorized by statute;
4. How ALPR data are used;
5. The data collected by ALPRs are destroyed as required by statute;
6. Access to and sharing of the data collected by ALPRs is in accordance with statutes;
7. The agency maintains a public log in accordance with statute;
8. Procedures are in place to assure data accuracy and protection;
9. Audit trails record all actions taken with ALPR data.

If items come to my attention that contradict the New Prague Police Department's compliance with Minn. Stat. §§ 13.824 regarding ALPRs, those items will be disclosed in my report.

New Prague Police Department agrees to provide Lynn Lembcke Consulting with access to information/documentation necessary to determine compliance with audit requirements.

Lynn Lembcke Consulting will provide New Prague Police Department with a written report upon completion of the audit. Documentation collected by Lynn Lembcke Consulting will be retained for a period of seven years after issuance of the report.

New Prague Police Department agrees to a fee of \$1,000.00 for the audit. An invoice will be submitted following completion of the final report.

Thank you for the opportunity to provide this service to the New Prague Police Department.

By signing below, you agree to the terms of this Agreement.

Sincerely,

Lynn Lembcke

Lynn Lembcke

/ll

Josh Tetzlaff, City Administrator

Date

Chuck Nickolay, Mayor

Date