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 BLOOMINGTON POLICE DEPARTMENT.

1. Term of Agreement  
1.1. Effective date: 3/4/10 or the date the BCA obtains all required signatures under Minnesota Statutes  
Section 16C.05, subdivision 2, whichever is later.  
1.2. Expiration date: 3/4/15, subject to renewal under appropriate review and approval.

2. 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 twice daily transmission of this information including other 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 license plate recognition (LPR) technology at  
mobile and fixed sites. These 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 to 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.

3. Scope of Work  
The BCA will provide the Agency access to the MN LP Data File. This file contains license plate data and  
other information about vehicles from the NCIC Vehicle File, the NCIC License Plate File, NCIC Wanted  
Person File, NCIC CPIC (Canadian Police Information Center) Data File, NCIC Protection Order, NCIC  
Missing Person File, NCIC Violent Gang and Terrorist Organization File, Supervised Release, NCIC Convicted  
Sexual Offender Registry, NCIC Immigration Violator File, the BCA Wanted Persons File and the MN BCA  
KOPS file, but may include additional files at a future date.

The data provided from the MN LP Data File 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.

BCA Interagency Agreement
Responsibilities for the use of this data will be passed on to criminal justice agencies as outlined in this agreement, the CIDN 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 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.

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

5 Authorized Representative
BCA's Authorized Representative is Robert Paul Johnson, 1430 Maryland Avenue East, St. Paul, MN 55101, telephone 651-793-1012, or his successor.

The Agency Representative is

Set: MARK ELLIOTT 62-363-8478 or his/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.

Agency

By: MARK ELLIOTT
Title: SERGEANT
Signed:
Date: 2-25-10

BUREAU OF CRIMINAL APPREHENSION

By: OED GALIL
Title: Deputy Director
Signed:
Date: 03/05/2010