



Office of City Clerk  
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Minneapolis, MN 55415  
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[www.minneapolismn.gov](http://www.minneapolismn.gov)

November 16, 2017

Attn: Sally Olson, Commission Administrator  
Legislative Commission on Data Practices  
72 State Office Building  
100 Rev. Dr. Martin Luther King, Jr. Blvd  
St. Paul, Minnesota 55155

Dear Ms. Olson:

Enclosed please find the Independent Biennial Audit of the Minneapolis Police Department Body Worn Camera Program-Audit Summary Report, for the period May 31, 2016 to September 19, 2017.

Sincerely,

A handwritten signature in black ink, appearing to read "Irene Kasper".

Irene Kasper,  
City Clerk's Office

Cc: Legislative Reference Library, [refdesk@lrl.leg.mn](mailto:refdesk@lrl.leg.mn)

Enclosures

# CERTIFICATE OF AUDIT SUMMARY REPORT

## BY GOVERNING BODY

(Pursuant to Minnesota Statute 13.825, subd. 9)

### STATE OF MINNESOTA

County of Hennepin

### TO THE LEGISLATIVE COMMISSION ON DATA PRACTICES AND PERSONAL DATA PRIVACY:

PLEASE TAKE NOTICE, That the undersigned chief clerical officer of the City of Minneapolis DOES HEREBY CERTIFY, that in compliance with the provisions of Minnesota Statute 13.825, portable recording systems, The City of Minneapolis Internal Audit Department conducted an audit of the Minneapolis Police Department's Body Worn Camera Program data to ensure compliance with state laws in accordance with Minnesota Statute 13.825, subd. 9, and was presented to the City Audit Committee and published on September 19, 2017. The scope of the audit covers May 31, 2016 to September 19, 2017.

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A copy of the Independent Biennial Audit of the Minneapolis Police Department Body Worn Camera Program-Audit Summary Report is hereto annexed and made a part of this certificate by reference.



Signed: \_\_\_\_\_

Casey Joe Carl, City Clerk  
City of Minneapolis  
(Official designation of officer)

**Independent Biennial Audit of the Minneapolis Police Department Body Worn Camera Program**

**Audit Summary Report**

The City of Minneapolis Internal Audit Department conducted an audit of the Minneapolis Police Department's Body Worn Camera Program data to ensure compliance with state laws in accordance with Minnesota Statute § 13.825, subd. 9. The audit was presented to the City Audit Committee and published on September 19, 2017.

The scope of the audit covers May 31, 2016 to September 19, 2017. The audit examined the policies and procedures of the Minneapolis Police Department (MPD) to verify compliance with Minnesota Statutes 2016 § 13.825, 2017 § 626.8473, 2017 §13.05 subd. 5 and 2017 § 13.055.

**Audit Results**

With the exception of the subdivisions listed below, the Minneapolis Police Department's Body Worn Camera Program was found to be in compliance with Minnesota Statutes 2016 § 13.825, 2017 § 626.8473, 2017 §13.05 subd. 5 and 2017 § 13.055. Identified areas of non-compliance were:

<b>Subdivisions</b>	<b>Description of Noncompliance</b>
Subd. 2(a) Subd. 2(a)(1) Subd. 2(a)(2) Subd. 2(a)(3) Subd. 2(a)(4) Subd. 2(a)(5)	The Minneapolis Police Department's Body Worn Camera Program Policy (MPD Policy) did not cover all data classifications defined by Minnesota Statute § 13.825.
Subd. 2(c)	The MPD Policy did not state that the Tennesen Warning Notice does not apply to the collected data.
Subd. 5 § 626.8473 subd. 3(b)	The MPD Policy did not incorporate data classification, data security safeguards, notice to subjects of data, and access procedures.
Subd. 7(a) § 13.055 subd. 2(a)	The MPD Policy did not incorporate information about written notifications of data breaches to individuals who are subjects of data.
Subd. 7(a) § 13.055 subd. 2(b)	The MPD Policy did not incorporate information about reporting on data breaches.
Subd. 7(b)	The MPD Policy did not incorporate written access control procedures and there were no formal written system access approval procedures.
Subd. 9(a)	BWC data was able to be categorized, but not all data was given a category and there was no mapping of data categories to data classification types in the MPD Policy.

## **Audit Follow-up**

The Minneapolis Police Department has been made aware of the non-compliant issues found in our BWC Policy. The Minneapolis Police Department is currently working with the Minneapolis Internal Audit Department to correct these issues.



### **Will Tetsell**

Director of Internal Audit, City Auditor

### **City of Minneapolis – Internal Audit Department**

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