



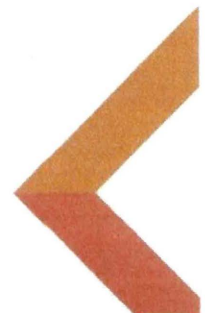
**South St. Paul Police Department  
Portable Recording System Biennial Audit  
Executive Summary  
October 16, 2020**

At the request of the South St. Paul Police Department, LOGIS has conducted the biennial audit of the South St. Paul Police Department Portable Recording System pursuant to Minnesota Statute §13.825 Subd 9.

Minnesota Statute §13.825 data elements include:

- Data Classification
- Retention of Data
- Access by Data Subjects
- Inventory of Portable Recording System Technology
- Use of Agency-Issued Portable Recording Systems
- Authorization to Access Data
- Sharing Among Agencies
- Biennial Audit
- Notification to the BCA
- Portable Recording System Vendor

After analysis of the statutory requirements and evaluation of South St. Paul Police Department's management and use of Portable Recording System (PRS) technology LOGIS has found the South St. Paul Police Department (SSPD) to be in compliance with Minnesota Statute §13.825 based on the following findings:



Control #	Statute Subd	Control Objective	Testing Procedure	Testing Result
Item #1	§13.825 Subd 2	Data collected is classified per statute	Reviewed SSPD Policy 802, 803, 419.6 for data classification  Reviewed PRS data classification configurations	Policy covers the process for classification a data when entered into the PRS
Item #2	§13.825 Subd 3	Retention of data	Reviewed SSPD Policy 802.2, 802.3, 419.10  Reviewed PRS configuration for data retention settings	Policy covers the process for retention of data based upon it classification  Data is retrained for a minimum of 180 days unless otherwise classified by statute  PRS is configured to retain data for specified periods based upon it's classification
Item #3	§13.825 Subd 4	Access by data subjects	Reviewed SSPD Policy 802.4 thru 802.7, 803.5	Policies cover the procedures for releasing data to subjects when request from the SSPD Custodian of Records
Item #4	§13.825 Subd 5	Inventory of PRS technology	Reviewed SSPD Policy 419.4, 419.8, 419.10  Reviewed PRS configuration for camera inventory and unique assignment to individuals	SSPD maintains an inventory of 35 cameras, each camera is assigned to a unique member of the SSPD  Procedures for using the PRS is provided thru the SSPD Field Training Manual



Control #	Statute Subd	Control Objective	Testing Procedure	Testing Result
Item #5	§13.825 Subd 6	Use of agency-issued devices	Reviewed SSPD Policy 419.9	SSPD has a specific policy prohibiting personal devices from being worn by members and used for agency purpose
Item #6	§13.825 Subd 7	Authorization to access data	Reviewed SSPD Policy 419.8	SSPD policy prohibits access to data unless there is a specific need to know
Item #7	§13.825 Subd 8	Sharing among agencies	Reviewed SSPD Policy 803.3, 803.4, 803.5, 803.6	SSPD Policies includes guidance and procedures for sharing data with other agencies
Item #8	§13.825 Subd 9	Biennial audit	Reviewed SSPD Policy 419.8	SSPD Policy indicates that a biennial audit must be done pursuant to MN Statute §13.825
Item #9	§13.825 Subd 10	Notification to the BCA	Reviewed SSPD Policy 419.8	SSPD Policy indicates that BCA notification must occur when new equipment is purchased that would expand the departments use of PRS
Item #10	13.825 Subd 11	PRS vendor	SSPD has implemented the Panasonic Arbitrator Body Worn Evidence Capture System	N/A



This executive summary is exclusively for the South St. Paul Police Department. The findings in the Portable Recording Systems Audit are impartial and based on information and documentation provided by the South St. Paul Police Department and examined by LOGIS Information Security staff and management.

Local Government Information Systems (LOGIS) attested this audit on  
October 16, 2020:

A handwritten signature in black ink, appearing to read "Patrick Buie", is written over a horizontal line.

Patrick Buie  
LOGIS  
Information Security Specialist

Respectfully submitted to the follow:

Brian Wicke, City of South St. Paul, Police Commander  
Subcommittee on Data Practices  
Legislative Law Library

