

**Minnetonka Police Department  
Portable Recording System Biennial Audit  
Executive Summary  
January 11, 2023**

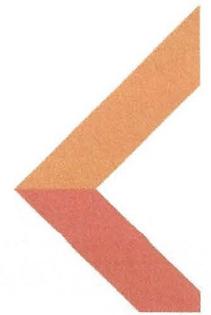
At the request of the Minnetonka Police Department, LOGIS has conducted the biennial audit of the Minnetonka Police Department Portable Recording System pursuant to Minnesota Statute §13.825 Subd 9.

Minnesota Statute §13.825 data elements include:

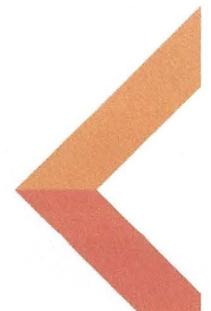
- Data Classification
- Retention of Data
- Access by Data Subjects
- Inventory of Portable Recording System Technology
- Use of Agency-Issued Portable Recording Systems
- Authorization to Access Data
- Sharing Among Agencies
- Biennial Audit
- Notification to the BCA
- Portable Recoding System Vendor

After analysis of the statutory requirements and evaluation of Minnetonka Police Department's management and use of Portable Recording System (PRS) technology LOGIS has found the Minnetonka Police Department (MPD) has met the requirements for compliance with Minnesota Statute §13.825 based on the following findings:

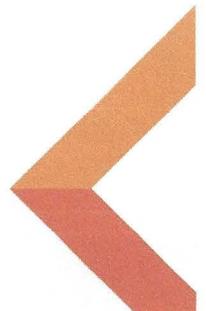
Control #	Statute Subd	Control Objective	Testing Procedure	Testing Result
Item #1	§13.825 Subd 2	Data Classification	<p>Reviewed MPD Policy 419.5.1 – Administering Access to BWC Data</p> <p>Reviewed and verified PRS is configured with the proper settings based on MPD policy</p>	<p>MPD Policy 419.5.1 provides guidance and direction for classification data when entered into the Portable Recording System (PRS) software</p> <p>PRS has been properly configured with Data Classification settings per MPD Policy and MN Statute</p> <p>MPD Supervisors perform monthly checks to verify video is be properly classified and stored per MPD policy</p>
Item #2	§13.825 Subd 3	Data Retention	<p>Reviewed MPD Policy 419.5.4 – Data Retention</p> <p>Reviewed and verified PRS is configured with the proper settings based on MPD policy</p>	<p>MPD Policy 419.5.4 provides guidance and direction for retention of data based upon its classification</p> <p>Data is retrained for a minimum of 90 days unless otherwise classified by MN Statute, MPD policy or specifically requested by a subject of the recording. Subject requested time periods are up to 180 days at which time data is destroyed unless request is resubmitted by the subject</p>



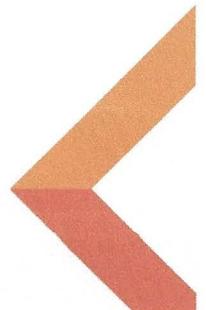
				<p>PRS is configured to retain data for specified periods based upon classification per MPD Policy and MN Statute</p>
Item #3	§13.825 Subd 4	Access by Data Subjects	<p>Reviewed MPD Policy 419.5.1 – Administering Access to BWC Data</p>	<p>MPD Policy 419.5.1 provides guidance and direction for requesting and processing requests for access to PRS data by data subject and non-employees of MPD</p> <p>Policy also provides guidance and direction for redacting data when released to the public, media or requested by data subjects</p> <p>Requests for data must be processed by MPD Records Dept or handled directly by the Director of Professional Standards</p>
Item #4	§13.825 Subd 5	Inventory of PRS technology	<p>Reviewed MPD Policy 419.2 – Officer Use and Documentation</p> <p>Reviewed PRS configuration for camera inventory and unique assignment to individuals</p>	<p>MPD maintains an inventory of 63 cameras, each camera is assigned to a unique member of the MPD</p> <p>Procedures for using the PRS is documented in MPD Policy 419.2 Officer Use and Documentation</p>



Control #	Statute Subd	Control Objective	Testing Procedure	Testing Result
Item #5	§13.825 Subd 6	Use of agency-issued devices	Reviewed MPD Policy 419.2 – Officer Use and Documentation & 419.5.2 Data Security Safeguards	MPD has specific policies prohibiting personal devices from being used for agency purposes
Item #6	§13.825 Subd 7	Authorization to access data	Reviewed MPD Policy 419.5.1 – Administering Access to BWC Data	MPD policy prohibits access to data unless there is a specific need to know, provides guidance on data subjects, provides guidance on redacting data
Item #7	§13.825 Subd 8	Sharing among agencies	Reviewed MPD Policy 419.5.1 – Administering Access and Use of BWC Data	MPD Policies includes guidance and procedures for sharing data with other agencies.  Requests for data must be processed by MPD Records Dept or handled directly by the Director of Professional Standards
Item #8	§13.825 Subd 9	Biennial audit	Reviewed MPD Policy 419.5.2 – Data Security Safeguards	MPD Policy indicates that a biennial audit must be completed every 2 years pursuant to MN Statute §13.825



Item #9	§13.825 Subd 10	Notification to the BCA	Reviewed MPD Policy 419.5.2 – Data Security Safeguards	MPD Policy indicates that any changes to PRS system the MN BCA will be notified within 10 days.
Item #10	13.825 Subd 11	PRS Vendor	MPD uses Motorola Solutions VIDEOMANAGER EL Cloud – version 2022.12.6	N/A





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

Local Government Information Systems (LOGIS) attested this audit on January 11, 2023.

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:

Andrew Gardner, Captain, City of Minnetonka Police Department, Director Professional Standards  
Legislative Commission on Data Practices  
Legislative Law Library

