



**St. Louis Park Police Department
Portable Recording System Biennial Audit
Executive Summary
April 5, 2023**

At the request of the St. Louis Park Police Department, LOGIS has conducted the biennial audit of the St. Louis Park 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 St. Louis Park Police Department's management and use of Portable Recording System (PRS) technology LOGIS has found the St. Louis Park Police Department (SLPPD) 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	<p>Reviewed SLPPD Body Worn Camera Policy 707.11: <i>Downloading and Categorizing Data</i></p> <p>Reviewed Axon PRS data classification configurations</p>	<p>Policy covers the process for classification a data when entered into the PRS</p> <p>Axon PRS configuration settings are properly applied</p>
Item #2	§13.825 Subd 3	Retention of data	<p>Reviewed SLPPD Body Worn Camera Policy 707.16: <i>Data Retention</i></p> <p>Reviewed Axon PRS data retention configurations</p>	<p>Policy covers the process for retention of data based upon its classification</p> <p>Data is retained for a minimum of 90 days unless otherwise classified by statute</p> <p>PRS is configured to retain data for specified periods based upon it's classification</p>
Item #3	§13.825 Subd 4	Access by data subjects	Reviewed SLPPD Body Worn Camera Policy 707.12: <i>Administering Access to BWC Data</i>	Policies cover the procedures for releasing data to subjects when request from the SLPPD Custodian of Records
Item #4	§13.825 Subd 5	Inventory of PRS technology	<p>Reviewed SLPPD Body Worn Camera Policy 707.7: <i>Use and Documentation</i></p> <p>Reviewed PRS configuration for camera inventory and unique assignment to individuals</p>	<p>SLPPD maintains an inventory of 62 cameras, each camera is assigned to a unique member of the SLPPD</p> <p>Procedures for using the PRS is provided thru the SLPPD Field Training Manual</p>





Item #5	§13.825 Subd 6	Use of agency-issued devices	Reviewed SLPPD Body Worn Camera Policy 707.7: <i>Use and Documentation</i>	SLPPD 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 SLPPD Body Worn Camera Policy 707.12: <i>Administering Access to BWC Data</i>	SLPPD policy prohibits access to data unless there is a specific need to know
Item #7	§13.825 Subd 8	Sharing among agencies	Reviewed SLPPD Body Worn Camera Policy 707.13: <i>Access to Data by Non-Employees, Department Members and Other Disclosures</i>	SLPPD Policies includes guidance and procedures for sharing data with other agencies
Item #8	§13.825 Subd 9	Biennial audit	Reviewed SLPPD Body Worn Camera Policy 707.14: <i>Data Security Safeguards</i>	SLPPD 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 SLPPD Body Worn Camera Policy 707.17: <i>Compliance</i>	SLPPD 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	SLPPD has implemented the Axon software application Evidence.com version 3.21.3	N/A





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

Local Government Information Systems (LOGIS) attested this audit on April 5, 2023.


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 4/5/2023
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Respectfully submitted to the following:
Mikael Garland, Lieutenant, Administration Division
Subcommittee on Data Practices
Legislative Law Library

