

## 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:



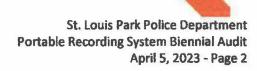
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Control #	Statute Subd	Control Objective	Testing Procedure	Testing Result
Item #1	§13.825 Subd 2	Data collected is classified per statute	Reviewed SLPPD Body Worn Camera Policy 707.11: Downloading and Categorizing Data  Reviewed Axon PRS data classification	Policy covers the process for classification a data when entered into the PRS  Axon PRS configuration settings are properly applied
Item #2	§13.825 Subd 3	Retention of data	configurations Reviewed SLPPD Body Worn Camera Policy 707.16: Data Retention Reviewed Axon PRS data retention configurations	Policy covers the process for retention of data based upon its classification  Data is retrained for a minimum of 90 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 SLPPD Body Worn Camera Policy 707.12: Administering Access to BWC Data	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	Reviewed SLPPD Body Worn Camera Policy 707.7: Use and Documentation  Reviewed PRS configuration for camera	SLPPD maintains an inventory of 62 cameras, each camera is assigned to a unique member of the SLPPD  Procedures for using the PRS is provided thru the SLPPD Field
			inventory and unique assignment to individuals	Training Manual

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Item #5	§13.825 Subd 6	Use of agency-	Reviewed SLPPD Body	SLPPD has a specific policy
		issued devices	Worn Camera Policy	prohibiting personal devices
			707.7: Use and	from being worn by members
			Documentation	and used for agency purpose
Item #6	§13.825 Subd 7	Authorization	Reviewed SLPPD Body	SLPPD policy prohibits access to
		to access data	Worn Camera Policy	data unless there is a specific
	***	And the second s	707.12: Administering	need to know
			Access to BWC Data	
Item #7	§13.825 Subd 8	Sharing among	Reviewed SLPPD Body	SLPPD Policies includes
		agencies	Worn Camera Policy	guidance and procedures for
			707.13: Access to Data by	sharing data with other
			Non-Employees,	agencies
			Department Members	opposition.
			and Other Disclosures	
Item #8	§13.825 Subd 9	Biennial audit	Reviewed SLPPD Body	SLPPD Policy indicates that a
			Worn Camera Policy	biennial audit must be done
			707.14: Data Security	pursuant to MN Statute
			Safeguards	§13.825
Item #9	§13.825 Subd 10	Notification to	Reviewed SLPPD Body	SLPPD Policy indicates that BCA
		the BCA	Worn Camera Policy	notification must occur when
			707.17: Compliance	new equipment is purchased
				that would expand the
				departments use of PRS
Item #10	13.825 Subd 11	PRS vendor	SLPPD has implemented	N/A
			the Axon software	
			application Evidence.com	
			version 3.21.3	

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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.

Mikael Garland, Lieutenant, Administration Division

Patrick Buie, LOGIS, Information Security Specialist

Respectfully submitted to the following: Mikael Garland, Lieutenant, Administration Division **Subcommittee on Data Practices** Legislative Law Library