



---

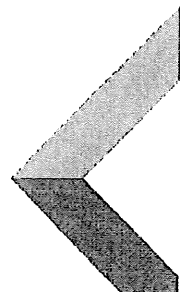
**Mendota Heights Police Department  
Portable Recording System Biennial Audit  
Executive Summary  
July 31, 2023**

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

Minnesota Statute §13.825 data elements include:

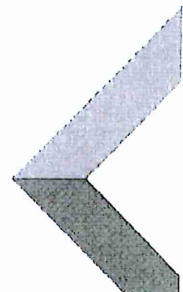
- Data Classification
- Retention of Data
- Access by Data Subjects
- Inventory of Portable Recording System Technology
- Use of Agency-Issued Portable Recording Systems
- Authorization to Access Data
- Sharing Among Agencies
- Biennial Audit
- Notification to the BCA
- Portable Recording System Vendor

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



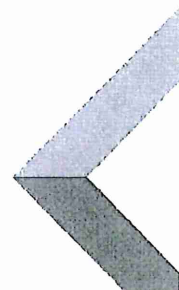


Control #	Statute Subd	Control Objective	Testing Procedure	Testing Result
Item #1	§13.825 Subd 2	Data collected is classified per statute	Reviewed MHPD Policy 419.6.4 and Policy 803 for data classification  Reviewed Axon PRS data classification configurations	MHPD Policy 419.6.4 and Policy 803 covers the process for classification a data when entered into the PRS
Item #2	§13.825 Subd 3	Retention of data	Reviewed MHPD Policy 419.6.4 and Policy 803  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 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 MHPD Policy 419.8.2, 419.9, 803	Policies cover the procedures for releasing data to subjects when request from the MHPD Custodian of Records
Item #4	§13.825 Subd 5	Inventory of PRS technology	Reviewed MHPD Policy 419.3(e)  Reviewed PRS configuration for camera inventory and unique assignment to individuals	MHPD maintains an inventory of 23 cameras, each camera is assigned to a unique member of the MHPD





Control #	Statute Subd	Control Objective	Testing Procedure	Testing Result
Item #5	§13.825 Subd 6	Use of agency-issued devices	Reviewed MHPD Policy 419.7	MHPD 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 MHPD Policy 419.8, 419.9, 419.10  Training for the Axon system is provided in the MHPD FTO manual	MHPD policy prohibits access to data unless there is a specific need to know
Item #7	§13.825 Subd 8	Sharing among agencies	Reviewed MHPD Policy 419.3(b)	MHPD Policies includes guidance and procedures for sharing data with other agencies
Item #8	§13.825 Subd 9	Biennial audit	Reviewed MHPD Policy 419.3(f)	MHPD 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 MHPD Policy 419.3(g)	MHPD 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	MHPD is using Axon Body Worn cameras Evidence.com software	N/A





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

Local Government Information Systems (LOGIS) attested this audit on July 31, 2023:

A handwritten signature in black ink, appearing to read 'P. Bule', written over a horizontal line.

Patrick Bule  
LOGIS  
Information Security Specialist

A handwritten signature in black ink, appearing to read 'Wayne Wegener Jr.', written over a horizontal line.

Wayne Wegener Jr.  
Captain  
City of Mendota Heights Police Department

Respectfully submitted to the follow:

Wayne Wegener Jr., City of Mendota Heights, Captain  
Subcommittee on Data Practices  
Legislative Law Library

P: 763-543-2600

F: 763-543-2699

5750 Duluth Street, Golden Valley, MN 55422-4036

WWW.LOGIS.ORG

