



January 20, 2024

Sheriff Starry,

Pursuant to the professional services agreement between The Axtell Group and the Washington County Sheriff's Office, The Axtell Group has completed an independent Portable Recording System (PRS) biennial audit as required by Minnesota Statute §13.825 Subd. 9.

The Axtell Group assessed whether the WCSO has in place the policies, procedures, protocols, staff, systems, and importantly – practices – that appropriately collect, classify, store, secure, and manage PRS data according to Section 13.825. The Axtell Group assessed how the data are used, whether the data are destroyed as required under Section 13.825, and whether the WCSO's program complies with subdivisions 7 (authorization to access data) and 8 (sharing among agencies) of Section 13.825.

The Axtell Group's audit included a review and assessment of the WCSO's policies, procedures, records, the PRS platform itself, including platform portal interfaces and access functions, the PRS vendor contract, audit logs, PRS equipment inventory, and prior biennial audit reports. The Axtell Group also conducted interviews of key staff responsible for administering the program, including the program manager, the records manager responsible for release, retention, and destruction of PRS data, and the commander responsible for overseeing the PRS program. The Axtell Group also accessed video data necessary to verify statutory compliance.

The elements cited under Minnesota Statute §13.825 include:

- Data Classification
- Retention of Data
- Access to Data
- Inventory of Portable Recording System Technology
- Use of Agency Issued Portable Recording Systems
- Authorization to Access Data



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- Sharing Among Agencies
- Biennial Audit
- Notification to the BCA
- Portable Recording System Vendor

It is The Axtell Group's determination that the Washington County Sheriff's Office is in compliance with Minnesota Statute §13.825 based on the following evaluations:

Item # Reference	Statute Subd.	Reference Objective	Testing Procedure	Testing Finding(s)
1	626.8473 Subd. 3	Written policies and procedures required, public availability	<ul style="list-style-type: none">• Reviewed WCSO Policies 433, 804, 802, 329• Reviewed PRS protocols with the program coordinator and records manager• Verified publication on the WCSO website https://www.co.washington.mn.us/DocumentCenter/View/38325/Policy433-Body-Worn-Audio-Video-Recorders-PDF	No exceptions found
2	626.8473 Subd. 3 (2)	Positioning requirement	<ul style="list-style-type: none">• Reviewed WCSO Policy 433.10 (a)	No exceptions found
3	626.8473 Subd. 3 (4) and (5)	Data access, release	<ul style="list-style-type: none">• Reviewed WCSO Policies 307.9.1, 433.8, and 804	No exceptions found



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Item # Reference	Statute Subd.	Reference Objective	Testing Procedure	Testing Finding(s)
4	13.825 Subd. 2	Data collected is classified	<ul style="list-style-type: none">• Reviewed WCSO Records Maintenance and Release Policy 804.1.1• Reviewed WCSO Body Worn Audio/Video Recorders Policy 433.7• Reviewed public release portal disclaimer• Reviewed WCSO guidance memo dated May 2022• Reviewed PRS protocols with the program coordinator and records manager	No exceptions found
5	13.825 Subd. 3, 626.8473 Subd. 3 (1)	Retention of data	<ul style="list-style-type: none">• Reviewed WCSO Records Maintenance and Release Policy 804.1.1, 804.3, 804.11• Reviewed WCSO Body Worn Audio/Video Recorders Policy 433.7• Interviewed the records manager and evaluated Visual Labs retention procedures and protocols and operating procedures for data classification and retention• Reviewed Visual Labs service contract, Section XI.• Reviewed video data from each quarter of the biennium to assess retention protocols	No exceptions found



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Item # Reference	Statute Subd.	Reference Objective	Testing Procedure	Testing Finding(s)
6	13.825 Subd. 4	Access by data subjects	<ul style="list-style-type: none">• Reviewed WCSO Body Worn Camera Audio/Video Records Policy• Reviewed Visual Labs employee interface portal and access requirements, including system operating procedures for access and access monitoring and logging• Reviewed video data from each quarter of the biennium to assess data access	No exceptions found
7	13.825 Subd. 5	Inventory of PRS technology, access log	<ul style="list-style-type: none">• WCSO provided a current inventory of all PRS equipment, issued and spare• Met and reviewed inventory protocols with the program coordinator	No exceptions found
8	13.825. Subd. 6, 626.8473 Subd. 3	Use of agency issued devices, operation of the system	<ul style="list-style-type: none">• Reviewed WCSO Body Worn Audio/Video Recorders Policy 433, 433.4, 433.7• Interviewed WCSO program coordinator and staff responsible for PRS program management	No exceptions found
9	13.825 Subd. 7	Authorization to access data	<ul style="list-style-type: none">• Reviewed WCSO Body Worn Audio/Video Recorders Policy 433.8• Reviewed Visual Labs employee interface portal and access requirements, including system operating procedures for access and access monitoring and logging	No exceptions found



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Item # Reference	Statute Subd.	Reference Objective	Testing Procedure	Testing Finding(s)
			<ul style="list-style-type: none">• Reviewed video data from each quarter of the biennium to assess data access	
10	13.825 Subd. 8	Sharing among agencies	<ul style="list-style-type: none">• Reviewed WCSO Records Maintenance and Release Policy 804.1.1• Reviewed WCSO Body Worn Audio/Video Recorders Policy 433.7• Interviewed the records manager and viewed the established protocol built into Visual Labs system interface for facilitating and logging data sharing• Reviewed video data from each quarter of the biennium to assess sharing protocols	No exceptions found
11	13.825 Subd. 9	Biennial audit	<ul style="list-style-type: none">• Located and reviewed two previously published biennial reports referencing the WCSO PRS program. Publish dates March 29, 2019 & January 6, 2022, respectively. Source - www.osa.state.mn.us	No exceptions found
12	13.825 Subd. 10	Notification to the Bureau of Criminal Apprehension	<ul style="list-style-type: none">• Reviewed WCSO Body Worn Audio/Video Recorders Policy 433.8(g) regarding notice to the BCA	No exceptions found



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Item # Reference	Statute Subd.	Reference Objective	Testing Procedure	Testing Finding(s)
13	13.825 Subd. 11	PRS Vendor	• Reviewed Visual Labs contract section VII. Citing that vendor will comply with all federal and state law requirements	No exceptions found