



**St. Louis Park Police Department
Portable Recording System Biennial Audit
Executive Summary
March 4, 2025**

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
- Data Retention
- 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) is in full 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 SLPPD Body Worn Camera Policy 707.11: <i>Downloading and Categorizing Data</i> Reviewed Axon PRS data classification configurations	Policy covers the process for classification of data when entered the PRS. Officers are required to classify data when downloaded to the host systems. Axon PRS configuration settings are properly applied.
Item #2	§13.825 Subd 3	Retention of data	Reviewed SLPPD Body Worn Camera Policy 707.16: <i>Data Retention</i> 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 or department policy. PRS is configured to retain data for specified periods based upon its classification.
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 requested from the SLPPD Custodian of Records. Requests are made in writing to the 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 are provided through 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 purposes.
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>	<p>SLPPD policy prohibits access to data unless there is a specific need to know.</p> <p>All system users are granted access to the system based on their role and responsibilities.</p>
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>	<p>SLPPD Policies include guidance and procedures for sharing data with other agencies.</p> <p>Other agencies and law enforcement employees are granted access on a Need-to-Know basis.</p>
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 and that would expand the department's 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 March 4, 2025.


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Respectfully submitted to the following:

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Subcommittee on Data Practices
Legislative Law Library

