

**Minnetonka Police Department
Portable Recoding System Biennial Audit
Executive Summary
May 28, 2025**

At the request of the Minnetonka Police Department, LOGIS has conducted the biennial audit of the Minnetonka 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 Recoding System Vendor

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

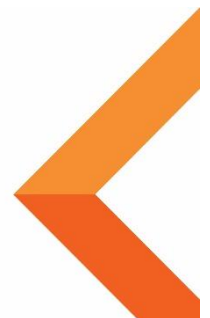
Control #	Statute Subd	Control Objective	Testing Procedure	Testing Result
Item #1	§13.825 Subd 2	Data Classification	<p>Reviewed MPD Policy 419.6 – Uploading BWC Media and 419.6.1 Tagging BWC Media</p> <p>Reviewed Axon PRS system configuration.</p>	<p>MPD Policy 419.6 provides guidance and direction for classification/tagging of data when entered to the Portable Recording System (PRS) software.</p> <p>MPD provided screenshots of the Axon PRS system showing that each data classification type has been properly configured by MPD Policy and MN Statute.</p> <p>MPD Supervisors are required to perform periodic checks to verify video is properly classified and stored.</p>
Item #2	§13.825 Subd 3	Data Retention	<p>Reviewed MPD Policy 419.6 – Uploading BWC Media & 419.7 BWC Media</p> <p>Reviewed and verified Axon PRS system is configured with the proper settings based on MPD policy.</p>	<p>MPD Policy 419.6 and 419.7 provides guidance and direction for uploading and properly tagging media based upon its determined classification</p> <p>Data is retained for a minimum of 90 days unless otherwise specified by MN Statute, MPD Policy or as directed by MPD Supervisor.</p>

Item #3	§13.825 Subd 4	Access by Data Subjects	Reviewed MPD Policy 419.7.1 – Access and Use of BWC Media and 419.7/2 Public Access	<p>MPD Policy 419.7.1 Access and Use of BWC Media provides guidance and direction for internal access to BWC media. Internal access to BWC media is granted to individuals who require access to perform their duties.</p> <p>MPD Policy 419.7.2 Public Access provides guidance and direction for redacting data when released to the public, media or requested by data subjects</p> <p>Requests for the release of BWC media shall be processed in accordance with the Records Maintenance and Release Policy. The Records Supervisor should review BWC media before public release.</p>
Item #4	§13.825 Subd 5	Inventory of PRS technology	<p>Reviewed MPD Policy 419.3.1 – BWC Coordinator Responsibilities</p> <p>Reviewed PRS configuration for camera inventory and unique assignment to individuals</p>	<p>The BWC Coordinator is responsible for maintaining the BWC Inventory</p> <p>MPD maintains an inventory of 72 cameras,</p> <p>65 cameras are assigned to a unique member of the MPD</p> <p>7 cameras are labeled as In Stock</p>

Control #	Statute Subd	Control Objective	Testing Procedure	Testing Result
Item #5	§13.825 Subd 6	Use of agency-issued devices	Reviewed MPD Policy 419.4 – BWC Use and 419.4.1 Prohibitions	<p>MPD Policy 419.4 paragraphs A-E provides guidance and direction for the use of only MPD agency issues devices.</p> <p>Any violation of the policy should be reported to direct Supervisors or the Chief of Police.</p> <p>Policy 419.4.1 provides guidance and direction for Prohibitions and improper use of BWC camaras.</p>
Item #6	§13.825 Subd 7	Authorization to access data	Reviewed MPD Policy 419.7.1 – Access and Use of BWC Media	MPD policy 419.7.1 provided guidance and direction on access by authorized individuals based on job requirements and need know.



Item #7	§13.825 Subd 8	Sharing among agencies	Reviewed MPD Policy 419.3.1 – BWC Coordinator Responsibilities	MPD Policy 419.3.1 provides guidance and direction for the BWC Coordinator to develop and maintain procedures for the release of data to other government agencies. These procedures are to be coordinated by the BWC Coordinator and the Records Supervisor. Requests for data must be processed by MPD Records Supervisor.
Item #8	§13.825 Subd 9	Biennial audit	Reviewed MPD Policy 419.3.1 – BWC Coordinator Responsibilities	MPD Policy 419.3.1 provides guidance and direction where the BWC Coordinator is responsible for ensuring that the biennial audit is completed pursuant to MN Statute §13.825
Item #9	§13.825 Subd 10	Notification to the BCA	Reviewed MPD Policy 419.3.1 – BWC Coordinator Responsibilities	MPD Policy 419.3.1 provides guidance and direction where the BWC Coordinator is responsible for ensuring that notification to the MN BCA is completed pursuant to MN Statute §13.825.
Item #10	13.825 Subd 11	PRS Vendor	MPD uses Axon Evidence recording system v2025-04-28.207908 dated April 2025.	MPD changed their system from Motorola Solutions VIDEOMANAGER EL Cloud – version 2022.12.6 to Axon Evidence recoding system v2025-04-28.207908 dated April 2025 since their previous audit in 2023.





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

Local Government Information Systems (LOGIS) attested this audit on
May 28th, 2025:

Patrick Buie

Patrick Buie
LOGIS
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Jason Tait

Jason Tait, Deputy Chief of Police
City of Minnetonka Police Department

Respectfully submitted to the following:

Jason Tait, Deputy Chief of Police, Minnetonka Police Department
Legislative Commission on Data Practices
Legislative Reference Library