

INDEPENDENT AUDIT REPORT

Chief Jake Maier
Crosslake Police Department
13888 Daggett Bay Rd.
Crosslake, MN 56442

Dear Chief Maier:

An independent audit of the Crosslake Police Department's Portable Recording System (body-worn cameras (BWCs)) was conducted on May 14, 2025. The objective of the audit was to verify Crosslake Police Department's compliance with Minnesota Statutes §§13.825 and 626.8473.

Data elements the audit includes:

Minnesota Statute §13.825

- 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

Minnesota Statute §626.8473

- Public Comment
- Body-worn Camera Policy

The Crosslake Police Department employs six (6) full-time officers and one (1) part-time peace officer. The Crosslake Police Department utilizes Motorola Solutions WatchGuard body-worn cameras and Evidence Library software. BWC data is stored in the Motorola Solutions Cloud. The audit covers the time period July 1, 2021, through April 30, 2025.

Audit Requirement: Data Classification

Determine if the data collected by BWCs are appropriately classified.

All BWC data collected by the Crosslake Police Department during the audit period is classified as private or non-public data. The Crosslake Police Department had no instances of the discharge of a firearm by a peace officer in the course of duty, use of force by a peace officer that resulted in substantial bodily harm, requests from data subjects for the data to be made accessible to the public or court orders directing the agency to release the BWC data to the public.

No discrepancies noted.

Audit Requirement: Retention of Data

Determine if the data collected by BWCs are appropriately retained and destroyed in accordance with statutes.

The Crosslake Police Department utilizes the General Records Retention Schedule for Minnesota Cities and agency specified retention periods in WatchGuard. At the conclusion of a BWC recording, a WatchGuard category type is assigned. Each WatchGuard category type has an associated retention period. Upon reaching the retention date, data is systematically deleted. Active BWC data is accessible in the WatchGuard Evidence Library.

Created and Purged Event reports consisting of all BWC data created and purged during the audit period were produced from WatchGuard. Records from the Events Purged Report were reviewed and the date and time the data was created was verified against the deletion date. Each of the records were deleted or maintained in accordance with the record retention schedule. All records were maintained for at least the minimum ninety (90) days required by statute.

The Crosslake Police Department had received no requests from data subjects to retain BWC data beyond the applicable retention period.

The Chief of Police monitors BWC data for proper categorization to ensure BWC data are appropriately retained and destroyed.

No discrepancies noted.

Audit Requirement: Access by Data Subjects

Determine if individuals who are the subject of collected data have access to the data, and if the data subject requests a copy of the data, other individuals who do not consent to its release must be redacted.

The agency's BWC and the Records Maintenance and Release policies govern access to BWC data by data subjects. BWC data is available to data subjects and access may be requested by submission of a City of Crosslake Data Request Form. During the audit period, the Crosslake Police Department received both requests to view and requests for copies of BWC data from data subjects. Data subjects who had not consented to release of the data were redacted. Release of data is documented in the records management system dissemination log.

No discrepancies noted.

Audit Requirement: Inventory of Portable Recording System Technology

Determine the total number of recording devices owned and maintained by the agency; a daily record of the total number of recording devices actually deployed and used by officers, the policies and procedures for use of portable recording systems by required by section 626.8473;

and the total amount of recorded audio and video collected by the portable recording system and maintained by the agency, the agency's retention schedule for the data, the agency's procedures for destruction of the data, and that the data are available to the public.

Crosslake Police Department's BWC inventory consists of seven (7) devices. Device inventory is maintained in the WatchGuard Evidence Library.

The Crosslake Police Department's BWC policy governs the use of portable recording systems by peace officers while in the performance of their duties. The policy requires officers to ensure their device is in good working order prior to going into service. If the recorder is not in good working order or the officer becomes aware of a malfunction at any time, they are required to promptly report the failure to their supervisor and obtain a functioning device as soon as reasonably practicable.

Peace officers were trained in the use of the BWC system by WatchGuard during implementation. Newly hired officers are trained as part of their field training program.

Randomly selected calls for service were verified against the Created and Purged Event Reports and confirmed that BWCs are being deployed and officers are wearing and activating their BWCs. A comparison between the total number of BWC videos created per quarter and total calls for service shows a consistent collection of BWC data.

The total amount of active data is accessible in the WatchGuard Evidence Library. The total amount of active and deleted data is documented in the Active and Purged Event Reports.

The Crosslake Police Department utilizes the General Records Retention Schedule for Minnesota Cities and agency specified retention in WatchGuard. BWC video is fully deleted upon reaching the scheduled deletion date. Meta data information is maintained on the server. BWC data is available upon request, and access may be requested by submission of a City of Crosslake Data Request Form.

No discrepancies noted.

Audit Requirement: Use of Agency-Issued Portable Recording Systems

Determine if peace officers are only allowed to use portable recording systems issued and maintained by the officer's agency.

The Crosslake Police Department BWC policy states that officers are prohibited from using personally owned recording devices while on duty without the express consent of the Police Chief or Sergeant.

No discrepancies noted.

Audit Requirement: Authorization to Access Data

Determine if the agency complies with sections 13.05, Subd. 5, and 13.055 in the operation of portable recording systems and in maintaining portable recording system data.

The Chief of Police conducts random reviews of BWC data to ensure recordings are properly labeled and that BWCs are being utilized in compliance with policy.

Nonpublic BWC data is only available to persons whose work assignment reasonably requires access to the data. User access to BWC data is managed by the assignment of group roles and permissions in WatchGuard. Permissions are based on staff work assignments. Roles and permissions are administered by the Chief of Police. Access to WatchGuard Evidence Library is password protected and requires dual authentication.

The BWC policy governs access to BWC data. Agency personnel are authorized to access BWC data pursuant to lawful process and in accordance with policy, statute, and the Minnesota Data Practices Act. User access to data is captured in the audit trail. The BWC policy states that any member who accesses or releases recordings without authorization may be subject to discipline.

When BWC data is deleted from WatchGuard, its contents cannot be determined. The Crosslake Police Department has had no security breaches. A BCA CJIS security audit was conducted in April of 2021.

No discrepancies noted.

Audit Requirement: Sharing Among Agencies

Determine if non-public BWC data is shared with other law enforcement agencies, government entities, or federal agencies.

The Crosslake Police Department's BWC and Records Maintenance and Release policies govern sharing of BWC data. BWC data may be shared with other governmental entities and law enforcement agencies pursuant to lawful process and in accordance with policy, statute, and the Minnesota Data Practices Act. Agencies seeking access to BWC data are required to submit a written request. Sharing is documented in the records management system dissemination log.

No discrepancies noted.

Audit Requirement: Biennial Audit

Determine if the agency maintains records showing the date and time the portable recording system data were collected, the applicable classification of the data, how the data are used, and whether data are destroyed as required.

WatchGuard Evidence Library and the Created and Purged Event Reports document the date and time portable recording system data was collected and deleted. All BWC data collected during

the audit period is classified as private or nonpublic data. The WatchGuard audit logs and the records management system dissemination log document how the data are used and shared.

No discrepancies noted.

Audit Requirement: Portable Recording System Vendor

Determine if portable recording system data stored in the cloud, is stored in accordance with security requirements of the United States Federal Bureau of Investigation Criminal Justice Information Services Division Security Policy 5.4 or its successor version.

Crosslake Police Department's BWC data is stored in the Motorola Solutions Cloud. A Motorola Solutions CJIS Compliance White paper outlines the specific security policies and practices for Motorola Solutions and how they are compliant with the CJIS Security Policy. Motorola has performed statewide CJIS-related vendor requirements in Minnesota. Motorola maintains CJIS certification for personnel who are required to complete Level 4 CJIS Security Training upon assignment and biennially thereafter.

No discrepancies noted.

Audit Requirement: Public Comment

Determine if the law enforcement agency provided an opportunity for public comment before it purchased or implemented a portable recording system and if the governing body with jurisdiction over the budget of the law enforcement agency provided an opportunity for public comment at a regularly scheduled meeting.

The Crosslake Police Department solicited for public comment by Notice to the Public on November 14, 2016. The City Council held a public hearing at their December 12, 2016, meeting. No public comments were received. The body worn camera program was implemented in January of 2017.

No discrepancies noted.

Audit Requirement: Body-worn Camera Policy

Determine if a written policy governing the use of portable recording systems has been established and is enforced.

The Crosslake Police Department established and enforces a BWC policy. The policy was compared to the requirements of Minn. Stat. § 626.8473. The policy includes all minimum requirements of Minn. Stat. § 626.8473, Subd. 3(b) with the exception of Subd. 3(b) (2), (3), (4) and (5). The policy was updated to include all minimum requirements prior to completion

and submittal of the final BWC Audit Report. The Crosslake Police Department's BWC policy is posted on the agency's website.

Discrepancy noted.

This report was prepared exclusively for the City of Crosslake and Crosslake Police Department by Lynn Lembcke Consulting. The findings in this report are impartial and based on information and documentation provided and examined.

Dated: June 26, 2025

Lynn Lembcke Consulting

Lynn Lembcke

Lynn Lembcke