

INDEPENDENT AUDIT REPORT

Chief Ken Schule
Montevideo Police Department
103 Canton Ave., Box 517
Montevideo, MN 56265

Dear Chief Schule:

An independent audit of the Montevideo Police Department's Portable Recording System (body-worn cameras (BWCs)) was conducted on October 2, 2025. The objective of the audit was to verify Montevideo 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 Montevideo Police Department is located in Chippewa County, Minnesota and employs eleven (11) peace officers. The Montevideo Police Department utilizes WatchGuard BWCs. BWC data is stored on a local file server. The audit covers the time period September 16, 2022, through September 15, 2025.

Audit Requirement: Data Classification

Determine if the data collected by BWCs are appropriately classified.

BWC data is presumptively private. All data collected during the audit period is classified as private or nonpublic data. The Montevideo 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 BWC's are appropriately retained and destroyed in accordance with statutes.

The Montevideo 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 category type is assigned. Each category type has an associated retention period. Upon reaching the retention date, data is systematically deleted. Active WatchGuard BWC data is accessible in the WatchGuard Evidence Library.

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

Police supervisors and the Administrative Assistant monitor 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.

BWC data is available to data subjects and access may be requested by submission of a City of Montevideo data request form. During the audit period, the Montevideo Police Department had received both requests to view and requests for copies of BWC video from data subjects. Data subjects who had not consented to the release of data were redacted. Requests for access to BWC data are 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.

Montevideo Police Department's BWC inventory consists of eight (8) devices.

Montevideo 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 inspect their BWC to confirm it is in good working order at the start of each shift. Officers noting a malfunction or damage to their BWC are required to report it to the BWC coordinator or on-duty supervisor as soon as practicable, and if possible, obtain a functioning BWC.

Peace officers are trained on policy and the use of BWCs as part of their field training program.

Officers working on randomly selected dates from the patrol schedule were verified against the event log report and confirmed that BWC are being deployed and officers are wearing and activating their BWCs. A review of the total number of videos created per quarter shows that BWC data is consistently being collected.

The total amount of active BWC data is accessible in the WatchGuard Evidence Library. Total amount of collected and deleted data is documented in the event log report. The Montevideo Police Department utilizes the General Records Retention Schedule for Minnesota Cities and agency-specified retention periods in WatchGuard. BWC video is fully deleted from WatchGuard upon reaching the scheduled deletion date. Meta data is maintained on the server after deletion of BWC video. BWC data is available upon request, and access may be requested by submission of a City of Montevideo 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 Montevideo Police Department's BWC policy states that only department-issued BWCs should be used without the express consent of the Chief of Police or the authorized designee.

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 and Sergeants conduct weekly random reviews of BWC data to ensure BWC data is properly categorized and that BWCs are being used 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. User access is

managed by the Chief of Police and the Administrative Assistant. Access to WatchGuard is password protected.

The agency's BWC policy governs access to BWC data. Access to data is captured in the audit log. Agency personnel may access BWC data for legitimate department-related purposes and only when there is a business need for doing so. Access to data is captured in the audit log. The BWC policy states that any member who accesses or releases BWC media without authorization may be subject to discipline.

Montevideo Police Department has had no security breaches. A BCA CJIS security audit was conducted in January of 2024.

No discrepancies noted.

Audit Requirement: Sharing Among Agencies

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

The Montevideo Police Department's BWC and Records Maintenance and release policies govern the sharing of data with other governmental entities and agencies. Agencies seeking access to BWC data are required to submit a written request. Sharing of data is documented in 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 event log report document the date and time portable recording system data was collected and deleted. The Evidence Library audit log 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.

Montevideo Police Department's BWC data is stored on a local file server. The server is located in a secure area, and access to the server is password protected. The server is backed up daily.

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 Montevideo Police Department's BWC system was implemented prior to the requirement of Minn. Statute § 626.8473, Subd. 2. The Montevideo City Council approved the purchase of the WatchGuard BWC system at their January 6, 2020, meeting.

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 Montevideo 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). The Montevideo Police Department's BWC policy is posted on the agency's website.

No discrepancies noted.

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

Dated: January 15, 2026

Lynn Lembcke Consulting



Lynn Lembcke