

INDEPENDENT AUDIT REPORT

Chief Jay Jackson
Bayport Police Department
294 3rd St. N.
Bayport, MN 55033

Dear Chief Jackson:

An independent audit of the Bayport Police Department's Portable Recording System (body-worn cameras (BWCs)) was conducted on January 22, 2026. The objective of the audit was to verify Bayport 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 Bayport Police Department is located in Washington County and employs seven (7) peace officers. The Bayport Police Department utilizes Axon BWCs and Evidence.com cloud-based evidence management storage. This audit covers the time period March 16, 2024 through January 15, 2026.

Audit Requirement: Data Classification

Determine that the data collected by BWCs are appropriately classified.

All BWC data collected by the Bayport Police Department during the audit period is classified as private or nonpublic data. The Bayport Police Department had no incidents of the discharge of a firearm by a peace officer, use of force 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 Bayport Police Department utilizes the General Records Retention Schedule for Minnesota Cities and agency specified retention periods in Evidence.com. At the conclusion of a BWC recording, an Evidence.com category is assigned. Each category has an associated retention period. Upon reaching the retention date, data is systematically deleted.

An Evidence Created Report consisting of BWC data collected and deleted during the audit period was produced from Evidence.com. Records from the Evidence Created 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. Randomly selected audit trail reports were verified against the Evidence Created Report, and each record was deleted or maintained in accordance with the record retention.

Bayport Police Department received one request from a data subject to retain BWC data beyond the applicable retention period.

The Sergeant 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.

BWC data is available to data subjects and access may be requested by submission of an online Public Information Request. During the audit period, the Bayport Police Department had received neither request to view nor requests for copies of BWC data from data subjects.

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.

Bayport Police Department's BWC inventory consists of nine (9) devices. An inventory report produced from Evidence.com detailed the total number of recording devices owned and maintained by the agency. The inventory included the device model, serial number, device name, officer assigned to the device, date of last upload, device status, error status, firmware version, warranty date, date last docked, and camera state.

The Bayport Police Department 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 the BWC is functioning properly and to promptly report any malfunction to the officer's supervisor and use a police department alternative BWC.

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

Officers working on randomly selected dates and randomly selected calls for service were verified against the Evidence Created Report and confirmed that BWCs are being deployed and officers are wearing and activating their BWCs. The total number of BWC videos created per quarter shows BWC data is being consistently collected.

Evidence.com queries and the Evidence Created Report detail the total amount of BWC data created, stored/maintained, and deleted.

The Bayport Police Department utilizes the General Records Retention Schedule for Minnesota Cities and agency specified retention in Evidence.com. BWC video is fully deleted from Evidence.com upon reaching the scheduled deletion date. Metadata and audit trails are maintained in Evidence.com after deletion of BWC audio and video. BWC data is available upon request, and access may be requested by submission of an online Public Information Request.

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 Bayport Police Department's BWC policy states that officers may use only department-issued BWCs in the performance of official duties for the agency or when otherwise performing authorized law enforcement services as an employee of the department.

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 Sergeant conduct random reviews of BWC videos to ensure data is properly categorized and that BWCs are being utilized in compliance with policy.

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

The agency's BWC policy governs access to BWC data. Officers may access and view BWC video only when there is a business need for doing so. Personnel are prohibited from accessing BWC data for non-business reasons. User access to BWC data is captured in the audit trail. The BWC policy states that failure to follow the policy may result in discipline and/or termination.

The Bayport Police Department has had no security breaches. A BCA CJIS Security Audit was underway at the time of this audit.

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 Bayport Police Department's BWC policy allows for the sharing of data with other law enforcement agencies, prosecutors, courts and other criminal justice entities as provided by law. The Bayport Police Department requires a written request from agencies seeking access to BWC data. Sharing of data is documented in the audit trail and the Evidence.com Sharing Audit Report.

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.

Evidence.com and the Evidence Created Report document the date and time portable recording system data were collected and deleted. All BWC data collected during the audit period is classified as private or nonpublic data. The Evidence.com audit trails and the Sharing Audit Report document how the data are used. The audit trail is maintained in Evidence.com after deletion of video.

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.

An Axon CJIS Compliance White paper outlines the specific security policies and practices for Evidence.com and how they are compliant with the CJIS Security Policy. Axon has signed the CJIS Security Addendum in all states and has performed statewide CJIS-related vendor requirements in Minnesota. Axon has incorporated the CJIS Security Addendum by reference into the Axon Master Services and Purchase Agreement. Axon maintains signed CJIS Security Addendum certification pages for Axon personnel. Authorized Axon personnel 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 City of Bayport and Bayport Police Department accepted public comment commencing on December 5, 2016. The City Council held a public hearing at their January 9, 2017, City Council Meeting. The body worn camera program was implemented in March 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 Bayport Police Department established and enforces a BWC policy. The policy was compared to the requirements of Minn. Stat. § 626.8473. The policy includes all of the minimum requirements of Minn. Stat. § 626.8473, Subd. 3(b). The Bayport Police Department's BWC policy is posted on the agency's website.

No discrepancies noted.

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

Dated: April 27, 2026

Lynn Lembcke Consulting

Lynn Lembcke

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