

INDEPENDENT AUDIT REPORT

Sheriff Heath Landsman
Murray County Sheriff's Office
2558 29th St.
Slayton, MN 56172

Dear Sheriff Landsman:

An independent audit of the Murray County Sheriff's Office Portable Recording System (body-worn cameras (BWCs)) was conducted on May 13, 2026. The objective of the audit was to verify Murray County Sheriff's Office 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 Murray County Sheriff's Office is located in Slayton, Minnesota and is authorized for fourteen (14) peace officers. The Murray County Sheriff's Office utilizes WatchGuard body-worn cameras and Evidence Library management software and stores BWC data on a local file server. The audit covers the periods May 8, 2024, through April 30, 2026.

Audit Requirement: Data Classification

Determine if the data collected by BWCs are appropriately classified.

Murray County Sheriff's Office BWC data is presumptively private. All BWC data collected during the audit period is classified as private or nonpublic data. The Murray County Sheriff's Office 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 Murray County Sheriff's Office utilizes the General Records Retention Schedule for Minnesota Counties and agency specified retention periods in WatchGuard. At the conclusion of a BWC recording, a WatchGuard category type is assigned. Each category type has an associated retention period. Upon reaching the retention date, data is systematically deleted.

Created Events and Events Purged Reports consisting of all BWC data collected and deleted during the audit period were produced from Evidence Library. Records from the Events Purged Report were reviewed, and the date the data was collected was verified against the deletion date. Three records were deleted in less than the ninety (90) days required by statute. One of those deleted was a recording where the body camera was experiencing battery issues and two were due to test videos created when the battery was replaced. All other records were deleted in accordance with the record retention schedule and retained for at least the minimum ninety (90) days required by statute.

During the audit period, the Murray County Sheriff's Office received no requests from data subjects to retain BWC data beyond the applicable retention period.

The Sheriff and Chief Deputy monitor BWC data for proper categorization to ensure data are appropriately retained and destroyed.

Discrepancy 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 Murray County Sheriff's Office Authorization to Release Information Form. During the audit period, the Murray County Sheriff's Office received no requests to view BWC data but did receive and fulfill requests for copies of BWC data from data subjects. Data subjects who had not consented to the release of data were redacted.

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

Murray County Sheriff's Office BWC inventory consists of fifty (50) devices. Device inventory is maintained on an Excel spreadsheet.

Murray County Sheriff's Office 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 they are equipped with a BWC and that it is in good working order by conducting a function test. If the BWC is not in 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. The BWC policy requires officers to wear the BWC in a conspicuous manner at or above the mid-line of the waist.

Officers were trained on the use of the portable recording system during implementation by Motorola. Newly hired officers are trained as part of their field training program.

Randomly selected calls for service, were verified against Evidence Library and the Created Events and Purged Events reports and confirmed that BWCs are being deployed and officers are wearing and activating their BWCs. A review of BWC videos created per quarter shows that BWC data is being consistently collected.

The total amount of active data is accessible in Evidence Library. Total amount of active and deleted data is detailed in the Created Events and Events Purged reports.

The Murray County Sheriff's Office utilizes the General Records Retention Schedule for Minnesota Counties and agency specified retention in WatchGuard. BWC video is fully deleted upon reaching the scheduled deletion date. Metadata is maintained on the server. BWC data is available upon request, and access may be requested by submission of a Murray County Sheriff's Office Authorization to Release Information 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.

Murray County Sheriff's Office BWC policy states that officers are prohibited from using personally owned recording devices while on duty without the express consent of the shift commander.

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 Sheriff and Chief Deputy conduct reviews of BWC data to ensure data is properly categorized 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 Evidence Library. Permissions are based on staff work assignments. Roles and permissions are administered by the Sheriff. Access to WatchGuard Evidence Library is password protected and requires dual authentication.

The Murray County Sheriff's Office BWC, Protected Information, and Records Maintenance and Release policies govern access to BWC data. The BWC policy states that employees may access BWC data for legitimate law enforcement or data administration purposes when there is a business need for doing so. The 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 Murray County Sheriff's Office has had no security breaches. A BCA CJIS Security Audit was conducted in May of 2026.

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.

Murray County Sheriff's Office BWC, Protected Information, and Records Maintenance and Release policies govern the sharing of BWC data with other law enforcement and governmental agencies. The BWC policy states that BWC data may be shared with other law enforcement agencies only for legitimate law enforcement purposes and shall be made available to prosecutors, courts, and other criminal justice entities as provided by law. Sharing of data is documented in the Evidence Library Export History 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.

WatchGuard Evidence library and the Created Events and Events Purged 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 audit log and the records management system case notes 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.

Murray County Sheriff's Office BWC data is stored on a local file server. The server is located in a secure area with limited access.

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 Murray County Sheriff's Office solicited public comment by posting on their website and the official news publication prior to the implementation of the BWC program. The Murray County Board of Commissioners held a public hearing at their May 7, 2024, 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 Murray County Sheriff's Office 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 BWC policy is posted on the agency's website.

No discrepancies noted.

This report was prepared exclusively for Murray County and the Murray County Sheriff's Office by Lynn Lembcke Consulting. The findings in this report are impartial and based on information and documentation provided and examined.

Dated: June 28, 2026

Lynn Lembcke Consulting

Lynn Lembcke

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