

INDEPENDENT AUDIT REPORT

Chief Tim Applen
New Prague Police Department
118 Central Ave. N.
New Prague, MN 56071

Dear Chief Applen:

An independent audit of the New Prague Police Department's Portable Recording System (body-worn cameras (BWCs)) was conducted on March 10, 2026. The objective of the audit was to verify New Prague 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 New Prague Police Department is located in Scott and Le Sueur Counties, Minnesota and is authorized twelve (12) peace officers. The New Prague Police Department utilizes Axon body-worn cameras and Evidence.com cloud-based evidence management storage. The audit covers the period March 1, 2024, through February 28, 2026.

Audit Requirement: Data Classification

Determine if the data collected by BWCs are appropriately classified.

New Prague Police Department BWC data is presumptively private. All data collected during the audit period is classified as private or nonpublic data. The New Prague 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 BWCs are appropriately retained and destroyed in accordance with statutes.

The New Prague 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, officers assign metadata, including an Evidence.com category, to the recording. Each category has an associated retention period. Upon reaching its retention date, evidence is systematically deleted. Deletion of the data is captured in the audit trail.

An Evidence Created Report consisting of all 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 schedule.

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

Sergeants and records staff 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 are redacted.

BWC data is available to data subjects and access may be requested by submission of a New Prague Police Department Request for Data Form. During the audit period, the New Prague Police Department received no requests to view BWC video but did receive and fulfill requests for copies of BWC video from data subjects. Data subjects who had not consented to release of the data were redacted. A copy of the redacted video is stored in Evidence.com along with the original copy. Data requests are documented in the Evidence.com audit trail and Sharing Audit Report. Data request forms are retained in the records management system case file.

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.

New Prague Police Department's BWC inventory consists of twelve (12) 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, the officer assigned to the device, date of last upload, device status, error status, firmware version, warranty date, date last docked, and camera state.

The New Prague 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 inspect their BWC at the beginning of each shift or period of use to confirm it is charged and in good working order. Officers are required to report any malfunction or damage to the BWC coordinator or on-duty supervisor as soon as practicable and obtain a functioning BWC as soon as possible.

Peace officers were trained on the use of the portable recording 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 data in Evidence.com 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 verifies BWC data is being consistently collected.

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

The New Prague Police Department utilizes the General Records Retention Schedule for Minnesota Cities and agency specified retention periods in Evidence.com. BWC video is fully deleted from Evidence.com upon reaching its scheduled deletion date. Metadata and audit trails are maintained in Evidence.com after deletion of BWC audio and video. BWC data is available to data subjects, and access may be requested by submission of a New Prague Police Department Request for Data 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 New Prague Police Department's BWC policy states that only department-issued BWCs should be used.

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.

Sergeants conduct random reviews of BWC data to ensure 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 roles and permissions in Evidence.com. Permissions are based on staff work assignments. Roles and Permissions are administered by a Sergeant. Access to Evidence.com is password protected and requires dual authentication.

The agency's BWC Policy governs access to BWC data. BWC media may only be accessed and viewed for legitimate department-related purposes. User access to data is captured in the audit trail. The BWC policy states that any member who accesses or releases BWC media without authorization may be subject to discipline and that members may be subject to criminal penalties for the misuse of BWC media pursuant to Minn. Stat. § 13.09.

When BWC data is deleted from Evidence.com, its contents cannot be determined. The New Prague Police Department has had no security breaches. A BCA CJIS Security audit was conducted in March 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 New Prague Police Department's BWC policy allows for the sharing of data with other law enforcement agencies and government entities for legitimate specified law enforcement purposes. Agencies seeking access to BWC data are required to submit a written request. Sharing of data is captured in the audit trail, and the Evidence.com Sharing Audit Report and the records management system case file provide documentation of shared data.

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 audit trails, the Sharing Audit Report, and the records management system 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 New Prague Police Department solicited for public comment on the City's website. The New Prague City Council held a public hearing at their December 17, 2019, meeting. The BWC program was implemented February 12, 2021.

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 New Prague Police Department has 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 the City of New Prague and New Prague Police Department by Lynn Lembcke Consulting. The findings in this report are impartial and based on information and documentation provided and examined.

Dated: October 4, 2026

Lynn Lembcke Consulting



Lynn Lembcke