

INDEPENDENT AUDIT REPORT

Chief Perry Beise
Sauk Rapids Police Department
250 Summit Ave. N.
Sauk Rapids, MN 56379

Dear Chief Beise:

An independent audit of Sauk Rapids Police Department's Portable Recording System (body-worn cameras (BWCs)) was conducted on March 7, 2025. The objective of the audit was to verify Sauk Rapids 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

Sauk Rapids Police Department is located in Benton County, Minnesota and employs eighteen (18) peace officers. Sauk Rapids Police Department utilizes Axon body-worn cameras and Evidence.com cloud-based evidence management storage. The audit covers the period February 1, 2023, through February 28, 2025.

Audit Requirement: Data Classification

Determine if the data collected by BWCs/BWCs are appropriately classified.

Sauk Rapids Police Department BWC data is presumptively private. All BWC data collected during the audit period is classified as private or nonpublic data. Sauk Rapids 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.

Sauk Rapids Police Department utilizes the City of Sauk Rapids records retention schedule and agency specified retention periods in Evidence.com. At the conclusion of a BWC recording, officers assign meta data, including a category, to the recording. Each category has an associated retention period. Upon reaching its retention date, evidence is systematically deleted. Deletion of 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 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.

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

Sergeants 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.

The BWC policy governs access to BWC data by data subjects. BWC data is available to data subjects and access may be requested by submission of a Sauk Rapids Police Department Body Camera Video Request Form.

During the audit period, Sauk Rapids Police Department had received no requests to view BWC data 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 records management system dissemination log and a copy of the request form is retained in the records management system media.

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.

Sauk Rapids Police Department's BWC inventory consists of nineteen (19) devices. An inventory report produced from Evidence.com detailed the 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.

Sauk Rapids 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 conduct a function test of their BWC at the beginning of each shift and to immediately report any malfunction, damage, or theft to a supervisor.

Peace Officers were trained on the use of Axon BWCs by Axon-trained trainers. Newly hired officers are trained during their police academy.

Peace officers working on randomly selected dates, and randomly selected calls for service, were verified against the Evidence Created Report and confirmed that BWC's are being deployed, and officers are wearing and activating their BWCs. A review of the total number of BWC videos created per quarter and a comparison to total calls for service shows a consistent collection of BWC data. Evidence.com queries and detail the total amount of BWC data created, stored/maintained, and deleted.

Sauk Rapids Police Department utilizes the City of Sauk Rapids Records Retention Schedule and agency specified retention periods Evidence.com. BWC video is fully deleted from Evidence.com upon reaching its scheduled deletion date. Meta data and audit trails retained in Evidence.com following deletion of video. BWC data is available to data subjects upon request, and access may be requested by submission of a Sauk Rapids Police Department Body Camera Video 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.

Sauk Rapids Police Department's BWC policy states that peace 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.

Sergeants conduct monthly 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 the Assistant Chief of Police and a Sergeant. Access to Evidence.com is password protected and requires dual authentication.

The BWC policy governs access to BWC data by law enforcement employees. Agency personnel are authorized to access BWC data for legitimate law enforcement and data administration purposes only. Access to BWC data is captured in the audit trail.

The BWC policy states that unauthorized access to or disclosure of BWC data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. § 13.09.

When BWC data Evidence.com, its contents cannot be determined. Sauk Rapids Police Department has had no security breaches. A BCA CJIS Security Audit was conducted in January of 2025.

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.

Sauk Rapids Police Department's BWC policy allows for the sharing of data with other law enforcement agencies for legitimate law enforcement purposes only and for the sharing of data with prosecutors, courts and other criminal justice entities as provided by law. Agencies seeking access to BWC data are required to submit a written request. Secure electronic sharing of data within Evidence.com is captured in the audit trail. Sharing of data is documented in the records management system. An Evidence.com Sharing Audit Report documents all data shared electronically through Evidence.com.

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. Evidence.com audit trails and the Records Management System document how the data are used.

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 Sauk Rapids solicited for public comment and held a public open house on the implementation of BWCs and policy on January 27, 2020. Sauk Rapids City Council held a public hearing at their February 10, 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.

Sauk Rapids Police Department's BWC policy is posted on the agency's website. 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) that were in effect prior to August 1, 2023, but did not include the requirements that became effective on August 1, 2023. The policy was updated to include all minimum requirements prior to the completion and submission of the final BWC audit report.

Discrepancy noted.

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

Dated: March 30, 2025

Lynn Lembcke Consulting

Lynn Lembcke