

Lynn Lembcke Consulting

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This letter serves as an Agreement between the New Prague Police Department and Lynn Lembcke Consulting for an audit of portable recording system data to confirm New Prague Police Department's compliance with Minn. Stat. §§ 13.825 and 626.8473 regarding Body Worn Cameras (BWCs).

The audit will consist of determining that:

1. A written policy governing BWC use is maintained and in accordance with Minn. Stat. §§ 626.8473;
2. Access and sharing of the data collected by BWC's in in accordance with statutes;
3. The data collected by BWCs are appropriately classified;
4. The data collected by BWCs are appropriately retained and destroyed in accordance with statutes;
5. A record is maintained and available to the public identifying the total number of devices owned or maintained; a daily record of the total number of recording devices actually deployed and used by officers; the policies and procedures for use of the BWCs required by section 626.8473; and the total amount of recorded audio and video data collected and maintained, the retention schedule and the procedures for destruction of the data;
6. Records are maintained showing the date and time BWC data were collected and the applicable classification of the data;
7. The data collected by BWCs is accessible to data subjects; and
8. Data stored by a vendor in the cloud protects the data in accordance with security requirements of the United States Federal Bureau of Investigation Criminal Justice Information Services Division Security Policy.

New Prague Police Department agrees to provide Lynn Lembcke Consulting with access to information/documentation necessary to determine compliance with audit requirements.

Lynn Lembcke Consulting will provide New Prague Police Department with a written report upon completion of the audit. Documentation collected by Lynn Lembcke Consulting will be retained for a period of seven years after issuance of the report.

New Prague Police Department agrees to a fee of \$1,000.00 for the audit. The fee will be payable upon completion of the final audit report.

By signing below, you agree to the terms of this Agreement.

Sincerely,



Lynn Lembcke

/ll

Josh Tetzlaff, City Administrator

Date

Chuck Nickolay, Mayor

Date