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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** Portable Audio/Video Recorder Audit  
**DATE:** March 18, 2024

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**OVERVIEW:**

The police department implemented a Portable Audio/Video Recorder System (body worn cameras (BWCs)) in December of 2021. There are many legislative mandates in place governing the use of Portable Audio/Video Recorder Systems which includes a biennial audit to determine whether data are appropriately classified according to state statute, how the data are used, whether the data are destroyed as required by statute, and to verify compliance with all of areas of statutes §13.825 and §626.8473. The audit was performed by Lynn Lembcke Consulting who met with department staff in December of 2023 to gather the necessary information to conduct a complete and thorough audit. On March 3<sup>rd</sup>, 2024 the department received the audit report showing no discrepancies in any area, confirming that the department is in full compliance with Minnesota Statutes §13.825 and §626.8473.

State statute indicates that the results of the audit must be provided to the governing body with jurisdiction over the budget of the law enforcement agency, to the Legislative Commission on Data Practices and Personal Data Privacy, and to the chairs and ranking minority members of the committees of the house of representatives and the senate with jurisdiction over data practices and public safety issues no later than 60 days following completion of the audit..

**ACTION TO BE CONSIDERED:**

City Council to review and accept the St. Francis Police Department Portable Audio/Video Recorder audit results contained within the audit report performed by Lynn Lembcke Consulting.

**BUDGET IMPLICATION:**

The costs associated with the audit services were budgeted for in the department operating budget.

**Attachments:**

- Portable Audio/Video Recorder Audit Report