

# INDEPENDENT AUDIT REPORT

Erika Scheider  
Chief of Police  
Roseville Police Department  
2660 Civic Center Dr.  
Roseville, MN 55113

Dear Chief Scheider:

An independent audit of the Roseville Police Department's Portable Recording System (PRS) was conducted on August 12, 2020. The objective of the audit was to verify Roseville 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
- Portable Recording System Policy

The Roseville Police Department is located in Ramsey County, Minnesota and employs forty-eight (48) peace officers. The Roseville Police Department utilizes Panasonic Arbitrator body-worn cameras and software and stores the PRS data on a local file server.

### **Audit Requirement: Data Classification**

*Determine that the data collected by PRSs are appropriately classified.*

PRS data is presumptively private. All PRS data collected during the time period October 23, 2018, through July 31, 2020, is classified as private or non-public data. The Roseville Police Department had no instances 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 PRS data to the public.

*No discrepancies noted.*

### **Audit Requirement: Retention of Data**

*Determine that the data collected by PRS's are appropriately retained and destroyed in accordance with statutes.*

The Roseville Police Department utilizes the General Records Retention Schedule for Minnesota Cities and agency specified retention periods in the Arbitrator 360° Back-End Client software system. Either during, or at the conclusion of a PRS recording, an Arbitrator classification is assigned. Each Arbitrator classification has an associated retention period. Upon reaching the retention date, data is systematically deleted. All PRS data is maintained for at least 90 days.

Randomly selected records from a server log report and audit trails were reviewed and the date and time the data was created was verified against the deletion date. Each of the records were deleted in accordance with the record retention. Records selected were from the time period October 23, 2018, through July 31, 2020. PRS video, meta data, and audit trails are purged from the Arbitrator 360° Back-End Client upon reaching the specified retention period. The Roseville Police Department has not received a request from a data subject to retain PRS data beyond the applicable retention period. Police Sergeants monitor the proper categorization of PRS data to ensure data are appropriately retained and destroyed.

*No discrepancies noted.*

### **Audit Requirement: Access by Data Subjects**

*Determine that 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.*

PRS data is available and access may be requested by submission of a Roseville Police Department Request for Information form. During the time period October 23, 2018, through July 31, 2020, the Roseville Police Department has had both requests to view and requests for copies of PRS data from data subjects. Data subjects other than the requestor were redacted using third party redaction software. A copy of the redacted video is maintained in a Property/Evidence folder on the network. Access is documented by supplemental report and on an Excel spreadsheet. Request for Information forms are maintained in the case file. The Deputy Chief is responsible for reviewing data prior to its release.

*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.*

Roseville Police Department's PRS inventory consists of 63 devices. Devices are assigned to individual officers. An inventory of the total number of devices owned by the agency is maintained within Arbitrator 360° Back-End Client and an Excel spreadsheet. The Roseville Police Department PRS policy requires patrol officers to wear PRS's while on duty. Sergeants monitor deployment and use by officers. A review of randomly selected dates from the patrol schedule were verified against active videos in Arbitrator 360° Back-End Client and a server log report and confirmed that PRSs are being deployed and used by officers. A comparison between calls for service and PRS data collected verifies PRS cameras are being activated.

The Roseville Police Department has established and enforces a PRS policy that governs the use of portable recording systems by peace officers while in the performance of their duties. Peace officers initially trained on the use of PRS's during a POST approved training course during implementation. New officers are trained as part of their field training.

The Arbitrator 360° Back-End Client and the server log report of deleted PRS data detail the total amount of PRS data created, deleted, and stored/maintained. The Roseville Police Department utilizes the General Records Retention Schedule for Minnesota cities and agency specified retention in Arbitrator 360°.

PRS video is fully deleted from the Arbitrator 360° Back-End Client and local file server upon reaching the scheduled deletion date. Meta data and audit trail information associated to the deleted video is not maintained in the Arbitrator 360° Back-End Client. The server log report maintains deleted PRS meta data. PRS data is available upon request, and access may be requested by submission of a Request for 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.*

The Roseville Police Department's PRS policy states that Officers may only use Department-issued PRS and that officers shall conduct a function test of their issued PRS at the beginning of their shift.

*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/Supervisors conduct monthly random reviews of PRS data to assess that use is in accordance with policy and that PRS data is properly categorized.

User access to PRS data is managed by the assignment of group roles and permissions in Arbitrator 360° Back-End Client. Permissions are based on staff work assignments. IT, under direction of the Police Department, is responsible for managing the assignment of user rights. Policy requires personnel to log access to PRS data. Access is logged in an Excel spreadsheet and/or the case file in the Records Management System.

Personnel are authorized to access non-public PRS data for legitimate law enforcement or data administration purposes. The agency's PRS policy governs access to, and sharing of, data. Access to PRS data is captured in the audit trail.

When PRS data is deleted from Arbitrator 360° Back-End Client, its contents cannot be determined. The Roseville Police Department has had no security breaches.

*No discrepancies noted.*

### **Audit Requirement: Sharing Among Agencies**

*Determine if non public PRS data shared with other law enforcement agencies, government entities, or federal agencies is in accordance with statute.*

Law enforcement agencies, government entities, or federal agencies seeking access to PRS data submit written requests for the data. Sharing of PRS data with other law enforcement agencies, government entities, or federal agencies is documented in an Excel spreadsheet and the Records Management System dissemination log.

*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.*

The Arbitrator 360° Back-End Client and a database server log report document the date and time portable recording system data was collected. All PRS data for the audit period is classified

as private or non-public data. The audit trail and an Excel spreadsheet document how the data are used and shared. Active PRS data within the Arbitrator 360° Back-End Client includes a classification with an associated retention period and a scheduled deletion date.

*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.*

Roseville Police Department PRS data is stored on a file server hosted by MNnet. The server is stored in a secure location and access is password protected. A BCA security audit was conducted in October, 2019.

*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 Roseville Police Department solicited public comment prior to purchase and implementation of the body worn camera program. Public comment was solicited by online survey. The Roseville City Council held a public hearing at their November 27, 2017, 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 Roseville Police Department's PRS policy is posted on the agency's website. The policy was compared to the requirements of Minn. Stat. § 626.8473. The agency's policy includes all minimum requirements of Minn. Stat. § 626.8473, Subd. 3.

*No discrepancies noted.*

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

Dated: November 1, 2020

Lynn Lembcke Consulting



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Lynn Lembcke