

**Saint Anthony – Falcon Heights – Lauderdale  
Body Cam Work Group**

**Wednesday, January 18, 2017**

**St. Anthony City Hall Council Chambers**

**3301 Silver Lake Road**

**St. Anthony, MN 55418**

**7:00 p.m.**

**AGENDA**

- I. Call to Order by Co-chair Hal Gray
- II. Introductions
- III. Roster - attached
- IV. Communications (*emails – website- [www.ci.saint-anthony.mn.us](http://www.ci.saint-anthony.mn.us) - media*)
- V. Meeting Schedule - attached
- VI. Define Purpose & Outcome of Work Group
- VII. Decorum & Expectations - attached
- VIII. Current Legislation – attached
- IX. Body Camera Demo – Burnsville Police Department
- X. Prepare for Next Meeting
- XI. Adjournment

**Next Meeting:**

Wednesday, February 15, 2017

7:00 pm

Falcon Heights City Hall

2077 Larpenteur Avenue West

Falcon Heights, MN 55113

Don Gemberling presenting

Don Gemberling began working, professionally, with issues of transparency, governmental accountability, the implications of technology on humans, and data privacy in 1973. For over thirty years he was the only staff or managed functions in the state Department of Administration that involved helping government agencies comply with the Data Practices Act and related law and citizens with exercising their rights under those laws. He is currently on the Board of the Minnesota Coalition on Government Information and is the Board's secretary. He is also MnCOGI's spokesperson and testifies before the legislature. He graduated from Macalester College and William Mitchell College of Law. He is available to answer questions and enjoys training citizens about how to best use transparency and data privacy laws.

# Saint Anthony – Falcon Heights – Lauderdale Body Cam Work Group

## ROSTER

### Facilitator

Eric Gieseke  
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### St. Anthony

Hal Gray (co-chair)  
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Paul Morita  
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Mark Casey, City Manager  
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### Falcon Heights

Tony Fischer (co-chair)  
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Susan Hoyt  
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Sack Thongvanh, City Administrator  
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### St. Anthony Police Chief

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Steven Goers  
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**Lauderdale**

Jeff Dains (co-chair)

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Claire Hammer

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Heather Butkowski, City Administrator

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Lauderdale, MN 55113

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Gary Oehlert

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**Saint Anthony – Falcon Heights – Lauderdale  
Body Cam Work Group**

**SCHEDULE**

**Wednesday, February 15, 2017**

Falcon Heights City Hall  
2077 Larpenteur Avenue West  
Falcon Heights, MN 55113  
Don Gemberling presenting

**Wednesday, March 15, 2017**

Lauderdale City Hall  
1891 Walnut Street  
Lauderdale, MN 55113  
\_\_\_\_\_, BCA

**Wednesday, April 19**

St. Anthony City Hall  
3301 Silver Lake Road  
St. Anthony, MN 55418  
\_\_\_\_\_, St. Paul Police

**Wednesday, May 17**

Falcon Heights City Hall  
2077 Larpenteur Avenue West  
Falcon Heights, MN 55113  
\_\_\_\_\_, Metro I-Net

Future Dates TBA

**Saint Anthony – Falcon Heights – Lauderdale  
Body Cam Work Group**

**DECORUM & EXPECTATIONS**

Conduct of Participants

Basic rules of conduct shall be as follows:

1. Maintain civil discussion, listen to those speaking, and refrain from side conversations.
2. Speak honestly and respectfully. No personal attacks, insults or disparaging remarks.
3. Meeting disruptions will not be tolerated. Any person who continues to disrupt will be asked to leave.
4. Stick to the topic – do not use this forum to voice unrelated concerns or tangential discussions.
5. Listen to understand. Do not interrupt speakers – please wait your turn.
6. Respect the meeting facilitator and their role in moderating the discussion.
7. Focus on common ground. We will strive for consensus, but differing views shall be tolerated, acknowledged and communicated in a respectful manner.
8. Focus on the future; learn from the past. Try to be open to the possibility of new information and insights.

Members of the Tri-City Workgroup are expected to:

1. Read all materials provided to members of the work group in advance of meetings.
2. Come to the meeting prepared to discuss the specific issues identified in the meeting agenda.
3. Keep comments and discussion focused on the meeting agenda topics and avoid discussion of non-related topics during the scheduled meeting time.
4. Commit to keeping the project moving toward a successful conclusion and outcome.
5. Formulate recommendations during open discussion at scheduled meetings to ensure transparency and allow for effective public participation.
6. Attend all meetings in their entirety. In the event you are unable to attend, contact your respective City Manager/Administrator.

## 2016 Minnesota Statutes

[Authenticate](#)

### **626.8473 PORTABLE RECORDING SYSTEMS ADOPTION; WRITTEN POLICY REQUIRED.**

Subdivision 1. **Definition.** As used in this section, "portable recording system" has the meaning provided in section [13.825, subdivision 1](#).

Subd. 2. **Public comment.** A local law enforcement agency must provide an opportunity for public comment before it purchases or implements a portable recording system. At a minimum, the agency must accept public comments submitted electronically or by mail, and the governing body with jurisdiction over the budget of the law enforcement agency must provide an opportunity for public comment at a regularly scheduled meeting.

Subd. 3. **Written policies and procedures required.** (a) The chief officer of every state and local law enforcement agency that uses or proposes to use a portable recording system must establish and enforce a written policy governing its use. In developing and adopting the policy, the law enforcement agency must provide for public comment and input as provided in subdivision 2. Use of a portable recording system without adoption of a written policy meeting the requirements of this section is prohibited. The written policy must be posted on the agency's Web site, if the agency has a Web site.

(b) At a minimum, the written policy must incorporate the following:

(1) the requirements of section [13.825](#) and other data classifications, access procedures, retention policies, and data security safeguards that, at a minimum, meet the requirements of chapter 13 and other applicable law;

(2) procedures for testing the portable recording system to ensure adequate functioning;

(3) procedures to address a system malfunction or failure, including requirements for documentation by the officer using the system at the time of a malfunction or failure;

(4) circumstances under which recording is mandatory, prohibited, or at the discretion of the officer using the system;

(5) circumstances under which a data subject must be given notice of a recording;

(6) circumstances under which a recording may be ended while an investigation, response, or incident is ongoing;

(7) procedures for the secure storage of portable recording system data and the creation of backup copies of the data; and

(8) procedures to ensure compliance and address violations of the policy, which must include, at a minimum, supervisory or internal audits and reviews, and the employee discipline standards for unauthorized access to data contained in section [13.09](#).

**History:** [2016 c 171 s 6](#)

**NOTE:** This section, as added by Laws 2016, chapter 171, section 6, is effective August 1, 2016, provided that a law enforcement agency using a portable recording system on that date must adopt the policy required under this section no later than January 15, 2017. Laws 2016, chapter 171, section 6, the effective date.

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