

# **North Mankato Police Department Data Practices Access Manual**



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## INTRODUCTION

This manual is intended to provide direction and procedure for how to access and/or obtain data maintained or collected by the North Mankato Police Department. It is also intended to provide direction and procedures for North Mankato Police Department employees who respond to requests for data. This manual is to be used in conjunction with the Minnesota Government Data Practices Act (as amended) and the Rules promulgated by the Commission of Administration. This manual is subject to revision and amendment at any time, without notice, as necessary to reflect current practices by the North Mankato Police Department and all legal obligations.

## DISCLAIMER

State and/or Federal law prevail over any information in this document.

## RELEASE OF DATA

State laws dictate the disbursement of law enforcement data. Per Minnesota Statute 13.02, government information is classified as Public, Private, Nonpublic, Protected Nonpublic or Confidential. If the report you request is not considered public data per statute, you may not be able to obtain a copy of the report. If this is the case, you will be notified by the Department. Keep in mind the following classifications when you are requesting information. Only public information will be released unless you qualify as the subject of the data, or the release is allowed under another provision. Please be advised police reports concerning juveniles, domestics, sexual assaults, vulnerable adults, and open criminal investigations are not considered public data by Minnesota statute and the department is required to withhold these reports as directed by Minnesota law.

**Public data** can be requested by submitting a *Request for Information* form to the North Mankato Police Department during normal business hours. You will need to supply pertinent information such as date, time, or address, and/or case number of the report you are requesting. Please remember that all information on a report is not public information. You will be given only the information that is public.

**Private data** can be requested only by the person who is the subject of the data. There may be some information in a report that is public, but only the subject of the data can receive the rest of the information. Private data can be requested by submitting a *Request for Information* form and showing your identification at the front counter of the Police Department. A data subject may fill out an *Informed Consent Form for Release of Private Data* in addition to the *Request for Information* form authorizing a third-party access to private data.

**Nonpublic Data** is data not on individuals that a statute or federal law makes not accessible to the public but accessible to any subject of that data. Non-Public data can be requested by submitting a *Request for Information* form and showing your identification at the front counter of the Police Department.

**Protected Nonpublic Data** is protected data not on individuals which is both not public and not accessible to the subject of that data.

**Confidential data** can only be accessed by persons specifically authorized. These reports cannot be released.

## **COST FOR REPORTS AND DATA**

Inspection of reports is free; the cost for copies of reports is 25 cents per page or 50 cents per two-sided copy.

Request for media (videos, audio, images, etc.), transcripts, or 911 audio require a minimum pre-payment fee of \$20 per media, transcript or 911 audio; requestors will be contacted for any fees exceeding the \$20 pre-payment fee and provided an estimation of actual costs before proceeding. The actual cost of certain data requests may be higher depending on employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any); pre-payment may be required.

## **TO OBTAIN POLICE REPORT AND SUMMARY DATA**

To obtain a copy of a North Mankato Police Department report, fill out the *Request for Information* form. Requests may be submitted by mail, fax, email or in person to the North Mankato Police Department during normal business hours (Monday - Friday, 8:00 a.m. to 4:30 p.m., excluding holidays).

To request police reports, you will need to supply pertinent information such as case number, type of incident, location and date of incident, name of individual(s) involved in the incident. Requests will be processed in the order received. The North Mankato Police Department does not honor standing requests.

Data summary reports on calls for service to specific addresses, areas, or a summary of data pertaining to a particular offense can be obtained by providing the nature and detail of data desired, date(s) or range(s) of dates to be searched and specific locations.

Standard response time is 10 business days. You will be notified when your request is complete. You may choose to pick up the report in person or we will mail the report to you. In certain situations, we may be able to email the report.

The North Mankato Police Department cannot require a requestor to identify themselves or provide a reason for their request. Not providing this information will remove the ability to contact the requestor to clarify the request, notify the request is complete, notify of extra costs or delays, provide information on juveniles, provide private data, or provide State Accident Reports.

Data Subjects requesting private or non-public data may submit their request in the following ways:

- 1) Submit a signed *Request for Information* form and photo identification in person at the North Mankato Police Department during normal business hours.
- 2) Submit a signed and notarized *Request for Information* form and photo identification via fax, mail, or email to the North Mankato Police Department.

Non-Data Subjects requesting private or non-public data and Data Subjects requesting release of private data to another party may submit the *Request for Information* form along with an *Informed Consent* form and photo identification from the data subject.

Private or non-public data requests can be picked up (with valid identification), mailed, or faxed to the data subject or authorized party. Private or non-public data requests cannot be emailed.

### **OBTAIN AN ACCIDENT REPORT**

A police report is completed by the officer present at the accident scene. Minnesota State traffic accident reports filed with the State of Minnesota require a written request by qualifying individual, representative or legal counsel. A copy of these type of reports can be obtained at the North Mankato Police Department no less than seven days after the accident. A case number is required.

Minnesota State traffic accidents reports filed with the State of Minnesota may be obtained through the MN Department of Public Safety, Driver and Vehicle Services; 445 Minnesota Street, Saint Paul, MN 55101. Phone number (651) 296-2940.

### **ATTORNEYS/INSURANCE COMPANIES REQUESTS FOR POLICE REPORTS**

Attorneys or insurance companies requesting copies of police/accident reports are required to do so in writing on their agency letterhead and provide a signed release from their client(s) with the request. Requests can be mailed or faxed to the address below.

**North Mankato Police Department Records Unit  
1001 Belgrade Avenue; North Mankato, MN 56003  
Phone: 507-625-7883 Fax: 507-625-1327**

Attorneys requesting discovery in a criminal matter should send requests to the North Mankato City Attorney or Nicollet County Attorney Office pursuant to Minnesota Rules of Criminal Procedure.

### **PERMIT TO PURCHASE A HANDGUN**

To apply for a permit to purchase a handgun, complete the “Permit to Purchase” form at <https://dps.mn.gov/divisions/bca/bca-divisions/administrative/Documents/Permit-to-Purchase-Transfer-Application.pdf> or at the Police Department. You must be a current City of North Mankato resident and present valid photo identification (such as a driver’s license). This form must be signed, dated, and submitted in person at the North Mankato Police Department during normal business hours (Monday – Friday; 8:00am to 4:30 p.m.; excluding holidays). There is no charge. Permits will be issued or denied within 30 days after receipt of application.

GENERAL RELEASE GUIDELINES		
911 Audio	Private	§ 13.82, S. 4
911 Transcript (with caller's identity removed)	Public	§ 13.82, S. 4
Alarm System Locations	Non-Public	§ 13.37, S. 1
Arrest Data	Public	§13.82. S. 2
Child Abuse, Victim Data	Private	§13.82. S. 8
Child Abuse, Reporter Data	Confidential; With Exceptions	§13.82. S. 8
Crime Preventions; Volunteer Data	Non-Public	§13.37. S. 1
Crime Preventions; Block Maps	Non-Public	§13.37. S. 1
Firearm Permit Information	Private	§13.87
Inactive Crime Photos; Offensive	Private/Non-Public	§13.82. S. 7
Investigative Data; Active	Confidential/Non-Public	§13.82. S. 7
Investigative Data; Inactive	Public with Exceptions	§13.82. S. 7
Investigative Data; In Court	Public	§13.82. S. 7
Juvenile Information	Private; With Exceptions	§13.82. S. 2,3,6,17 §260B.171. S. 5
National Night Out Locations	Public	§13.37. S. 3
Pawnshop; Customer Data	Private	§13.82. S. 27
Pawnshop; Sold/Held Goods	Private	§13.82. S. 27
Predatory Offender Information	Confidential	§13.82. S. 22
Predatory Offender Status	Confidential	§13.82. S. 28
Real Property, Complaint Data	Confidential	§13.44. S. 1
Requests for Service	Public	§13.82. S. 3
Response or Incident Data	Public	§13.82. S. 6
State Accident Reports	Private	§169.09. S. 13 §13.82. S 3, 6
Undercover Police ID	Confidential	§13.43. S. 5
Vulnerable Adult ID Data	Private	§13.82. S. 10