



REQUEST FOR INFORMATION: POLICE REPORTS, CALLS FOR SERVICE AND OTHER DATA

North Mankato Police Department
1001 Belgrade Avenue; North Mankato, MN 56003
Phone: 507-625-7883 Fax: 507-625-1327 Email: tjunker@pd.ci.north-mankato.mn.us

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 5:00 p.m.; excluding holidays).

REQUESTED BY

Name	Date of Request
Address	Phone

Are you named in the data requested? Yes No
If not, you may not be entitled to the data without a signed informed consent form from the data subject.

If the requested data is private, a signature and photo identification is required to ensure you are entitled to the data.

Signature of above requestor (Private Data) _____

If not appearing in person at the North Mankato Police Department, this signature must be notarized:

Subscribed and sworn to before me on this ____ day of _____, 20____.



Notary Public Signature

TYPE OF INFORMATION REQUESTED

The information you are requesting may or may not be available to you. Pre-payment fees may be required. After your request is reviewed, you will be notified when the information is available and if any fees will be assessed.

I am requesting data in the following way: Inspection (appointment to look at copy) Pick up Copy Mail Copy

Police Report

Type of Incident: _____

ICR/Case Number: _____

Date/Time of Incident: _____

Location of Incident: _____

Additional Information: _____

Data Summary - Location or Name History

Other Data Request (Pre-payment fees may be required)

Detail of Data Desired: _____

Time Period: (From _____ to _____)

Location: _____

TO BE COMPLETED BY DEPARTMENT STAFF

RECORDS#:	<input type="checkbox"/> Data Released	Full Name and Date of Birth of Subject: _____ _____ Purpose: _____ _____
DATE RECIEVED:	<input type="checkbox"/> Data Inspected Only	
DATE COMPLETED:	<input type="checkbox"/> Request Denied	
COST:	<input type="checkbox"/> No Data	

COMMENTS:

Guidelines for Requesting Information: Police Reports and Data Summaries

North Mankato Police Reports and Data Summaries

Request for information forms 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 5:00 p.m., excluding holidays).

Requests will be processed in the order received. 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.

To request North Mankato Police Department data, complete a Request for Information form and supply pertinent information such as case number, type of incident, location and date of incident, name of individual(s) involved in the incident. 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.

State laws dictate the disbursement of law enforcement data. Per Minnesota Statute 13.02, government information is classified as Public, Private, 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.

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 our ability to contact you to clarify the request, notify you the request is complete, notify you of extra costs or delays, provide information on juveniles, provide private data, provide State Accident Reports.

Cost: 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.

Accident Reports

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 a 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) 2962940.

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 to provide a signed release from their client(s) with the report/accident report request. Requests can be mailed 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.