



# SAUK CENTRE POLICE DEPARTMENT

Joseph Jensen, Chief of Police

320 Oak St s Sauk Centre MN 56378 ~ (320) 351-7022 ~ Fax: (320) 352-2206



ICR:
Received on:
BY:

## Request for Police Department Data

Minnesota State Law (Chapter 13) regulates the dissemination of government and law enforcement data. There are three main classifications for Data on Individuals: Public Data, Private Data and Confidential Data. There are three types of Data Not on Individuals: Public Data, Nonpublic Data, Protected Nonpublic Data. **Definitions can be located in Minn. Stat. § 13.02.**

**PUBLIC DATA:** If you are requesting public data, the requestor information is not required. You are asked to provide the information, but you are not required by state law to identify yourself, state a reason or to justify your request to gain access to public government data. Your information provided will only be used to facilitate your request, notify you if there are questions, or to notify you when the request has been completed. If you refuse to provide the requested information, this may result in delay of the processing of the request, and it will be your responsibility to contact this department to determine the status of the request.

**NONPUBLIC OR PRIVATE DATA:** If you are requesting nonpublic or private data, you will be required to show proof of identity, complete the requestor information and provide a signature and date of birth.

### REQUESTOR INFORMATION - PRINT CLEARLY:

FULL NAME: (First, Middle, Last)		Date of Request:
Address:		City, State, Zip
Phone Number(s):	Email (if contact by email requested):	

### DATA REQUESTED - PRINT CLEARLY:

I am:  NOT THE DATA SUBJECT (Member of the Public requesting data not on myself)

Or I am the  DATA SUBJECT (Person that the data are about)

Case Number(s) if known:

Date or Date Range:

Subject(s) involved/Date of Birth(s):

Location:

Other Information: What are you requesting?

I am requesting access to data in the following way (Note: inspection is free but there are charges for photocopies.)

Inspection  Copies  Both inspection and copies

\*\* Please notify me when complete  \*OR\* I will call the Sauk Centre Police Department to follow up

**\*Private Data\* - Signature of the above listed requestor:**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date signed: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Minnesota State Traffic Accident Report Filed with State of Minnesota is governed by 169.09 Subd 13 - Private Data Requires written request by qualifying individual, representative or legal counsel.

### TO BE PREPAID BEFORE RELEASE

**OF RECORDS - Photocopy charges:**  
Minn. Stat. § 13.03, 13.04 - Subject of Data AND Public Requestor:

\*1-100 Pages = \$0.25 per side of page, black and white.

\*101 or more pages = actual cost of personnel time; Actual cost of postage; Upon request a Copy Cost Estimate may be provided. Actual costs applied.

\* Color Copy: Actual Cost of personnel time.

### Media Storage Copy charges:

CD: \$10.00 per CD

DVD: \$15.00 per DVD

Other: Copy Cost Estimate to be provided

**A response to this request will be within a reasonable amount of time, or within 10 days (excluding Saturdays, Sundays, and legal holidays).**

Minn. Stat. § 13.02 subd 3(c) / 13.04 subd 3

### TO BE COMPLETED BY THE CITY OF SAUK CENTRE POLICE DEPARTMENT DESIGNEE:

- Information requested is classified as:  Public  Non-Public  Private  Protected Non-Public  Confidential
- If Private/Non-Public: Proof of ID presented:  DL  Passport  Military ID  Other: \_\_\_\_\_
- Parent or Legal Guardian of Minor:  Supporting documents provided for review  Other: \_\_\_\_\_
- Action:  Approved  Approved in part (explain below)  Denied (explain below)

Remarks or basis for denial including Minnesota Statute citation if applicable:

Department Notes:

Document(s) picked up:  Document(s) mailed:  Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ **Pages/\$0.25 each** **Media:** \_\_\_\_\_ **Actual:** \_\_\_\_\_

**Total Charges: \$** \_\_\_\_\_

Release of records handled by: \_\_\_\_\_

**PAID:**  **Receipt Issued:**