

North Mankato Police Department

Data Practices Access Manual



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.

OBTAIN A POLICE REPORT

To obtain a copy of a police report, it is helpful to provide as much detail as possible (e.g. incident number, date, time, location). Police reports are available beginning in the year 2000. Requests will be processed in the order they are received in accordance with department policy and Minnesota Data Practices Law. Every effort will be made to respond to a request in an appropriate and timely manner. The North Mankato Police Department does not honor standing requests.

Report requests can be made during office hours in one of the following ways:

Phone (507) 625-4141, ext. 700

Fax (507) 625-1327

Mail or in person at the North Mankato Police Department located at 1001 Belgrade Avenue; North Mankato, MN 56003.

Office Hours are Monday to Friday; 8:00 a.m. to 5:00 p.m. (Except Holidays).

TIME FRAME FOR INSPECTION & COPIES		
	Member of Public	Data Subject
Inspection of Data	As soon as reasonably possible.	Immediately, if possible, or within 10 business days.
Copies of Data	As soon as reasonably possible.	Immediately, if possible, or within 10 business days.

COST FOR INSPECTION & COPIES		
	Member of Public	Data Subject
Inspection of Data	No charge or fee allowed	No charge or fee allowed
Copies of Data	\$0.25 per page \$10/Disc of photos	\$0.25 per page \$10/Disc of photos

Large or complex requests are subject to additional fees including hourly rate for employees completing the request.

State and Federal laws regulate the release of law enforcement data. Keep in mind the following classifications when you are requesting information. Only the public information will be released unless you qualify as the subject of the data.

Government information is classified as either Public, Private or Confidential information.

Public data can be accessed by presenting a request in person at 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 accessed only by the person who is the subject of the data. There may be some information in a report that is otherwise public, but only the subject of the data can receive the rest of the information. Private data involving the requestor or their minor child(ren) will require proper photo identification before release. Property identification would include a valid driver's license.

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

GENERAL RELEASE GUIDELINES		
911 Audio	Private	§ 13.82, S. 4
911 Transcript (with caller's identity removed)	Public	§ 13.82, S. 4
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
Inactive Crime Photos; Offensive	Private	§13.82. S. 7
Investigative Data; Active	Confidential	§13.82. S. 7
Investigative Data; Inactive	Public with Exceptions	§13.82. S. 7
Investigative Data; In Court	Public	§13.82. S. 7
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
Requests for Service	Public	§13.82. S. 3
Response or Incident Data	Public	§13.82. S. 6
Undercover Police ID	Confidential	§13.43. S. 5
Vulnerable Adult ID Data	Private	§13.82. S. 10

ACCIDENT REPORT

There are two types of reports regarding an accident:

A **citizen's report** is the state report form filled out by the individual(s) involved in the accident. It is sent to Driver and Vehicle Services (DVS). A copy of this report can be accessed through the [DVS website](#).

A **police report** is completed by the law enforcement agent present at the accident scene. A copy of this report can be obtained by applying at the Police Department in person with a valid ID between 8 a.m. and 5 p.m., Monday through Friday.

All State Accident Reports are private information and only available to those involved in the accident or an authorized agent listed on the report, such as an insurance company or an attorney with a signed release from the party involved.

PERMIT TO PURCHASE A HANDGUN

To apply for a permit to purchase a handgun, you must be a current City of North Mankato resident and show a current Driver's License with picture ID. You need to complete the five-page "Permit to Purchase" form found at <http://www.dps.state.mn.us/bca/Forms/Documents/MNUniformFirearmApp.pdf> or at the Police Department.

This form must be SIGNED and DATED IN PERSON at the NORTH MANKATO POLICE DEPARTMENT. There is no charge. Permits will be issued approximately seven business days after receipt of application.