

208 DISSEMINATION OF RECORDS INFORMATION

Effective Date: January 1, 2000

Updated: August 18, 2006

208.01 Purpose

Minnesota's Data Practices Act coupled with need for proper information management requires a policy governing the release of data/information collected by the Department.

208.02 Policy

It is the policy of the Mendota Heights Police Department to comply with Minnesota's Data Practices Act (MS Chapter 13) through a centralized distribution of data/information collected and generated by the Department. This policy is applicable to all members of the Department.

The Support Services Sergeant is charged with the responsibility of processing the release of data/information collected and/or generated by the Department. Minnesota Statutes formally defines(classifies) three types of government data; "private", "public", and "confidential".

Generally, these classifications permit the release of "private" and "confidential" data only under very restricted circumstances. "Public" data can generally be obtained without restriction. There are several areas of Minnesota Statutes that re-define what would otherwise be "public" data as "private" or "confidential".

Since the circumstances under which data is collected or generated can change the classification of the data, all data collected or generated by the Mendota Heights Police Department will be released through the office of the Support Services Sergeant. The Support Services Sergeant is authorized to establish written procedures for the "routine" processing of requests for information. Any requests for information that falls outside the scope of these written procedures or the Media Relations Policy, shall be forwarded to the Support Services Sergeant for processing. In the absence of the Support Services Sergeant, the Chief of Police shall process requests for data outside the "routine."

208.03 Procedure

Requests for Data:

Members of the Department receiving requests for the release of data collected or generated by the Department, from persons other than law enforcement agencies for official business, shall refer the request to the Support Services Staff. The Support Services Staff will normally process this request for information unless it is necessary to forward it to the Support Services Sergeant.

Government Data Request Form:

All requests shall be on the Mendota Heights Police Department "Government Data Request" form updated 08-18-06. Requests for

"Public Data" does not require the person requesting the information to identify themselves. The person requesting may fill out the personal information section of the request for government data or may leave this section blank if they chose.

"Private or Confidential Data" will only be released to those parties entitled by law to access this data. The data will be stamped indicating that it is private or confidential data. This data will only be released with a signed waiver.

When a person is denied access to government data they shall receive a written notification indicating why they have been denied access as required by MSS 13.03 sub 3 (f).

Data format MSS 13.03 sub 3 (e) allows for dissemination in the format which the data is stored. No attempts will be made to change the data to any other format.

Response time on data requests. All requests will be dealt with in a timely manner and in accordance with policy. In general requests for data will be handled in ten (10) working days from receipt of a written request.

A copy the data request form and Mendota Heights Police Department Policy #208 shall be posted in the lobby of the Police Department.