

Guidelines for Requesting Information: Police Reports and Data Summaries

Twin Valley Police Department Reports and Data Summaries

*To obtain a copy of a Twin Valley Police Department report, fill out the attached “Request for Information” form. Requests may be submitted to the City of Twin Valley by mail, fax, email or in person during normal business hours (Monday – Thursday, 8 a.m. to 3:30 p.m.; Friday, 8 a.m. to 12 p.m.). Requests are processed in the order they are received.

*To request police reports, you will need to supply pertinent information such as case number (if known), type of incident, location and date of incident, name of individual(s) involved in the incident.

*Data summary reports for 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 the 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 state statute, government information is classified as Public, Private, Non-public or Confidential. If the report you requested 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.

*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 law.

*Cost: Inspection of reports is free but the cost for making copies is .25 cents per page. 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).

*Turnaround time is 10 business days. You will be notified when your request is complete.



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

Twin Valley Police Department
Twin Valley MN 56584
Phone: 218-584-5444 Fax: 218-584-5845
jdouville341@twinvalleypd.us

Requests may be submitted by mail, fax, email or in person to the Twin Valley Police Department.
Turnaround time is 10 business days.

REQUESTED BY

| | | |
|---------|-------|-----------------|
| Name | | Date of Request |
| Address | Phone | Email |

Requestor is the: Auto Accident Victim Crime Victim (Other than auto accident) Property Manager

Suspect/Arrestee Complainant Attorney/Insurance Company Other _____

Are you named in the data requested? Yes No
If not, you may need a signed release from the data subject. Without a signed release, you may not be entitled to the data requested.

TYPE OF INFORMATION REQUESTED

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

| | |
|---|---|
| <input type="checkbox"/> <u>Police Report</u> Type of Incident _____ ICR/Case Number _____ Date/Time of Incident _____ Location of Incident _____ | <input type="checkbox"/> <u>Other Data Request</u> Detail of Data Desired _____ _____ _____ Time Period (From _____ to _____) Location(s) _____ _____ Purpose _____ _____ |
| <input type="checkbox"/> <u>Police Calls for Service to a Location</u> Full Address _____ _____ Time Period (From _____ to _____) | |

| | | | | | | | | | | | |
|--|--|----------------|--|------|--|-------------|---|--|--|--|------------------------------------|
| <input type="checkbox"/> <u>Police Contact with a Person</u> Name _____ _____ Time Period (From _____ to _____) | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Report Cost \$</td> <td style="padding: 5px;"><input type="checkbox"/> Copy Released</td> </tr> <tr> <td style="padding: 5px;">Date</td> <td style="padding: 5px;"><input type="checkbox"/> Record Inspected Only</td> </tr> <tr> <td style="padding: 5px;">Released By</td> <td style="padding: 5px;"><input type="checkbox"/> Request Denied</td> </tr> <tr> <td></td> <td style="padding: 5px;"><input type="checkbox"/> Redacted Copy</td> </tr> <tr> <td></td> <td style="padding: 5px;"><input type="checkbox"/> No record</td> </tr> </table> | Report Cost \$ | <input type="checkbox"/> Copy Released | Date | <input type="checkbox"/> Record Inspected Only | Released By | <input type="checkbox"/> Request Denied | | <input type="checkbox"/> Redacted Copy | | <input type="checkbox"/> No record |
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| Released By | <input type="checkbox"/> Request Denied | | | | | | | | | | |
| | <input type="checkbox"/> Redacted Copy | | | | | | | | | | |
| | <input type="checkbox"/> No record | | | | | | | | | | |

If the requested data is private or confidential, you will be asked to present a photo ID to ensure you are entitled to the data.
ID verified by (employee name) _____