

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2017 CLASSIFICATION OF DATA

| WRIGHT COUNTY | | Responsible Authority Joe Hagerty Sheriff | | Department/Division Sheriff | |
|--|--|--|---|--|--|
| Name of Form, Record, File, System or Process | Description <i>(Purpose, what it collects, in terms understandable by general public.)</i> | Classification | Citation for Classification <i>(Statute, Law or Rule)</i> | Designee <i>(Name, Title, Address)</i> | |
| 1. ACCIDENT REPORTS | Officers report of an accident investigation required by State Law, indicating driver's names, DOB, address, passengers, cause of accident, amount of damage, injuries and drawing of accident with description. | Private Confidential | MN Stat. 169.09, Subd. 9 | | |
| 2. JAIL ADMISSION AND RELEASE RECORDS | To extent the data contains inmate private or confidential information | Private Confidential | MN Stat. 13.85, Subd. 2, Subd. 3 | | |
| 3. ADULT CASE FILES | Written reports of investigation or action taken by deputy. Reports regarding criminal investigations and non-criminal action taken or investigated including miscellaneous reports, criminal offense reports, and supporting documents. | Private Confidential | MN Stat. 13.82, Subd. 7, 8, 9, 10, 11, 12, 17, 20 and 30 | | |

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| 4. ARSON REPORTS | Arson reporting immunity from disclosure of information insurance company to release to law enforcement. | Private Confidential Non-Public | MN Stat. 13.82, Subd. 7, 17 MN Stat. 299F.054 | | |
| 5. BOOKEEPING RECORDS FOR JAIL AND CIVIL PROCESS TRANSACTIONS | Records of deposit slips, transaction records within the system, prisoner and Huber transactions, billing and receipting of fees to/from other agencies and attorneys. | Private as to inmate financial records | MN Stat. 13.85, Subd. 2 | | |
| 6. CHECKING ACCOUNT NUMBERS | | Private | MN Stat. 13.37 | | |
| 7. CHILD ABUSE INVESTIGATIONS | | Private Confidential | MN Stat. 13.82, Subd. 7, 8, and 9 | | |

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| 8. CHILD ABUSE – MALTREATMENT OF MINORS | <p>a. Substantiated Reports: Records maintained by police/welfare with availability to prosecuting authority for disclosure of name of substantiated report.</p> <p>b. Unsubstantiated Reports.</p> | Private Confidential | MN Stat. 626.556, Subd. 7, 11, and MN Stat. 13.82, Subd. 7, 8, and 9 | | |
| 9. COMMITMENTS: JUVENILE | Order of the court showing the name of the person to be committed to custody and the location of the commitment. Legal documents from sentencing court which authorizes confinement at the jail facility. | Private | MN Stat. 260B.171 | | |
| 10. CRIMINAL HISTORY RECORDS | Availability for public employment or licensing purposes. Convenience copy from BCA, NCIC-FBI, or NLETS. | Private (depending on content) | MN Stat. 13.87 | | |

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| 11. EMPLOYEE AND VOLUNTEER PERSONNEL DATA | Data related to employment, volunteer status or applicant data. | Private | MN Stat. 13.43, Subd. 3, 4 and 5 | | |
| 12. EXPUNGEMENT LETTER/ORDER | Letter and Order from Court confirming issuance of expungement. | Private | MN Stat. 609A.03 | | |
| 13. FIREARM APPLICATION, PERMIT AND RELATED DATA | All data related to permits to obtain and/or carry a handgun. | Private | MN Stat. 13.87, Subd. 2 MN Stat. 624.714 Subd. 14 | | |
| 14. GUNSHOT AND SUSPICIOUS WOUND REPORT | Health professionals shall report gunshot and suspicious wounds they treat to the Sheriff. | Confidential | MN Stat. 626.53 | | |

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| 15. HUBER RELEASE RECORDS | Permission from the courts to allow for inmate work outside the jail, sign in/out sheets for control of hours worked, record of payment for this privilege and payments to the Court. | Private as to inmate financials | MN Stat. 13.85, Subd. 2 | | |
| 16. INCIDENT COMPLAINT LOGS, INCLUDING: | <ul style="list-style-type: none"> a. Chronological record of events b. ID of undercover agents, informants, victims of sexual assault c. Arrest warrant indices until person is taken into custody d. Description of stolen, lost or recovered property e. Reward program data f. Deliberative processes or investigative techniques | <ul style="list-style-type: none"> Private Confidential Private Confidential Confidential Private Nonpublic Confidential Confidential Protected nonpublic | <ul style="list-style-type: none"> MN Stat. 13.82, Subd. 7 and 17 MN Stat. 13.82, Subd. 7 and 17, MN Stat. 299C.065, Subd. 4 MN Stat. 13.82, Subd.19 MN Stat. 13.82, Subd. 20 MN Stat. 13.82, Subd. 21 MN Stat. 13.82, Subd. 25 | | |

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| 17. INITIAL COMPLAINT REPORT | First record of all calls for service or reports of offenses received. In part not public | Private Confidential | MN Stat. 13.80 MN Stat. 13.82, Subd. 3 and 6 | | |
| 18. INITIAL COMPLAINT REPORTS OF TRANSPORTS OF PRISONER | Documents relating to all transportations of individuals showing date, time, name of person, by whom, and to where transported. | Private as to juveniles | MN Stat. 260B.171 | | |
| 19. INMATE FINANCIAL RECORDS | Financial records of inmates | Private | MN Stat. 13.85, Subd. 2 | | |
| 20. INMATE HISTORY CARD | Summary card showing all financial transactions involving individual inmates, filed after discharge, and kept in booking room during the incarceration. | Private | MN Stat. 13.85, Subd. 2 | | |

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| 21. INMATE INCIDENT REPORTS | Jailer/Officer report giving particulars in case of accident/incident to inmate while incarcerated in the jail; also be located in the daily log. | Private Confidential | MN Stat. 13.85, Subd. 2 and 3 | | |
| 22. INMATE MEDICAL RECORD | Any and all medical activity and records involving inmates during incarceration. | Private | MN Stat. 13.85, Subd. 2 | | |
| 23. INMATE VISITOR REGISTRATION LOG AND JAIL VISITOR REGISTER | Sign in log stating name of visitor, relation to inmate being seen, date, time, and name of inmate seen. | Private | MN Stat. 13.85 Subd. 2 | | |
| 24. INVESTIGATIONS | a. Active: Cases involved in an ongoing investigation. b. Inactive: Closed cases, ID's of certain parties | Confidential Private | MN Stat. 13.82, Subd.7, 8 and 10 MN Stat. 13.82, Subd. 17 | | |

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| 25. JAILER'S DAILY ACTIVITY LOG | Documents relating to specific activities of jailers and prisoners during each jailer's shift each day; chronological record maintained by jailers in regard to daily events including security checks and routine occurrences. | Private or Confidential (depending on content) | MN Stat. 13.37 MN Stat. 13.85, Subd. 2 and 3 | | |
| 26. JUVENILE CASE FILES | Data dealing with involvement of juveniles in criminal activity incidents prior to age 18; includes non-criminal activity involvement in any matter pending investigation by law enforcement. | Private Confidential | MN Stat. 13.82, Subd. 17 MN Stat. 260B.171 and 260C.171 | | |
| 27. JUVENILE DETENTION BOOK | Name, address, date of birth, offense, date of release, and date booked for all juveniles jailed or deprived of liberty | Private | MN Stat. 260B.171 MN Stat. 13.82, Subd. 2 | | |

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| 28. MALTREATMENT OF VULNERABLE ADULTS | Records created or received in conducting investigations by law enforcement. Identity of reporter | Private Confidential Confidential | MN Stat. 13.82, Subd. 7, 10 and 11 MN Stat. 626.557 MN Stat. 626.557 Subd. 12b (c) | | |
| 29. MASTER INDEX: ADULTS | Name file entry and all incidences attached to the name. | Private Confidential (depending on content) | MN Stat. 13.82, Subd. 7, 8, 9, 10, 11 and 17 | | |
| 30. MASTER INDEX: JUVENILE | Name file entry and all incidences attached to the name. | Private Confidential (depending on content) | MN Stat. 13.82 MN Statute 260B.171 | | |
| 31. NAME CHANGE DATA | | Private Confidential | MN Stat. 13.82, Subd. 12 | | |

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| 32. OPERATION IDENTIFICATION ITEMIZATION | A list of items marked with a selected number, location of such number, and article name, kept for any participating person. | Private | MN Statute 13.37 MN Stat. 13.82, Subd. 20 | | |
| 33. PAWN SHOP/SCRAP METAL DEALER CUSTOMER DATA | | Private | MN Stat. 13.82, Subd. 27 | | |
| 32. PERSON'S FINANCIAL ACCOUNT INACTIVE CASE DATA | | Private | MN Stat. 13.82, Subd. 30 | | |
| 33. PREDATORY OFFENDER REGISTRATION DATA | | Private | MN Stat. 243.166 | | |

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| 34. PRISONER PROPERTY ENVELOPES | Lists prisoner's name, date of arrest, and personal property taken from him before being put in a cell, and date and signature when items returned. | Private | MN Stat. 13.82, Subd. 2 | | |
| 35. PROPERTY LISTS | Description of stolen, lost or recovered property | Private | MN Stat. 13.82, Subd. 20 | | |
| 36. RADIO/DISPATCH LOGS | Documents relating to calls taken by a dispatcher and referred to a law enforcement agency | Private Confidential (depending on content) | MN Stat. 13.82, Subd. 4, 7, 8, 9, 10 and 17. | | |
| 37. SEALED ARREST AND CRIMINAL FILES | Court ordered sealed/expunged records | Confidential | MN Stat. 609A.03 | | |

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| 38. SHIFT ACTIVITY REPORT: SUPERVISORS | Summary of department activity occurring during a supervisor/watch commander's shift. | Private Confidential (depending on content) | MN Statute 13.82 MN Statute 13.85 | | |
| 39. SQUAD CAR VIDEOS | Video recordings from squad cars | Private Confidential (depending on content and context) | MN Stat. 13.82 | | |
| 40. TOW SLIPS/REPORTS | Record of all vehicles towed by department. | Private Confidential (depending on content and context) | MN Stat. 13.82 | | |
| 41. WARRANT FILES | Arrest warrant exists until taken into custody, served, or appear before court. | Confidential | MN Stat. 13.82, Subd. 19 | | |

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| 42. VULNERABLE ADULT INVESTIGATION | | Private Confidential | MN Stat. 13.82, Subd. 7, 10, 11 | | |
| 43. WARRANTS FOR INTERCEPTING COMMUNICATIONS | Court warrant approving interception of wire or oral communication | Confidential | MN Stat. 626A.06, Subd. 9 | | |