

MPD RECORDS INFORMATION UNIT (RIU)
350 South 5TH Street, Room 31
Minneapolis, MN 55415 612-673-2961

**DATA PRACTICES
REQUEST FORM**

SEND REQUESTS TO:
DATAPRACTICES@MINNEAPOLISMN.GOV
FAX: 612-673-2239

The Minneapolis Police Records Information Unit receives and processes requests for data held by the MPD in accordance with the Minnesota Data Practices Act.

REQUESTOR: _____ PHONE: _____ FAX: _____
EMAIL: _____ ADDRESS: _____
DATE REQUESTED: _____

The MPD cannot require a requestor to identify themselves or provide a reason for their request. Not providing this information will remove our ability to:

- Contact you to clarify your request or notify you of extra costs or delays
- Work with you to obtain exactly the information you need.
- Notify you that your request is complete.



DATA REQUESTED:

- | | |
|---|---|
| <input type="checkbox"/> INTERVIEW AUDIOTAPE – \$25 EACH | <input type="checkbox"/> STREET CAMERA VIDEO –\$30 EACH (Indicate Location Below) |
| <input type="checkbox"/> MPD POLICE REPORT–.25 CENTS/PAGE* | <input type="checkbox"/> PHOTOS TO CD - (DIGITAL – \$13) |
| <input type="checkbox"/> EMPLOYEE PAYROLL RECORD – .25 CENTS/PAGE* | <input type="checkbox"/> 3.5 x 5 PHOTO PRINTS- \$10 BASE + .25 CENTS/PER PHOTO |
| <input type="checkbox"/> INTERNAL AFFAIRS OFFICER SUMMARY – .25 CENTS/PG* | <input type="checkbox"/> DIGITAL VIDEO RECORDING (SQUAD) – \$30 EACH |
| <input type="checkbox"/> PERSONNEL RECORD- (PUBLIC) – .25 CENTS/PAGE* | <input type="checkbox"/> CAD 911 Incident Detail Report (VisiNet) – .25 CENTS/PAGE* |
| <input type="checkbox"/> LIST OF CALLS FOR SERVICE–.25 CENTS/PAGE | <input type="checkbox"/> STATISTICAL DATA –.25 CENTS/PAGE– (INDICATE BELOW) |

SPECIFY ADDRESS: _____

CASE CONTROL # _____ DATE OF INCIDENT: _____
LOCATION: _____ NATURE OF INCIDENT: _____
NAME OF PERSON (S) INVOLVED: _____
ADDITIONAL INFORMATION TO HELP US LOCATE THE DATA: _____

STREET CAMERA INTERSECTION: _____ STREET CAMERA DATE: _____
STREET CAMERA TIME FRAME (30 MINUTE INCREMENTS): _____

THE MPD RIU DOES NOT RELEASE NON-PUBLIC INFORMATION ON CASES UNDER INVESTIGATION OR COURT JURISDICTION.

***Data subject rate is .10 cents per page:** Requests made by the subject of the data will be charged using the data subject rate and will not include additional staff time for research.

Flat Rate is .25 per page: Requests of 100 or fewer pages without additional costs besides the copy fee will be charged using the Flat Rate.

Mailing - Actual costs: The mailing fee will reflect the actual cost of mailing, including postage, envelopes, and labels.

Certifications - \$5.00: The fee for certifying copies is \$5.00 each in addition to the copying or other associated charges, if any.

***Special Rate - \$30.00 per hour plus .10 cents per-page for copying.** Requests of more than 100 pages will be charged using the special rate.

Reformatted Data: If the city has the data that is asked for but does not keep the data in the form the requestor wants, the City may not be able to give the data in that form. If the City can put the data in the form requested, they will let the requestor know how long it will take to provide the data and how much it will cost. Costs may include staff time and other fees associated with responding to the request.

****Street Camera Video:** If the Street Camera Video requested is **over 14 days old, the video will not be available** due to data storage capabilities. The DVD is formatted to open in a Windows application. There are no guarantees that the video cameras were functional or pointed in the direction of the event at the specified time of the event. The MPD cannot offer refunds even if the event in question was not captured on the video. Pre-payment is required prior to creating a DVD copy of the video. Please enter the Street Camera Date and Location information in 30 minute time increments on the Data Practices Request form.

Payment: The MPD Records Information Unit only accepts cash or check. Please make checks payable to the City of Minneapolis.

Pre-Payment: Pre-payment will be required when requests are valued at \$10.00 and over, as well as all requests for video/audio.

Public Information: Public data is releasable without a signed authorization. A Signed Authorization is required when the data contains private information about the requestor or their minor child. Proof of identity will be required for private data release.

Time Frame: Data subject requests will be returned within 10 business days (excludes weekends and holidays) once payment has been received. All other requests will be returned in a reasonable amount of time.

Call the Records Information Unit at 612-673-2961 or email datapractices@minneapolismn.gov for questions regarding this form.

Requestor's Printed Name

Requestor's signature acknowledging the person completing the form has read and understands the contents, including fees for service.

Check box in lieu of signature if electronically submitting.

DATE: _____

SUBMIT