

# EAST RANGE POLICE DEPARTMENT

## Records

POLICY  
120

REV 08/11/2025

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### I. PURPOSE AND SCOPE

In compliance with the Minnesota Department of Administration, the East Range Police Department has established a policy for the release of information. In compliance with Minnesota Government Data Practices Act, the Department carefully controls access to all information. In general, information about law enforcement activities is public unless restricted by statute, and information about personnel issues is private unless reclassified by statute.

The Department has access to records created by multiple law enforcement jurisdictions. The Department is prohibited from releasing other agency's records and may not divulge the fact that other agencies have records related to the citizen or media request.

#### A. DEFINITIONS

**Confidential Data on Individuals** - Data that is not public by statute or federal law and is inaccessible to the individual who is the subject of that data (Minn. Stat. § 13.02 Subd. 3).

**Corrections and Detention Data** - Data on individuals created, collected, used, or maintained because of their lawful confinement or detainment in state reformatories, prisons, and correctional facilities, municipal or county jails, lockups, work houses, work farms, and all other correctional and detention facilities (Minn. Stat. § 13.85 Subd. 1).

**Data on Individuals** - All government data in which any individual is, or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual (Minn. Stat. § 13.02 Subd. 5).

**Government Data** - Data collected, created, received, maintained, or disseminated by this department regardless of its physical form, storage media, or conditions of use (Minn. Stat. §13.02 Subd. 7).

**Private Data** - Data identifying an individual that is only available with the individual's written consent, to the individual, by court order or search warrant, or pursuant to a federal or state statute that grants access (Minn. Stat. § 13.02 Subd. 13).

**Records Management** - The systematic control and management of data throughout the life cycle of the data, including, without limitation, the creation, use, maintenance, retention, and ultimate disposition of the data.

## **B. CRIME REPORTING**

National Incident Based Reporting System (NIBRS)

ERPD shall participate in the NIBRS program. Statistical data is automatically generated by the Records Management System. The data is supplied by the Records Unit to the Bureau of Criminal Apprehension (BCA) on a monthly basis. The BCA then transmits data to NIBRS.

## **C. INCIDENT NUMBER SYSTEM**

ERPD shall employ an incident numbering system that will assign a distinct sequential number to each incident report. The numbers are automatically generated within the Computer Aided Dispatch (CAD) system. A case number, automatically generated by the records management system, will be assigned to written reports.

## **D. INCIDENT REPORTING REQUIREMENTS**

All reported incidents determined to have occurred within the jurisdiction of the East Range Police Department that fall into one (1) or more of the following categories shall be documented:

(a) Citizen reports a crime;

(b) Citizen request for service, when:

1. A patrol officer or investigator is dispatched

2. A departmental employee is assigned to investigate
3. An officer-initiated incident, whether criminal, quasi-criminal, noncriminal, or service oriented
4. Incidents involving arrests or citations

Appropriate reporting of incidents described in this section shall be decided by the nature of the reported incident, the action taken by the responding officer, and the results of those actions. At a minimum, however, all the above reported incidents shall be documented with an automatically-generated incident number in the computer-aided dispatch system.

#### **E. REPORT DISTRIBUTION**

The Administrative Assistant shall generally be responsible for the distribution of records and have oversight of all records that are distributed. The Administrative Assistant and Chief of Police shall oversee the distribution of records/reports to non-police department personnel, other law enforcement agencies, citizens, and the media, etc. Distribution of records shall be performed according to department policy, and applicable city, state, and federal statutes. Requests for copies of reports can be made to the Administrative Assistant. Requests include but are not limited to:

- (a) Police Criminal Information Data
- (b) Accident Reports
- (c) Local Criminal Background Checks

## **II. RECORDS ACCESS**

### **A. RECORDS ACCESS BY DEPARTMENT PERSONNEL**

All records related to calls for service, arrests, investigations, etc. is available to officers and administrative personnel. These records can only be accessed by Department employees for legitimate law enforcement purposes. The electronic records system serves multiple counties and allows agencies to restrict information availability on a case-by-case basis.

## **B. RECORDS ACCESS BY NON-DEPARTMENT PERSONS**

General Guidelines for the Release of Records Information:

NOTE: Release of Investigative Data and Comprehensive Investigative Data are strictly controlled by the Minnesota Government Data Practices Act.

Most data contained in incident complaint reports (ICR) and arrest data are considered public.

Information, other than ICR or arrest data, contained in active investigation files is usually confidential and is available only to other law enforcement agencies and the victim of the crime, if any.

NOTE: Law enforcement agencies are not prohibited from exchanging pertinent information in initiating, furthering, or completing an investigation.

Any law enforcement agency may release confidential information to the public if the agency determines it will aid the law enforcement process, promote public safety, or dispel widespread rumor or unrest.

### **Fees for Records Information:**

The East Range Police Department may assess a charge for the release of records information. The Chief of Police and Administrative Assistant may receive money for released records information. A receipt is issued any time money is received.

Collected monies are turned over monthly to Hoyt Lakes City Hall for auditing.

## **III. RECORDS RETENTION**

The East Range Police Department follows record retention per Minnesota state statute requirements.

### **REFERENCE AND REVISION**

#### **a. REFERENCE**

- i. Duluth Police Department Policy 805

#### **b. REVISIONS**

- i. 08/11/2025– Initial Policy – ERPSB Approval Date