

**NICOLLET COUNTY INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS**

Responsible Authority: Sheriff Dave Lange		Department/Division: Sheriff		
Name of Form, Record, File, System, or Process	Description (Purpose and what it collects, in terms understandable by the general public)	Data Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)
<p>Note: Minn. Stat. § 13.82, subd. 7 provides that active criminal investigative data collected or created by law enforcement to prepare a case against a person—except for data defined in Minn. Stat. § 13.82, subds. 2 (arrest data), 3 (request for law enforcement service data), and 6 (response or incident data)—is confidential while the investigation is active. Once investigative data are inactive, they become public data unless the release of that data would jeopardize another ongoing investigation. See Minn. Stat. § 13.82, subd. 7(a)–(c) for a definition of “inactive” investigative data.</p>				
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 Statute 169.09, Subd. 9	Dave Lange Sheriff Nicollet County Sheriff’s Office 501 S. Minnesota Ave St. Peter, MN 56082
Admission/Release Records	Data on individuals created/collected/maintained due to lawful confinement. May contain medical, psychological, financial, or other personal information about the individual not related to their confinement.	Private or Confidential (depending on content)	MN Statute 13.85 Subd. 2 and 3	Dave Lange
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 (depending on status of case and identified individual)	MN Statute 13.82, Subd. 7, 8, 9, 10, 11 and 17	Dave Lange

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Arson reports	Relevant information related to a fire loss or potential fire loss released to law enforcement by insurance company.	Private Confidential	MN Statute 13.82, Subd 7 MN Statute 299F.054	Dave Lange
Bookkeeping 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 (depending on content)	MN Statute 13.85, Subd. 2	Dave Lange
Checking Account Numbers	Any checking account numbers collected by agency	Private	MN Statute 13.37	Dave Lange
Child Abuse Investigations	Reports on Child Welfare checks and abuse allegations	Private Confidential	MN Statute 13.82 Subd. 7, 8 and 9	Dave Lange
Child Abuse – maltreatment of minors	a. Substantiated Reports: Records maintained by police/welfare; available to prosecuting authority for disclosure of name of substantiated report b. Unsubstantiated Reports	Private Confidential	MN Statute 626.556, Subd. 7 and 11 MN Statute 13.82, Subd. 7, 8 and 9	Dave Lange
Commitments	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 that authorizes confinement at the jail facility.	Private	MN Statute 260B.171	Dave Lange

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Criminal History Records	Convenience copies from BCA, etc. Available for public employment or licensing	Private	MN Statute 13.87, subd. 1	Dave Lange
Employee and Volunteer Data	Data related to Employment, Volunteer status or applicant data	Private	MN Statute 13.43 Subd. 3, 4 and 5	Dave Lange
Firearm Application/Permit and Related Data	All data related to Permits to obtain and/or carry a handgun.	Private	MN Statute 13.87, Subd. 2, MN Statute 624.714, Subd. 14	Dave Lange
Gunshot Wound Reports	Reports received from Healthcare Providers	Confidential	MN Statute 626.53	Dave Lange
Huber Release Records	Permission from the courts to allow inmate to work outside jail. Sign in/out sheets for hours worked, record of payment for this privilege and monies paid to the court by their order	Private (depending on content)	MN Statute 13.85, subd. 2	Dave Lange
Incident Complaint Logs	<ul style="list-style-type: none"> <li>a. Chronological record of events</li> <li>b. ID of undercover agents, informants, victims of sexual assault or interfamilial sex abuse</li> <li>c. Arrest Warrant indices until taken into custody, served or appear before court</li> <li>d. Description of stolen lost or recovered property</li> <li>e. Program Data</li> <li>f. Deliberative processes or investigative</li> </ul>	Private and/or Confidential (depending on contents)	MN Statute 13.82 Subds. 7, 17, 19, 20, 21 and 25  MN Statute 299C.065, Subd. 4	Dave Lange

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	techniques, final opinion or justification			
Initial Complaint Reports	First record of all calls for service or reports of offenses received; in part, not public.	Private Confidential	MN Statute 13.80 MN Statute 13.82, subds. 3 & 6	Dave Lange
Inmate financial Records	Records of inmates financial status during incarceration	Private	MN Statute 13.85 subd. 2	Dave Lange
Inmate History Report	Summary report showing all financial transactions involving individual inmates, filed after discharge	Private	MN Statute 13.85, Subd. 2	Dave Lange
Inmate Incident Reports	Jailer/Officer report giving particulars in case of accident/incident to inmate while incarcerated in the jail. Such incident will also be located in the daily log.	Private Confidential	MN Statute 13.85, subd. 2 and 3	Dave Lange
Inmate Medical Records	Any and all medical activity, and records involving each inmate during incarceration	Private	MN Statute 13.85, Subd. 2	Dave Lange
Inmate Visitor Registration Log/Jail Visitor Register	Sign in log documenting visitors name, relation to inmate, date and time of visit, name of inmate visited	Private	MN Statute 13.85 Subd. 2	Dave Lange
Investigations	a. Active: Cases involved in an ongoing investigation b. Inactive: closed cases, IDs of same parties	Confidential  Private	MN Statute 13.82, Subd. 7, 8 and 10 MN Statute 13.82 Subd. 17	Dave Lange

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Jailer's daily activity log	Documents specific activities of jailer and prisoners during each shift, each day. Chronological record maintained by jailers in regard to daily events including security checks, and routine occurrences	Private Confidential (depending on content)	MN Statute 13.37 MN Statute 13.85, Subd. 2 and 3	Dave Lange
Juvenile Case Files	All information involving juveniles in criminal activity incidents, and non-criminal activity involvements pending investigation by Law Enforcement prior to age 18.	Private Confidential	MN Statute 13.82 subd. 17 MN Statute 260B.171 and 260C.171	Dave Lange
Juvenile Detention Records	Lists name, date of birth, address, offense, date of offense, date of booking, and date released for all juveniles jailed or deprived of liberties.	Private	MN Statute 260B.171 MN Statute 13.82 subd. 2	Dave Lange
Juvenile Transport Reports	Documents related to all transportation of juveniles showing date, time, name of person, by whom and to where transported	Private	MN Statute 260B.171	Dave Lange
Maltreatment of Vulnerable Adults	Records created or received in conducting investigations by law enforcement  Identity of Reporter	Private Confidential  Confidential	MN Statute 13.82 subd. 7, 10 and 11; MN Statute 626.557, subd. 12(c)	Dave Lange

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Master Name Index: Adults	Name file entry and all involvements attached to the name.	Private Confidential (depending on context)	MN Statute 13.82, subds. 7, 8, 9, 10, 11 and 17	Dave Lange
Master Name Index: Juveniles	Name file entry and all involvements attached to the name	Private Confidential (depending on context)	MN Statute 13.82 MN Statute 260B.171	Dave Lange
Name Change Data	Data on court records relating to name changes	Private Confidential	MN Statute 13.82 subd. 12	Dave Lange
Officer investigative Progress reports	Deliberative processes or investigative techniques, final opinion or justification; officers views	Confidential	MN Statute 13.85 subd. 25	Dave Lange
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 Statute 13.82 subd. 20	Dave Lange
Pawn Shop/Scrap metal dealer customer data	Identification of persons who are customers of licensed pawnbroker, secondhand goods dealer or scrap metal dealer	Private	MN Statute 13.82 subd. 27	Dave Lange
Persons's Financial Account Inactive case data	Financial Investigative data that becomes inactive data per subd. 7	Private	MN Statute 13.82, Subd 30	Dave Lange

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Predatory Offender Registration Data	Any information on Predatory Offender Registration data	Private	MN Statute 243.166	Dave Lange
Prisoner Property Documentation	Inventory of prisoner property during incarceration at facility	Private Confidential	MN Statute 13.85 subd. 2 and 3	Dave Lange
Property Data	Description of stolen lost or recovered property	Private	MN Statute 13.82 subd. 20	Dave Lange
Radio/Dispatch Logs	Documents relating to calls taken by dispatcher and referred to a law enforcement agency	Private Confidential (depending on context)	MN Statute 13.82 subd. 7,8,9,10 and 17	Dave Lange
Sealed Arrest and Criminal files	Court Ordered sealed or expunged records	Confidential	MN Statute 609A.03	Dave Lange
Shift Activity Report: Supervisors	Summary of department activity occurring during a supervisor/watch commander's shift	Private Confidential (depending on Context)	MN Statute 13.82 MN Statute 13.85	Dave Lange
Tow Slips	Record of all vehicles towed by department	Private or Confidential (depending on Context)	MN Statute 13.82	Dave Lange

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Vulnerable Adult Investigation/MAARC Reports	Documents relating to investigations of maltreatment of vulnerable adults	Private Confidential	MN Statute 13.82 Subd. 7,10,and 11	Dave Lange
Warrant Files	Arrest warrant exists until taken into custody, served or appear before court	Confidential	MN Statute 13.82 subd. 19	Dave Lange
Warrants for Intercepting Communications	Court warrant approving interception of wire oral communication	Confidential	MN Statute 626A.06, subd 9	Dave Lange