

MINNESOTA GOVERNMENT DATA PRACTICES ACT

INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Dodge County		Responsible Authority - Ryer Anderson Dodge County Chief Deputy		Department/Division Sheriff's Office	
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Employee Work Access	
Accident reports	Officers report of a crash 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	M.S. 169.09, subd. 9	Sheriff Chief Deputy Captain(s)	
Admission/release records	To extent contains inmate private or confidential data	Private Confidential	M.S. 13.85, subd. 2 and 3	Sheriff Chief Deputy Captain(s)	
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 and identified individual)	M.S. 13.82, subd. 7, 8, 9, 10, 11 and 17	Sheriff Chief Deputy Captain(s)	
Applicant records	Completed assessments and results, related documentation, and application forms	Private Public	M.S. 13.43	Sheriff Chief Deputy Captain(s)	
Arson reports	Arson reporting immunity from disclosure of information insurance company to release to law enforcement	Private Confidential	M.S. 13.82, subd. 7 and 17 M.S. 299F.054	Sheriff Chief Deputy Captain(s)	

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Attorney Data	Data related to attorney work product or data protected attorney-client privilege	Private	M.S. 13.393	Certain employees on an as needed basis as part of specific work assignments	
Body Worn Cameras	The Dodge County Sheriff's Office may provide members with access to portable recorders for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Office by accurately capturing contacts between members of the Office and the public	Private Confidential	M.S. 13.825	Sheriff Chief Deputy Captain(s)	
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 as to inmate financial records	M.S. 13.85, subd. 2	Sheriff Chief Deputy Captain(s)	
Checking account numbers		Private	M.S. 13.37	Sheriff Chief Deputy Captain(s)	
Child abuse investigations		Private Confidential	M.S. 13.82, subd. 7, 8 and 9	Sheriff Chief Deputy Captain(s)	
Child abuse - maltreatment of minors	a. Substantiated Reports: Records maintained by police/welfare with availability to prosecuting authority for disclosure of name of substantiated report; b. Unsubstantiated Reports	Private Confidential	M.S. 626.556, subd. 7 and 11, and M.S. 13.82, subd. 7, 8, 9 and 12	Sheriff Chief Deputy Captain(s)	

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Civil Investigative Data	Data that is collected in order to start or defend a pending civil legal action, or because a civil legal action is expected	Confidential Public	M.S. 13.39	Sheriff Chief Deputy Captain(s)	
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 that authorizes confinement at the jail facility	Private	M.S. 260B.171	Sheriff Chief Deputy Captain(s)	
Continuity of Operations	Personal home contact information used to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of operation of a government entity	Private	M.S. 12.43 subd17	Certain employees on an as needed basis as part of specific work assignments	
Correspondence	Letters and electronic correspondence	Private Confidential Public	Various	Certain employees on an as needed basis as part of specific work assignments	
Criminal history records	Availability for public employment or licensing purposes. Convenience copy from BCA, NCIC-FBI, or NLETS	Private (depending on content)	M.S. 13.87	Sheriff Chief Deputy Captain(s)	
Criminal Investigative Data	Data collected or created in order to prepare a case against a person, whether known or unknown, for the commission of a crime or other offense. Images and recordings, including photographs, video, and audio records, which are part of inactive investigative files and which are clearly offensive to common sensibilities	Confidential	M.S. 13.82 sub7	Sheriff Chief Deputy Captain(s)	
Data Challenge Appeal Data	Data maintained as a result of processing appeals of determinations about the accuracy and/or completeness of public and private data on individuals	Private Public	M.S. 13.03 subd. 4	Responsible Authority Data Practices Compliance Officials	

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Employee and volunteer data, personnel data	Data related to employment, volunteer status or applicant data	Private	M.S. 13.43, subd. 3, 4 and 5	Sheriff Chief Deputy Captain(s)	
Employee Expense reports	Expense reimbursement requests	Private Public	M.S. 13.43	Sheriff Chief Deputy Captain(s)	
(Also may be maintained by the division where the transaction originated)	Record of prior and current employment history. Data relating to hiring, assessments, promotion, discipline and related administrative personnel actions	Private Public	M.S. 13.43	Sheriff Chief Deputy Captain(s)	
Expungement letter	Letter confirming receipt of expungement order	Private	M.S. 609A.03	Sheriff Chief Deputy Captain(s)	
Firearm application/permit related data	All data related to permits to obtain and/or carry a handgun	Private	M.S. 13.87, subd. 2 M.S. 624.714, subd. 14	Sheriff Chief Deputy Captain(s)	
Government Services Transactions Data	Credit card, charge card, debit card and other electronic transactions	Private	M.S. 16A.626	Responsible Authority Data Practices Compliance Officials	
Gunshot and suspicious wound report	Health professionals shall report gunshot and suspicious wounds they treat to the sheriff	Confidential	M.S. 626.53	Sheriff Chief Deputy Captain(s)	
Health Records Data	Medical data of employees and individuals disclosed for the purposes of administering claims	Private	M.S. 144.293 M.S. 176.135 subd. 7	Sheriff Chief Deputy Captain(s)	

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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 to inmate financials	M.S. 13.85, subd. 2	Sheriff Chief Deputy Captain(s)	
Incident complaint logs (dockets) including (see description):	a. Chronological record of events; b. I.D. of undercover agents, informants, victims of sexual assault or intra-familial sex abuse; c. Arrest warrant indices until taken into custody, served or appear before court; d. Description of stolen, lost or recovered property; e. Program data; f. Deliberate processes or investigative techniques, final opinion or justification	Private, Confidential; Private, Confidential; Private, Confidential; Private, Confidential; Private, Confidential; Private, Confidential	M.S. 13.82, subd. 7 and 17; M.S. 13.82, subd. 7 and 17, and M.S. 299C.065, subd. 4; M.S. 13.82, subd. 19; M.S. 13.82, subd. 20; M.S. 13.82, subd. 21; M.S. 13.82, subd. 25	Sheriff Chief Deputy Captain(s)	
Initial complaint report	First record of all calls for service or reports of offenses received. In part not public	Private Confidential	M.S. 13.80 M.S. 13.82, subd. 3 and 6	Sheriff Chief Deputy Captain(s)	
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	M.S. 260B.171	Sheriff Chief Deputy Captain(s)	

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Inmate financial records	Financial records of inmates	Private	M.S. 13.85, subd. 2	Sheriff Chief Deputy Captain(s)	
Inmate history card	Summary card showing all financial transactions involving individual inmates, filed after discharge, and kept in booking room during the incarceration	Private	M.S. 13.85, subd. 2	Sheriff Chief Deputy Captain(s)	
Inmate incident reports	Jailer/Officer report giving particulars in case of accident/incident to inmate while incarcerated in the jail; also located in the daily log	Private Confidential	M.S. 13.85, subd. 2	Sheriff Chief Deputy Captain(s)	
Inmate medical records	Any and all medical activity and records involving inmates	Private	M.S. 13.85, subd. 2	Sheriff Chief Deputy Captain(s)	
Inmate telephone/electronic communications		Private Confidential	M.S. 13.85 M.S. 13.37	Sheriff Chief Deputy Captain(s)	
Inmate visitor registration log/jail visitor register	Sign in log stating name of visitor, relation to inmate being seen, date, time, and name of inmate seen	Private	M.S. 13.85, subd. 2	Sheriff Chief Deputy Captain(s)	
Internal Audit Data	Data created, collected, and maintained for the purpose of performing audits and/or relating to an audit or investigation; Working papers gathered or generated until the final report is published or audit becomes inactive	Private Confidential Public	M.S. 13.43 M.S. 13.37 M.S. 13.392	Sheriff Chief Deputy Captain(s)	

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Investigations	Working papers gathered or generated until the final report is published or audit becomes inactive	Confidential Private	M.S. 13.82, subd. 7, 8 and 10 M.S. 13.82, subd. 17	Sheriff Chief Deputy Captain(s)	
Jail video	Security and body worn video footage of jail activity	Private Confidential	M.S. 13.85 M.S. 13.37 M.S. 13.43, subd. 4	Sheriff Chief Deputy Captain(s)	
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	M.S. 13.82, subd. 17 M.S. 260B.171 and 260C.171	Sheriff Chief Deputy Captain(s)	
Legislative Data	Preliminary drafts of legislative and budget proposals	NonPublic	13.605	Sheriff Chief Deputy Captain(s)	
Maltreatment of vulnerable adults	Records created or received in conducting investigations by law enforcement; Identity of reporter	Private Confidential Confidential	M.S. 13.82, subd. 7, 10 and 11 M.S. 626.557; M.S. 626.557, subd . 12b(c)	Sheriff Chief Deputy Captain(s)	
Master index: Adults	Name file entry and all incidences attached to the name	Private Confidential (depending on content)	M.S. 13.82, subd. 7, 8, 9, 10, 11 and 17	Sheriff Chief Deputy Captain(s)	

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Master index: Juvenile	Name file entry and all incidences attached to the name	Private Confidential (depending on content)	M.S. 13.82, subd. 2, 7 and 17 M.S. 260B.171	Sheriff Chief Deputy Captain(s)	
Motor Vehicle Data	Information on license plate numbers, owners, and registration status of vehicles	Private	M.S. 168.346	Responsible Authority Data Practices Compliance Officials	
Name change data		Private Confidential	M.S. 13.82 subd. 12	Sheriff Chief Deputy Captain(s)	
Officer investigative progress reports	Deliberate processes or investigative techniques, final opinion or justification, officer's views	Confidential	M.S. 13.82 subd. 25	Sheriff Chief Deputy Captain(s)	
Operation identification itemization	Items marked with a selected number, location of such number, and article name, kept for any participating person	Private	M.S. 13.37, M.S. 13.82, subd. 20	Sheriff Chief Deputy Captain(s)	
Pawn shop/scrap dealer customer data		Private	M.S. 13.82, subd. 27	Sheriff Chief Deputy Captain(s)	
Personnel Data	Data about employees, applicants, volunteers and independent contractors; labor relations information	Private Confidential Public	M.S. 13.43 179A.03 subd. 4	Certain employees on an as needed basis as part of specific work assignments	

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Person's financial account inactive case data		Private	M.S. 13.82, subd. 30	Sheriff Chief Deputy Captain(s)	
Predatory offender registration data		Private	M.S. 243.166	Sheriff Chief Deputy Captain(s)	
Personal Contact and Online Account Information	Telephone numbers, email address and usernames and passwords collected, maintained, or received by a government entity.	Private	M.S. 13.356	Certain employees on an as needed basis as part of specific work assignments	
Prisoner property envelopes		Private Confidential	M.S. 13.85, subd. 2 and 3	Sheriff Chief Deputy Captain(s)	
Property lists	Description of stolen, lost, or recovered property	Private	M.S. 13.82, subd. 20	Sheriff Chief Deputy Captain(s)	
Radio/dispatch logs	Documents relating to calls taken by dispatcher and referred to a law enforcement agency	Private Confidential (depending on content)	M.S. 13.82, subd. 4, 7, 8, 9, 10 and 17	Sheriff Chief Deputy Captain(s)	
Response to Data Requests	Data collected by Admin data practices compliance official in responding to requests for data maintained by Admin	Private Public	Various	Responsible Authority Data Practices Compliance Officials	

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Sealed arrest and criminal files	Court ordered sealed/expunged records	Confidential	M.S. 609A.03	Data Practices Compliance Officials	
Security Information	Data that would substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury, if the data were released to the public	Private	M.S. 13.37	Certain employees on an as needed basis as part of specific work assignments	
Shift activity report: supervisors	Summary of department activity occurring during a supervisor/watch commander's shift	Private Confidential (depending on content)	M.S. 13.82 M.S. 13.85	Sheriff Chief Deputy Captain(s)	
Social Security Numbers	Social Security numbers assigned to individuals	Private	M.S. 13.355	Certain employees on an as needed basis as part of specific work assignments	
Squad car videos	Video recordings from squad cars	Private Confidential (depending on content)	M.S. 13.82 M.S. 13.37	Sheriff Chief Deputy Captain(s)	
Telephone Numbers & E-mail Addresses	Collected in-person and online for purposes of notifying bidders at public auction of winning bids, or as part of a subscription list for publications	Private	M.S. 13.356	Certain employees on an as needed basis as part of specific work assignments	

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Tow slips/reports	Record of all vehicles towed by department	Private Confidential (depending on content)	M.S. 13.82	Sheriff Chief Deputy Captain(s)	
Travel expense/per diem reports	Travel expense reimbursement requests	Private Public	M.S. 12.43 M.S. 13.601	Sheriff Chief Deputy Captain(s)	
Vulnerable adult investigation		Private Confidential	M.S. 13.82, subd. 7, 10 and 11	Sheriff Chief Deputy Captain(s)	
Warrant files	Arrest warrant exists until taken into custody, served, or appear before court	Confidential	M.S. 13.82, subd. 19	Sheriff Chief Deputy Captain(s)	
Workers Compensation Billings & Unemployment Compensation Billings	Records of billings for employees who receive workers compensation & unemployment benefits	Private	M.S. 12.43	Sheriff Chief Deputy Captain(s)	
Warrants for intercepting communications	Court warrant approving interception of wire oral communication	Confidential	M.S. 626A.06, subd. 9	Sheriff Chief Deputy Captain(s)	