

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2022 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Beltrami County	Responsible Authority -		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)	Designee (Name, Title)
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	Jason Riggs, Sheriff
Admission/release records	To extent contains inmate private or confidential data	Private Confidential	M.S. 13.85, subd. 2 and 3	Jason Riggs, Sheriff
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	Jason Riggs, Sheriff
Arrest records (in part)		Private	M.S.13.85, subd. 2 M.S. 13.82 subd 2	Jason Riggs, Sheriff
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	Jason Riggs, Sheriff
Automated license plate reader (ALPR)	For use in locating vehicles placed on the State of Minnesota hot sheet	Private/Nonpublic unless part of an active investigation	M.S. 13.824, subd. 2(b) and 3(a)	Jason Riggs, Sheriff

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Body Worn Cameras	The Beltrami 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	Jason Riggs, Sheriff
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	Jason Riggs, Sheriff
Checking account numbers		Private	M.S. 13.37	Jason Riggs, Sheriff
Child abuse investigations		Private Confidential	M.S. 13.82, subd. 7, 8 and 9	Jason Riggs, Sheriff
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 and 9	Jason Riggs, Sheriff
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	Jason Riggs, Sheriff

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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	Jason Riggs, Sheriff
Employee and volunteer data, personnel data	a. Data related to employment, volunteer status or applicant data	Private	M.S. 13.43, subd. 3, 4 and 5	Jason Riggs, Sheriff
Expungement letter	Letter confirming receipt of expungement order	Private	M.S. 609A.03	Jason Riggs, Sheriff
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	Jason Riggs, Sheriff
Gunshot and suspicious wound report	Health professionals shall report gunshot and suspicious wounds they treat to the sheriff	Confidential	M.S. 626.53	Jason Riggs, Sheriff
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	Private to inmate financials	M.S. 13.85, subd. 2	Jason Riggs, Sheriff

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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	Jason Riggs, Sheriff
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	Jason Riggs, Sheriff
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	Jason Riggs, Sheriff
Inmate financial records	Financial records of inmates	Private	M.S. 13.85, subd. 2	Jason Riggs, Sheriff
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	Jason Riggs, Sheriff

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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	Jason Riggs, Sheriff
Inmate medical records	Any and all medical activity and records involving inmates	Private	M.S. 13.85, subd. 2	Jason Riggs, Sheriff
Inmate telephone/electronic communications		Private Confidential	M.S. 13.85 M.S. 13.37	Jason Riggs, Sheriff
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	Jason Riggs, Sheriff
Investigations	a. Active: Cases involved in an ongoing investigation; b. Inactive: Closed cases, identities of some parties	Confidential Private	M.S. 13.82, subd. 7, 8 and 10 M.S. 13.82, subd. 17	Jason Riggs, Sheriff
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	Jason Riggs, Sheriff
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 Confidential (depending on content)	M.S. 13.37 M.S. 13.85, subd. 2 and 3	Jason Riggs, Sheriff

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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	Jason Riggs, Sheriff
Juvenile detention book	Lists name, address, date of birth, offense, date of release, and date booked for all juveniles jailed	Private	M.S. 260B.171	Jason Riggs, Sheriff
Liquor license data	License applicant social security number	Private	M.S. 13.355	Jason Riggs, Sheriff
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)	Jason Riggs, Sheriff
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	Jason Riggs, Sheriff
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	Jason Riggs, Sheriff

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Name change data		Private Confidential	M.S. 13.82 subd. 12	Jason Riggs, Sheriff
Officer investigative progress reports	Deliberate processes or investigative techniques, final opinion or justification, officer's views	Confidential	M.S. 13.82 subd. 25	Jason Riggs, Sheriff
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	Jason Riggs, Sheriff
Pawn shop/scrap dealer customer data		Private	M.S. 13.82, subd. 27	Jason Riggs, Sheriff
Person's financial account inactive case data		Private	M.S. 13.82, subd. 30	Jason Riggs, Sheriff
Predatory offender registration data		Private	M.S. 243.166	Jason Riggs, Sheriff
Prisoner property envelopes		Private Confidential	M.S. 13.85, subd. 2 and 3	Jason Riggs, Sheriff
Property lists	Description of stolen, lost, or recovered property	Private	M.S. 13.82, subd. 20	Jason Riggs, Sheriff
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	Jason Riggs, Sheriff
Sealed arrest and criminal files	Court ordered sealed/expunged records	Confidential	M.S. 609A.03	Jason Riggs, Sheriff

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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	Jason Riggs, Sheriff
Squad car videos	Video recordings from squad cars	Private Confidential (depending on content)	M.S. 13.82 M.S. 13.37	Jason Riggs, Sheriff
Social Security	Social security numbers on individuals	Private	M.S. 13.355	Jason Riggs, Sheriff
Tow slips/reports	Record of all vehicles towed by department	Private Confidential (depending on content)	M.S. 13.82	Jason Riggs, Sheriff
Vulnerable adult investigation		Private Confidential	M.S. 13.82, subd. 7, 10 and 11	Jason Riggs, Sheriff
Warrant files	Arrest warrant exists until taken into custody, served, or appear before court	Confidential	M.S. 13.82, subd. 19	Jason Riggs, Sheriff
Warrants for intercepting communications	Court warrant approving interception of wire oral communication	Confidential	M.S. 626A.06, subd. 9	Jason Riggs, Sheriff