

Guidelines for Requesting Information: Police Reports and Data Summaries

Roseville Police Reports and Data Summaries

To obtain a copy of a Roseville Police Department report, fill out the attached *Request for Information: Police Reports and Data Summaries* form. Requests may be submitted by mail, fax, email or in person to the Roseville Police Department during normal business hours (Monday - Friday, 8:00 a.m. to 4:30 p.m.). Requests will be processed in the order received.

To request police reports, you will need to supply pertinent information such as case number, type of incident, location and date of incident, name of individual(s) involved in the incident.

Data summary reports on calls for service to specific addresses, areas, or a summary of data pertaining to a particular offense can be obtained by providing the nature and detail of data desired, date(s) or range(s) of dates to be searched and specific locations.

Turnaround time is 10 business days. You will be notified when your request is complete. You may choose to pick up the report in person or we will mail the report to you. In certain situations, we may be able to email the report.

State laws dictate the disbursement of law enforcement data. Per state statute, government information is classified as Public, Private, Nonpublic or Confidential. If the report you request is not considered public data per statute, you may not be able to obtain a copy of the report. If this is the case, you will be notified by the Department.

Please be advised police reports concerning juveniles, domestics, sexual assaults, vulnerable adults and open criminal investigations are not considered public data by Minnesota statute and the department is required to withhold these reports as directed by Minnesota law.

Cost: Inspection of reports is free but the cost for making copies is 25 cents per page. The actual cost of certain data requests may be higher depending on employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any).

Accident Reports

There are two types of reports regarding an accident. A citizen's report is the [Minnesota state motor vehicle crash](#) form filled out by the individual(s) involved in the accident. Every driver in a crash involving \$1000 or more in property damage, injury or death must complete the form which may be obtained [online](#) through the Department of Public Safety or picked up at the police department. Once filled out, the individual must submit the form to MN Driver & Vehicle Services (DVS). [Requests for this report](#) can be made through [DVS](#). For questions, call 651-797-1244.

A police report is completed by the officer present at the accident scene. A copy of this type of report can be obtained at the Roseville police department no less than seven days after the accident. A case number is required.

Attorneys/Insurance Companies Requests for Police Reports

Attorneys or insurance companies requesting copies of police/accident reports are required to do so in writing on their agency letterhead and to provide a signed release from their client(s) with the report/accident report request.

Reports will only be distributed to attorneys and insurance companies providing a stamped, self-addressed envelope with the request. Requests can be mailed to the address below. Copies are 25 cents per page.

Roseville Police Department Records Unit
2660 Civic Center Drive, Roseville, MN 55113
Phone: 651-792-7008 Fax: 651-792-7200
PoliceRecords@cityofroseville.com



REQUEST FOR INFORMATION: POLICE REPORTS, CALLS FOR SERVICE AND OTHER DATA



Roseville Police Department- Records Unit
2660 Civic Center Drive, Roseville, MN 55113
Phone: 651-792-7008 Fax: 651-792-7200 PoliceRecords@cityofroseville.com

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(Monday - Friday, 8:00 a.m. to 4:30 p.m.). Turnaround time is 10 business days.

REQUESTED BY

Name		Date of Request
Address	Phone	Email

Requestor is the: Auto Accident Victim Crime Victim (Other than auto accident) Property Manager

Suspect/Arrestee Complainant Attorney/Insurance Company Other _____

Are you named in the data requested? Yes No
If not, you may need a signed release from the data subject. Without a signed release, you may not be entitled to the data requested.

TYPE OF INFORMATION REQUESTED

The information you are requesting may or may not be available to you. After your request is reviewed, you will be notified when the information is available and if any fees will be assessed.

<input type="checkbox"/> <u>Police Report</u> Type of Incident _____ ICR/Case Number _____ Date/Time of Incident _____ Location of Incident _____	<input type="checkbox"/> <u>Other Data Request</u> Detail of Data Desired _____ _____ _____ Time Period (From _____ to _____) Location(s) _____ _____ Purpose _____ _____
<input type="checkbox"/> <u>Police Calls for Service to a Location</u> Full Address _____ _____ Time Period (From _____ to _____)	

 Police Contact with a Person
 Name _____

 Time Period (From _____ to _____)

TO BE COMPLETED BY DEPARTMENT STAFF

Report Cost \$	<input type="checkbox"/> Copy Released
Date	<input type="checkbox"/> Record Inspected Only
Released By	<input type="checkbox"/> Request Denied
	<input type="checkbox"/> Redacted Copy
	<input type="checkbox"/> No record

If the requested data is private or confidential, you will be asked to present a photo ID to ensure you are entitled to the data.
ID verified by (employee name) _____