

MINNESOTA GOVERNMENT DATA PRACTICES ACT

2016 CLASSIFICATION OF DATA

MARTIN COUNTY		Responsible Authority Jeff Markquart Sheriff		Department/Division Sheriff	
Name of Form, Record, File, System or Process	Description <i>(Purpose, what it collects, in terms understandable by general public.)</i>	Classification	Citation for Classification <i>(Statute, Law or Rule)</i>	Designee <i>(Name, Title, Address)</i>	
1. 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	MN Stat. 169.09, Subd. 9	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
2. ADMISSION/RELEASE RECORDS	To extent contains inmate private or confidential data	Private Confidential	MN Stat. 13.85, Subd. 2, and 3	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
3. 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)	MN Stat. 13.82, Subd. 7, 8, 9, 10, 11 and 17	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
4. ARSON REPORTS	Arson reporting immunity from disclosure of information insurance company to release to law enforcement	Private Confidential	MN Stat. 13.82, Subd. 7,17 MN Stat. 299F.054	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	

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5. AUTOMATED LICENSE PLATE READER (ALPR)	For use in locating vehicles placed On the State of MN hot sheet	Private/Nonpublic Unless part of an active investigation	MN Stat. 13.824, Subd. 2(b) and 3(a)	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
6. 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	MN Stat. 13.85, Subd. 2	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
7. CHECKING ACCOUNT NUMBERS		Private	MN Stat. 13.37	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
8. CHILD ABUSE INVESTIGATIONS		Private Confidential	MN Stat. 13.82 Subd. 7, 8 and 9	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	

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9. CHILD ABUSE – MALTREATMENT OF MINORS	<p>a. Substantiated Reports: Records maintained by police/welfare with availability to prosecuting authority for disclosure of name of substantiated report</p> <p>b. Unsubstantiated Reports</p>	Private Confidential	MN Stat. 626.556, Subd. 7 and 11, and MN Stat. 13.82, Subd. 7, 8 and 9	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
10. 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	MN Stat. 260B.171	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
11. CRIMINAL HISTORY RECORDS	Availability for public employment or licensing purposes. Convenience copy from BCA, NCIC-FBI, or NLETS	Private <i>(depending on content)</i>	MN Stat. 13.87	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	

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12. EMPLOYEE AND VOLUNTEER DATA PERSONNEL DATA	Data related to Employment, Volunteer status or applicant data	Private	MN Stat. 13.43, Subd. 3, 4 and 5	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
13. EXPUNGMENT LETTER	Letter confirming receipt of expungment order	Private	MN Stat. 609A.03	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue	
14. FIREARM APPLICATION/PERMIT AND RELATED DATA	All data related to Permits to obtain and/or carry a handgun	Private	MN Stat. 13.87, Subd. 2, MN Stat. 624.714, Subd. 14	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
15. GUNSHOT AND SUSPICIOUS WOUND REPORT	Health professionals shall report gunshot and suspicious wounds they treat to the sheriff	Confidential	MN Stat. 626.53	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
16. 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	MN Stat. 13.85, Subd. 2	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	

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17. INCIDENT COMPLAINT LOGS (DOCKETS) INCLUDING:	a. Chronological record of events	Private Confidential	MN Stat. 13.82, Subd. 7 and 17	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
	b. I.D. of undercover agents, informants, victims of sexual assault or intra- familial sex abuse	Private Confidential	MN Stat. 13.82, Subd. 7 and 17 MN Stat. 299C.065, Subd. 4		
	c. Arrest warrant indices until taken into custody, served or appear before court	Confidential	MN Stat. 13.82, Subd. 19		
	d. Description of stolen, lost or recovered property.	Private	MN Stat. 13.82, Subd. 20		
	e. Program data	Confidential	MN Stat. 13.82, Subd. 21		
	f. Deliberative processes or investigative techniques, final opinion or justification	Confidential	MN Stat. 13.82, Subd. 25		
18. INITIAL COMPLAINT REPORT	First record of all calls for service or reports of offenses received. In part not public	Private Confidential	MN Stat. 13.80 MN Stat. 13.82, Subd. 3 and 6	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	

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19. 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	MN Stat. 260B.171	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
20. INMATE FINANCIAL RECORDS	Financial records of inmates	Private	MN Stat. 13.85, Subd. 2	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
21. INMATE HISTORY CARD	Summary card showing all financial transactions involving individual inmates, filed after discharge, and kept in booking room during the incarceration	Private	MN Stat. 13.85, Subd. 2	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
22. 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	MN Stat. 13.85, Subd. 2 and 3	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
23. INMATE MEDICAL RECORDS	Any and all medical activity and records involving inmates	Private	MN Stat. 13.85, Subd. 2	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	

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24. 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	MN Stat. 13.85, Subd. 2	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
25. INVESTIGATIONS	<p>a. Active: Cases involved in an ongoing investigation</p> <p>b. Inactive: Closed cases, identities of some parties</p>	<p>Confidential</p> <p>Private</p>	<p>MN Stat. 13.82, Subd. 7, 8 and 10</p> <p>MN Stat. 13.82, Subd. 17</p>	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
26. 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)	MN Stat. 13.37 MN Stat. 13.85, Subd. 2 and 3	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	

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27. 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	MN Stat. 13.82, Subd. 17 MN Stat. 260B.171 and 260C.171	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
28. JUVENILE DETENTION BOOK	Name, address, date of birth, offense, date of release, and date booked for all juveniles jailed or deprived of liberty	Private	MN Stat. 260B.171 MN Stat. 13.82, Subd. 2	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
29. MALTREATMENT OF VULNERABLE ADULTS	Records created or received in conducting investigations by law enforcement Identity of reporter	Private Confidential Confidential	MN Stat. 13.82, Subd. 7, 10 and 11 MN Stat. 626.557 MN Stat. 626.557, Subd. 12b(c)	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
30. MASTER INDEX: ADULTS	Name file entry and all incidences attached to the name	Private Confidential (depending on content)	MN Stat. 13.82, Subd. 7, 8, 9, 10, 11 and 17	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	

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31. MASTER INDEX: JUVENILE	Name file entry and all incidences attached to the name	Private Confidential (depending on content)	MN Stat. 13.82, Subd. 260B.171	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
32. NAME CHANGE DATA		Private, Confidential	MN Stat. 13.82, Subd. 12	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue	
33. OFFICER INVESTIGATIVE PROGRESS REPORTS	Deliberative processes or investigative techniques, final opinion or justification. Officer's views	Confidential	MN Stat. 13.82, Subd. 25	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
34. OPERATION IDENTIFICATION ITEMIZATION	Items marked with a selected number, location of such number, and article name, kept for any participating person	Private	MN Stat. 13.37, MN Stat. 13.82, Subd. 20	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
35. PAWN SHOP/SCRAP DEALER CUSTOMER DATA		Private	MN Stat. 13.82, Subd. 27	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	

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36. PERSON'S FINANCIAL ACCOUNT INACTIVE CASE DATA		Private	MN Stat. 13.82, Subd. 30	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
37. PREDATORY OFFENDER REGISTRATION DATA		Private	MN Stat. 243.166	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
38. PRISONER PROPERTY ENVELOPES		Private Confidential	MN Stat. 13.85, Subd. 2 and 3	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
39. PROPERTY LISTS	Description of stolen, lost, or recovered property	Private	MN Stat. 13.82, Subd. 20	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
40. RADIO/DISPATCH LOGS	Documents relating to calls taken by dispatcher and referred to a law enforcement agency	Private Confidential (depending on content)	MN Stat. 13.82, Subd. 4, 7, 8, 9, 10 and 17	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	

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41. SEALED ARREST AND CRIMINAL FILES	Court ordered sealed/expunged records	Confidential	MN Stat. 609A.03	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
42. SHIFT ACTIVITY REPORT: SUPERVISORS	Summary of department activity occurring during a supervisor/watch commander's shift	Private Confidential (depending on content)	MN Stat. 13.82 MN Stat. 13.85	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
43. SQUAD CAR VIDEOS	Video recordings from squad cars	Private Confidential <i>(depending on content and context)</i>	MN Stat. 13.82 MN Stat. 13.37	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
44. TOW SLIPS/REPORTS	Record of all vehicles towed by department	Private Confidential <i>(depending on content and context)</i>	MN Stat. 13.82	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
45. VULNERABLE ADULT INVESTIGATION		Private, Confidential	MN Stat. 13.82, Subd. 7, 10, 11	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	

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46. WARRANT FILES	Arrest warrant exists until taken into custody, served, or appear before court	Confidential	MN Stat. 13.82, Subd. 19	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	
47. WARRANTS FOR INTERCEPTING COMMUNICATIONS	Court warrant approving interception of wire oral communication	Confidential	MN Stat. 626A.06, Subd. 9	Jeff Markquart, Sheriff Martin County Sheriff's Office 201 Lake Avenue Fairmont, MN 56031	