

BRIAN MUELLER
CHIEF OF POLICE



NATHAN MEREDITH
CAPTAIN

POLICE DEPARTMENT

The Stillwater Police Department cannot require you to provide identifying information when making your request but if you do not provide a way to reach you, we cannot ask any follow-up questions about your request or let you know when the data are ready.

Request for Information	
Name (First, Middle and Last)	Date of Request
Address	
Phone Number	Email

Type of Information Requested		
<input type="checkbox"/> Accident Report	<input type="checkbox"/> Police Report	<input type="checkbox"/> Other
Name of Person(s) Involved: _____		
Type of Incident: _____		
Case Number: _____		
Date/Date Range: _____		
Incident Description: _____		

Requestor's Signature		
X		

Department/Division Complete When Fees Are Assessed	
8 ^{1/2} X 11 Photocopy	.25 Cents Per Page
Individuals Listed in Report	\$0.00
Electronically Store Data (pdf)	Actual Cost .45 cents per minute

216 North 4th Street • Stillwater, Minnesota 55082
Business Phone: (651) 351-4900 • Fax: (651) 351-4940
Email: stillwaterrecords@ci.stillwater.mn.us
www.ci.stillwater.mn.us

GUIDELINES FOR REQUESTING INFORMATION: REPORTS AND DATA SUMMARIES

To obtain a copy of a Stillwater Police Department report, please fill out the Request for Information form on the front of this sheet. Requests may be submitted to the Stillwater Police Department Records Department by mail, fax, email, or in person during business hours (Monday – Friday 8:00am to 4:30pm).

State laws dictate the disbursement of law enforcement data. Per state statute, government information is classified as Public, Private, Non-public, or Confidential. If the report you requested 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 records unit staff.

Non-Public Data Under MSA 13.82, Subd. 8-21.

Which can include data involving any of the following: Child abuse, undercover officers, the use of real property, reward programs, juvenile witnesses and subject matter of investigation justifies protecting the ID of the witness, informants, sexual assault victims, vulnerable adults, the identity of deceased persons removed from cemeteries, identity of the 911 call or their phone number, legal name changes, data that may cause a suspect to flee or evade capture, data that may cause evidence to be destroyed or hidden, data that could cause harm to a person involved.

Reports concerning juveniles, domestics, sexual assaults, vulnerable adults, and open criminal investigations are not considered public data by Minnesota statute and the records unit is required to withhold these reports as directed by law.