

# DAYTON POLICE DEPARTMENT

## Request for Information



### Dayton Police Department- Records

13700 Zanzibar Lane Dayton, MN 55327

Phone: 763-427-2017 | Fax: 763-323-4018 | [PoliceRecords@daytonpolice.org](mailto:PoliceRecords@daytonpolice.org)

Requests may be submitted by mail, fax, email, or in person to the Dayton Police Department during normal business hours (Monday - Thursday, 8:00 a.m. to 4:30 p.m. Friday 8:00a.m. to noon). Turnaround time for most requests is 10 business days.

**\*\* MOST REQUESTS MUST BE PREPAID. Fulfillment will not begin until we have received payment. \*\***

#### REQUESTED BY

NAME & BIRTHDATE (if applicable)		PHONE
ADDRESS		
EMAIL		DATE REQUESTED
REQUESTOR'S RELATIONSHIP TO INCIDENT: <input type="checkbox"/> Complainant <input type="checkbox"/> Auto Accident Victim <input type="checkbox"/> Property Manager <input type="checkbox"/> Suspect/Arrestee <input type="checkbox"/> Crime Victim (Other than auto accident) <input type="checkbox"/> Attorney/Insurance Company <input type="checkbox"/> Other, please specify _____		

#### INCIDENT DETAILS

I AM REQUESTING DATA FOR: <input type="checkbox"/> A specific incident <input type="checkbox"/> General calls for service		
DATE(S)	TYPE OF INCIDENT	CASE NUMBER
LOCATION/ADDRESS		
NAME & BIRTHDATE OF SUBJECT INVOLVED* (if different from above)		
ADDITIONAL INFO/COMMENTS		

*\*You may need a signed release from the data subject. Without a signed release, you may not be entitled to the data requested.*

#### DATA REQUESTED

Check the data types you are requesting. The final cost will be calculated by office staff when the request is fulfilled.

X	DESCRIPTION		COST	QTY	AMOUNT
<input type="checkbox"/>	Police report	\$10.00 each - reports can only be emailed if they contain no private data	<input type="checkbox"/> Emailed <input type="checkbox"/> Printed	\$10.00 \$10.00	
<input type="checkbox"/>	Color digital photos		\$10.00		
<input type="checkbox"/>	Squad video		\$30.00		
<input type="checkbox"/>	Body worn camera (BWC) video <sup>1,2</sup> <b>(requires notarized release)</b>		\$30.00		
<input type="checkbox"/>	Other video, please specify _____		\$30.00		
<input type="checkbox"/>	Accident Report-Must be driver or have signed release from involved driver		\$10.00		
<input type="checkbox"/>	<b>**Credit Card payments will include a per transaction fee of 2.95% with a minimum fee of \$1.95**</b>				

<sup>1</sup>Only available to the subject of the data.

<sup>2</sup>Per Minnesota laws, all persons except the subject of the data and on-duty peace officers must be redacted from the BWC footage before disseminating. The redaction process is lengthy and will cause the request to be fulfilled beyond the 10 day window listed above. The process can be sped up with signed consent forms from all others appearing in the recordings. Any people in video who do not sign release will have person and voice redacted.

#### FOR OFFICE USE ONLY

Date Completed:	Released By:	Total Cost:
<input type="checkbox"/> Copy Released	<input type="checkbox"/> Redacted Copy	<input type="checkbox"/> Request Denied
<input type="checkbox"/> No Record	<input type="checkbox"/> Record Inspected Only	
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) _____		