



Columbia Heights Police Department



REQUEST FOR INFORMATION

Name of Requestor: _____ Today's Date: _____

Address: _____ Phone: _____

Email: _____

Information Requested:

Obtain a copy of a police report (Please fill in the information you know about the report)

Case Number _____ Type of incident _____

Location of Incident _____ Date/Time Reported _____

Local contact with a person

Name: _____ Date of Birth: _____

For what time period: _____

Local contact at a location

Full address: _____

For what time period: _____

For Office Use Only

Approved Denied

Completed By: _____

Completed Date: _____

Printed E-mailed Faxed

Fee: \$ _____

Report request are completed as soon as possible, in the order they are received.

The City of Columbia Heights does not discriminate on the basis of disability in employment or the provisions of services. EOE.

Columbia Heights Police Department

Fee Schedule

Copies of Reports	\$.25 per page
Report on an Address/Person	\$5.00
Digital Photos	\$5.00
Copy of Color Photos	\$5.00 for 1st page, \$1.00 each add'l page
Audio/Video CD	\$15.00
Letter of Good Standing	\$10.00
Admin Tag 2-6 am parking Violation	\$25.00

Body Cam Data Classification

- **Body cam data are generally private/nonpublic**, except when the data are active criminal investigative data. (§ 13.825, subd. 2(a)(3))
- Active criminal investigative body cam data are confidential/protected nonpublic. (§ 13.825, subd. 2(a)(3); § 13.82, subd. 7)

Body Cam Data Subjects

- **Subjects of the data** (i.e. the person(s) recorded in the footage), **have access to the private/nonpublic data** and may request to have the data made public. (§ 13.825, subd. 2(a)(2))
- Publicly-released data must have redacted identities of non-consenting data subjects and undercover officers. (§ 13.825, subd. 2(a)(2); subd. 4)

As a data subject, can I have access to a body cam video where I appear in the video when the criminal investigation is inactive?

- Yes. When an investigation is inactive, an individual whose image or voice appears in a body cam video (a data subject) can view the unredacted video, including access to other individuals and peace officers who appear in the video.
- Data subjects can also request a copy of a body cam video in which they appear, or request that the video be made accessible to the public, as long as other data subjects (not including on-duty peace officers engaged in an investigation or response) give consent or are redacted from the video.

If I request to see body cam data and my request is denied, what can I do?

- The new law sets out a process in section 13.825, subd. 2(d) that allows any person to challenge a determination about body cam data access. The court may order that all or part of the data be released to the public or to the person bringing an action.

Source: <https://mn.gov/admin/data-practices/data/types/body-camera/>