

MINNESOTA GOVERNMENT DATA PRACTICES ACT
2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS

Clay County	Responsible Authority - Bill Bergquist Clay County Sheriff		Department/Division Sheriff's Department		Employee Work Access
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification (Statute, Law, or Rule)	Designee (Name, Title)	(Name, Title)
Accident Reports	Officers report of an accident 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	M.S. 169.09, subds 9 & 13	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
Admission Release Records	Records documenting release	Public Private	M.S. 13.03, subd 1 M.S. 13.85, subd 2 M.S. 13.82, subd 2	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff Correction Staff
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.	Public Private Confidential	M.S. 13.82	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
Alcohol Database	Name of Business, address, telephone number, compliance check, results of all vendors in county during the course of investigation	Confidential until investigation concluded	M.S. 13.39 M.S. 13.03, subd 1	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
Arson	Arson reporting immunity from disclosure of information insurance company to release to law enforcement.	Private Confidential Non-Public	M.S. 13.82 M.S. 299F.054	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
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	M.S. 13.85	Matt Siiro, Chief Deputy	All employees

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Child Abuse- Maltreatment of Minors	Substantiated Reports: Records maintained by police/welfare with availability to prosecuting authority for disclosure of name of substantiated report. Unsubstantiated Reports.	Private Confidential	M.S. 626.556, subds 7 & 11 M.S. 13.82	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
Commitments: Juveniles	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 which authorizes confinement at the jail facility.	Public Private	M.S. 260B.171	Matt Siiro, Chief Deputy	All employees
Criminal Records	Availability for public employment or licensing purposes. Convenience copy from BCA, NCIC-FBI, or NLETS.	Public Private	M.S. 13.82 M.S. 13.85 M.S. 13.87	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff Jail Admin
Firearm Applications/Permits	Applicant names, addresses, and personal information. Permits are to obtain and/or carry a handgun. Includes application to purchase and a copy of the firearm permit to carry.	Private	M.S. 13.87, subd 2 M.S. 624.714, subd 14	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
Gunshot Wound Reports	Physicians, surgeons, hospital managers, and other health professionals shall report gunshot wounds they treat to the sheriff.	Confidential	M.S. 626.53	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
Hueber 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 monies paid to the court by their order.	Private as to inmate financial records	M.S. 13.85	Matt Siiro, Chief Deputy	All employees

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Initial Complaint Reports	First record of all calls for service or reports of offenses received. Date and time call was received; name of victim, witness or reporting party; times showing when deputy was assigned, arrived and cleared; who took call, short narrative.	Public Private Confidential	M.S. 13.80 M.S. 13.82	Matt Siiro, Chief Deputy	All employees
Initial Complaint Reports of Transports of Juveniles	Documents relating to all transportations of juveniles showing date, time, name of person, by whom, and to where transported.	Public Private	M.S. 260B.171	Matt Siiro, Chief Deputy	All employees
Incident Complaint Logs (Dockets)	I.D. of undercover agents, informants, victims of sexual assault or intra-familial sex abuse.	Private Confidential	M.S. 13.82 M.S. 299.065, subd 4	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
Incident Complaint Logs (Dockets)	Arrest warrant indices until taken into custody, served or appear before court.	Confidential	M.S. 13.82, subd 19	Matt Siiro, Chief Deputy	All employees
Incident Complaint Logs (Dockets)	Description of stolen, lost or recovered property.	Private Non-Public	M.S. 13.82, subd 20	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
Incident Complaint Logs (Dockets)	Program data	Confidential Protected Non-Public	M.S. 13.82, subd 21	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
Incident Complaint Logs (Dockets)	Deliberative processes or investigative techniques, final opinion or justification.	Confidential Protected Non-Public	M.S. 13.82, subd 25	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
Inmate Financial Records	Records of inmates financial in/out status during incarceration.	Private	M.S. 13.85, subd 2	Matt Siiro, Chief Deputy	All employees

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Inmate History Card	Summary card showing all transactions involving individual inmates, filed after discharge, and kept in booking room during the incarceration.	Private	M.S. 13.85, subd 2	Matt Siiro, Chief Deputy	All employees
Inmate Incident Reports	Jailer/Officer report giving particulars in case of accident/incident to inmate while incarcerated in the jail. Such incident will also be located in the daily log.	Public Private Confidential	M.S. 13.85	Matt Siiro, Chief Deputy	All employees
Inmate Medical Record	Any and all medical activity involving each inmate during incarceration; all doctor's visits, doctor's directions, medicine administered and directed, medical complaints and doctor's name seen or consulted.	Private	M.S. 13.384 M.S. 13.85, subd 2	Matt Siiro, Chief Deputy	Correction Staff Civilian Records Staff Sworn Staff
Inmate Visitor Registration Log/Jail Visitor Information	Sign in log stating name of visitor, relation to inmate being seen, date, time, and name of inmate seen.	Public Private	M.S. 13.85, subd 2	Matt Siiro, Chief Deputy	All employees
Investigations	Active: Cases involved in an ongoing investigation.	Public Confidential	M.S. 13.82, subds 2, 6 & 7	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
Investigations	Inactive: Closed cases concluded by prosecution, investigative conclusions or being outdated by a certain period.	Public Private	M.S. 13.82, subd 17	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
Jailer's Daily Activity Log	Documents relating to specific activities of jailers and prisoners during each jailer's shift each day.	Public Private Non-public	M.S. 13.37 M.S. 13.85	Matt Siiro, Chief Deputy	All employees
Jailer's Daily Activity Log	Chronological record maintained by jailers in regard to daily events including security checks and routine occurrences.	Confidential Private	M.S. 13.37 M.S. 13.85	Matt Siiro, Chief Deputy	All employees

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Juvenile Case Files	All information dealing with involvement of juveniles in criminal activity incidents prior to age 18. Also includes non-criminal activity involvement in any matter pending investigation by law enforcement.	Private Confidential	M.S. 13.82, subd 17 M.S. 260B.171 M.S. 260C.171	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
Juvenile Detention Book	Lists name, address, date of birth, offense, date of release, and date booked for all juveniles jailed.	Private	M.S. 260B.171	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
Maltreatment of Vulnerable Adults	Records created or received in conducting investigations by law enforcement.	Private Non-public	M.S. 13.82, subds 10 & 11 M.S. 626.557	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
Maltreatment of Vulnerable Adults	Identity of Reporter	Confidential	M.S. 13.82, subds 10 & 11 M.S. 626.557	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
Master Index: Adults	Name file entry and all incidences attached to the name.	Public Private Confidential	M.S. 13.82	Matt Siiro, Chief Deputy	All employees
Master Index: Juveniles	Name file entry and all incidences attached to the name.	Public Private Confidential	M.S. 13.82 M.S. 260B.172	Matt Siiro, Chief Deputy	All employees
Officer Investigative Progress Reports	Deliberative processes or investigative techniques, final opinion or justification. Officer's views.	Public Confidential Protected Non-public	M.S. 13.82, subd 25	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
Operation Identification Itemization	A list of items marked with a selected number, location of such number, and article name, kept for any participating person.	Private	M.S. 13.37, subd 1(a)	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff

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Prisoner Property Envelopes Showing Signed Release	Lists prisoner's name, date of arrest, and personal property taken from him before being put in a cell, and date and signature when items returned.	Public Private	M.S. 13.82, subd 2 M.S. 13.85	Matt Siiro, Chief Deputy	All employees
Property Lists	Description of stolen, lost, or recovered property.	Private Non-public	M.S. 13.82, subd 20	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
Radio/Dispatch Logs	Documents relating to calls taken by dispatcher and referred to a law enforcement agency.	Public Private Confidential	M.S. 13.82	Matt Siiro, Chief Deputy	All employees
Shift Activity Report: Supervisors	Summary of department activity occurring during a supervisor/watch commander's shift.	Public Private Confidential	M.S. 13.43 M.S. 13.82 M.S. 13.85	Matt Siiro, Chief Deputy	All employees
Tow Slips/Reports	Record of all vehicles towed by department.	Public Private Confidential	M.S. 13.03, subd 1 M.S. 13.82	Matt Siiro, Chief Deputy	All employees
Warrant Files	Arrest warrant exists until taken into custody, served, or appear before court.	Public Confidential	M.S. 13.82, subd 19	Matt Siiro, Chief Deputy	All employees
Warrants for Intercepting Communications	Court warrant approving interception of wire or oral communication	Confidential	M.S. 626A.06, subd 9	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
Emergency Operations Plans	Plans and procedures effective during the times of emergency response and recovery from natural or man-made disasters.	Private Confidential	M.S. 13.01 M.S. 13.82, subd 25	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff
MN Walk	Cross reference between County and State Emergency Operations plans	Private Confidential	M.S. 13.01 M.S. 13.82, subd 25	Matt Siiro, Chief Deputy	Sworn Staff Civilian Records Staff

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Alcohol withdrawal assessment	Nursing Assessment flow sheet for individuals at risk of chemical withdrawal	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Officers Medical Staff Records Staff
Authorization for Medical Supplies in Inmate possession	Authorizes inmate to have DME or medical supplies in cell or on person	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Medical Staff
Billing - Medical Unit Log	Tracks services provided to inmates for purpose of billing and data collection	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Jail Administration Medical Staff Records Staff
Billing - Fee for Service	Billing sheet for services provided to inmate that require co-pay from inmate account	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Dental Clinic Log	Listing on inmates scheduled for weekly dental clinic	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff
Diabetic Questionnaire	Used during initial assessment of a diabetic	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Diabetic Record	Recording of diabetic inmate daily blood sugar levels and insulin administration	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Diet Authorization Form	Authorization from jail health to kitchen for individual inmate medically necessary special diet	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff Food Vendor
History and Physical Assessment	Head-to-toe assessment of inmate by medical provider	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff

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Inmate Medical Request Form	Request for medical services initiated by inmate	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Inmate Memo	Memo issued by jail health staff in response to inmate request for services	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Medication Administration Record	Documentation of medications administered to inmates	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Medical Referral Form	Request for services from outside providers	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Medication Delivery Log	Listing of all medications delivered by contracted pharmacy	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff
Medication Distribution Problem Form	Describes problems encountered by officer when distributing medications	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Medication - Narcotic Proof of Use Record	Lists narcotics signed out to individual inmates	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Medication Refill Label	Label identifying inmate and medication needing refill by contracted pharmacy	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Medical Staff Records Staff
Medication - Request for Non-Formulary Drugs	Provider request for non-formulary drug for individual inmate	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Medical Staff

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Medication - Request for Schedule II Controlled Drugs	Individual request for inmate prescription	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Medication - Request for Schedule III-IV Controlled Drugs	Individual request for inmate prescription	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Medication - Physician Order Sheet	Listing of medication ordered for individual inmates sent to contracted pharmacy	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Medical Staff
Medication - Returned Items Record	Listing of individual medications returned to contracted pharmacy	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Medical Staff
Medication - Stock Drug record	Listing of medications signed out to individuals from stock supply	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Medication - Transmission Verification Sheet	Listing of receipt for individual medications	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Neurological Flow Sheet	Nursing assessment of inmate neurological status	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Medical Staff Records Staff
Opiate withdrawal assessment	Used for individuals in heroin or methadone withdrawal	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Medical Staff Records Staff
Observation Status Form	Request for observation of individual inmates	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Opiate Withdrawal Form	Nursing assessment of clients at risk for opiate withdrawal	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Medical Staff Records Staff

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Progress Note	Nursing and Provider notes on inmate assessment and/or visits	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Medical Staff Records Staff
Physician Orders	Orders for medical needs written by doctor, physician assistant-certified, dentist, etc.	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Medical Staff Records Staff
Psychiatric assessment worksheet	Nursing assessment of inmate psychiatric needs	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Psychiatric Clinic Log	Log of inmates visiting weekly psychiatric clinic	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Refusal of Treatment	Notes refusal by inmate to receive medical services	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Release of Information	Release form to obtain medical records on inmates	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Medical Staff
Suicide Assessment Form	Nursing assessment of inmate risk for suicide	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Transfer Form	Medical report on inmates transferring to other detention facilities	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Transport Form	List for custody staff of individuals requiring transport to outside medical providers	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff

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Tuberculosis Screening Results	Documentation of results of tuberculin skin tests	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Tuberculosis Screening Worksheet	Listing of all inmates requiring tuberculin skin tests - dates given and read	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Vital Sign Flow Sheet	Individual record of vital signs	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff Records Staff
Warfarin Anticoagulation Flow Sheet	Record in individual anticoagulation dosing and lab results	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Medical Staff Records Staff
Wound Care Flow Sheet	Record of wound care assessment on individual inmates	Private	M.S. 13.384, subd. 3 M.S. 13.85, subd. 2	Julie Savat, Jail Administrator	Corrections Staff Medical Staff