

RICHFIELD

POLICE DEPARTMENT

October 25, 2022

Dear Rental Owner and/or Manager:

If you're looking for any type of police data, requests are now made online. Whether you need a copy of a police report, RPD statistics, an accident report, or body worn camera footage, our Data Practices Request Center makes the process of requesting data quick and easy.

Visit the City of Richfield website at www.richfieldmn.gov and click on the "Request Data" link at the top of the page. Then click on "Submit a Records Request". Choose the option to "Submit a Police Department Request" for RPD data (or if you're looking for records other than police data, choose "Submit a City Records Request"). **Detailed instructions for requesting a police report are on the back of this letter.**

You will be asked if you'd like to create an account. You are not required to identify yourself when requesting government data, however creating an account allows the Police Data and Media Specialist to send you a direct link to the information you request. If you choose to make the request anonymously, you will be given a reference number and you can periodically look that number up in the data center to see if your request has been fulfilled. Keep in mind that when requesting anonymously, the Data Specialist will not be able to contact you for clarification or to let you know when your request has been completed.

For information on fees and how fees are calculated, go to the FAQs section of the Data Practices Request Center on the city's website, where you can also find information on RPD policies, and guidelines and procedures for data requests, among other topics.

Should you receive an email regarding police calls for service for your rental property and you have questions regarding an incident, please call our Crime Prevention Unit at 612-861-9845. The city hopes you find the Data Practices Request Center straightforward and simple to use. We have noted a faster and easier to interpret output since transitioning to this system. If you need help navigating the Request Center, don't have internet access, or have general questions, please call 612-861-9800.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay Henthorne".

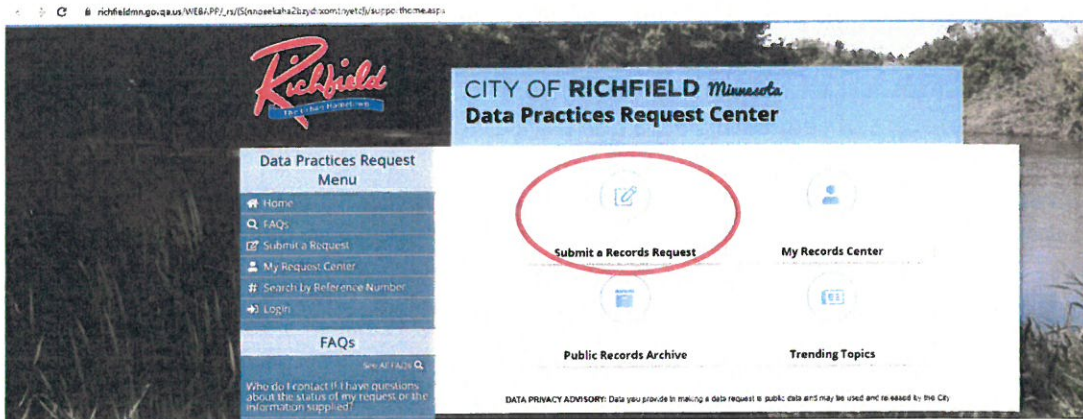
Jay Henthorne
Director of Public Safety / Chief of Police / Emergency Management Coordinator
Richfield Police Department
612.861.9828
jhenthorne@RichfieldMN.gov

Requesting a Police Report

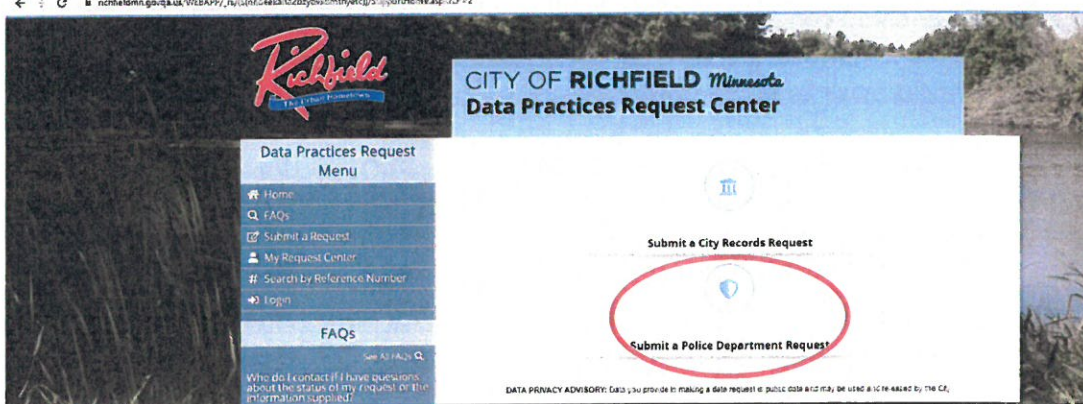
- Visit www.richfieldmn.gov
- **Request Data** link at top of the page



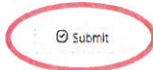
- Submit a records request



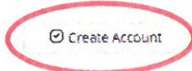
- Submit a Police Department Request



- Log in if you already have an account



- If you don't have an account you will need to create an account in order to submit a records request



- Enter your contact info to create an account and **“submit”**
- Once you have created an account please make sure you enter the correct case#, traffic accident report # or Event Report #. Add notes if any specifics are needed (paper copies or Certified records)
- If you don't have the case number the front desk can help you with this call 612-861-9800