

Bureau of Criminal Apprehension

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Name of Record, File, Process, Form or Data Type	Description (Understandable to General Public)	Data Classification	Citation for Classification	Work Assignment
Data Practices Requests	Requests for access to data maintained at the Bureau	Public but may contain not public data	various	BCA and MN.IT employees and contractors who process the request and who retrieve the responsive data
Formal Data Challenges under Minnesota Statutes, section 13.04	A written statement by an individual which disputes the accuracy or completeness of data in a file or record. Also includes the response of the responsible authority and any appeal.	Same classification as the disputed data	various	BCA and MN.IT employees and contractors who handle the disputed data and recommend an outcome
Requests for Bids/Proposals	Data about individuals or organizations submitted in response to a request for bids, request for proposals, or other advertising for contracted services. Data may include names and addresses.	Private or nonpublic until bid or proposal is opened, then name is public if a proposal, name and bid amount is public if a bid; once	Section 13.591, subdivisions 3, 4, and 5.	BCA and MN.IT employees and contractors selected to review the bids or proposals and evaluate their content and provide a score as part of the selection or evaluation process

		selection or evaluation is complete, all data are public.		
Crime Alert Network	Data identifying subscribers to the Crime Alert Network including names, addresses, telephone numbers, fax numbers and email addresses	Private	Section 299A.61, subdivision 2.	BCA employees and contractors who use the data to send out the Crime Alerts
Law Enforcement Training Records	Data identifying participants in law enforcement training sessions, including name, agency, home or work address, Social Security number (or last four digits), Peace Officer Standards & Training number, and telephone numbers.	Public; private	Sections 13.355 and 13.43, subdivisions 2, 4, and 5.	BCA employees who support the training programs and their operation.
Disposal of Manufactured Drugs Appointment Schedule	Data that documents when manufactured drugs will be transported for secure destruction	Nonpublic	Security Information Declaration dated June 6, 2013	BCA employees who receive and maintain the appointment schedule
Missing Persons Clearinghouse	Data identifying a person who has been reported missing. Data may include name, address, phone, date of birth, physical description, photograph, and descriptions or depictions of tattoos and other identifying marks.	Public and confidential	Sections 299C.54, subdivision 4, and 13.82, subdivision 7	BCA and MN.IT employees and contractors who collect and maintain data about the missing person including the development of the criminal case, the processing of any evidence and to solve problems with respect to computer systems supporting this functionality. If a criminal case, access

				is also by employees of the law enforcement agencies investigating the case.
Alcohol Test Record	Data collected by law enforcement when a person has been stopped on suspicion of driving while impaired. Data may include driver's name, driver's license number, address, medical condition indicated on license, and blood alcohol level as determined by laboratory analysis.	Blood alcohol concentration of driver is public; other data are confidential while investigation is active, private or public when investigation is inactive	Sections 13.82, subdivisions 6 (m) and 7; 171.12, subdivisions 2a and 7; and Title 18 United States Code section 2721.	BCA and MN.IT employees and contractors who collect and maintain data about the alcohol test record as part of a forensic laboratory case and to solve problems with respect to computer systems supporting this functionality. If there is a criminal case, there is access by employees of the criminal justice agencies investigating, prosecuting and judging the case.
Combined DNA Indexing System (CODIS)	DNA profiles based on laboratory analysis of biological specimens collected as evidence or collected from convicted offenders.	Private	Section 299C.155, subdivisions 3 and 4.	BCA and MN.IT employees and contractors who collect and maintain data about the specimens and profiles created and who may use the data in a BCA investigation and to solve problems with respect to computer systems supporting this functionality. If the specimen is

				analyzed for a law enforcement agency, employees of that agency will have access as will employees of the prosecuting agency.
Forensic Laboratory case files	Data related to evidence analyzed in connection with criminal cases, including: the case number and name of the submitting agency; police reports; information identifying suspects, victims, or witnesses, including name, gender, race, date of birth, height, weight, eye/hair color, state identification number, and home address; evidence data, including type of evidence, where and when it was collected, and who collected, handled, and inspected the evidence; documentation of the crime scene and its conditions; drawings and photographs of evidence and crime scenes; scientists' case notes, including control samples, standards followed, run date and time, observations, results, and reports; BCA technical review; BCA administrative review; testing information about instruments used in the laboratory; and correspondence with attorneys and law enforcement agencies about laboratory testing results.	Confidential; protected nonpublic; private; public	Sections 13.43, subdivisions 2 and 5; 13.82, subdivisions 7 through 11, 17 and 25; 13.87, subdivision 1; and 260B.171, subdivision.	BCA and MN.IT employees and contractors who collect and maintain data about the items of evidence submitted for analysis and to solve problems with respect to computer systems supporting this functionality. In addition, employees at the law enforcement agency submitting the evidence have access as may employees of the prosecuting authority.
Forensic Laboratory's Missing Persons Database	Data related to the analysis of a biological specimen taken from a blood relative of a missing person or from unidentified human remains.	Private	Section 299C.155, subdivision 3.	BCA and MN.IT employees and contractors who collect and maintain data about the blood relative and to solve problems with respect to computer systems supporting this functionality. In addition, employees at the law enforcement

				agency submitting the evidence have access as may employees of the prosecuting authority.
Forensic Laboratory's Proficiency Test Data	Tests routinely given to forensic laboratory staff to determine proficiency	Public; private	Sections 13.355 and 13.43, subdivision 2	The BCA supervisor of the employee tested.
Investigations Case Files	Data from BCA investigative reports, which vary from case to case but may include: case number; synopsis of incident; location of the crime or incident; name and address of the law enforcement agency requesting assistance from the BCA; names of sworn and unsworn criminal justice staff associated with the investigation; written statements from witnesses, victims, persons of interest, and suspects; audio recordings of interviews; information used to help identify or locate victims, witnesses, suspects, and/or confidential informants, such as name, date of birth, home address, telephone number, driver's license number and photo, physical description, photo, and criminal history; data identifying vehicles associated with the crime or incident; sketches, photographs, videotapes and electronic distance measurements of incident scenes; financial transaction data; reports of undercover investigative activity; search warrants and charging documents; and laboratory case numbers and analysis reports.	Confidential or nonpublic while an investigation is active; private or public when the investigation becomes inactive. See "Criminal History Data" for classification of criminal history information in inactive case files. If data are from the criminal gang investigative data system, data about tattoos and	Sections 13.43, subdivisions 2 and 5; 13.82, subdivisions 7 through 11, 17; 13.87, subdivision 1; 299C.091; 168.346, subdivision 1; 171.12, subdivision 7; and Title 18 United States Code section 2721.	BCA and MN.IT employees and contractors who collect and maintain data about the investigation and to solve problems with respect to computer systems supporting this functionality. In addition, employees at the law enforcement agency the BCA is assisting have access as well as employees of the prosecuting authority.

		other identifying physical marks are confidential; otherwise if from criminal history repository, the data are private. Driver's license and motor vehicle registration data are private. Case numbers and laboratory case numbers are public.		
Reward program	Program data related to the funding of and payments of rewards	Confidential or protected nonpublic	Section 13.82, subdivision 21	BCA employees who receive contributions and who process the payments
Undercover buy, victim and witness fund grants	Data about applications for and awards of grants for undercover purchases of controlled substances and to assist in the protection of victims and witnesses	Confidential; private	Section 299C.065, subdivision 4	BCA employees who receive and process applications and who process the payments
Minnesota Fusion Center database	All types of data on individuals and situations that are related to criminal or terrorist activities or that are suspicious in nature.	Private	Security information declaration dated March 1, 2011	BCA and MN.IT employees and contractors who collect and analyze the data and to solve

				problems with respect to computer systems supporting this functionality. Employees in other authorized government agencies may have access in order to respond to or prevent criminal or terrorist activities.
Minnesota Fusion Center Crime Alert Analysis	Data from Crime Alert Network crime prevention notifications that have been analyzed for patterns and trends	Private; nonpublic	Security Information Declaration dated April 1, 2011	BCA and MN.IT employees and contractors who collect and analyze the data and to solve problems with respect to computer systems supporting this functionality. Employees in other authorized government agencies may have access in order to respond to the information presented by the pattern or trend to prevent criminal activities.
Police Emergency Frequency Permits	Data on individuals holding permits to receive police emergency frequency transmissions under section 299C.37, subdivision 3. Data include name, address, date of birth, driver's license number, phone, occupation, employer, reason for monitoring transmissions, criminal history, permit number, and frequencies monitored. Data also include description of vehicle in which monitoring occurs (year, make, license plate number and state, and owner's name).	Private; public	Sections 13.87, subdivision 1; 168.346, subdivision 1; 171.12, subdivision 7; and Title 18 United	BCA employees who accept and process the permit applications.

			States Code section 2721	
Predatory Offender Registry	Data about persons required by law to register as predatory offenders, including: name, date of birth, physical description including photo and fingerprints; motor vehicle information; primary and secondary addresses; addresses of all owned, leased, or rented property; address(s) of employment; address(s) of school(s) being attended; country of birth; driver's license number; emergency contact information; victim information; and any registration requirements from another state.	Private	Sections 243.166, subdivisions 7 and 7a and 299C.093.	BCA and MN.IT employees and contractors who collect the data and evaluate compliance and to solve problems with respect to computer systems supporting this functionality. Employees in other authorized government agencies may have access for law enforcement and corrections purposes or to conduct background studies.
Arrest Warrant Index	Data in an index that identify an individual for whom a court has issued an arrest warrant. Data may include name, address, phone, driver's license number, gender, date of birth, physical description, and the county that issued the warrant.	Confidential	Section 13.82, subdivision 19	BCA and MN.IT employees and contractors who collect the data and to solve problems with respect to computer systems supporting this functionality. Employees in other authorized government agencies may have access for the purpose of executing the warrants.

Audit Trail	Data showing who queried or updated BCA databases with data and when those transactions occurred.	Private or nonpublic	Security information declaration dated July 23, 2013	BCA and MN.IT employees and contractors who collect the data, use it during the audit process and to solve problems with respect to computer systems supporting this functionality. Employees in other authorized government agencies may have access during the audit process, for use in investigating a criminal or juvenile delinquency matter or to resolve issues concerning possible unauthorized use of federal and state databases.
Automated Fingerprint Identification System (AFIS)/Biometric Identification (BioID)	Data about persons arrested or booked for an offense, persons who are subject to supervision by correctional or probation authorities, persons registered as predatory offenders, and persons whose fingerprints were found at crime scenes. Data may include name, date of birth, gender, race, state identification number, and fingerprint images and measurements	Private	Section 13.87, subdivision 1(b).	BCA and MN.IT employees and contractors who collect the data, conduct Audit Verification and Quality Control and to solve problems with respect to computer systems supporting this functionality. Employees in other authorized government agencies

				may have access for use in investigating and prosecuting criminal and juvenile delinquency cases.
Civil Applicant Processing Service (CAPS)	Data identifying individuals who have submitted information and fingerprints in order to have a nationwide background check conducted. Also included are data that document what has been found as a result of the background check. Data may include name, date of birth, gender, state identification number, and fingerprint images and measurements	Public; private	Section 13.87, subdivision 1(b) and 28 Code of Federal Regulations section 20.21(b)	BCA and MN.IT employees and contractors, who collect the data, submit the data to complete the authorized background checks and to solve problems with respect to computer systems supporting this functionality.
Comprehensive Incident-Based Reporting System (CIBRS)	Incident data from participating Minnesota law enforcement agencies. Data may include a person's name, aliases, date of birth, address, physical description, alleged involvement with incident, law enforcement contact information, and an incident number.	Private; nonpublic; confidential; protected nonpublic	Section 299C.40, subdivisions 3 through 7.	BCA and MN.IT employees and contractors who collect the data and to solve problems with respect to computer systems supporting this functionality. Employees in other authorized government agencies may have access for the purposes listed in section 299C.40.
Criminal History	Data that identify an adult convicted of a crime, including name, aliases, date of birth, arrest photograph, fingerprint id number (state and federal) and information about scars, marks and tattoos. The same data for juveniles alleged to be or adjudicated delinquent is also maintained. Sealed conviction records are also included. Arrest data that identify a	Private. Certain data about adults who have been convicted are public for 15	Sections 13.355 ; 13.87, subdivision 1(b); and 299C.095	BCA and MN.IT employees and contractors who collect the data, use it to process background checks, data practices requests and

	person arrested or booked for an offense, including name, aliases, date of birth, location and date of the arrest, the agency that made the arrest and the facility where the person was detained, if applicable. Non-Biometric Identification Data describe a person arrested for, convicted of, or adjudicated delinquent for a crime, including physical description, pointers to biometric identification records, and known identification numbers such as Social Security and state identification numbers.	years following discharge of the sentence		expungement petitions and orders and to solve problems with respect to computer systems supporting this functionality. Employees in other authorized government agencies may have access for use in investigating and prosecuting criminal and juvenile delinquency cases and for supervising inmates and probationers.
Customer Relationship Management Database	Data about agencies and contacts at those agencies; data about vendors that provide goods or services to the BCA. Data elements include names, addresses, email addresses, and phone numbers.	Public; private	Sections 13.43, subdivisions 2 and 4.	BCA and MN.IT employees and contractors who collect the data, use it to interact with customers and vendors and to solve problems with respect to computer systems supporting this functionality.
Department of Natural Resources - Computerized Criminal History Hunting License System (DNR-CCH)	Data identify possible matches between Department of Natural Resources records of firearms hunting licenses and BCA computerized criminal history records, Department of Corrections supervision records, and BCA/FBI warrant file data.	Confidential if warrant data are included, otherwise private	Sections 13.82, subdivision 19; 13.87, subdivision 1; 84.0874; and 241.065, subdivision 2	BCA and MN.IT employees and contractors who operate the computer programs to provide information to authorized users in other government agencies. These users in other government

				agencies use the information to investigate criminal and juvenile delinquency cases.
Department of Natural Resources - Vehicle Data	Data about boats, snowmobiles and all-terrain vehicles licensed by the Department of Natural Resources including registered owner information	Private	Section 84.0874	BCA and MN.IT employees and contractors who operate the computer programs to provide information to authorized users in other government agencies. These users in other government agencies use the information to investigate criminal and juvenile delinquency cases.
Domestic Abuse No Contact Orders (DANCO)	Data relating to a no contact order issued by a court under section 629.75 in connection with a domestic abuse criminal prosecution. Data may include the respondent's name, aliases, gender, date of birth, physical description, and photo, as well as depictions or descriptions of tattoos or other physical marks. Data also include the name, gender, and date of birth of the protected person.	Private	Section 299C.46, subdivision 6, and Title 18 United States Code section 2265 (d) (3).	BCA and MN.IT employees and contractors who operate the computer programs to provide information to authorized users in other government agencies. These users in other government agencies use the information to enforce the orders and to investigate and prosecute violations of the orders.

DVS Access	Data relating to motor vehicle registration, driver's license or government issued identification card as maintained by the Driver and Vehicle Services Division of the Department of Public Safety. Data may include	Private	Sections 168,346; 171.07, subd. 1a; 171.12; and Title 18 United States Code section 2721.	BCA and MN.IT employees and contractors who operate the computer programs to provide information to law enforcement users in other government agencies. These users use the information to investigate criminal and juvenile delinquency cases.
eCharging	Data transmitted among law enforcement, prosecutors, and courts via a group of services. Data in criminal complaints, tab charges, citations, and DWI administrative forms include names and other identifiers for victims, witnesses, and defendants, along with descriptions of alleged offenses. "Credentialing data" include system user identifications, passwords, biometrics for law enforcement officers, and e-notary digital certificates for notaries public. "Auditing data" include who took a particular action in the system, what the action was, when it took place, and its recorded purpose. "Work flow and routing data" include names of persons to whom documents were assigned, task deadlines, and validations that tasks were completed.	Data in system documents may be public, private, nonpublic, confidential or protected nonpublic, depending on the status of the case. Credentialing data are private or nonpublic. Auditing data and work flow and routing data are confidential or protected nonpublic	Sections 13.82; 13.87, subdivision 1; 299C.41, subdivisions 2 and 3; and Rule 8 of the Minnesota Rules of Public Access to Records of the Judicial Branch.	BCA and MN.IT employees and contractors who operate the computer programs to provide functionality to authorized users in other government agencies. These users in other government agencies use the functionality to prepare and issue citations, prepare and issue implied consent documents, notify Driver and Vehicle Services of implied consent issues, prepare criminal case information for submission to the prosecutor, preparation of a complaint and

		while an investigation is active, and become private or nonpublic.		approval of the complaint by a judge with filing with the court.
Keep Our Police Safe (KOPS)	Data from "attempt to locate" and "be on the lookout" messages to law enforcement agencies. Data on individuals may include: name; address; date of birth; physical description; driver's license number; weapons information; and vehicle description	Private; nonpublic	Security Information declaration dated March 1, 2011 and sections 168.346, subdivision 1; 171.12, subdivision 7; and Title 18 United States Code section 2721.	BCA and MN.IT employees and contractors who operate the computer programs to provide information to authorized users in other government agencies. These users in other government agencies use the information to be aware of situations where an individual may pose a danger to self or others.
License Plate Recognition Data File	License plate numbers of vehicles associated with known or suspected criminal activity, persons whose driver's licenses have been withdrawn, missing persons, wanted persons, and persons under supervision.	Confidential or protected nonpublic if part of an active criminal investigation, otherwise private or nonpublic	Sections 13.82, subdivisions 7, 19 and 20; 168.346, subdivision 1; 171.12, subdivision 7; and Title 18 United States Code section 2721.	BCA and MN.IT employees and contractors who operate the computer programs to provide information to authorized users in other government agencies. These users in other government agencies use the information to look for stolen motor vehicles, individuals with a warrant for their arrest or those whose driving

				privileges have been revoked or suspended.
Livescan Message Enhancement (LME)	Data from bookings including name, date of birth, state id number (SID), FBI number, booking id number and agency information. Also data about the employees performing the booking and fingerprint collection	Private; public	Sections 13.43, subdivisions 2 and 4 and 13.87	BCA and MN.IT employees and contractors who operate the computer programs to provide information to authorized users in other government agencies. These users in other government agencies use the information to correct errors made during the booking and fingerprinting processes.
Minnesota Criminal Gang Investigative Data System	Data on individuals who, according to a law enforcement agency, meet established criteria for gang affiliation. Data may include name, alias (including gang member name), gang affiliation, address, phone, driver's license number, date of birth, physical description, photograph, description or depiction of tattoos or other identifying marks, and information about vehicles used by the person.	Confidential	Section 299C.091, subdivision 3	BCA and MN.IT employees and contractors who operate the computer programs to provide information to authorized users in other government agencies. These users in other government agencies use the information to investigate and prosecute criminal and juvenile delinquency cases.

Minnesota Justice Information Services (MNJIS) Training and Test Rosters	Identifies individuals who have registered for or attended training or who have taken online training/certification courses relating to MNJIS systems and services. Data may include an individual's name, date of birth, address, employee ID number, employing agency, and certification information.	Private; public	Section 13.43, subdivisions 2 and 4	BCA and MN.IT employees and contractors who operate the computer programs to provide information to authorized users in other government agencies. These users in other government agencies use the information to monitor compliance with the FBI's CJIS Security Policy.
Minnesota Repository of Arrest Photographs (MRAP)	Photographs of an individual's face, scars, marks, tattoos and other identifying marks. Also includes data identifying the photographed individual, such as name, aliases, date of birth, state identification number, and physical description	Private	Sections 13.87, subdivision 1(b) and 299C.095, subdivision 2.	BCA and MN.IT employees and contractors who operate the computer programs to provide information to authorized users in other government agencies. These users in other government agencies use the information to investigate and prosecute criminal and juvenile delinquency cases.
Name and Event Index Service (NEIS)	Links data about an individual stored in one or more databases maintained by criminal justice agencies. Data in the index may include name, aliases, age and/or date of birth, physical description, and known identification numbers (such as Social Security, state identification, driver's license, or fingerprint record numbers).	Private; confidential	Section 13.87, subdivision 4.	BCA and MN.IT employees and contractors who operate the computer programs to provide information to authorized users in

				other government agencies. These users in other government agencies use the information to investigate criminal and juvenile delinquency cases.
Network Infrastructure Information	Data about how the Bureau's secure computer network is structured and operated	Nonpublic	Security Information Declaration signed April 30, 2013	BCA and MN.IT employees and contractors who operate the computer programs to protect the computer networks used to transmit the protected data in federal and state repositories.
Orders for Protection (OFP)	Data identifying an individual who is restrained from contact with another person by a court order issued under section 518B.01, subdivisions 3 through 7. Data may include the restrained individual's name, address, phone, driver's license number, date of birth, physical description, and information about vehicles driven by the person	Private	Section 299C.46, subdivision 6, and Title 18 United States Code section 2265 (d) (3)	BCA and MN.IT employees and contractors who operate the computer programs to provide information to authorized users in other government agencies. These users in other government agencies use the information to enforce the orders and to investigate and prosecute violations of the orders.

Permit Tracking System (PTS)	Data submitted by sheriffs about individuals who have applied for and been granted permits to carry handguns as well as those denied permits or who have had their permit revoked. Data include name, address, phone, driver's license number, date of birth, physical description, previous cities of residence, county of application, and application status.	Private	Sections 13.87, subdivision 2, and 624.714, subdivision 15.	BCA and MN.IT employees and contractors who operate the computer programs to provide information to law enforcement and prosecutors concerning the existence of a permit to carry for a particular individual and for employees of sheriffs' offices who process permit to carry application, perform the annual background check, suspend or revoke permits, document denials and renewals.
Probation Notification	Data about individuals for whom booking data and fingerprints have been submitted and who are also under supervision by a probation agent. Data include name, arresting agency, offense date, time and description, and that the individual was arrested.	Private	Sections 13.87) and 241.065, subdivision 2	BCA and MN.IT employees and contractors who operate the computer programs to provide information to notify probation agents when an individual under their supervision has been booked on a subsequent offense.
Questioned Identity	Data relating to individuals who contend that someone with a criminal history has used their name or other identifying information as part of the offense. May include name, aliases, date of birth, gender, address, telephone numbers, fingerprints, and criminal history data.	Private if an individual has been erroneously associated with another	Section 13.87, subdivision 1(b).	BCA and MN.IT employees and contractors who operate the computer programs to provide information to process

		individual's criminal history.		requests to document that an individual is not the subject of a criminal history record.
Service Desk Express (SDE)	Data about agencies and contacts at those agencies. Data elements include names, addresses, email addresses, and phone numbers, Internet Protocol addresses	Public; private	Sections 13.15 and 13.43, subdivisions 2 and 4	BCA and MN.IT employees and contractors who operate the computer programs to provide information to users in authorized government agencies to resolve computer issues, system questions, and other inquiries concerning the appropriate use of federal and state repositories.
User Credentialing Data	Credentialing data that document an individual's identity and authorization for access to various MNJIS systems and data.	Private	Sections 13.15, subdivision 2 and 13.43, subdivision 4)	BCA and MN.IT employees and contractors who operate the computer programs to provide information to set credentials for all employees as well as those users in authorized government agencies.