

Access to the DOC PoliceStop file

The Basics

The Minnesota DOC creates a file daily with agent information used by vendors and agencies to generate alerts when the person on supervision has an interaction with police. Access to these files requires an account with filetransfer.mn.gov, the Minnesota IT file transfer service. This document guides you through the steps to create an account, and to access files using the account.

Getting started

Account creation

To create an account, complete the following steps:

1. Provide DOC with an email address to log into the service. Any email address from your agency may be used. You may email the DOC at: fs-admin.doc@state.mn.us
2. DOC will configure your email address to a folder named PoliceStop.
3. You will receive an email that invites you to view the shared folder. Confirm the email was sent from filetransfer@state.mn.us, then select the “View folder” button.
4. A browser window opens with a page to create an account password. Enter a password, then select “Register”.
5. You will receive another email from filetransfer@state.mn.us. Select “Verify account”. Once verified you can access the folders using one method described below.

Passwords

Passwords must be changed every 90 days. You should receive an email a few days prior to password expiration. Passwords can always be changed by going to <https://filetransfer.mn.gov> in a web browser and selecting the “Forgot Password” link.

****Note that DOC is unable to help you with an expired or forgotten password.*

PoliceStop access

There are two methods to download the PoliceStop file: a web browser, or a SFTP client.

Web browser

6. Open a web browser and go to <https://filetransfer.mn.gov>. If you cannot access this site, your agency's network may be blocking it; contact your agency's IT department.
7. Log in using your username and password for <https://filetransfer.mn.gov>.
8. In the left navigation panel select "Shared with Me".
9. You should see a folder for PoliceStop.
10. Select a folder to view its contents and select a file to download it.

SFTP client

Use a SFTP client application to connect with the following settings:

11. Host: filetransfer.mn.gov
12. Port: 22
13. User: <your username>
14. Password: <your password>

This option requires port 22 (the standard SFTP port) to be open between your computer and filetransfer.mn.gov. If you are unable to connect, contact your agency's IT department.