

Memo

Date: October 7, 2026

To: MN Law Enforcement Agencies, Agency Vendors, Community Supervision Agencies

From: Carter Diers, Field Services Director *CD*

RE: Reestablishing Police Stop Files

Purpose

The Minnesota Department of Corrections (DOC) is reestablishing the Police Stop File process used to notify probation agents when an individual under supervision has contact with law enforcement. This memo outlines the updated procedure and provides instructions for agencies and vendors to reestablish their connection to the Police Stop Files.

Background

The Police Stop File process was developed nearly two decades ago through collaboration between the DOC, Minnesota IT Services (MNIT), and law enforcement agency vendors. The purpose is to promote prompt and consistent notifications allowing supervising agents to respond quickly to law enforcement contact. And, for many years, daily data files supported automated notifications from law enforcement to supervising probation agents.

In mid-2025, the process that updated these data files was interrupted, and no new files have been distributed since that time. MNIT has now modernized and streamlined the process, and the DOC is ready to restore access for all participating law enforcement and community supervision agencies, as well as their vendors.

Updated Process and Requirements

The underlying workflow for vendors and agencies remains largely unchanged. However, **all agencies must now establish an account with the Minnesota IT file transfer service (filetransfer.mn.gov)** to resume receiving Police Stop Files.

Attached to this memo is the document “**DOC Portal – Instructions for PoliceStop**”.

These instructions provide: [\[DOC Portal...PoliceStop | PDF\]](#)

- Steps for creating a filetransfer.mn.gov account
- Verification and password requirements
- Guidance for accessing Police Stop Files via web browser or SFTP client
- Troubleshooting tips and information on password resets

**Distribution**

This memo and the accompanying instructions will also be shared with all Minnesota law enforcement agencies through the Minnesota Sheriffs' Association and the Minnesota Police Chiefs Association. Vendors supporting law enforcement and community supervision agencies will receive the same materials.

Contact

If you have questions or need assistance with account setup, please email: **fs-admin.doc@state.mn.us**.