POLICE DEPARTMENT

RECORDS REQUEST FORM

|  |
| --- |
| How To Obtain A Copy Of A Police Department Record |

**To order a report:** Fill out the request form and return to the Sutherlin Police Department. To obtain a report provide us as much information as possible about the incident and the person(s) involved. The more specific information you provide, the more likely it is that we will be able to locate the record you are seeking.

**Your Information:** Your name, Organization, Phone Number and E-mail

**Date of the Incident:** Provide the date and time the incident occurred, or when the report was filed, if it was at a later time.

**Full Name and Date of Birth:** Provide the first, middle, and last names of the person(s) involved. Date of birth is also very important in narrowing the search.

**Location of the Incident:**  provide the exact address of the incident.

**Type of Incident:** Provide information on the type of incident that occurred.

|  |
| --- |
| Fee Schedule (Resolution 2019.13) |

Police Department/Fire Department Reports

 6 pages or less……………………………………………………………………….$10.00

 7 pages or more……………………………………………………………………...$20.00

Electronic Format (For Photographs Only)

 Each DVD………………………………………………………………………...…$15.00

 Each CD………………………………………………………………………...…...$15.00

 Additional Charge(s)………………………………………………...….See Research Fees

Research Fees

 Up to 30 minutes………………………………………………………....Copy Costs Only

 30 minutes to 2 hours………………………………………..….Copy Costs + $25.00/hour

 Over 2 hours………………………….……….Employee cost (not to exceed $45.00/hour)

|  |
| --- |
| Requestor Information: |

Name: Click here to enter text. Phone: Click here to enter text.

Agency or Business (If Applicable): Click here to enter text.

Address: Click here to enter text.\_\_\_\_\_\_\_\_\_\_ City/State/Zip: Click here to enter text.

E-mail: Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Requested Information/Records: |

Report/Incident Number: Click here to enter text. Incident Date/Time: Click here to enter text.

Incident Type: Click here to enter text. Location of Incident: Click here to enter text.

Person(s) Involved: Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth of Involved Person(s): Click here to enter text.

Officer Involved: Click here to enter text.

Additional Info: Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reason for Request: Click here to enter text.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(REQUIRED)** Is this request for the purpose of detecting or apprehending persons for the purpose of enforcing federal immigration laws? Yes [ ]  No[ ]

|  |
| --- |
| Acknowledgement & Authorization Statement |

I understand that there will be a fee for copies of the records requested. I understand that there may be additional fees depending on the volume of the records, research time, etc. If costs exceed the base fees with page counts listed in the fee schedule, I will be called with an estimate of additional costs. I understand that some information may not be disclosed pursuant to Oregon’s public records laws (ORS192.311 – ORS 192.478). Records may contain exempt and non-exempt materials and are subject to redaction. Reports may not be available the same day they are requested. By signing below, I certify that I have read and agree to the terms and conditions set forth.

Requestor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Records Personnel Use Only |

Total Amount Due: $\_\_\_\_\_\_\_\_\_\_ Request Processed by: \_\_\_\_\_Report Size: \_\_\_\_\_\_\_\_pgs.

No Record Found: \_\_\_\_\_\_\_\_\_\_ Approved: \_\_\_\_\_\_\_\_\_\_ Denied: \_\_\_\_\_\_\_\_\_

**Denial Reason:**

□ ORS Denial

□ Cash or Check for the correct amount was not enclosed.

□ Additional money in the amount of $\_\_\_\_\_\_\_\_\_\_ is needed to complete your request.

□ The incident is still under investigation and cannot be released at this time.

□ We have no record involving this person/incident. Please check your information for accuracy.

□ The incident is not in our jurisdiction and/or our department did not take the report. Please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ This incident involved an arrest and/or investigation that will require the prosecutor to authorize/provide this information. Please contact:

□ The Douglas County District Attorney –Roseburg, OR 541-440-4388.

□ The City Attorney – Sutherlin, OR 541-459-4636

□ The Douglas County Juvenile Department – Roseburg, OR 541-440-4409

□ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Mailed □ Faxed □ Picked Up □ E-Mailed Date: \_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Reasons for Denial of Police Records |

\*\*The below Oregon Revised Statues (ORS) are summarized. For the complete statute you may visit: https://www.oregonlaws.org\*\*

**ORS SUMMARY**

124.090 Confidentiality of records; exceptions.

192.445(1) Nondisclosure on request of home address, home telephone number and electronic mail address; rules of procedure; duration of effect of request; liability; when not applicable.

192.495(1) Medical records; sealed records; records of individual in custody or under supervision; student records.

192.501(3) Investigatory information compiled for criminal law purposes.

192.501(40) Audio or video records worn upon the officer’s person that records interactions with the public.

192.502(2) Other public records exempt from disclosure.

192.502(4) Information submitted to a public body in confidence and not otherwise required by law to be submitted, where such information should reasonably be considered confidential, the public body has obliged itself in good faith not to disclose the information, and when the public interest would suffer by the disclosure.

192.502(8) Any public records or information the disclosure of which is prohibited by federal law or regulations.

**Juvenile Records**

**ORS SUMMARY**

419A.255(1) Maintenance; disclosure; providing transcript; exceptions to confidentiality. The records of the case shall be withheld from public inspection.

419B.035(1) Confidentiality of records; when available to others.

\* Reports of child abuse are confidential and are not accessible for public inspection, except in the instances where the Department of Human Services (DHS) is authorized to make these records available. \*