



POLICE REPORT REQUEST

1. **Complete Entire Form – Allow five (5) business days to complete your request**
2. **Requests by mail – Must include Payment and a Self-Addressed Stamped Envelope**

The Oregon State Statutes regarding public information contains exemptions to the public records law (ORS 192.345) and in certain circumstances the Oregon City Police Department may not be able to fulfill your request. Pursuant to ORS 192.324, a person has a reasonable opportunity to inspect any public records of a public body, and the public body may charge reasonable fees to make records available as well as reproduction charges. If applicable, all fees or deposits must be paid prior to accessing the records. Requests will normally be processed through the Oregon City Police Records Department (Monday-Friday 8am-5pm)

Report # (if known): _____ Date of Request: _____

Name and Date of Birth of Person(s) involved: _____

Location of Incident: _____

Date & Time of Incident: _____

Person/Agency requesting this copy: _____ Phone # _____

Address/City/State/Zip: _____

My request is for copies of:

\$10.00 For first 10 pages of report plus 50¢ per page over 10, plus shipping/postage if document is 50+ pages (actual cost)

\$25.00 For photographs (CD or Flash Drive) per case requested

For Administrative Purposes Only DO NOT COMPLETE

We are unable to comply with your request for a copy of a police report for the following reason:

☐ Pending criminal investigation - ORS 192.345 (3). Full report not available at this time. No investigative details may be released until the case is disposed of through Court or by written order from the District Attorney's Office.☐ Report(s) as requested do not exist / not located.☐ Location of incident occurred in another jurisdiction _____☐ Minor accident, no written police report on file.☐ The appropriate fee did not accompany the request. Please call with payment information or forward a check in the amount of \$_____ along with a self-addressed stamped envelope. Upon receipt of your check, we will forward the requested report copy.☐ Public records conditionally exempt from disclosure unless the public interest requires disclosure in the instance ORS 192.345(40). Audio or video recordings, whether digital or analog, resulting from a law enforcement officer's operation of a video camera worn upon the officer's person (e.g., body-worn camera) that records the officer's interactions with members of the public while the officer is on duty.☐ Other: _____

Request completed by/date:

☐ / _____ Full report
☐ / _____ Redacted reportShaun Davis
Chief of Police