



OREGON CITY

Police Department

1234 Linn Avenue, Oregon City, Oregon 97045

Ph (503) 905-3501 | Fax (503) 655-0530 | Non-Emergency Police Dispatch (503) 655-8211

POLICE REPORT REQUEST

PLEASE PRINT and Complete Entire Form – Allow five business days to complete your request
REQUESTS FOR COPIES OF POLICE REPORTS WILL BE ACCEPTED BY WRITTEN REQUEST IN PERSON OR BY MAIL
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
- \$50.00 Per copy of Operations Manual (\$10.00 per update as 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.
- _____ Appropriate fee did not accompany the request. Please 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 particular 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 report

Shaun Davis
Chief of Police