

SWEET HOME POLICE DEPARTMENT PUBLIC RECORD REQUEST FORM

Public Record Requests take a minimum of twenty-four (24) hours and may take up to 7-14 days dependent upon whether or not a record review or record release is required by the Sweet Home Police Department, District Attorney's Office, City Attorney's Office, or Juvenile Department. Requests for discovery should be submitted to the respective court. Requests that do not require a review or release are generally releasable within twenty- four (24) hours. Pre-payment of a minimum of ten (10) dollars is required prior to processing the request. Acceptable forms of payment include: exact cash, money order, cashier's check, personal check or business check. If the requestor fails to pick up requested records within seven (7) days of being notified of records availability, the requestor forfeits any monies previously paid for said request. If said request is denied, refunds will generally be mailed within 10 business days of report/document denial.

Requests for child abuse reports that have been referred to the Department of Human Services (DHS) are not releasable by the Sweet Home Police Department (ORS 419B.035). Please see definitions for child abuse on the back of this form (ORS 419B.005).

Under Oregon Public Records law, CASES STILL UNDER INVESTIGATION OR CRIMINAL ARRESTS PENDING COURT HEARINGS ARE NOT RELEASABLE.

Type of Public Record Requested:

- Police Report
- CD of Photos
- Person Overview (one form per person)
- Letter of Clearance (one form per person)

- Address Overview (one form per address) Traffic Cite
- Other ?

Today's Date	Email Address			
Requestor's Name	Phone Number			
Address – Please ensure you provide a complete & current ad	dress in the event we need to issue a refund			
City	State Zip			
CASE				
INFORMATION				
Date & Time of Incident	Case Number(s)			
Type of Incident	Incident Location			
Involved Person(s)				
☐ Self ☐ Other (Provide Names)				
Relationship of Requestor to Person's Named in Report				
Relationship of Requestor to relision s Nameu in Report				
☐ Self ☐ Other (Describe Relationship)				
Signature of Requestor	Date			

I agree not to use, share or disseminate any information pertaining to the record other than for lawful purposes. I understand that I am responsible for all processing fees once the record is requested, unless the record is deemed not releasable. Upon notification that said copied record is available, the Sweet Home Police Department shall only maintain the copied record for 7 business days. I understand that failure to pick up requested records within seven (7) days of being noticed of records availability will result in forfeiture of any monies previously paid for this request, and that future requests will require an additional pre-payment of a minimum of ten (10) dollars.

For Records Use Only				
Date Report Request Received:	Received by:	Minimum Fee Paid:	Receipt Number:	
Date supervisor/chief reviewed:	Name of supv/chief:	Supervisor/Chief Notes:		
Date/Time requestor notified of status:	Notified by:	Notes (left voicemail, spoke to person, sent email etc.):		
Date Released:	Released By:	Additional Fees Paid:		

Definition of Child Abuse as Defined by ORS 419B.005:

- A) Any assault as defined in ORS chapter 163 of a child and any physical injury to a child, which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given to the injury.
- B) Any mental injury to a child, which shall include only observable and substantial cruelty to the child, with due regard to the culture of the child.
- C) Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest, as those acts are defined in ORS chapter 163.
- D) Sexual abuse, as defined in ORS chapter 163.
- E) Sexual exploitation, including but not limited to:
 - (i) Contributing to the sexual delinquency of a minor, as defined in ORS chapter 163, and any other conduct which allows employs, authorizes, permits, induces or encourages a child to engage in the performing for people to observe or the photographing, filming, tape recording or other exhibition which, in whole or in part, depicts sexual conduct or contact, as defined in ORS 167.002 or described in ORS 163.665 and including any conduct which is part of any investigation conducted pursuant to ORS 419B.020 or which is designed to serve education or other legitimate purposes; and
 - (ii) Allowing, permitting, encouraging or hiring a child to engage in prostitution, as defined in ORS chapter 167.
- F) Negligent treatment or maltreatment of a child, including but not limited to the failure to provide adequate food, clothing, shelter or medical care that is likely to endanger the health or welfare of the child.
- G) Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare.
- H) Buying or selling a person under 18 years of age as described in ORS 163.537.

Further questions with regard to child abuse cases should be referred to the Department of Human Services. In order to request any records that have been referred to DHS, visit Oregon DHS Public Records Request page at: https://www.oregon.gov/DHS/Pages/RecordRequests.aspx.

The following fee schedule was adopted by the Sweet Home City Council and is effective April 28, 2020.

¢10.00	
\$10.00	
Actual Staff Cost-Minimum 1 hour	
Actual Staff Cost-Minimum 1 hour	
\$10.00	
\$0.50	
\$3.00	
\$30.00	
\$50.00	
\$50.00	
\$5.00	
\$50.00	
\$25.00	
\$10.00	
\$5.00	
\$5.00	
\$0.10	
\$15.00	
\$10.00	
\$10.00	
\$0.10	