



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 address 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) <input type="checkbox"/> Self <input type="checkbox"/> Other (Provide Names)			
Relationship of Requestor to Person's Named in Report <input type="checkbox"/> Self <input type="checkbox"/> 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:	

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

Reports and Recordings	
Research Fee per unknown case number	\$10.00
Archived Reports Prior to 2001	Actual Staff Cost-Minimum 1 hour
Reports Requiring Redaction of Confidential Info	Actual Staff Cost-Minimum 1 hour
Incident Reports (up to 25 pages)	\$10.00
Additional Pages	\$0.50
Report Postage minimum up to 10 pages	\$3.00
Evidence Recording (digital audio)	
Digital Audio	\$30.00
Video (minimum up to 2 hours maximum)	\$50.00
Each additional 2 hours	\$50.00
Recording postage per CD/DVD	\$5.00
Evidence Photographs	
Film converted to digital	\$50.00
Photos per case CD/DVD or sent electronically	\$25.00
Digital printed photos per sheet (max 4/sheet)	\$10.00
Photograph Postage	
Postage per photo CD	\$5.00
Postage min to 10 printed pages	\$5.00
Per pages after 10	\$0.10
Record Checks	
Letters of Clearance Per Individual	\$15.00
Person Overview Per Individual	\$10.00
Location Overview Per Address	\$10.00
Per page after 10	\$0.10