

REQUESTOR

Sweet Home Police Department

1950 Main Street • Sweet Home, OR 97386 (541) 367-5181 Fax (541) 367-5235 Email: records@ci.sweet-home.or.us

REQUEST FOR POLICE RECORDS

Fees collected in accordance with City of Sweet Home Fee Schedule - 2018

Date Requested:_____ Please identify yourself and tell us how to you are involved with

this case. Ensure we have a good phone number to contact you. PLEASE PRINT ______Fax _____ Name___

quest Denied by:Date:ason for Denial	Birthdate			Email:	
What is your involvement in this incident? (Check one) □ Victim □ Driver, Passenger, Pedestrian □ Property Owner □ Authorized Individual (Signed authorization REQUIRED) □ Defendant □ Other party of interest (SPECIFY BELOW) ■ Identify and describe the documents you are requesting. BE SPECIFIC ■ Preferred Delivery: □US Mail ■ The City of Sweet Home acknowledges receipt of yo			Incident Person Overview	Traffic Collision	Report or Cite number (if known):
□ Victim □ Insurance Representative □ Driver, Passenger, Pedestrian □ Authorized Individual (Signed authorization <u>REQUIRED</u>) □ Defendant □ Other party of interest (SPECIFY BELOW) ▼ □ Witness □ Other party of interest (SPECIFY BELOW) ▼ □ DOCUMENTS REQUESTED Identify and describe the documents you are requesting. <u>BE SPECIFIC</u> Preferred Delivery: □US Mail □ Email □ Fax □ Pickup If after notification, completed requests that are not picked up within 14 days will be destroyed. ▼ DO NOT WRITE BELOW THIS LINE ▼ ▼ The City of Sweet Home acknowledges receipt of your Public Records Request and responds as follows: acceived by: □ Date:	Location of incident:			Name of driver, property owner, or involved person	
ecceived by:	 Victim Driver, F Property Defenda Witness 	Passengo y Owner int	er, Pedestrian	 Insurance Represen Authorized Individua Attorney Other party of intere 	al (Signed authorization <u>REQUIRED</u>) est (<u>SPECIFY BELOW</u>) ▼
equest Denied by:Date: eason for Denial he requested records are exempt from disclosure and are not provided in accordance with: ORS 192.345(3) Public Records Conditionally Exempt from Disclosure-Criminal Investigation ORS 192.355(2) Public Records Exempt from Disclosure-Personal Privacy ORS 192.355(9) Public Records Exempt from Disclosure-Prohibited or Restricted by Oregon State Law ORS 192.355(8) Public Records Exempt from Disclosure-Prohibited by Federal Law ORS 419B.035 Reporting of Child Abuse	Preferred Deliv	ery: 🔲	US Mail Email ted requests that are not	Fax Pickup picked up within 14 days will b	be destroyed.
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CITY OF SWEET HOME-Police PUBLIC INFORMATION, RECORDS, RESEARCH AND MISCELLANEOUS FEES – 2018

General information regarding fees for Public Information and Records Requests:

The fees established in this policy are not intended to be all-inclusive in regards to requests for Public Records or other public information. When applicable additional fees for staff time (including legal review fees) necessary to research, retrieve, review and prepare information may apply in accordance with applicable State statutes

Photo Copies 25 per side Public Fingerprinting Services (Two Cards) Non-Residents 20.00 Bicycle License per bicycle – current owner 2.00 Peddler License Application 2.00 False Alarm Fees 1 ^d and 2 ^m False Alarm 3 ^m and 4 th False Alarm No Charge 3 ^m and 4 th False Alarm No Charge 3 ^m and 4 th False Alarm S0.00 7 th or more False Alarm 25.00 Research Fee per unknown case number 10.00 Archived Reports prior to 2001 or reports requiring redaction of confidential information: Actual Staff Costs-1 hour minimum Applicable reproduction cost Incident Reports (up to 25 pages) Additional pages 3.00 Report postage minimum up to 10 pages Additional pages 3.00 Evidence Recording (digital audio) 30.00 Uigital Andio 30.00 Vidence Photographs 50.00 Film converted to digital 50.00 Photos per case CD/DVD 50.00 Postage per photo CD Postage per photo CD 50.00 Per pages after 10 .10 Costage for records checks minimum to 10 pages 2.00 <	POLICE DEPARTMENT FEES	
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