



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

REQUESTOR Date Requested: _____ Please identify yourself and tell us how you are involved with this case. Ensure we have a good phone number to contact you. PLEASE PRINT

Name _____ Telephone _____ Fax _____

Address _____

Birthdate _____ Email: _____

Date and time of occurrence:	Type of report:		Report or Cite number (if known):
	<input type="checkbox"/> Incident <input type="checkbox"/> Person Overview <input type="checkbox"/> Address Overview	<input type="checkbox"/> Traffic Cite <input type="checkbox"/> Traffic Collision <input type="checkbox"/> Other	
Location of incident:		Name of driver, property owner, or involved person	

What is your involvement in this incident? (Check one)

- | | |
|--|--|
| <input type="checkbox"/> Victim | <input type="checkbox"/> Insurance Representative |
| <input type="checkbox"/> Driver, Passenger, Pedestrian | <input type="checkbox"/> Authorized Individual (Signed authorization REQUIRED) |
| <input type="checkbox"/> Property Owner | <input type="checkbox"/> Attorney |
| <input type="checkbox"/> Defendant | <input type="checkbox"/> Other party of interest (SPECIFY BELOW) ▼ |
| <input type="checkbox"/> Witness | _____ |

DOCUMENTS REQUESTED Identify and describe the documents you are requesting. BE SPECIFIC

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:

Received by: _____ Date: _____ Approved by: _____ Date: _____

Request Denied by: _____ Date: _____

Reason for Denial

The 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
- ORS 124.090 Elderly Persons and Persons with Disabilities Abuse Prevention Act
- The Sweet Home Police Department does not possess or is not the custodian of the requested public records.

Approved Request Processed By: _____ Fees calculated: _____ Paid Date: _____

**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

POLICE DEPARTMENT FEES	
Photo Copies	.25 per side
Public Fingerprinting Services (Two Cards)	
Residents	20.00
Non-Residents	30.00
Bicycle License per bicycle – current owner	2.00
Peddler License Application	25.00
False Alarm Fees	
1 st and 2 nd False Alarm	No Charge
3 rd and 4 th False Alarm	25.00
5 th and 6 th False Alarm	50.00
7 th or more False Alarm	100.00
Reports and Recordings	
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)	10.00
Additional pages	.50
Report postage minimum up to 10 pages	3.00
Additional pages	.10/each
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	.10
Record Checks	
Letters of Clearance (per individual)	15.00
Location/Person overview per individual	10.00
Postage for records checks minimum to 10 pages	2.00
Per page after 10	.10
License Investigations	
Liquor License, New	100.00
Liquor License, Temporary Sales	35.00
Liquor License, Change of Ownership, Additional Privileges	75.00
Liquor License, Renewal	35.00
Second Hand Dealer License Processing	20.00
Texas Hold-Em License (annual)	200.00