

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.

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			
Requestor s Manie		r none 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)					
Self 🔲 Other (Provide Names)					
Relationship of Requestor to Person's Named 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:	Date reviewed:	Person Reviewing:		
Date/Time requestor notified of status:	Notified by:	Notes (left voicemail, spoke to person, sent email etc.):			
Calculated Fee's:	Fees Paid: Y N Receipt #:	Date Released:	Released By:		

Police Department

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: <u>https://www.oregon.gov/DHS/Pages/RecordRequests.aspx</u>.

CASE NOTES	

POLICE DEPARTMENT FEES

The fee schedule was adopted by the Sweet Home City Council and is effective beginning February 10, 2021

Reports and Recordings	
Research Fee per unknown case number	\$10.00
Archived Reports prior to 2020 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	\$0.50
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	\$0.10
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	\$0.10