



## 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:**

- |   |   |
|---|---|
| <input type="checkbox"/> Police Report<br><input type="checkbox"/> CD of Photos<br><input type="checkbox"/> Person Overview (one form per person)<br><input type="checkbox"/> Letter of Clearance (one form per person) | <input type="checkbox"/> Address Overview (one form per address)<br><input type="checkbox"/> Traffic Cite<br><input type="checkbox"/> 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)<br><input type="checkbox"/> Self <input type="checkbox"/> Other (Provide Names)  |  |                   |              |
| Relationship of Requestor to Person's Named in Report<br><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:                 | 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<br>Receipt #: | Date Released:  | Released By:      |

**Police Department**

Mail 1950 Main St, Sweet Home, Oregon 97386 Phone 541.367.5181 Fax 541.367.5235  
 Web [www.sweethomeor.gov](http://www.sweethomeor.gov) Email [records@sweethomeor.gov](mailto:records@sweethomeor.gov)



## **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:<br>minimum Applicable reproduction cost | Actual Staff Costs - 1 hour |
| 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  |