



Troutdale Police Department
141 SE Dora Avenue • Troutdale OR 97060
www.troutdale.info
PH (503) 665-6129 • FAX (503) 669-0875

PUBLIC RECORDS REQUEST

Requestor Name: _____

Full Address: _____

Home Phone: _____ Cell or Work Phone: _____

Requested Records

To assist us with locating the requested Record(s), provide any of the following information such as: Case#, Citation #, Date/Type of Incident or Person(s) involved.

Person(s) Involved in Report/Citation DOB Person(s) Involved in Report/Citation DOB

REQUESTOR – PLEASE READ AND SIGN UPON SUBMITTING REQUEST

I understand that every person has a right to inspect any public record of a public body in this state, except as otherwise expressly provided by Federal and State statutes (see page 2). I understand that fees will be charged to reimburse the Department for its actual cost in making the records available (see Fees section below). I hereby request that the Department produce the records specified above. Payment must be received prior to receiving the requested record(s). If the estimated cost exceeds \$25.00, payment of the estimated cost will be required prior to the Department proceeding with processing your request.

Signature of Requestor

Date of Request

Fee Schedule

Police Reports: \$9.00 per report for reports of 1-9 pages with 25 cents for each additional page (no charge to victims).

Citations or CAD Dispatch sheets: \$3.00 per citation or sheet.

Officer's Notes: \$5.00 for first 5 pages of notes with 25 cents for each additional page.

Radar Certification: \$2.00 for first page, 25 cents for each additional page.

Background Checks and Letters: \$5.00 per name checked in police records database.

Color Photographs: \$5.00 for the first print; \$1.00 for each additional print, hard copy or burned to a CD.

Police Car Videos: \$7.00 per event burned to a CD.

This Page to be Completed by Department

Date Received by Police Department: _____ By: _____

Copies of the requested document were provided to _____ on: _____.

Staff to complete if necessary to accommodate request:

Estimated Cost for Staff Time: _____ Actual Cost for Staff Time: _____

Estimated Cost for Copying: _____ Actual Cost for Copying: _____

Total Estimate: _____ **Total Actual Cost:** _____

Staff to complete if no record available or if record is exempt. Indicate reason, provide copy to Requestor.

THE DEPARTMENT IS NOT IN POSSESSION OF THE REQUESTED RECORDS.

THIS CASE IS EXEMPT FROM DISCLOSURE ALL OR IN PART PURSUANT TO ORS 192.501, 192.502 AND/OR 5 USC 552 (Federal Freedom of Information Act) BECAUSE IT:

Relates to litigation in which the Troutdale Police Department is a party or where litigation is likely to occur. 192.501(1)

Is currently under investigation for criminal law purposes and/or where disclosure would interfere with enforcement proceedings, deprive a person of right to a fair trial or impartial adjudication, constitute an unwarranted invasion of personal privacy; disclose the identity of a confidential source or confidential information furnished only by the confidential source, reveal non-routine investigative techniques and procedures, and/or endanger the life or physical safety of law enforcement personnel. 192.501(3)

Contains personal or medical information prohibited from disclosure by law, or where disclosure would constitute an unwarranted invasion of personal privacy. 192.502(2).

Is a public record or information and disclosure is prohibited by state or federal law or regulations: ORS 192.501(27), Driver's Privacy Protection Act, Copyright Act, Social Security Act, Health Insurance Privacy and Accountability Act (HIPAA). 18 U.S.C. Sec 2721c, 17 U.S.C. Sec 107, 42 U.S.C. Sec 405c(2)c(viii), 45 C.F.R. 164512 (f)

Is information compiled by the Oregon State Police - Computerized Criminal History (CCH) ORS 192.501(3).

THIS CASE IS EXEMPT ALL OR IN PART FROM DISCLOSURE PURSUANT TO O.R.S. 419.567 BECAUSE IT CONTAINS INFORMATION REGARDING A JUVENILE.

Written notice was provided to _____ on _____
in compliance with G.O. #4.31.

By: _____.