



# GRANTS PASS DEPARTMENT OF PUBLIC SAFETY

## POLICE RECORDS REQUEST FORM

101 NW A ST

GRANTS PASS, OR 97526

541-450-6260

FAX: 541-476-8527

### REQUESTOR INFORMATION:

**\*\* PLEASE SUBMIT ONE FORM PER REQUEST \*\***

REQUEST SUBMITTED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP: \_\_\_\_\_

AGENCY OR BUSINESS (IF APPLICABLE): \_\_\_\_\_ FAX: \_\_\_\_\_

PLEASE:  EMAIL MY REPORT TO: \_\_\_\_\_  FAX MY REPORT  MAIL MY REPORT  I WILL PICK UP MY REPORT

### TYPE OF REQUEST:

**\*\* SEE REVERSE FOR EXEMPTIONS \*\***

- CALL NOTES – (\$5.00 PER INCIDENT)
- POLICE REPORT – (\$10.00 PER REPORT FOR THE FIRST 20 PAGES, \$.25 PER PAGE AFTER 20 PAGES. \$40 PER HOUR FOR REDACTIONS, BILLED IN QUARTER HOUR INCREMENTS AFTER THE FIRST HOUR)
- CRASH REPORT – (\$10.00 PER REPORT)
- COPY OF A TRAFFIC CITATION – (\$10.00 PER CITATION)
- ADDRESS SCAN – (\$5.00 PER ADDRESS)
- COPY OF PHOTOS/VIDEO – (\$20.00 PER CD PLUS STAFF TIME, SEE BACK FOR DETAILS\*)
- OTHER/COMMENTS: \_\_\_\_\_

### REQUEST SPECIFICS:

REPORT/CASE #:

DATE/TIME OF INCIDENT: \_\_\_\_\_

LOCATION/ADDRESS: \_\_\_\_\_

INVOLVED PERSONS: \_\_\_\_\_

TYPE OF INCIDENT: \_\_\_\_\_

OTHER: \_\_\_\_\_

**\*\* RECORDS PERSONNEL USE ONLY \*\***

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

STATUS CHECKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PROCESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

DENIED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

-REASON FOR DENIAL: \_\_\_\_\_

REQUESTOR NOTIFIED OF STATUS OF REQUEST BY: \_\_\_\_\_

DATE: \_\_\_\_\_

-METHOD OF NOTIFICATION: \_\_\_\_\_

BASE FEE: \_\_\_\_\_ ADDITIONAL FEE: \_\_\_\_\_

TOTAL: \_\_\_\_\_

## HOW TO OBTAIN A COPY OF A PUBLIC RECORD FROM GRANTS PASS DEPARTMENT OF PUBLIC SAFETY

**To order a report:** please fill out the request form on the other side of this page and mail to Grants Pass Department of Public Safety, 101 NW A Street, Grants Pass OR 97526, or email a scanned copy to [records@grantspassoregon.gov](mailto:records@grantspassoregon.gov). Requests may also be hand delivered to our office in the Justice Building at the corner of 5<sup>th</sup> and B streets. To obtain a report provide as much information as possible about the incident and the persons involved. The more specific information you provide, the more likely it is that we will be able to locate the record you are seeking. Request may take up to 10 business days to process.

**Your information** – Your name, Organization, Phone # and email (if you wish the information e-mailed to you after payment) in order to receive your requested record.

**Date of the incident** – provide the date and time the incident occurred, or when the report was filed, if it was at a later time.

**Full name and date of birth** – provide the first, middle, and last names of the persons involved. Date of birth is also very important in narrowing the search.

**Location of incident** – provide the exact address of the incident. If there isn't an exact address, provide cross streets.

**Type of incident** – provide information on the type of incident that occurred. Examples of commonly requested reports include traffic crashes, thefts, harassment, etc.

**\*Request for video** – in-car video has a base fee of \$20.00 plus a \$42.50 additional charge for any increment of each ½ hour required to process over the first hour. The minimum fee for Body Worn Camera video or City Camera video is \$85.00 plus a \$42.50 additional charge for any increment of each ½ hour required to process over the first hour.

## REASONS FOR DENIAL OF POLICE RECORDS

\*\* The below Oregon Revised Statutes (ORS) are summarized. For the complete statute you may visit the following website:

<https://www.oregonlaws.org>.

<b>ORS</b>	<b>Summary</b>
124.090	Confidentiality of records; exceptions.
192.368 (1)	Nondisclosure on request of home address, home telephone number and electronic mail address; rules of procedure; duration of effect of request; liability; when not applicable.
192.398 (1)	Medical records; sealed records; records of individual in custody or under supervision; student records.
192.345 (3)	Investigatory information compiled for criminal law purposes.
192.345 (40)	Audio or video records worn upon the officer's person that records interactions with the public.
192.355 (2)	Other public records exempt from disclosure.
192.355 (4)	Information submitted to a public body in confidence and not otherwise required by law to be submitted, where such information should reasonably be considered confidential, the public body has obliged itself in good faith not to disclose the information, and when the public interest would suffer by the disclosure.
192.355 (8)	Any public records or information the disclosure of which is prohibited by federal law or regulations.

## **Juvenile Records**

<b>ORS</b>	<b>Summary</b>
419A.255 (1)	Maintenance; disclosure; providing transcript; exceptions to confidentiality. The record of the case shall be withheld from public inspection.
419B.035 (1)	Confidentiality of records; when available to others.

Reports of child abuse are confidential and are not accessible for public inspection, except in the instances where the Department of Human Services (DHS) is authorized to make these records available.