



REDMOND POLICE DEPARTMENT POLICE RECORDS REQUEST FORM

777 SW DESCHUTES AVE

REDMOND, OR 97756

541-504-3400

FAX: 541-504-3490

REQUESTOR INFORMATION:

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

REQUEST SUBMITTED BY: _____ PHONE: _____ DATE: _____

ADDRESS: _____ CITY/STATE/ZIP: _____

AGENCY-BUSINESS-INVOLVEMENT(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 ****

- PREMISE HISTORY – (no charge)
- SEARCH FEE-(\$30.00 hour)
- INCIDENT - (no charge)
- POLICE REPORT – (\$20.00 PER REPORT FOR THE FIRST 10 PAGES, \$.25 EA ADDITIONAL PAGE).
- COPY OF PHOTOS/VIDEO - (\$30.00 PER CD PLUS STAFF TIME, SEE BACK FOR DETAILS*)
- OTHER: _____
- 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: _____ 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
REDMOND POLICE DEPARTMENT

To order a report-All Public Records Requests by non-public safety agencies or individuals must be submitted in writing (ORS 193.324). Please fill out the request form on the other side of this page and mail to Redmond Police Department, 777 SW Deschutes Ave., Redmond, OR 97756, or email a scanned copy to PDRecords@ci.redmond.or.us. Requests may also be hand delivered to our office at the corner of 7th and Deschutes 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.

-Redmond Police Department shall provide a response to your request and it's status within 5 business days (ORS 192.324(2)). You shall be informed of an estimate of fees (if applicable). Estimates over \$20 will be asked to make a deposit amounting to fifty percent (50%) of the estimate. Requests will not be completed until fees are paid and if not paid within 60 days, the request may be closed.

-Requests will be responded to as soon as reasonably possible but no later than 10 days (ORS 192.329(5))

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** – If video must be redacted (ORS 192.345 (40)), first hour is no charge, \$30.00 for each additional 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>.

ORS	Summary
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

ORS	Summary
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.