



ROGUE RIVER POLICE DEPARTMENT

133 Broadway St
PO Box 1137
Rogue River, OR 97537
541-582-4931
FAX 541-582-4984

RECORDS REQUEST

REQUESTOR INFORMATION

****Please Submit One Form per Request ****

Name: _____
Date of Birth: _____
Phone: _____
Address: _____
City/State/Zip: _____
Agency/Business Name (if applicable): _____

I agree not to use, share, or disseminate any information pertaining to the record other than for lawful purposes. I understand that there will be a fee for the copies and personal data and any information from DMV or state/national database will be redacted/excluded from the report.

Signature of Requestor: _____ Date: _____

TYPE OF REQUEST:

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

☐ CAD PRINTOUT - \$5.00 PER INCIDENT
☐ POLICE REPORT - \$15.00 PER REPORT FOR FIRST 20 PAGES. \$0.25 PER ADDITIONAL PAGE
IF REQUEST WILL TAKE MORE THAN 1 HOUR \$32.00 PER HOUR

☐ DMV CRASH REPORT - \$10.00 PER REPORT
☐ COPY OF TRAFFIC CITATION - \$10.00 PER CITATION
☐ AXON VIDEO - \$50.00 (If request will take more than 1 hour the additional fee of \$32.00 per hour will apply)

Body camera footage of law enforcement officers is exempt from disclosure unless the public interest requires disclosure in the particular instance (ORS 192.345(40)). Please clarify why you believe the public interest requires disclosure of the body camera footage you have requested?

☐ USB DRIVE \$10.00

Report #: _____ Date/Time of Incident: _____
Address/Location of Incident: _____
Person(s) Involved (full name and date of birth if information is available to you): _____

Address/Location: _____

Request Details:

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

Accepted By: _____ Date: _____ Processed By: _____ Date: _____

Denied By: _____ Date: _____ Reason Denied: _____

Requestor Notified of Status: _____

Base Fee: _____ Additional Fee: _____ Total: _____

HOW TO OBTAIN A COPY OF A PUBLIC RECORD FROM ROGUE RIVER POLICE DEPARTMENT

To request a report: Please submit the request form to Rogue River Police Department located at 133 Broadway St. (mailing address PO Box 1137) Rogue River, OR 97537. Or you can email a scanned copy to ereed@rogueriverpolice.org. To obtain a report provide as much information as possible about the incident and the persons involved. Once the request is received you will be advised of estimates regarding fee and processing time based on items requested. Once the fee is received, your request will be processed and you will be contacted when your requested documents are available.

Your Information: Your name, organization (if applicable), phone number (if you wish the information mailed to you after payment) in order to receive your requested record.

Date of the Incident: Provide the date and time that the incident occurred or when the report was filed, if it was a later date.

Full name and date of birth: Provide the first, middle and last names of the persons involved as well as date of birth, if you have the information available to you.

Location of Incident: Provide the exact address of the incident. If there is not 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, burglaries, harassments. etc.

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; and when not applicable.
192.398(1)	Medical records; sealed records; records of individual in custody or under supervision; student records.
192.345(3)	Investigator 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 is authorized to make these records available.