



## FOREST GROVE POLICE DEPARTMENT

### PUBLIC RECORDS REQUEST

PURSUANT TO OREGON PUBLIC RECORDS LAWS, § 192.410-192.505

Attention Requester: This form is required if requesting to inspect or obtain copies of public records held by the Forest Grove Police Department. To expedite your request, please complete all the information below.

- The City shall respond to public record requests within five (5) business days acknowledging receipt of the request. If the time required to provide a respond exceeds 10 business days, the requester will receive written notification. If records are exempt from disclosure, specific reason(s) will be provided. Notification will be provided if the estimated cost is greater than \$25.
- Oregon law provides that the City can require the requester to cover the costs of summarizing, compiling and/or tailoring public records, as well as actual costs of time spent by City staff and/or City Attorney searching, locating, reviewing, redacting, copying, certifying and/or sending records.

<b>FIRST &amp; LAST NAME or ORGANIZATION</b> <i>(Please print)</i>		<b>DATE OF REQUEST</b>	
<b>MAILING ADDRESS</b>		<b>CITY</b>	<b>STATE</b>
<b>DAYTIME TELEPHONE</b>		<b>EMAIL ADDRESS</b>	
<b>SIGNATURE</b> <i>(Required):</i>		<b>PREFERRED DELIVERY METHOD</b> <i>(Fees apply):</i>	
		<input type="checkbox"/> E-MAIL <input type="checkbox"/> MAIL OR FAX <input type="checkbox"/> VIEW ON SITE	
<b>DESCRIPTION OF RECORDS:</b> <i>(Please be specific)</i>			
<b>Case Number:</b>		<b>Date of Incident:</b>	
<b>Location of Incident:</b>			
<b>Name of Involved Party:</b>		<b>Date of Birth:</b>	
<b>Name of Involved Party:</b>		<b>Date of Birth:</b>	
<b>OTHER PERTINENT INFORMATION THAT WOULD HELP NARROW THE SEARCH:</b> <i>(Please be specific)</i>			

FEE SCHEDULE:	Effective July 1, 2019	SEND REQUEST TO:
Documents/Reports	\$18.25, plus \$0.20 per page over 10 pages	Forest Grove Police Department
Citation Copy/Radar	\$6.75	Attn: Records
Body Camera Footage	\$95.50 first 10 minutes, \$79.60 each additional	2102 Pacific Avenue, P. O. Box 326
Burn CD/DVD Audio	\$26.00 per disc (up to 30 photographs)	Forest Grove, OR 97116
Color Photograph Print	\$6.75 per sheet	503-992-3260 ■ Fax 503-359-3519
Staff Research	\$65.00 per hour (15-minute increments)	E-mail to: <a href="mailto:pdrecords@forestgrove-or.gov">pdrecords@forestgrove-or.gov</a>
		Hours: Monday – Friday, 8am – 4pm

FOR OFFICE USE ONLY			
<b>Copies Provided:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Total Fees Paid:</b>	
<b>Case Number:</b>		<b>Employee Signature:</b>	
<b>Other Notes:</b>		<b>Date:</b>	

Copy – Admin. Commander