



# Gladstone Police Department

## Records & Evidence Fee Schedule

<b>Police Reports</b>	.....\$10.00 per report
A copy of the first 5 pages of the report will be provided. An additional charge of \$1.00 for each additional page will apply if the report exceeds five pages. Upon payment, the first five pages will be forwarded to the requestor. A notice will also be sent informing the requestor of additional fees and length of report if it exceeds five pages. Victims may receive a free copy of the first page (face sheet) of the report by submitting a request in person with valid identification.	
<b>Local History Printout</b>	.....\$5.00 per individual record
This record only lists contact between an individual and the Gladstone Police Department for which a police report was created. This record lists case number, date and location of occurrence, involvement and offenses. <ul style="list-style-type: none"> <li>• An individual may request their own printout in person at the records office. The individual must have valid picture identification.</li> <li>• Third party requests must be submitted in the form of a public records request and must include name and date of birth.</li> <li>• Certification of Immigration and Customs Enforcement VISA letters upon request.</li> </ul>	
<b>Officer's Notes</b>	.....\$5.00 per notebook entry
Includes only entries made in the officers field notebook.	
<b>Address Record Print</b>	.....\$5.00 per address
This record lists case numbers and incident types for each incident associated with a specific address for which a police report was created	
<b>Radar Certification</b>	.....\$5.00 per radar unit
<b>Photos</b>	.....\$5.00 Index sheet .....5.00 per sheet/color photos (includes 2 5x7 images)
<b>DVD/CD/Audio Cassette Reproduction</b>	.....\$20.00 per disc
Evidence contained on DVD/CD may include photos, in-car video, interviews or various other audio/visual evidence.	
<b>Livestock Permit</b>	..... \$25.00 per year
All requests must be in writing and submitted with payment to the Gladstone Police Department Records Office 535 Portland Av, Gladstone OR 97027. In order to provide the necessary time to ensure accuracy in releasing information any request for copies of police reports, officer's notes, radar certification, photos or DVD/CD reproduction will require a minimum of 72 hours to fill the request. The Gladstone Police Department will charge for research time even if there are no records responsive to the request or the records are located but are exempt from disclosure. All records and evidence will be reviewed before being released. Redactions and deletions may be made in accordance with Oregon Revised Statute 192.501 and 192.502. In addition, some records or information may be exempt from release due to the nature of the report, the status of the investigation or age of the victim. Requestors will be notified in writing of any denials or reasons for redaction.	



# Gladstone Police Department

## Public Records Request

Please indicate what type of public record you are requesting. Payment is due at the time the request is submitted.

<input type="checkbox"/> Police Reports \$10.00	<input type="checkbox"/> Local History Printout \$5.00
<input type="checkbox"/> Officer's Notes \$5.00 per notebook entry	<input type="checkbox"/> Address Record Printout \$5.00
<input type="checkbox"/> Radar Certification \$5.00 per radar unit	<input type="checkbox"/> Photos \$5.00 Index Sheet \$5.00 per sheet (includes 2 5x7 color prints)
<input type="checkbox"/> DVD/CD/Cassette Tape reproduction \$20.00 per disc or tape	

Please supply the as much information as possible to ensure accuracy when filling your request:

Case Number if known \_\_\_\_\_ Date of Occurrence (approximate if unknown) \_\_\_\_\_

Location of Occurrence \_\_\_\_\_

Type of Incident \_\_\_\_\_

Persons involved (Please supply first and last names, dates of birth, maiden names if known, etc)

\_\_\_\_\_

\_\_\_\_\_

Vehicles involved (license plate number and state of issuance, VIN's or description)

\_\_\_\_\_

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### OFFICE USE ONLY

Amount Received	Amount due	Receipt number	Date mailed	Completed by:
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