



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.

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| <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)

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.

OFFICE USE ONLY

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|-----------------|------------|----------------|-------------|---------------|
| Amount Received | Amount due | Receipt number | Date mailed | Completed by: |
|-----------------|------------|----------------|-------------|---------------|