

.SWEET HOME POLICE DEPARTMENT REQUEST FOR COPIES

Today's Date:	Requestor Name:		
Requestor Phone Number:	Requestor Cell Phone Number:		Requestor Agency <i>(if applicable)</i> :
Email Address <i>(if you want contact by email)</i> :			
Requestor Address, City, State & Zip Code:			
Requestor Signature:			
<u>Circle One:</u>	Auto Accident	Theft/Burglary	Other:
Incident Number:	Incident Location:		
Date of Incident:	Time of Incident:	Officer:	
Person(s) Involved: <i>(Only use insured person's name if the insured person was involved as the driver/victim)</i> :			

Amount Received: _____			
Mailing is requested? Yes No <i>(See reverse side for fee schedule)</i>			
Est. Additional Due at Pickup: _____			
POLICE DEPARTMENT USE ONLY			
We cannot supply the report you requested for the following reason (s):			
	Cash or check for the correct amount was not enclosed		
	Additional money in the amount of \$ _____ is needed to complete your request.		
	The incident is still under investigation and cannot be released at this time		
	We have no record involving this person/incident. Please check your information for accuracy.		
	We handled the requested incident but the records have been purged pursuant to State Archive laws.		
	The incident is not in our jurisdiction and/or our department did not take the report. Please Contact:		
	This incident is currently exempt from public disclosure under ORS 192.501 and 192.502 and cannot be released by this agency.		
	Other:		

Amount Received:	Date:	By:
Amount Due:	Date:	By:

CITY OF SWEET HOME
SWEET HOME POLICE DEPARTMENT
PUBLIC INFORMATION, RECORDS, RESEARCH
AND MISCELLANEOUS FEES - 2012

General information regarding fees for Public Information and Records Requests:

The fees established in this policy are not intended to be all-inclusive in regards to requests for Public Records or other public information. When applicable additional fees for staff time (including legal review fees) necessary to research, retrieve, review and prepare information may apply in accordance with applicable State statutes

POLICE DEPARTMENT FEES	
Photo Copies	.25 per side
Public Fingerprinting Services	
First Card	10.00
Each additional card	1.00
Bicycle License per bicycle – current owner	2.00
Reports and Recordings	
Research Fee per unknown case number	10.00
Archived Reports prior to 2001 or reports requiring redaction of confidential information:	Actual Staff Costs-1 hour minimum Applicable reproduction cost
Incident Reports (up to 25 pages)	
Additional pages	10.00
Report postage minimum up to 10 pages	.50
Additional pages	3.00
Evidence Recording (digital audio)	.10/each
Digital Audio	
Video (minimum up to 2 hours maximum)	30.00
Each additional 2 hours	50.00
Recording postage per CD/DVD	50.00
	5.00
Evidence Photographs	
Film converted to digital	50.00
Photos per case CD/DVD or sent electronically	25.00
Digital printed photos per sheet (max 4/sheet)	10.00
Photograph Postage	
Postage per photo CD	5.00
Postage min to 10 printed pages	5.00
Per pages after 10	.10
Record Checks	
Letters of Clearance (per individual)	15.00
Location/Person overview per individual	10.00
Postage for records checks minimum to 10 pages	2.00
Per page after 10	.10
License Investigations	
Liquor License, New or Change of Ownership	100.00
Liquor License, Temporary Sales	20.00
Liquor License, Renewal Processing	15.00
Second Hand Dealer License Processing	20.00
Texas Hold-Em License (annual)	200.00

Please complete this form and return via US Postal Service or hand delivery WITH PAYMENT to:

Sweet Home Police Department
1950 Main Street
Sweet Home OR 973876
Questions: records@ci.sweet-home.or.us