



# Gresham Police Records Request Form

## REQUESTOR INFORMATION

Date of Request: \_\_\_\_\_

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Preferred method of contact      Mail       Phone       Email       Fax

Is this request related to a lawsuit in which the City of Gresham is a party, or a tort claims notice filed with the City of Gresham?

Yes     No

Office Use      Request Completed       Request Denied       Fee \_\_\_\_\_      Initials \_\_\_\_\_  
(Give reason in the description box)

### Record Type (Check all that apply):

- Police Reports or accident reports
- Crime activity (address search)
- Local Background Check
- Photos (CD and USB: \$60)
- Crime Activity Dispatch (CAD) reports
- Body-worn camera recording (see page 2 for additional fields)

### Description of Records Requested:

Please describe the materials you are requesting in as much detail as possible: type of document, date, author, title, etc. If you need more room, please attach additional sheets. If your request includes personnel records, a signed release from the employee may be required. \_\_\_\_\_

Case Number \_\_\_\_\_

Name & DOB of involved person \_\_\_\_\_

- City will respond to your request as soon as practicable and without unreasonable delay.
- If the estimated costs involved in fulfilling your request exceed \$25, the City will advise you for the estimated costs and require your approval before beginning the work.
- If the fee estimate exceeds \$25, a deposit may be required to begin the work.
- Full payments of the total amount of costs incurred is required before the public records are inspected or copies are released.
- Failure to respond to a request for clarification or to submit the required payment within 60 days of receipt will result in the closure of the request without further notice.
- **Please contact Ami Staples if you have any questions about this form or Police related requests**  
[GPDRecords@GreshamOregon.gov](mailto:GPDRecords@GreshamOregon.gov), or by phone at 503-618-2324.

**I HAVE READ AND AGREE TO COMPLY WITH THE ABOVE CONDITIONS**, and further agree to pay the cost of fulfilling this Public Records Request according to the conditions set forth above. I understand these costs may include the cost of searching for records, reviewing records to redact exempt material, supervising the inspection of records, copying records, certifying records, and mailing records. I agree to pay a deposit of the estimated costs, if required. I also understand that the documents or records requested may not be immediately available for my review and that I may need to make an appointment to review the documents or records. I acknowledge that any documents or records made available to review must not be disassembled and must be left intact, and that I cannot make copies myself.

Signature of Requestor \_\_\_\_\_

Date \_\_\_\_\_

GENERAL - PUBLIC RECORDS REQUESTS

**PUBLIC RECORDS**

Res. 3044

**REQUESTS Police Records**

*GAR 6. 20. 070*

Police & Fire Department charges for reports and photographs are greater than other departments because of the significant amount of staff time required to screen the materials and blank out those parts which are not authorized for release. The General Public Records Fee applies to other types of records from these departments.

**Reports**

Accident report, all fire reports	\$30	for first 10 pages
	\$2	for each additional page
Other police reports	\$30	for first 10 pages
	\$2	for each additional page

**Photographs**

CD/USB \$60.00

<u>Local Background Checks</u>	\$30.00	per name
	\$30.00	per letter
Name/Address Checks	\$20.00	

**CAD call printouts** \$20.00 Total

**Body Worn Camera (BWC) Recording** \$30 Per hour of labor required to redact video; 1 hour minimum

\* ORS 192.345(40)(B) states that a request for disclosure under this subsection must identify the approximate date and time of an incident for which the recordings are requested and be reasonably tailored to include only that material for which a public interest requires disclosure. In accordance with ORS 192.345(40)(b), please provide the information requested below:

Approximate date & time of the incident \_\_\_\_\_

Identify: 1) the public interest requiring disclosure and 2) the material necessary to satisfy the stated interest:

\_\_\_\_\_

\*attach additional pages if necessary