West Linn Police Public Records Request

## West Linn

## West Linn Police Department

1800 8th Avenue

West Linn, OR 97068

503.655.6214

**Submit request to:** West Linn Police Department, Fax: 503.656.0319, or wlpdrecords@westlinnoregon.gov

Name:

Address:

City/State/Zip:

Phone:

E-mail:

*Preferred method of contact:* [ ]  Mail [ ]  Phone [ ]  E-mail

Is this request for the purpose of detecting or apprehending persons for the purpose of enforcing federal immigration laws? [ ]  Yes [ ]  No

Please describe the purpose of your request, to the extent known and with as much detail as possible; include Case number, Date of Incident, and Name of Parties Involved, Reporting party’s name, etc.:

*(Attach additional sheet if needed)*

See 2nd page for fee schedule.

*Please check how you would like to receive the requested documents:*

[ ]  Review at Police Dept. [ ]  Pick Up [ ] US Mail [ ]  Email

NOTE: Some reports cannot be e-mailed. Records staff will advise.

**REQUESTOR TO READ AND SIGN UPON SUBMITTING REQUEST**

Every person has a right to inspect any public record of a public body in this state, except as otherwise provided by ORS 192. Please understand that the documents or records requested may not be immediately available for review and that an appointment to review the documents or records may be necessary. There may be a cost for the research time to retrieve the requested records and costs for duplication of requested documents. If research time is required, the requestor will be notified of the estimated cost prior to retrieving the documents or records. Prepayment for research time and copies may be required. Any documents or records made available for review will be disassembled by city staff. Copies may be made by the requestor directly, through digital means, such as digital photography or a city supplied flash drive. Please note, the city will not create a new document in response to a records request. I understand that by typing my name below and electronically submitting this request I will be adopting it as my signature and understand these terms.

Requestor:

Date:

 # Copies made:     $

Research fee and other media or materials

*(See next page and fee schedule for costs)* Length of time:      ­­­­­­­ $

Additional Charges: \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ADDITIONAL CHARGE TOTAL $

TOTAL DUE $

Approved Date:

Denied Date:

Reason:

#### INSTRUCTIONS FOR REQUESTING PUBLIC RECORDS \*

1. Requests must be in writing using the form provided. (Please note the police department will not create a new document in response to a records request.)

2. Submit request(s) to the West Linn Police Department, 1800 8th Avenue, West Linn, Oregon, 97068, or by fax at 503.656.0319, or by email at wlpdrecords@westlinnoregon.gov.

3. The police department shall respond to all requests as soon as practical and without unreasonable delay or will explain why more time is needed for a full response.

4. If inspection of documents is preferred over copies, such inspection shall occur during normal business hours. An acceptable inspection time and place will be arranged between the requestor and the staff person. Space is provided for one person to inspect records per request.

5. The police department will submit a cost estimate to the requestor to provide the requested documents, including copying charges, research time (if required), and separating exempt from non-exempt materials.

6. If the estimated cost is $35.00 or more, the police department shall require a deposit in the full amount of the estimate before fulfilling the request. If the actual cost exceeds the estimate, the police department will not release the documents until the fee is received in full.

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**Public Records Request services:** **Fee**

Photocopy or .pdf creation each **police case or incident report** – first $15

page up to ten pages

Photocopy or .pdf creation each **police case or incident report** – See per page photocopying

over ten pages fees below

 Photocopying or .pdf creation of police documents (not related to Free

 case or incident report) – first page up to ten pages

 Photocopying or .pdf creation of police documents (not related to See per page photocopying

 case or incident report) over ten pages fees below

Digital files (i.e., audio and photos) produced to USB flash drive/CD $20 and $15 for each additional

duplication for each **police case or incident report**

Records research fee: Staff hourly wage, plus benefits (first 30 minutes free)

 $100/hr. for legal review/research

**Photocopying, .pdf creation, Printing, Scanning and Faxing Fees Per page fee after ten pages**

8.5” x 11” (per page charge) $0.25

8.5” x 14” (per page charge) $0.30

11” x 17” (per page charge) $0.35

**Non-sufficient Funds (NSF) Charge** **Fee**

Relating to returned payments for NSF (pursuant to $25

West Linn Code Section 4.015 and 4.235)