

# West Linn Police Public Records Request

West Linn Police Department  
1800 8<sup>th</sup> Avenue  
West Linn, OR 97068  
503.742.6100



**Submit request to:**

West Linn Police Department, Fax: 503.656.0319, or E-mail: [wlpdrecords@westlinnoregon.gov](mailto:wlpdrecords@westlinnoregon.gov)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Preferred method of contact:  Mail  Phone  E-mail

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 2<sup>nd</sup> page for fee schedule.

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

Review at Police Dept.  Pick Up  US Mail

**NOTE: Some reports cannot be e-mailed.**

**Records staff will advise.**

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

I understand that every person has a right to inspect any public record of a public body in this state, except as otherwise provided by ORS 192.496 to 192.505. I 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 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, I understand I will be notified of the estimated cost prior to retrieving the documents or records. I also understand that prepayment for research time and copies may be required. 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. 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: \_\_\_\_\_

# of 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 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](mailto: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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| <b>COSTS FOR POLICE PUBLIC RECORDS</b>                                     |   |
|--|---|
| One to ten pages   | Free  |
| Over ten pages photocopying, printing, scanning,<br>and faxing, fees apply |   |
| per page   |   |
| 8.5 x 11   | \$ 0.25                                     |
| 8.5 x 14   | \$ 0.30                                     |
| 11 x 17  | \$ 0.35                                     |
| Records Research Fee   | \$20.00 per hour (first<br>30 minutes free) |
| CD Duplication (per case and/or documents)                                 | \$20.00<br>\$15.00 each addl.               |
| Research Cost after first 30 minutes free:                                 | \$20.00 per hour                            |
| Legal Review/Research fee  | \$100.00 per hour                           |