

# Milton-Freewater Police Department

722 South Main Street • Post Office Box 6  
Milton-Freewater, OR 97862  
Phone: 541-938-5511 • Fax: 541-938-6909

## POLICE RECORDS REQUEST FORM

Police reports may be released to the public under the Oregon Open Records Law, with certain restrictions, after the investigation has been completed. The Records Division shall only release information that has been reviewed and approved by a Patrol Supervisor; **and** the disposition of the case is closed, suspended or unfounded. Cases that are still under active investigation will not be released during the investigative period.

Cases resulting in an arrest cannot be released without the written authorization of the Umatilla County District Attorney's Office. Records of juvenile defendants are kept confidential and cannot be released to the public. If the record is releasable, the juvenile names will be redacted. If a case has a citation attached to appear for Municipal Court, the report cannot be released until verified by the Court Clerk that the case has been cleared from their docket.

**There is a non-refundable \$12.00 fee due when submitting your request.** This will cover the first three pages of any releasable record. Additional associated charges are \$1.50 for each additional page, \$1 for each color copy and \$25 for audio/video recordings. You will be contacted by phone when your record is ready to be picked up and will be advised if there are any additional charges. If the record is not picked up within 30 days of notification it will be destroyed. Please allow up to 30 days for your record to be processed. Thank you.

\_\_\_\_\_  
Date Case Number (if known) Date Needed by Reason for Request (**required**)

\_\_\_\_\_  
Name of Requestor/Firm/Company Contact Number(s) (**required**)

\_\_\_\_\_  
Mailing Address Contact Person Email Address

\_\_\_\_\_  
Date/Time of Incident Location of Incident/Street Address Officer (if known)

\_\_\_\_\_  
Full Name/DOB of Involved Person Full Name/DOB of Involved Person

\_\_\_\_\_  
Incident/Description of Events

\_\_\_\_\_  
Additional Comments

I am requesting the following records:  Police Report  Photos  Audio CD/Video  Other

### FOR OFFICE USE ONLY

\_\_\_\_\_  
Date Records Request Form Received / ECS Initials Initial \$12 Paid Receipt # OR  Fee Waived (Victim)

The record has been:

**APPROVED** - the additional amount owed is: \$ \_\_\_\_\_ Paid on: \_\_\_\_\_

**DENIED** - based on all or part of the requested records exemption for the following reasons: \_\_\_\_\_

\_\_\_\_\_  
Date Records Request Processed / ECS Initials Date Records Request Released / ECS Initials