



Gervais Police Department Records Request Form

Notice: Reports up to 15 pages - \$10.00 each; additional pages - .20 per page (**pre-paid only**)
Photos / Video / CD /DVD- \$10.00 each
(If a request will cost \$25.00 or more you will be notified in writing before work will begin)

Date of Request: _____

Name: _____ DOB: _____

Address: _____ Phone No. _____

Case No. or CAD No. (if known) _____ Date/Time: _____

Name/DOB of involved person/s: _____

Location of Occurrence: _____

I AM REQUESTING THE FOLLOWING RECORD/S: _____

For Office Use Only

Request handled by: _____
(Records Custodian)

Date request received / completed: _____ Date request mailed: _____

Date request denied / denial letter sent: _____

All or part of the report(s) are exempt from inspection, copying or disclosure under the Oregon Public Records Law for the following reason(s):

- _____ 1. Currently under investigation (ORS 192.501(3))
- _____ 2. An arrest has been made and / or is currently under appeal (ORS 192.501(3)); in this case you may direct your request to the Marion County District Attorney's Office at 503-588-5222
- _____ 3. Protection of personal safety and privacy (ORS 192.445 / 192.502)
- _____ 4. Protection of medical privacy (ORS 192.496)
- _____ 5. Litigation (ORS 192.501(1))
- _____ 6. Trade Secrets (ORS 192.501(2))
- _____ 7. Involves Minor Child (ORS 419A.255)

Right to appeal: If your request for records has been denied, in-whole or in-part, you have the right to appeal this decision in writing to the Marion County District Attorney's Office