

Police Report - Requests

A written request for police reports must be submitted to the Police Department to obtain a police report. The police department supplies forms for Request for Police Reports for citizen convenience.

Police reports can be obtained either in person at the Gervais Police Department or by mail. A Public Records Request form is required for each report desired and will become a permanent document filed with the case. The cost for police documents/reports is \$10.00 for the first 15 pages and \$0.20/page thereafter. The fees charged are intended to recover the cost of researching, reviewing and copying records as well as documenting case files.

Due to the complexity of rules involving public records laws, each request for a police report will be reviewed individually. Records requests are governed by the Oregon Criminal Code, The Attorney General's Public Records Manual and/or advice of legal counsel. Prior to release, all reports will be read thoroughly to determine the eligibility of release. At times, portions of a report may be withheld. Reports will be mailed to the requestor as soon as possible, within five to ten business days.

Please note: All or part of a report may be exempt from release under the Oregon Public Records Law for the following reasons:

- Currently under investigation and/or pending prosecution (ORS 192.501 [3])
- Reports from other agencies. (Requesting parties must contact the outside agency for report release.)
- Protection of personal safety and privacy (ORS 192.445 / 192.502)
- Juvenile Cases ORS (ORS 419A.255)
- Child Abuse or Child Sex Abuse cases (ORS 419B.035)
- Protection of medical privacy (ORS192.496)
- Litigation (ORS 192.501[1])
- Prohibited from releasing personal information that is obtained from Department of Motor Vehicles records (ORS 802.177)

Supporting Documents

Public Records Request Form 264.36 KB