



# City of Talent Police Department

PO Box 445  
604 Talent Avenue  
Talent, Oregon 97540  
541-535-1253  
FAX 541-535-8259

## PUBLIC RECORDS REQUEST COUNTER FORM

DATE: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

* Type of Request: <input type="checkbox"/> Police Report <input type="checkbox"/> Calls for Service <input type="checkbox"/> CAD <input type="checkbox"/> Records Check <input type="checkbox"/> Photographs <input type="checkbox"/> Other _____	
Type of Incident: <input type="checkbox"/> Accident <input type="checkbox"/> Theft <input type="checkbox"/> Burglary <input type="checkbox"/> Other _____	
Location of Incident:	Date of Incident:
Name(s) of Person(s) involved:	
DOB of Person(s) involved:	
* Requested By:	* Telephone Number:
* Email:	
* Mailing Address:	
* Is this request for the purpose of detecting or apprehending person for the purpose of enforcing federal immigration laws? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### Talent Police Department

**Received By:** \_\_\_\_\_    **Date:** \_\_\_\_\_    **Time:** \_\_\_\_\_

- The total fee for this request is \$\_\_\_\_\_ payable in full prior to copies being provided.
- The case you requested is still an open investigation. The full report can be released once the case is closed and has been adjudicated. *(ORS 192.345(3))*
- This case has been referred to the Jackson County District Attorney's Office (541-774-8181). We will not be able to process your request until the case has been adjudicated. *(ORS 192.345(3))*
- This case has been referred to the Jackson County Justice Court (541-774-1286). We will not be able to process your request until the case has been adjudicated. *(ORS 192.345(3))*
- The records are exempt from disclosure due to the fact that the case report involves a juvenile victim. This department cannot release the case information. Please contact DHS (541-776-6120) for further information. *(ORS 419B.035)*
- Contains personal information under right to privacy. Release to involved persons only. Follow below block out guidelines. *(ORS 192.355(2) (a) or ORS 430.399)*
- This record no longer exists, therefore we will be unable to fulfill your request.
- Other: \_\_\_\_\_

Talent Police Records Specialist: \_\_\_\_\_ Completed Date: \_\_\_\_\_

**Approved By:** \_\_\_\_\_    **Date:** \_\_\_\_\_



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## PUBLIC RECORDS REQUEST FEES

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### **Police Reports/Crash Reports:**

- Up to 20 pages:
  - \$20 if no redactions are necessary
  - \$35 with redactions
- More than 20 pages = \$40/hour
- Crash Report Face Sheet Only = Free to involved parties
- CADs (Computer Aided Dispatch) Print Out Only = \$20

### **Certification Letters:**

- Free for Victim
- \$20 for anyone else

### **Photos:**

- \$40/hour photo redactions
- \$1.00/page (up to 4 photos per page) plus research time if required
- CD/thumb drive of photos = \$25

### **Local Police Records Check or Name Search:**

- \$20
- NO charge for United States Military or United States Protected Services

### **MAV/Body Cam:**

- \$40/hour to review and copy (\$25 minimum fee)

### **Labor Costs/Research Rates:**

- Level 1: Up to 30 minutes—no labor costs; material costs only
- Level 2: 30 minutes to 2 hours = \$40/hour, plus cost of materials