



## HILLSBORO POLICE DEPARTMENT PUBLIC RECORD FEES

ORS 192.324 (4) authorizes a public body to establish fees to reimburse for actual cost in making public records available. The actual cost may include: a charge for the time spent by the public body's staff in locating the public records; reviewing the records in order to delete exempt materials; supervising a person's inspection of original documents in order to protect the records; copying records; certifying documents as true copies; or sending records by special methods such as express mail. The Hillsboro City Council adopted Resolution No. 2024, establishing a system of recovering City expenses incurred in responding to public documents and records requests.

Upon request, an estimate of costs for staff time will be made, and if the time required to respond to the request exceeds that estimate, the requester will be informed prior to the research continuing. The police department may require a deposit either full or in part before expending any city resources toward responding to a research request. If the actual cost of responding to the request is less than the estimated cost, then the balance of the deposit shall be promptly refunded.

***Please be advised that all requests for Public Records must be made in writing.***

| TYPE OF RECORD              | FEE  |
|-----------------------------|--|
| Police Reports              | \$12.00 for the first 15 double-sided pages<br>\$.30 per side for each additional page |
| Background Checks           | \$10.00  |
| Research Requests           | Per hour rate in excess of one half hour   |
| Officer Notes               | \$7.00 per page  |
| Officer Training Records    | \$7.00 per record  |
| Citations                   | \$7.00 per citation  |
| Radar Certification         | \$7.00   |
| Body Worn Camera Footage    | Per hour rate in excess of one half hour plus material                                 |
| Photographs                 | \$20.00 plus material  |
| Color Photo                 | \$3.00 per sheet   |
| Department Policies         | \$2.00 for each policy copied  |
| Any other record not listed | Per hour rate in excess of one half hour plus material                                 |

| TYPE OF MATERIAL | FEE     |
|------------------|---------|
| Link             | Free    |
| CD/DVD/Blue Ray  | \$10.00 |
| 8 GB             | \$8.00  |
| 16-32 GB         | \$10.00 |
| 64 GB            | \$18.00 |
| 128 GB           | \$32.00 |

\*There is no charge for the face sheet an Oregon Traffic Crash Report Form for involved parties only

Please direct any questions to the Custodian of Records, Cheron Gochenour (Records Manager) or Cynthia Young-Bolek (Support Services Division Manager) at 503-681-6175

Effective 05/13/2019

### Police Department

Mail 250 SE 10<sup>th</sup> Avenue, Hillsboro, Oregon 97123 Phone 503.681.6175 Fax 503.681.6267  
Web [www.hillsboro-oregon.gov](http://www.hillsboro-oregon.gov)





## HILLSBORO POLICE DEPARTMENT PUBLIC RECORD REQUEST FORM

Public Record Requests take a *minimum* of twenty-four (24) hours and *may take up to 7-14 days* dependent upon whether or not a record review or record release is required by the Hillsboro Police Department, District Attorney's Office or Juvenile Department. Requests for discovery should be submitted to the respective court. Requests that do not require a review or release are generally releasable within twenty-four (24) hours. Record Requests received after 12:00 (noon) will be processed the following day. Pre-payment of a minimum of twelve (12) dollars is required prior to processing the request. If the requestor fails to pick up requested records within seven (7) days of being noticed of records availability, the requestor forfeits any monies previously paid for said request. If said request is denied, refunds will generally be mailed within 10 business days of report/document denial. If said request is denied, requestor is entitled to file an appeal through the Washington County District Attorney's Office.

**Requests for cases involving child abuse will be handled by the Department of Human Services if the case is determined to fall under the child abuse category as defined by ORS 419B.005 (definition on back of form).**

**Under Oregon Public Records law, CASES STILL UNDER INVESTIGATION OR CRIMINAL ARRESTS PENDING COURT HEARINGS ARE NOT RELEASABLE**

**Type of Public Record Requested:**

|  |                                    |       |
|--|------------------------------------|-------|
| <input type="checkbox"/> Police Report | <input type="checkbox"/> BWC Video |       |
| <input type="checkbox"/> Photo Prints  | <input type="checkbox"/> Other     | _____ |
| <input type="checkbox"/> CD of Photos  |                                    |       |

| Today's Date  |  | Time              |              |
|---|--|-------------------|--------------|
| Requestor's Name  |  |                   | Phone Number |
| Address – Please ensure you provide a complete & current address in the event we need to issue a refund |  |                   |              |
| City  |  | State             | Zip          |
| CASE INFORMATION  |  |                   |              |
| Date & Time of Incident   |  | Case Number(s)    |              |
| Type of Incident  |  | Incident Location |              |
| Involved Person(s)  |  |                   |              |
| <input type="checkbox"/> Self <input type="checkbox"/> Other (Provide Names)                            |  |                   |              |
| Relationship of Requestor to Person's Named in Report   |  |                   |              |
| <input type="checkbox"/> Self <input type="checkbox"/> Other (Describe Relationship)                    |  |                   |              |
| Signature of Requestor  |  |                   | Date         |

*I agree not to use, share or disseminate any information pertaining to the record other than for lawful purposes. I understand that I am responsible for all processing fees once the record is requested, unless the record is deemed not releasable. Upon notification that said copied record is available, the Hillsboro Police Department shall only maintain the copied record for 7 business days. I understand that failure to pick up requested records within seven (7) days of being noticed of records availability will result in forfeiture of any monies previously paid for this request, and that future requests will require an additional pre-payment of a minimum of twelve (12) dollars.*

| For Records Use Only                     |                                  |  |                             |
|--|----------------------------------|--|-----------------------------|
| Date Report Request Received:            | Received by:                     | Date Report Request Completed:                 | Completed by:               |
| Date/Time requestor notified of status:  | Notified by:                     | Notes (left voicemail, spoke to person, etc.): |                             |
| Date sent to supervisor/lead for review: | Name of supervisor/lead sent to: | Date received from supervisor/lead:            |                             |
| Date photo request sent to P&E:          | Date received photos from P&E:   | Date BWC request sent to P&E:                  | Date received BWC from P&E: |



