

# Police Records Request

A person or organization may request copies of public records under Oregon's Public Record Laws, as defined in ORS Chapter 192. The Boardman Police Department will make records, except those exempt from disclosure, available at cost to the requestor.

The Boardman Police Department Administrative Office is open Mon-Fri 8:00 am until 5:00 pm, excluding holidays. Parties involved in a traffic crash may receive the front page of a traffic crash police report free of charge. For reports that are pending investigation or reports in which an arrest has been made, the Boardman Police Department may withhold investigatory information compiled for criminal law purposes until the investigation is complete or upon approval from the District Attorney's Office so as not to compromise a specific investigation. If you are picking the report up in person, we accept cash (exact change only) and checks. For further questions, contact the Boardman Police Department at 541-481-6071.

## Upon Receipt of Your Request

Upon receipt of your request, the Boardman Police Department should acknowledge receipt within five business days in most cases. The Records Manager will first need to ascertain whether the records you request are in the care of the Boardman Police Department. This may require that we contact other divisions, units, or personnel within the Boardman Police Department and/or other agencies. You will be notified if some or all of the requested documents are not in our care.

The Public Records Law does not impose on public bodies the duty to create public records. A public body is not obligated to create new information using its computer programs or to create a new program to extract the data from its computer in a manner requested by the public. The public body is not required to develop or acquire new or additional software or programs in order to retrieve the requested information.

A public body is only required to make available for inspection those records that exist at the time of the request. Persons seeking to inspect or obtain copies of records on a continuing basis may be required to make a new request for records.

## Timetable

The Boardman Police Department reserves the right to provide records after the desired date if the burden of meeting the requested date is impractical.

The Boardman Police Department will provide the records as quickly as reasonable and without delay.

Please be aware that requests are processed in the order they are received.

In most instances, it should be possible to complete the response within ten business days. However, in some cases, more time—even significantly more time—may be required.

Unforeseen staffing shortages and other circumstances or research requirements may delay a response. The Boardman Police Department will attempt to fulfill all record requests within fifteen business days.

Required Information

If your request has been couched in vague or broad terms, a representative of the Boardman Police Department may call or write you in an effort to acquire information or clarification for the purpose of assisting us in our search for records and expediting a response to your request.

Your request must identify as specifically as possible:

- The type of record(s)
- Subject matter
- Approximate dates(s)
- Names of persons involved
- The number of copies requested

Requests must include the name, address, and telephone number of the person requesting the public record(s). Please include an email address if possible.

## Supporting Documents

Boardman Police Records Request 234.58 KB