



**Hermiston Police Department**  
330 S. First Street  
Hermiston, OR 97838-2360  
Phone (541) 567-5519 • Fax (541) 567-8469

**Chief Daniel J. Coulombe**

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## **REQUESTS FOR INSPECTION OR COPY OF RECORDS**

The charge for records request is \$5.00 per report request. There will be an additional charge of \$.20 cents per page for cost of copying of reports which are over 30 pages in length. Victims of crimes are not subject to the fee for **first time requests**. Digital photographs belonging with a case can be printed in color for \$1.00 per page. If the time required exceeds normal and reasonable staff time, an estimate of the actual costs of staff time necessary for locating, reviewing, separating, photocopying, redacting, and preparing records for mailing or other delivery will be provided to you before any work is done.

The department will charge \$35.00 per hour, with a \$12.00 minimum, for public record requests that require electronic reproduction. Charges include but are not limited to staff time spent locating, downloading, formatting, copying and transferring records to media, and any charges by a third party vendor. The department will provide blank reproduction media at the following rates: Video cassettes, 2 hours: \$3.00 each; Audio cassettes: \$2.00 each; Compact disks 1 ½ hours: \$2.00 each. (Due to possibility of computer viruses, the department will not permit requestors to provide compact disks).

Please submit your payment along with this form with the following information and the reports will be mailed to you. Complete information is necessary to enable us to locate the report(s) and all pertinent information associated with the report.

No report will be processed for mailing, email or by fax, without payment enclosed with the report request. Upon receipt of the payment, the report will be processed and mailed within a reasonable amount of time, if there is a report on file. Make sure that your crime or accident happened inside the city limits of Hermiston before requesting copies of the report.

**\*\*\*Juvenile reports require special handling and are not always available, due to special restrictions with the Oregon Open Records Law.**



# HERMISTON POLICE DEPARTMENT

## REQUEST FOR INSPECTION OR COPY OF RECORDS

Request may be submitted in person, by mail, fax, or by e-mail

Date of Request: \_\_\_\_\_

\* Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

\* Address: \_\_\_\_\_  
\_\_\_\_\_

\* Telephone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Fax #: \_\_\_\_\_

Date/Time of Incident: \_\_\_\_\_

Case #: \_\_\_\_\_

Type/Nature of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

\* I am requesting the following record(s) for inspection/copying: (a detailed description must be provided to allow the public body to search for and identify/retrieve the requested records):

\_\_\_\_\_  
\_\_\_\_\_

I wish to receive copies of the requested records.

Requestor's Signature: \_\_\_\_\_

**\*Above information elements required by OR Laws 2007, ch. 467**

## RESPONSE TO INFORMATION REQUEST

Date of compliance with request: \_\_\_\_\_

By: \_\_\_\_\_  
Custodian of records

Copies of all requested records for which we do not claim an exemption under ORS 192.410 to 192.505 are enclosed.

We do not possess or are not the custodian of the requested records.

We are uncertain whether we possess the requested records. We will search for the requested records(s) and inform you of our response as soon as is practicable.

We are the custodian of at least some of the requested records. Documents which contain information responsive to your Open Records Act request consist of approximately \_\_\_\_\_. We estimate the fee for making copies of the requested records is \$\_\_\_\_\_, which must be paid in full prior to the release of the records. This is only a cost estimate. The actual charges, after completion of processing of these records, may be less than stated, and you will be refunded the difference if any. Please respond in writing your willingness to pay the estimated fees so that further action can be taken on your request. If you wish to reduce the scope of your request to meet your information needs at a lower cost, please advise this office at your earliest convenience.

We are unable to acknowledge the existence of the requested records due to a federal/state law that prohibits acknowledging the existence of such records. The relevant federal state law is:

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Your request is “unduly burdensome” and is denied. Responding to this request will disrupt the duly-undertaken work of this department. We have extended the opportunity to you to confer with us in an attempt to reduce the request to manageable proportions and you have failed to do so. The reasons this request is unduly burdensome and the extent to which it is are: (describe reasons and extent)

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The following information/records requested is exempt from inspection, copying or disclosure under the *Open Records Law* for the following reasons: (insert specific subsection(s))

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Date of denial of request: \_\_\_\_\_

By: \_\_\_\_\_

**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 District Attorney for the county in which the record is maintained.