



# Boardman Police Department

200 City Center Circle P.O. Box 229

Boardman, OR 97818

Admin (541) 481-6071 Fax (541) 481-6171

## POLICE RECORDS REQUEST

(Please Print Clearly)

\$20.00- Printed reports (additional \$15.00 for up to 12 printed copies of photos)

\$25.00- Archives/ Extensive records search (in addition to the report fee for older records which consist of extra time to search)

\$20.00- Photographs put onto CD (per CD)

\$75.00- Video Recording (plus \$45 per hour after the 1<sup>st</sup> hour)

Requests for copies of police records will be accepted by written request in person, by mail or online at

[www.cityofboardman.com](http://www.cityofboardman.com). Mailed requests must include payment and self-addressed stamped envelope. The Boardman Police Department Administrative Office is open M-F from 8:00 a.m. until 5:00 p.m., excluding holidays. Parties involved in a traffic crash may receive the front page of a traffic crash police report free of charge. Please allow a minimum of 5 days to process your report request (further details [www.cityofboardman.com](http://www.cityofboardman.com)) If you are picking the record(s) up in person, we accept cash (exact change only), checks and credit / debit cards. For further questions, contact the Boardman Police Department at 541-481-6071.

Date of Request: \_\_\_\_\_ Case Number (if known): \_\_\_\_\_

OR:

Date & Time of Incident: \_\_\_\_\_ Name/Person Involved: \_\_\_\_\_

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

Person/Agency Requesting Record: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address/City/State/Zip Code: \_\_\_\_\_

- This request is for the purpose of detecting or apprehending persons for the purpose of enforcing federal immigration laws.

(Internal use only do not write below this line)

We are unable to comply with your request for a copy of a police record(s) for the following reason:

- Pending criminal investigation-ORS 192.345(3). Full report not available at this time. No investigative details may be released until the case is disposed of through Court or by a written order from the District Attorney's Office.

- Record(s) as requested do not exist/not located.

- Location of incident occurred in another Jurisdiction: \_\_\_\_\_

- Minor accident, no written police report on file.

- Appropriate fee did not accompany the request. Please forward a check or make payment in person in the amount of \$ \_\_\_\_\_. Upon receipt of payment we will forward the requested record copy.

- Other: \_\_\_\_\_

Request completed by/Date:

\_\_\_\_\_/\_\_\_\_\_ Full Report

\_\_\_\_\_/\_\_\_\_\_ Redacted Report

\_\_\_\_\_/\_\_\_\_\_ Report Face Sheet Only

\_\_\_\_\_/\_\_\_\_\_ Video/Photographs/Other Digital Evidence