



MYRTLE CREEK POLICE DEPARTMENT

215 NW PLEASANT ST, MYRTLE CREEK OR 97457

PH. (541) 863-5222 • FAX (541) 863-6690

To receive a copy of any report or record from the Myrtle Creek Police Dept. you must complete this form. You must also pay the required fees. (See fee schedule below)

REQUESTOR NAME _____ PHONE _____

MAILING ADDRESS _____ DATE OF REQUEST _____

EMAIL ADDRESS _____

NAME OF PERSON/S INVOLVED: _____ DOB/ _____

_____ DOB/ _____

DATE/TIME OF INCIDENT: _____ CASE # _____

TYPE/NATURE OF INCIDENT: _____

LOCATION OF INCIDENT:

I AM REQUESTING THE FOLLOWING RECORDS: POLICE REPORT [] LOG ENTRY [] OTHER-

EXPLAIN _____

- Face Sheet or Single Page Report:** \$1.00
- Reports up to 5 pages:** \$10.00
- Each Page over 5 pages:** .50
- Photos** \$10.00
- Body Worn Camera Video:** Requires subpoena.

Staff will review and estimate the amount of time necessary to fulfill your request. Your request may take a minimum of three days to process. A research fee may be assessed dependent on the type of record requested. This research fee must be paid prior to staff beginning the research process. Additionally, an estimate of the actual costs will be made and that amount may be required to be pre-paid at the time the request is made. If the actual cost of providing the records is less than the estimate, a refund will be given. If the actual cost exceeds the estimate, the balance must be paid prior to the department releasing the requested records. You may be required to pay the costs of processing your public records request even if no records are found, or if the records are exempt from disclosure.

(FOR OFFICE USE ONLY)

Copy of report provided _____ No Record Found _____ Case No's _____ Redacted _____

Fees Paid \$ _____ Date Mailed _____ Clerk Initials _____ Supervisor Initials _____