



# CITY OF PHOENIX POLICE DEPARTMENT

## PUBLIC RECORD REQUEST

### REQUEST INFORMATION

Date of Request:	Case/Incident Number:	Date of Incident:
Type of Request: <input type="radio"/> Research Request <input type="radio"/> Body Cam	<input type="radio"/> Police Report <input type="radio"/> Other (Describe) _____	<input type="radio"/> Photograph(s) <input type="radio"/> MAV (Patrol Car Video)
Type of Incident: <input type="radio"/> Accident <input type="radio"/> Disorderly Conduct	<input type="radio"/> Theft <input type="radio"/> Other (Describe) _____	<input type="radio"/> Burglary <input type="radio"/> Criminal Mischief
Location of Incident:	Date/Time of Incident:	
Name(s) of Person(s) Involved:		

### REQUESTOR INFORMATION

Requested By:	DOB:	Telephone Number:
<input type="radio"/> Citizen <input type="radio"/> Involved Party	<input type="radio"/> Attorney	<input type="radio"/> Media <input type="radio"/> Other (Describe) _____
For Immigration Purposes: <input type="radio"/> I certify that I AM making this request for the purpose of enforcement of federal immigration laws <input type="radio"/> I certify that I AM NOT making this request for the purpose of enforcement of federal immigration laws		
Mailing Address:	Email: _____	
Would you like these records mailed, faxed or picked up? <input type="radio"/> Mailed <input type="radio"/> Picked Up <input type="radio"/> Faxed to: _____		

### ACKNOWLEDGEMENT & AUTHORIZATION STATEMENT

I understand that there will be a fee for copies of the records requested (See fee schedule). I understand that there may be additional fees depending on the volume of records, research/search time, ect. . I will be notified of estimate of cost as well as an estimate of any additional costs that may incur. In addition, I understand that some information or some reports may be exempt from disclosure pursuant to Oregon's public records law (ORS 192.311 through 192.478) By signing below, I certify that I have read and agree to the terms and conditions set forth above.

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Pursuant to ORS 192.324, all requestors will receive notification of their requests within 5 business days. Record's staff will fulfill requests without unreasonable delay, and within 10 business days. If staff anticipates reasonable delay to this timeline, staff shall notify requestor in writing. Requests will be closed if fees are not received within 60 days of notification.

## FEE SCHEDULE

Research Fee:	\$ 10.00 ( for first 30 mins)	
	Anything is excess of 30 mins will be estimated based on salary and fringe benefits of the employee charged with task (such as document research, retrieval, review and/or redaction), covered to an hourly rate. Time will be charged per hour. Please call police department for an estimate when research or staff time is needed.	
Report / Call Log:	1 -24 pages	\$10.00
	25-49 pages	\$15.00
	50+ pages	\$20.00
Media:	Digital Audio/Photos	\$15.00 per disc
	MAV or Body Cam	Starting at \$50.00/hr for redacting and processing

## DEPARTMENT USE ONLY

### Requested Item(s)

Item	# of Pages / Items	Estimated Cost	Actual Cost
Call Log			
Incident Report			
Photograph(s)			
Audio/Video Disc(s)			
			<b>Total:</b>

Acknowledgment letter given/sent: \_\_\_\_\_ Date: \_\_\_\_\_  Mailed  Other: \_\_\_\_\_  
 Verbal

No Record Found

Approved

Exempt

The records requested are provided. Portions of the requested records are exempt from disclosure. The exempt material has been redacted or the exempt document is not provided in accordance with:

\_\_\_ ORS 192.345 (3) -- Criminal Investigation

\_\_\_ ORS 192.355 (2)(a) -- Personal Privacy

\_\_\_ ORS 192.355 (9) -- State Law

\_\_\_ ORS 419B.035 -- Child Abuse Law

\_\_\_ ORS 192.355 (8) -- Federal Law

\_\_\_ ORS 181A.830(2) -- LE/OR Law

\_\_\_ ORS 430.399 -- Treatment or Sobering Facility

Disapproved

The requested record(s) are exempt from disclosure and are not provided in accordance with:

\_\_\_ ORS 192.345 (3) -- Criminal Investigation

\_\_\_ ORS 192.355 (2)(a) -- Personal Privacy

\_\_\_ ORS 192.355 (9) -- State Law

\_\_\_ ORS 419B.035 -- Child Abuse Law

\_\_\_ ORS 192.355 (8) -- Federal Law

\_\_\_ ORS 419A.255 -- Juvenile Records

Pending / Info Needed

The Phoenix Police Department needs additional information/clarification regarding the request before the PXPd can respond to the request. Requestor was contacted on \_\_\_\_\_ via phone/mail. New estimated date is: \_\_\_\_\_.

Notes: \_\_\_\_\_

Records Released by: \_\_\_\_\_

Date: \_\_\_\_\_

Cost: \_\_\_\_\_

Paid: \_\_\_\_\_

Notification Date : \_\_\_\_\_

in person

via telephone

voicemail

USPS (date mailed: \_\_\_\_\_)

email