

Klamath Falls Police Department Public Information/Records Request

The definition of "Public Records" and the rules regarding their release are set forth in ORS 192.311 through 192.478 and in the Oregon Attorney General's Public Meetings and Records Manual. Although public records are usually open for disclosure, there are a limited number of circumstances under which a public body either must or may decline to release certain information.

Please provide the following information:

Date public record requested _____

Requestor's Identity:

Name _____

Address _____

Phone _____

Signature _____

Requested Information/Record(s): Please give a brief statement describing the requested information/record(s), being specific enough for the City to determine the nature of the incident:

Date & Time of Incident _____

Nature of Incident _____

Case Number _____

Citation Number _____

Purpose of Request _____

Other Information _____

****Public records request should be made seven (7) calendar days before trial****

Fee Amount:

\$25 for Police Report

\$30 for Electronic Media

Routine requests will be handled within the Police Department. More complex written requests or requests that implicate application of statutory exemption from disclosure shall be submitted to the City Attorney for response. The City Attorney's response will be pursuant to the City of Klamath Falls policy for requests, inspection, and copying of city records. A copy of such policy is available for your review. In most cases, there will be a fee charged for providing this service. Payment of the fee for meeting your request must be received prior to the requested materials being released. You will be advised by the City Recorder and/or his/her designee of the fee required for your request. Please complete this form and provide it to the Records Department either in person, via email to KFPDRecords@klamathfalls.city, or via fax to 541-883-5389.

Signature of requestor at receipt of public record _____ Date _____