



HARNEY COUNTY JAIL

PUBLIC RECORDS REQUEST

Submit request to: Harney County Sheriff's Office: 485 N. Court Avenue, Burns, Oregon 97720

Last Name: _____ First Name: _____ Middle Name: _____ DOB: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Home Telephone: (____) _____ Cell Phone: (____) _____

E-Mail Address: _____

Provide detailed description of documents requested:

I am requesting: ☐ Police Report ☐ Incident Log (CAD Event) ☐ Photo CD ☐ Other

Case Number: _____ Date of Incident: _____ Time of Incident: _____

Location of Incident: _____ City: _____ State: _____ Zip Code: _____

Name of Subject Involved: _____ Subject's Date of Birth: _____

Is this record needed for court? : ☐ Yes ☐ NO If yes, date needed by: _____

Report(s) will be: ☐ Picked up ☐ Mailed

Please identify the public record(s) you are requesting, as specifically as possible:

REQUESTOR TO READ AND SIGN UPON SUBMITTING REQUEST

Fees are determined per ORS 192.324 and are due at time of request. I understand that every person has a right to inspect any public record of a public body in this state, except as otherwise provided by ORS 192.496 to 192.505. I understand that the documents or records requested may not be immediately available for my review and that I may need to make an appointment to review the documents or records. I acknowledge that there may be a cost for the research time to retrieve the requested records and costs for duplication of requested documents. If research time is required, I understand I will be notified of the estimated cost prior to retrieving the documents or records. I also understand that prepayment for research time and copies may be required. I acknowledge that any documents or records made available to review must not be disassembled and must be left intact, and that I cannot make copies myself.

Signature of Requestor

Date

Department (Patrol, Jail, Dispatch, Community Corrections)



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PUBLIC RECORDS REQUEST

OFFICIAL USE ONLY

Department: ☐ Patrol ☐ Jail ☐ 911 Dispatch
☐ Community Corrections

Victim Request: ☐ YES ☐ NO
(Victim: no charge for records request)

DATE RECEIVED:	
EMPLOYEE:	
CASE STATUS	
☐ HCSO Open Case	☐ DA Open Case
☐ HCSO Closed Case	☐ DA Closed Case

(See fee Schedule)

Police Report \$ _____
Incident Report (CAD Event) \$ _____

Copies: \$.50 ea. (first 20 pgs.) # Copies made: _____ \$ _____

\$.25 ea. (21-50 copies)

\$.15 ea. (50+ copies)

Research fee (first ½ hour no charge): Length of time: _____ \$ _____

Other media or materials:

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

Receipt # _____ Total \$ _____

Request Filled By: _____



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1. Requests must be in writing using the form provided, HCJ003-01.
2. Submit request to the Harney County Sheriff's Office, 485 North Court Avenue, Burns, Oregon 97720, or by fax at 541-573-8383.
3. The Harney County Sheriff's Office shall respond to all requests as soon as practical and without unreasonable delay within five (5) business days or, within five (5) business days will explain why more time is needed for a full response.
4. If inspection of documents is preferred over copies, such inspection shall occur during normal business hours. An acceptable inspection time and place will be arranged between the requestor and the staff person. Space is provided for one person to inspect records per request.
5. The Harney County Sheriff's Office will submit a cost estimate to the requestor to provide the requested documents, including copying charges, research time (if required), and separating exempt from nonexempt materials. There is no research cost for the first ½ hour of staff time. Requestor must confirm for the Harney County Sheriff's Office to proceed with the request following receipt of the cost estimate.
6. If the estimated cost is \$25.00 or more, the Harney County Sheriff's Office shall require a deposit in the full amount of the estimate before fulfilling the request. If the actual cost exceeds the estimate, the Harney County Sheriff's Office will not release the documents until the fee is received in full.
7. If the estimated cost is less than \$25.00, the Harney County Sheriff's Office will fulfill the request and present the requestor with an invoice to be paid before release of the documents.
8. If the record requested is in storage offsite at the Harney County Sheriff's Office's document storage facility, a fee is charged for its retrieval.

FEE SCHEDULE: *(Victims are not charged for records related to case)*

Dispatch Call Report.....	\$5.00
Police Report (up to 8 pages, \$0.50 per page after 8 pages).....	\$10.00
Photo CD.....	\$15.00

Photocopying Black & White and Color Copies:

1-20 pages (per page)	\$0.50
21-50 pages (per page).....	\$0.25
50+ pages (per page).....	\$0.15
CD Duplication (per event).....	\$25.00
Returned Checks (all departments).....	\$25.00
Research Cost: Staff hourly wage, plus benefits (first ½ hr. free)...	Varies