



# JOSEPHINE COUNTY SHERIFF'S OFFICE

**SHERIFF DAVE DANIEL**

1901 NE F Street  
Grants Pass, OR 97526  
(541) 474-5123 X3

## RECORDS REQUEST FORM

### REQUESTOR INFORMATION:

**\*\*Please Submit One Form per Request\*\***

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date \_\_\_\_\_

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

Agency/Business Name (if applicable): \_\_\_\_\_

Please:  Email: \_\_\_\_\_  Fax \_\_\_\_\_  Mail  I Will Pick up  
I agree not to use, share, or disseminate any information pertaining to the record other than for lawful purposes. I understand that there will be a fee for the copies and personal data and any information from DMV or state/national database will be redacted/excluded from the report.

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

### Type of Request:

**\*\*SEE REVERSE FOR EXEMPTIONS\*\***

CALL NOTES – \$5.00 PER INCIDENT

POLICE REPORT – \$10.00 PER REPORT FOR THE FIRST 20 PAGES, \$0.25 PER PAGE AFTER 20 PAGES, IF REQ WILL TAKE MORE THAN 1 HOUR \$32 PER HOUR,

DMV CRASH REPORT – \$10.00 PER REPORT

COPY OF A TRAFFIC CITATION - \$10.00 PER CITATION

ADDRESS/NAME SCAN - \$5.00 PER NAME OR ADDRESS

Report #: \_\_\_\_\_ Date/Time of Incident: \_\_\_\_\_

Address of Incident: \_\_\_\_\_

Person(s) Involved: \_\_\_\_\_

Miscellaneous Information: \_\_\_\_\_

### **\*\*RECORDS PERSONNEL USE ONLY\*\***

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_

Denied By: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_ Date: \_\_\_\_\_

Requestor Notified of Status of Request By: \_\_\_\_\_ Date: \_\_\_\_\_

-Method of Notification: \_\_\_\_\_ Date: \_\_\_\_\_

Base Fee: \_\_\_\_\_ Additional Fee: \_\_\_\_\_ Total: \_\_\_\_\_

# HOW TO OBTAIN A COPY OF A PUBLIC RECORD FROM JOSEPHINE COUNTY SHERIFF'S OFFICE

**To order a report:** Please fill out the request form and mail it to Josephine County Sheriff's Office, ATTN: Records Department, 1901 NE F St, Grants Pass OR 97526. Or you can email a scanned copy to [records@co.josephine.or.us](mailto:records@co.josephine.or.us). You may also fax in the request to 541-474-5121. To obtain a report provide as much information as possible about the incident and the persons involved.

**Your information** - Your name, organization (if applicable), phone number and email (if you wish the information mailed to you after payment) in order to receive your requested record.

**Date of the incident** – Provide the date and time that the incident occurred or when the report was filed, if it was at a later date.

**Full name and date of birth** – Provide the first, middle and last names of the persons involved as well as a date of birth, if you have the information available to you.

**Location of the incident** – Provide the exact address of the incident. If there is not an exact address, provide cross streets.

**Type of incident** – Provide information on the type of incident that occurred. Examples of commonly requested reports include traffic crashes, thefts, burglaries, harassments, etc.

## REASONS FOR DENIAL OF POLICE RECORDS

\*\*The below Oregon Revised Statutes (ORS) are summarized. For the complete statute, you may visit the following website: <https://www.oregonlaws.org>.

<b>ORS</b>	<b>Summary</b>
124.090	Confidentiality of records; exceptions.
192.368(1)	Nondisclosure on request of home address, home telephone number and electronic mail address; rules of procedure; duration of effect of request; liability; when not applicable.
192.398(1)	Medical records; sealed records; records of individual in custody or under supervision; student records.
192.345(3)	Investigator information compiled for criminal law purposes.
192.345(40)	Audio or video records worn upon the officer's person that records interactions with the public.
192.355(2)	Other public records exempt from disclosure.
192.355(4)	Information submitted to a public body in confidence and not otherwise required by law to be submitted, where such information should reasonably be considered confidential, the public body has obliged itself in good faith not to disclose the information, and when the public interest would suffer by the disclosure.
192.355(8)	Any public records or information the disclosure of which is prohibited by federal law or regulations.

## Juvenile Records

<b>ORS</b>	<b>Summary</b>
419A.255(1)	Maintenance; disclosure; providing transcript; exceptions to confidentiality. The record of the case shall be withheld from public inspection.
419B.035(1)	Confidentiality of records; when available to others.

Reports of child abuse are confidential and are not accessible for public inspection, except in the instances where the Department of Human Services is authorized to make these records available.