

Curry County Public Records Custodian

C/O Curry County Legal Counsel Office

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REQUEST FOR COPY OF SHERIFF CASE REPORT/INFORMATION

Purpose. The use of this form is intended to assist in processing routine requests for copies of police case incident reports and other routine administrative records maintained by the Sheriff.

Adult Records/Information. Sheriff case reports will be released in accordance with existing public records law, except in those cases where such release meets one or more of the release exemption criteria in ORS 192.501, or other relevant statute. If a record request is denied, the Sheriff's Office will provide the appropriate statutory reference for the denial.

Juvenile Records/Information. The content of juvenile records may be disclosed to certain parties under certain circumstances (ORS 419A.255). When such disclosure is authorized by law, the Curry County Juvenile department is the agency responsible for disclosing youth and youth offender records if the records are subject to disclosure (ORS 419A.255[8]).

Fees. Based on the description provided by the requestor, if our estimate of the costs to provide these records exceeds \$25.00, the requestor will receive a notice providing an estimate of the costs. The estimated costs will be considered a deposit which, once received by the Sheriff's Office, will result in our actual search for the records. If the actual cost exceeds the estimate, the added costs will have to be paid before the records are released. If the actual cost is less than the estimate, the requestor will be reimbursed the difference. Fees may be waived at the discretion of the Sheriff.

Date of Request:	Date of Incident:	Case #:	Regarding Name:
Name of Requestor:		Telephone:	Mailing Address of Requestor:
Description of Requested Item(s):			
Estimated Cost:	Date Notice Sent:	Date Fees Received:	Initials:

Items Provided	Cost Per Item	# of Pages/Items	Cost
Incident Report/Dispatch Record/Jail Record/Other Reports	\$15		
Photograph(s)	\$1 Each		
Tape/CD/DVD(s)	\$25 each		
Total Cost			

<input type="checkbox"/> Request Approved <input type="checkbox"/> Fees Waived		<input type="checkbox"/> Request Disapproved Statutory Citation: _____	
Supervisor Name:	Date:	Initials	