



Prineville Police Department

400 NE THIRD STREET ♦ PRINEVILLE, OREGON 97754

Phone: (541)447-4168

FAX: (541) 447-8619

Web Site: www.cityofprineville.com

Request for Copy of Records

Date: _____ Name: _____

Phone: _____ Address: _____

Case # _____ Nature of Incident: _____

Date of Incident: _____ Time of Incident: _____

Address / Location of Incident: _____

Description of what you are requesting (i.e. Case Report, Call Log, etc.):

Additional Comments: _____

Oregon Public Records Law grants each person the right to inspect the records of a public body, unless exempt from disclosure. The Prineville Police Department releases public records in accordance with our records policy and this law. For more information on the Oregon Public Records Law please go to www.leg.state.or.us/ors/192.html.

Requestor Signature _____

Staff Use Only:

Supervisor Approval needed Yes No **Submitted for Approval on** _____

Supervisor Signature Approving Release _____ **Date** _____

Report cost \$ _____ Cash Credit Card Money Order Check

Number of pages _____ Photos Included

Comments: _____

Request Completed Date: _____ **By:** _____ Hand Delivered Mailed