NORTH PLAINS POLICE DEPARTMENT
PUBLIC RECORD REQUEST FORM

Public Record Requests take a *minimum* of twenty-four (24) hours and *may take up to 7-14 days* dependent upon whether or not a record review or record release is required by the North Plains Police Department, District Attorney's Office or Juvenile Department. Requests for discovery should be submitted to the respective court. Requests that do not require a review or release are generally releasable within twenty-four (24) hours.

Record Requests received after 12:00 (noon) will be processed the following day. If the requestor fails to pick up requested records within seven (7) days of being noticed of records availability, the requestor forfeits any monies previously paid for said request. If said request is denied, refunds will generally be mailed within 10 business days of report/document denial. If said request is denied, requestor is entitled to file an appeal through the Washington County District Attorney's Office.

Requests for cases involving child abuse will be handled by the Department of Human Services if the case is determined to fall under the child abuse category as defined by ORS 419B.005 (definition on back of form).

Under Oregon Public Records law, CASES STILL UNDER INVESTIGATION OR CRIMINAL ARRESTS PENDING COURT HEARINGS ARE NOT RELEASABLE

Type of Public Record Requested: ☐ Police Report ☐ CD of Photos ☐ Photo Prints ☐ Other _____

Today's Date	**Time**	
Requestor's Name	**Phone Number**	
Address – Please ensure you provide a complete & current address in the event we need to issue a refund		
City	**State**	**Zip**
CASE INFORMATION		
Date & Time of Incident	**Case Number(s)**	
Type of Incident	**Incident Location**	
Involved Person(s) ☐ **Self** ☐ **Other (Provide Names)**		
Relationship of Requestor to Person's Named in Report ☐ **Self** ☐ **Other (Describe Relationship)**		
Signature of Requestor	**Date**	

I agree not to use, share or disseminate any information pertaining to the record other than for lawful purposes. I understand that I am responsible for all processing fees once the record is requested, unless the record is deemed not releasable. Upon notification that said copied record is available, the Hillsboro Police Department shall only maintain the copied record for 7 business days. I understand that failure to pick up requested records within seven (7) days of being noticed of records availability will result in forfeiture of any monies previously paid for this request, and that future requests will require an additional pre-payment of a minimum of ten (10) dollars.

For Records Use Only			
Paid:	Receipt #:	Referred to Supervisor for Approval	Date Referred
Approved (Date & Initial)	Denied (Date & Initial)	Reason for Denial	
Date Requestor Notified of Status		Time Notified	Notified By
Date Photo Request Sent to P&E		Date Photos Received from P&E	

Police Department

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Web www.cityofnp.org

Definition of Child Abuse as Defined by ORS 419B.005:

A) Any assault as defined in ORS chapter 163 of a child and any physical injury to a child, which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given to the injury.
B) Any mental injury to a child, which shall include only observable and substantial cruelty to the child, with due regard to the culture of the child.
C) Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest, as those acts are defined in ORS chapter 163.
D) Sexual abuse, as defined in ORS chapter 163.
E) Sexual exploitation, including but not limited to:
    (i) Contributing to the sexual delinquency of a minor, as defined in ORS chapter 163, and any other conduct which allows employs, authorizes, permits, induces or encourages a child to engage in the performing for people to observe or the photographing, filming, tape recording or other exhibition which, in whole or in part, depicts sexual conduct or contact, as defined in ORS 167.002 or described in ORS 163.665 and including any conduct which is part of any investigation conducted pursuant to ORS 419B.020 or which is designed to serve education or other legitimate purposes; and
    (ii) Allowing, permitting, encouraging or hiring a child to engage in prostitution, as defined in ORS chapter 167.
F) Negligent treatment or maltreatment of a child, including but not limited to the failure to provide adequate food, clothing, shelter or medical care that is likely to endanger the health or welfare of the child.
G) Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare.
H) Buying or selling a person under 18 years of age as described in ORS 163.537.

Further questions with regard to child abuse cases should be referred to the Department of Human Services. **Contact Miglena Gonzalez at 503-681-6938**.

CASE NOTES