



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.):

Reason for Request: _____

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			
Report cost \$ _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Money Order
Number of pages _____	<input type="checkbox"/> Photos Included		
Comments: _____			
Request Completed Date: _____	By: _____	<input type="checkbox"/> Hand Delivered	<input type="checkbox"/> Mailed