

# Union County Sheriff's Office

1109 K Avenue  
La Grande, OR 97850

Email: UCSO Records@union-county.org

Phone: (541)963-1017

Fax: (541)963-1023



## Public Records Request

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### Requestor's Information:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

I am requesting the following record(s):      Report      Photograph CD  
Jail Records

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

Type/Nature of Incident: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

Name of Subject Involved: \_\_\_\_\_ Subject's Date of Birth: \_\_\_\_\_

Relationship to Subject: \_\_\_\_\_ Is this record needed for court?      Yes      No

If yes, date needed by: \_\_\_\_\_

Is this request related to a lawsuit or tort claim in which Union County or the Union County Sheriff's Office is named?      Yes      No

Report will be:      Picked up      Mailed      E-mailed

Please identify the public record(s) you are requesting, as specifically as possible:

I understand that my request may be denied under the Oregon Public Records Law. I certify that the information contained in this request is true and accurate.

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date

**\*For official use only\***

Quantity	Service	Fee Schedule	Estimate (Office Use Only)
	<b>Report Search, Production And Redaction</b>	<b>\$35 per hour (under 15 minutes no charge-over 15 minutes = 1/2 hour minimum) plus cost of materials</b>	
	<b>Case Reports</b>	<b>\$10.00 for first 5 pages 25¢ per page thereafter</b>	<b>\$</b>
	<b>Photograph CD</b>	<b>\$25.00</b>	<b>\$</b>
	<b>Jail Records</b>	<b>\$10.00 (\$15 if 11 pages or more)</b>	<b>\$</b>
<b>TOTAL OF ESTIMATED CHARGES:</b>			<b>\$</b>

☐ Payment Waived by \_\_\_\_\_

Date Payment Requested: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Deposit? ☐ Yes ☐ No Required Hourly Rate \_\_\_\_\_

Date Payment Received: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Payment Method: \_\_\_\_\_ Receipt #: \_\_\_\_\_

☐ Request Denied/Not Releasable/Out of Retention ☐ No Records Found ☐ Released Full Report ☐ Released Redacted Report

☐ Photos/Video Provided ☐ Mailed/Faxed/Emailed or ☐ Pick Up Date: \_\_\_\_\_ Processed By: \_\_\_\_\_