



# CLACKAMAS COUNTY SHERIFF

**Sheriff Angela Brandenburg**

Jesse Ashby, Undersheriff

Michael Copenhaver, Undersheriff

Jenna Morrison, Undersheriff

Effective: 7/2023

## INVESTIGATIVE REPORT RELEASE POLICY COPIES OR INSPECTION OF PUBLIC RECORDS ORS 192.324

All requests for public records must be submitted via the Clackamas County Sheriff's Office online Public Records Center (accessible via the Clackamas County Sheriff's Office website: [www.clackamas.us/sheriff](http://www.clackamas.us/sheriff)) or in writing to the Clackamas County Sheriff's Office Records Unit. Billing and payments will be processed within the online Public Records Center.

### Fee Schedule:

Police Report	\$15.00 for first 30 pages; 25 cents per additional page *No fee for victim of report
Address or Name History	\$15.00 per name/address
Photos	\$15.00
Notarized Visa/Background Letters	\$15.00 per name
Video/Audio Requests	\$50.00 per video (plus staff time, if applicable)
Jail Videos	\$50.00 + \$20/hour after 1st hour

\*Other request fees are to be determined according to staff time necessary to research, review, redact, copy or compile records: the actual cost of staff time, calculated at the hourly rate of the employee(s) who performs the work.

Requests will be acknowledged within five business days from receipt. Most requests will be fulfilled within 10 business days. A written response will be provided if processing time exceeds 10 business days. Requests will be considered closed after 15 business days if request for payment or clarifying information is not received from requestor.

The Clackamas County Sheriff's Office will release any and all investigative records available upon request, to any member of the public unless the record is exempt by law from disclosure. The Clackamas County Sheriff's Office cannot guarantee that outside agency reports included in a release are a complete representation of that agency's record.

There may be administrative records available beyond investigative reports. These records are created for Sheriff's Office administrative purposes and do not necessarily contain information found in investigative reports. Clerical management and Records staff generate these records. You may request a copy of administrative records, however, you will be charged for the time it takes to reproduce and copy the documents.

If you have any questions regarding this policy, please contact the Clackamas County Sheriff's Office Records Unit at 503-785-5200 or [ccsorecords@clackamas.us](mailto:ccsorecords@clackamas.us)

*A Tradition of Service Since 1845*

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Mailing: 2223 Kaen Road, Oregon City, Oregon 97045

Phone: 503-785-5000 Fax: 503-785-5190 [www.ClackCoSheriff.us](http://www.ClackCoSheriff.us)