



## HILLSBORO POLICE DEPARTMENT PUBLIC RECORD FEES

ORS 192.324 (4) authorizes a public body to establish fees to reimburse for actual cost in making public records available. The actual cost may include: a charge for the time spent by the public body’s staff in locating the public records; reviewing the records in order to delete exempt materials; supervising a person’s inspection of original documents in order to protect the records; copying records; certifying documents as true copies; or sending records by special methods such as express mail. The Hillsboro City Council adopted Resolution No. 2024, establishing a system of recovering City expenses incurred in responding to public documents and records requests.

Upon request, an estimate of costs for staff time will be made, and if the time required to respond to the request exceeds that estimate, the requester will be informed prior to the research continuing. The police department may require a deposit either full or in part before expending any city resources toward responding to a research request. If the actual cost of responding to the request is less than the estimated cost, then the balance of the deposit shall be promptly refunded.

***Please be advised that all requests for Public Records must be made in writing.***

TYPE OF RECORD	FEE
Police Reports	\$12.00 for the first 15 double-sided pages \$.30 per side for each additional page
Research Requests	Per hour rate in excess of one half hour
Officer Notes	\$7.00 per page
Officer Training Records	\$7.00 per record
Citations	\$7.00 per citation
Radar Certification	\$7.00
Body Worn Camera Footage	Per hour rate in excess of one half hour plus material
Photographs	\$20.00 plus material
Color Photo	\$3.00 per sheet
Department Policies	\$2.00 for each policy copied
Any other record not listed	Per hour rate in excess of one half hour plus material

TYPE OF MATERIAL	FEE
Link	Free
CD/DVD/Blue Ray	\$10.00
8 GB	\$8.00
16-32 GB	\$10.00
64 GB	\$18.00
128 GB	\$32.00

\*There is no charge for the face sheet an Oregon Traffic Crash Report Form for involved parties only.

Please direct any questions to the Custodian of Records, Shawn Franulovich (Records Manager) at 503-681-6175.

Effective 02/16/2024

### Police Department

Mail 250 SE 10<sup>th</sup> Avenue, Hillsboro, Oregon 97123 Phone 503.681.6175 Fax 503.681.6267  
Web [www.hillsboro-oregon.gov](http://www.hillsboro-oregon.gov)

