

PSF-2.01 - Release of Information

RELEASE OF INFORMATION

Administrative Rules Adopted by Police Bureau Pursuant to Rule-Making Authority

ARB-PSF-2.01

Section 1 - Policy

It is the policy of the Police Bureau to provide access to written records in an open, consistent, and timely manner in conformance with the standards set forth in the public records Law. A Public Record is any writing containing information relating to the conduct of the public's business. Writing includes photographs, computer records, videotapes, and other methods of retaining information, as well as written documents such as police reports and memoranda.

Section 2 - Procedure

Release of Information to Individuals

Persons seeking copies of, or the right to inspect, Bureau records shall be referred to the Records Division (Records). It will be the responsibility of Records to review the request. If the record requested is in the possession of Records, or is readily accessible by Records, they will then process the request.

If the record is not available to Records, they will refer the request to the RU in possession of the record or to the appropriate City Attorney.

All requests for crime scene photos will be referred to the Detective Division or, in the case of accident scene photographs, to the Traffic Division.

RUs that receive public record requests will comply with the request unless the record is exempted. If there is a question concerning whether a particular statutory exemption applies, the RU may contact Records and/or the City Attorney for advice.

In some cases, only a portion of the record may be exempt. In that case, the exempted portion shall be redacted and the remainder of the record shall be provided.

Fee Schedule

Fees for public records are determined by the City Council. Refer to City Code 3.20.360 or Records for the current fee schedule. Nothing in this order will prohibit any RU from developing and releasing any document, without cost, designed

to educate or inform individuals or groups. Examples of such documents would include crime prevention brochures, regular statistical documents, annual reports and press releases.

If there is any question as to the releaseability of a document, contact Records or the City Attorney for advice. However, keep in mind that not all documents exempted under Public Records law are marked "Confidential." Use caution when dealing with matters involving children (either arrested or as victims), elder persons, persons with mental or physical illness, or any matter that might be considered "private" by a person named.

Confidential Records

In the event the record requested is marked confidential, the unit processing the request will not release such material, if it is otherwise appropriate to do so, until it has obtained the consent of the originating unit.

Information to Governmental Agencies

This order applies to private citizens or businesses seeking access to Bureau records. Nothing in this order will prohibit or affect the exchange of information or records between any RU and another law enforcement agency or governmental agency.

Release of Information to the Press

The Public Information Officer will be responsible for coordinating the press' access to Bureau public records.

Section 3 - References

ORS 192.410 – 192.500 Public Records Law
City Code 3.20.360 Fee Schedule
DIR 310.70 Dissemination of Information
DIR 615.00 PPDS Computer Security
DIR 616.00 Release of Statistical Information
DIR 631.35 Press Policy and Procedure
DIR 910.00 Field Reporting Handbook Instructions
Fee Schedule (Records)

HISTORY

Submitted for inclusion in PPD March 6, 2002.

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