

**GENERAL ORDER 82.5.1**

**Release of Records Information**

**GENERAL ORDER CROSS-REFERENCE: None.**

**SUMMARY**

Establishes a procedure for the release of information to other agencies, news media, and private parties.

**DISCUSSION**

The proper flow of information to other agencies and the public is a vital link in our chain of communication. Since state privacy and public records laws restrict the flow of certain types of information, procedures need to be in place to guide the release of information

**POLICY**

**I**

Exceptions to this policy may be made by a division commander.

**II**

The release of information between law enforcement agencies is essentially unrestricted. Identification of members of other agencies requesting information shall be checked prior to the release. Telephone requests may be accepted, but the mailing address of the agency shall be confirmed through proper channels prior to mailing the information.

Information from other agencies obtained from our computerized systems shall not be released by our agency though the information may be a matter of public record. Anyone requesting this type of information shall be referred to the proper agency. For example, requests for registration information on vehicles shall be referred to the Department of Motor Vehicles; requests for information on arrests made by another agency shall be referred to that agency.

Requests for State criminal histories shall be referred to the Oregon State Police.

**III**

Daily logs are posted on the City's website. Media releases are distributed via email to media outlets.

Police records become public record after final adjudication. At this time our case may be released to anyone, subject to state and federal guidelines. However, any information contained in our case that belongs to another agency shall not be released. Incident reports may be released to the victim and/or victim's insurance company with any suspect information redacted. Traffic accident reports are releasable following ORS 802.179, 192.501 and 192.502 to anyone at any time but not any criminal reports involved in the same case.

#### **IV**

Statistical crime activity information may be released to other criminal justice agencies, General information on crime activity may be released to other criminal justice agencies, citizen groups, neighborhood watch, or concerned citizens. However, no information shall be released for commercial purposes.

#### **V**

Photographs of arrested persons are public record. Requests for mug shots shall be declined only if there is an investigative purpose to do so.

#### **VI**

Photographs of a suspect may be released by the Department if there is a significant law enforcement or public interest reason. For example, it would be proper to release a photograph in order to enlist public assistance in apprehending a fugitive or to warn the public of a dangerous offender.

#### **VII**

The Department Policy Manual (G.O.'s) is a matter of public record with exception of those identified as "Classified or Confidential".

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Richard L. Lewis  
Chief of Police