



# *Florence Police Department*

*Florence Justice Center*

900 Greenwood St

Florence OR 97439

Ph. (541) 997-3515 Fax (541) 997-4104

## **FLORENCE POLICE DEPARTMENT** **PUBLIC INFORMATION/ RECORD REQUEST**

Public Information is defined in Oregon State Statutes 192.410 – 192.500. These ORS also list several limited circumstances under which a public body may decline to release certain information. There will be a fee charged for providing copies of reports, log entries, citations, audio tapes and video tapes.

### **Requestors Information:**

Name:

Address:

Phone:

Date:

### **Information Requested: (include as much info as possible)**

Case Number:

Involved Parties:

Type of Incident:

Location of Incident:

Date/Time of Incident:

Most requests will be processed within ten (10) days.

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*For Office Use:*

Released by:

Date: