Print Form

# CITY OF PORTLAND

BUREAU OF EMERGENCY COMMUNICATIONS

**Lisa Turley, Director**
Post Box 1927
Portland, Oregon 97207
Phone: 503-823-0911
Fax: 503.823.3940
www.portlandoregon.gov/911

## Public Records Request – for Media Only

***Email to:*** ***BOECPIO@portlandoregon.gov***

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### *Requestor Information*

Requestor Name _____
Company Name: _____
Billing Address: _____
_____
City, State, Zip: _____
Phone - Day: _____
Phone - Mobile: _____
Fax: _____
Email: _____

### *Incident Information*

Date of Incident: _____
Incident Number: _____
Location of Incident: _____
Time Frame: _____
(i.e., 7:30 pm to 8:30 pm)

***Notes:***

### *Information requested / Fee Schedule*

- ☐ 9-1-1 Telephone Call(s) / $75 per hr
- ☐ Radio Channels / $75 per hr
  - ☐ Police
  - ☐ Fire / EMS
- ☐ Data Printouts of Incident / $75 per hr

*Note: Requests for medical calls must be made directly with the Multnomah County EMS Office.*

### *Media Authorization*

Signature indicates acknowledgement of billing policy and release of public information as outlined in the disclaimer below.

Media Authorized Signature: _____

Printed Name: _____
Date: _____

BOEC charges a fee according to the fee schedule for a minimum of one hour. BOEC will bill the requestor who is responsible for payment. **Fax your requests to: Media Fax: 503-823-3940**.

***BOEC will not release any information without approval of the investigating agency's own PIO. Contact may be made by any member of the media to the investigating agency's PIO for release authorization, but the PIO must contact BOEC directly to approve the release.***

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For Official Use Only

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|---|---|---|
| Date / Time: | Agency / PIO: | Via: Email / Phone |
| Date / Time: | Authorized by: | Via: Email / Phone |
| Date / Time: | Released to Media: | Via: Email / Phone |

*Revised 01/09/2013*