



RECEIVED  
AUG 28 2012

# McMinnville

## Police Department

---

*Ron Noble, Chief of Police* • 121 SW Adams St. • McMinnville, Oregon 97128-4997 • (503)434-7307 • Fax (503)434-2335

August 23, 2012

Jann Carson, Associate Director  
ACLU of Oregon  
PO Box 40585  
Portland, OR 97240-0585

RE: Public Records Request

Dear Ms. Carson,

The McMinnville Police Department has received your request for our policies and procedures pertaining to;

1. The use of department equipment sold or manufactured under the Taser brand name
2. The use of, or ownership of ALPR equipment
3. Obtaining cell phone data from cell phone carriers
4. Response to members of the public photographing or video recording officers while engaged in their official duties

We have begun to compile the requested information and concluded that your request will require more research than a routine records request.

Attached is our Procedure for Public Records Request form that includes the calculation of fees. Upon compilation of all the requested documents we will contact you with the total charge.

Should you have any questions please feel free to contact me.

Thank you,

A handwritten signature in cursive script that reads "Linda Gardner".

Linda Gardner  
Management Assistant



# McMinnville

## Police Department

---

*Ron Noble, Chief of Police* • 121 SW Adams Street • McMinnville, Oregon 97128-4997 • (503)434-7307 • Fax (503)434-2335

### **Procedure for Public Records Request**

A request for public records that are in the custody of the McMinnville Police Department may be made by submitting a written request to:

Linda Gardner, Management Assistant  
121 SW Adams Street  
McMinnville, OR 97128  
Fax: 503 434-2335

**The request may be submitted by person, by mail, or by fax.**

**The request must:**

- Include name and address of the person requesting the public record;
- Include telephone number or other contact information for the person requesting the public record;
- Include a sufficiently detailed description of the record(s) requested to allow McMinnville Police Department to search for and identify responsive records.

**The request should:**

- Be dated;
- Be signed by the person requesting the public record.

### **Calculation of Fees (Must be collected prior to inspecting or receiving copies of records)**

McMinnville Police Department calculates fees for responding to public records requests in the following manner:

- \$1.00 for the first page and \$0.25 for each additional page for photocopies.
- The cost of records transmitted by fax \$1.00 for the first page and \$0.50 for each additional page, not including the cover page.
- Routine insurance and attorney requests will be charged a standard \$5.00 per report for up to 15 pages to expedite delivery.
- In the event of a lengthy request, labor charges that include researching, locating, compiling, editing, redacting or otherwise processing information and records:
  - No charge for the first 15 minutes of staff time.
  - Beginning with the 16<sup>th</sup> minute, the charge per total request is \$22.66 per hour or \$5.67 per quarter-hour.
- Actual attorney fees charged to the McMinnville Police Department for the cost of time spent by an attorney in reviewing the public records, redacting material from the public records or segregating the public records into exempt or nonexempt records.
- The actual cost for delivery of records such as postage and courier fees.
- \$10.00 for each true copy certification.
- McMinnville Police Department may require pre-payment of estimated fees before taking further action on a request.

---

*"Devoted to excellence in making our city a safer and healthier place to live, learn, work, and play."*