



JEFFERSON COUNTY SHERIFF'S OFFICE

JASON POLLOCK, SHERIFF

675 NW CHERRY LANE, MADRAS, OREGON 97741

PHONE: (541) 475-6520 • FAX: (541) 475-3847

www.jeffco.net/sheriff

ORS 192.420 grants each person the right to inspect the records of a public body (unless exempt from disclosure). The Sheriff's staff will contact you within five (5) business days of receiving this request.

Date: _____ Daytime Phone: _____

Contact Name: _____ Alternate Phone: _____

Address: _____

Email Address: _____ Form of Response: Email Mail to address above

This form must be submitted to: Ana Young, Records
675 NW Cherry Lane
Madras, OR 97741
jcsadmin@jcsolaw.com
Phone: 541-475-6520 Fax: 541-475-3847

Description of records requested (please be as specific as possible, attach additional pages if necessary. Include dates and/or date ranges information being requested):

Fees:
Reports / CFS.....\$10.00 / first 5 pages. & \$1.00/ each page thereafter
Research Fee...\$40.00/hour/1/2 hour minimum
Photo/Audio CD....\$30.00 per CD

STAFF USE ONLY

Response:

- Sheriff does not possess or is not the custodian of requested records.
- Copies of all requested, non-exempt records are provided.
- Sheriff has at least some of the requested records, time and fee estimate provided.
- Requestor accepted, records provided.

Requestor declined.

Sheriff has at least some of the requested records, time and fee estimate will be provided.

Estimate provided. Requestor accepted, records provided. Requestor declined.

Unknown whether Sheriff has any requested records, search required, response to follow.

Response provided. Records provided. Requestor declined.

Acknowledgement of record prohibited or restricted under State or Federal Law:_____.

By:_____ Comments:_____

Time spent: _____

Number of copies:_____

Fees paid:_____