
GUIDELINES FOR RELEASING INFORMATION

Policy #1102-R06 (02/01/12)

Applies to all staff members who respond to requests for written documents held by the Washington County Sheriff's Office.

1. The Criminal Records Section Manager is Responsible for the Routine Release of Incident Reports That are Not Exempt from Disclosure.

The Public Information Officer will normally respond to requests from the media for incident reports.

See also [policy 1103](#), *Public Information Officer Responsibilities for media requests or requests for information not contained in reports.*

2. A Person Requesting Public Records Must Complete a Public Records Request Form.

The form can be obtained from the Criminal Records Section or the Public Information Officer.

3. Copyrighted Material May be Inspected, But Not Copied.

If a person requests public information that is copyrighted, the Sheriff's Office must permit the person to inspect the copyrighted material but must not make, or allow to be made, copies of the copyrighted material without the consent of the copyright holder.

4. Basic Information is Always Releasable on Arrested Adults Per ORS 192.501(3).

This section also applies to juveniles, age 15-17 years, who are being tried as adults either on Measure 11 crimes or who have been waived into adult court.

- An arrested person's name, age, address, telephone number, occupation, family status, the charge and bail amount, if any
- The name of the deputy or official making the arrest
- The investigating or arresting agency
- The circumstances of the arrest including date, time, location, pursuit or resistance, or the use or possession of weapons
- Prior arrests by Washington County Sheriff's Office deputies obtained through Sheriff's Office records systems. Prior conviction information should be obtained from the courts.
- Prior incarcerations in Washington County Jail obtained through the jail records system
- Mug photographs

5. Basic Information is Always Releasable on Juveniles Who Have Been Taken into Custody per ORS 419A.255(6).

- The juvenile's name, age, whether employed or in school, the offense and bail amount, if any
- The time or place the juvenile was taken into custody and whether resistance or pursuit or weapons were used in taking the youth into custody
- The name of the deputy or official making the arrest
- The investigating or arresting agency

Supersedes: 1102-R05 (04/11/08)

Position responsible for updates: Public Information Officer and Records Section Manager

CALEA: 54.1.1, 55.1.3, 82.1.1, 82.1.2

OJS: A-201, A-202

6. Certain Other Information is Immediately Releasable by Records Staff:

- Non-criminal accident reports
- Property crimes reports if the case has been suspended by detectives and reports contain no suspect information
- Tow reports

7. Certain Information May be Releasable With the Approval of a Division Commander, Records Manager, or the Assigned Detective.

Requests that require approval may not be immediately available. The review of the request will normally be completed within 3 business days, and may be partially redacted.

- Sex crimes involving an adult victim
- Property crimes reports on cases actively being worked by an investigator (to the victim of the crime for insurance claim purposes only)
- Missing persons reports
- Identity of a suspect prior to arrest if it could aid in apprehension of the suspect or to serve to warn the public of a potential danger
- Probable cause affidavits
- Information received from other law enforcement agencies
- DUII reports
- Risk Analysis performed prior to serving an arrest or search warrant
- Any other reports that a staff member has a question or a reservation about releasing

8. All Reports are Available Upon Adjudication With Proper Redaction.

Except when court orders prohibit the release or when a juvenile is the victim.

9. Certain Information is Not Releasable Without a Court Order Unless It is Contained in a Releasable Report.

- Criminal history information on other than Sheriff's Office arrests obtained through the National Crime Information Center (NCIC) or the Law Enforcement Data Systems (LEDS), or Portland Police Data Service (PPDS)
- The identity or information about a person detained for civil detoxification or on a police officer hold, except that it may be released directly to the person who was detained
- Social security numbers
- Investigative reports on any criminal case where the District Attorney has not made a decision as to whether person(s) will be charged
- Any information on an active criminal investigation
- Observations about a person's character, reputation, or mental condition
- Statements, admissions, confessions, or alibis attributable to arrested person, or comments or opinions regarding the above
- Personal opinions regarding a person's guilt or innocence
- Statements regarding the credibility, identity, or testimony of prospective witnesses
- The identity of victims or witnesses if such disclosure would prejudice the investigation or place the victim or witness in personal danger
- Fingerprints, photograph files or records of a child, ward, youth or youth offender per ORS 419A.250(4)
- The identity of any juvenile that is charged solely with a status offense (i.e. minor in possession or runaway)
- The identity of any critically injured or deceased person prior to notification of next of kin

- Information concerning any investigation of child abuse or child sex abuse is only releasable per ORS 419B.035
- Investigative procedures such as fingerprints, polygraph examinations, laboratory or blood tests used in a specific case

10. Non-Booking Photographs of Adults Held or Accessed by the Sheriff's Office May be Released Under Specific Conditions.

- A photograph may be released if it could aid in the investigation, assist with the apprehension of a suspect, or benefit the public's safety
- Photographs shall not be released if the release would contaminate the investigation (i.e., prior to a photo lay-down)

11. Non-Booking Photos of Juveniles Shall NOT be Released Unless Authorized by the Juvenile's Parents or the Sheriff.

Photos of juveniles listed as crime victims or missing persons may be released only after written approval to release them is obtained from the victim's parent or legal guardian. The written authorization shall be placed in the case file.

The Sheriff must approve any exceptions.

12. Photos of Sheriff's Office Staff Contained in Office Files Shall Not be Released Unless There is a Signed Release Form on File With the Business Administrative Office.

The Sheriff must approve any exceptions.

13. Public Records Requests That are Denied May be Appealed Per ORS 192.450.