



Salem Police Department

333 Division Street NE • Salem OR 97301-2592 • Phone 503-588-6156 • Fax 503-588-6329

FOR IMMEDIATE RELEASE

DATE: March 24, 2022

CONTACT: Salem Police Department Communications Office
spdmedia@cityofsalem.net

• NOTIFICATION FOR MEDIA OUTLETS ONLY •

In an effort to standardize the information we share with local media partners, the Salem Police Department is making some adjustments to the procedures for fulfilling media requests. The following notification serves as an update, as well as a reminder of processes already in place.

Media Inquiries

Effective Thursday, March 24, 2022, media outlets will be able to send all requests via a dedicated email box which will go to the public information officer and the Communications Office. All requests must be sent to spdmedia@cityofsalem.net.

Lieutenant Mike Bennett is the public information officer. Working with Angela Hedrick of the Communications Office, the pair will coordinate or fulfil media inquiries whether case or breaking news related.

Publication of Press Releases, Police Activities, and Pressers

The Salem Police Department will continue to issue press releases via [FlashAlert Newswire](#), first. The releases are also posted on the Salem Police Department's primary social media accounts, [Twitter](#) and [Facebook](#). Please note: Not all police activities are posted to social media; however, messages of a more urgent nature are most commonly posted to Twitter only.

Should the need arise for a press conference or to do a press briefing at a scene, the announcement of the location will be published via FlashAlert and Twitter.

Requests for Police Reports and other Public Records

Members of the media wishing to receive copies of police reports should do so through the [City of Salem Public Records Request Portal](#). The requests for police reports and other records are managed by the Salem Police Investigations & Support Division's Records Section. All requests must follow the established public records request process based on Oregon public records law and the [City of Salem's policy](#) on the release of records.

For journalists who have not used the records request portal, [a video tutorial](#) is available. To also help you through the process, a list of responses to [common questions](#) about records requests is provided.

As a reminder, if a public records request is declined, that status *closes the original request*. The most common example is receiving a decline notice because the report involves an active investigation. If you wish to follow up on the incident at a later date, a new request must be submitted, *including* any fee waiver petition previously provided.



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Communications Office Webpage

Information from the Communications Office is available through the [Salem Police Transparency Portal](#). On the page, users will find the police department's press releases for the previous year, as well as a current media kit.

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As additional adjustments in our police media communications develop in the coming months, other updates will follow.

Thank you.